



**REPUBLIC OF KENYA**  
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**NYANDARUA COUNTY ASSEMBLY**  
**TENDER DOCUMENT**  
**FOR**  
**PROVISION OF STAFF MEDICAL,**  
**GPA/WIBA AND GROUP LIFE**  
**ASSURANCE (GLA) SERVICES**

**REFERENCE NO: NCA/T/01/2015-2016**

**Closing Date: Friday, October, 23<sup>rd</sup>**  
**2015 at 11.00A.M**

**Note: Candidates downloading documents from <http://assembly.nyandarua.go.ke>  
must notify the Assembly through this email: [clerk@assembly.nyandarua.go.ke](mailto:clerk@assembly.nyandarua.go.ke)  
Communication in case of any amendment or clarification before closing the tender  
Under section 2.4**

**Receipt No.....**

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**SECTION I - INVITATION FOR TENDERS**  
**Date \_\_\_\_\_**

**TENDER REF. NO. NCA/T/01/2015-2016 TENDER NAME PROVISION OF STAFF MEDICAL, GPA/WIBA AND GROUP LIFE ASSURANCE (GLA) SERVICES**

**REFERENCE NO: NCA/T/01/2015-2016**

**1.1 NYANDARUA COUNTY ASSEMBLY** invites sealed tenders from eligible candidates for the **PROVISION OF STAFF MEDICAL, GPA/WIBA AND GROUP LIFE ASSURANCE (GLA) SERVICES**

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **NCA PROCUREMENT OFFICE located in former Ol Kalou town council offices , opposite Ol Kalou Police Station** during normal working hours(8.00AM-4.30PM)

1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of **KSH 1,000(One thousand shillings only)** in cash or bankers cheque payable to **Nyandarua County Assembly**.

1.4 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.

1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at **Nyandarua County Assembly reception office located at former Ol Kalou town Council Opposite Ol Kalou police station** or be addressed to **The Clerk Nyandarua County Assembly P.O. BOX 720-20303 Ol Kalou** so as to be received on or before **Friday, 23<sup>rd</sup> October 2015 at 11.00am**

1.6 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at **Nyandarua County Assembly procurement office located at former Ol Kalou town council opposite Ol Kalou police station .**

SIGNED  
**CLERK TO THE COUNTY ASSEMBLY**

## SECTION II - INSTRUCTION TO TENDERERS

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

### **2.1. Eligible Tenderers**

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

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

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

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.
- (i) Instructions to Tenderers
  - (ii) General Conditions of Contract
  - (iii) Special Conditions of Contract
  - (iv) Schedule of Requirements
  - (v) Details of Insurance Cover
  - (vi) Form of Tender
  - (vii) Price Schedules
  - (viii) Contract Form
  - (ix) Confidential Business Questionnaire Form
  - (x) Tender security Form
  - (xi) Performance security Form

- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

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

## **2.4 Clarification of Tender Documents**

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

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

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

## **2.5 Amendment of Tender Documents**

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

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

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

## **2.6 Language of Tenders**

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

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

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

## **2.8. Form of Tender**

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

## **2.9. Tender Prices**

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10. Tender Currencies**

- 2.10.1 Prices shall be quoted in Kenya Shillings

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

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12. Tender Security**

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

- 2.12.2 The tender security shall not exceed 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) if a tenderer withdraws its tender during the period of tender validity.
  - (b) in the case of a successful tenderer, if the tenderer fails:
    - (i) to sign the contract in accordance with paragraph 2.29 or
    - (ii) to furnish performance security in accordance with paragraph 2.30.
  - (c) If the tenderer reject correction of an arithmetic error in the tender.

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

- 2.13.1 Tenders shall remain valid for 60 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 **23<sup>rd</sup> October 2015 at 11.00am local time.**”
- 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 **23<sup>rd</sup> October 2015 at 11.00am local time.**
- 2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

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

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

- 2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **23<sup>rd</sup> October 2015 at 11.00am local time.** 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 tenders' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

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

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the

errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

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

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

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

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

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

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

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

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

### **2.23. Contacting the Procuring entity**

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

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

### **2.24 Post-qualification**

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

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2 , as well as such other information as the Procuring entity deems necessary and appropriate

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

### **2.25 Award Criteria**

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

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

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

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

2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that non of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

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

2.26.3 A tenderer who gives false information in the tender document about is qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.29 Performance Security**

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

## Appendix to instructions to Tenderers

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
2.1.1 Eligible Tenderers	<i>Registered Insurance Firms/Underwriting companies and medical Insurance Firms Licensed and Operating in Kenya.</i>
2.10	<i>Particulars of other currencies allowed.</i> <b>None</b>
2.30.1	<i>An Anti-corruption Affidavit is provided along with the Bidding documents.</i>
2.2.2	<i>The fees charged for a complete set of tender documents is Kenya Shillings <b>ONE</b> thousand only.(Ksh 1000/-) for those who purchase a hard copy and free for those who download from the Assembly</i> <b><a href="http://assembly.nyandarua.go.ke">http://assembly.nyandarua.go.ke</a></b>
2.12.2 Tender security	<i>Interested firms to provide a Tender Security of 2% of total tender price in the form of EITHER a Bank Guarantee OR guarantee issued by an Insurance Company registered with the Authority.</i>
2.12.4	<i>Form of Tender Security: The Tender Security shall be in the form of a <b>Guarantee from a reputable bank or an insurance company approved by PPOA. Self-guaranteed tender security not allowed.</b></i>
2.15.2	<i>The inner and outer envelopes shall bear the Words:</i> <i>(i) Tender Name: <b>Provision of Insurance Services</b></i> <i>(ii) Tender No <b>NCA/T/01/2015-2016</b></i> <i><b>DO NOT OPEN BEFORE 23<sup>rd</sup> October 2015 at 11.00am local time.</b></i> <i>Tenders must be addressed and</i>

	<p><i>delivered to: The Clerk , Nyandarua County Assembly P.O Box 720-20303 Ol Kalou</i></p>
2.16.1	<p><i>Tenders must be received on or before <b>23<sup>rd</sup> October 2015 at 11.00am local time.</b></i></p>
2.16.3	<p><i>Bulky tenders will be received by authorized NCA staff members and recorded and signed for in a register by the representative of the entity.</i></p>
2.18.1	<p><i>Tenders will be opened at the time stated in the presence of tenderers or their representatives.</i></p>
2.25	<p><i>NCA shall not grant any margin of preference</i></p>
2.9 Tender Prices	<p><i>a) Bidders shall recommend only one underwriter per policy. Where a Bidder provides quotations from more than one underwriter for each policy, the bidder's bid shall be treated as non-responsive.</i></p> <p><i>b) The bidder's price quotation for each policy shall be supported by a quotation from the recommended underwriter on their original letterhead.</i></p>
2.31	<p><i>Anti-corruption Affidavit NCA will require a supplier of services to swear an affidavit to the effect they will not have offered or been requested to pay an inducement to a member of the Board, Management and/or Staff of NCA to influence the outcome of the bid.</i></p>



**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**

- 3.8.1 The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
- 3.8.2 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**

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

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

## SECTION IV- SPECIAL CONDITIONS OF CONTRACT

### 4.1 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	10% of the contract sum
3.7 Delivery of Service	For a period of one year, this may be renewable for a further 12 months subject to satisfactory performance
3.8 payment	As per the contract agreement
3.9 Price adjustment	No price adjustments will be allowed
3.16 Applicable law	Laws of Kenya
3.18 Notices	The Clerk , Nyandarua County Assembly P.O Box 720-20303 Ol Kalou

## 4.2 EVALUATION OF TENDERS

The following special conditions will form the evaluation criteria for the bids submitted.

### STAGE 1 – EVALUATION OF THE MANDATORY REQUIREMENTS (PRELIMINARY EVALUATION)

- The firm must meet all the mandatory requirements.

<b>Evaluation requirement</b>
<p><b>Mandatory requirements (conditions) to be met</b></p> <ol style="list-style-type: none"><li>1. Submission of an ORIGINAL and ONE bound copy of tender documents</li><li>2. Submission of a bid security of 2% of the Tender price from reputable Bank in Kenya or from Insurance Company approved by PPOA valid for 120 days from the date of tender closing date. (Self-guaranteed tender security not allowed.)</li><li>3. Submission of valid Tax Compliance Certificate</li><li>4. Fully fill the attached tender form and price schedule form.</li><li>5. Fully fill the attached Confidential Business Questionnaire</li><li>6. Must submit a copy of the current year certificate of registration from the Insurance Regulatory Authority (IRA)</li><li>7. Must provide a list of at least five (5) clients clearly indicating their names, addresses, telephone numbers, contact person and total premiums.</li><li>8. Medical Cover must be both In-patient and Out-patient as one package under one underwriter and no co-sharing.</li><li>9. Provide evidence that the company has been in existence and in operation for at least five (5 years) as a medical insurance provider.</li><li>10. Must submit Reinsurance treaties.</li><li>11. Must submit Reinsurance slip/cover for policy business for the year 2015.</li><li>12. Bidders shall recommend only one underwriter per policy. Where a bidder provides quotations from more than one underwriter for each policy, the bidder's bid shall be treated as non-responsive.</li><li>13. Must be a current member of the Association of Kenya Insurers (AKI). Please provide copy of membership certificate.</li><li>14. Must submit letters confirming credit facilities for the last one year (2014) from any five of the following hospitals:<ol style="list-style-type: none"><li>(i). Nairobi Hospital</li><li>(ii). Mater Hospital</li><li>(iii). MP. Shah hospital</li><li>(iv). Kenyatta National Hospital</li><li>(v). Karen Hospital</li><li>(vi). Aga khan Hospital</li><li>(vii) Gertrude Hospital</li></ol></li><li>15. Must Cover the following conditions in both In-patient and Out-patient<ol style="list-style-type: none"><li>(i). Chronic</li><li>(ii). Congenital</li><li>(iii). Pre-existing (iv). HIV/AIDS</li><li>(v). Ambulance and air evacuation</li></ol></li></ol>



(vi). Maternity (vii). Dental (viii). Optical 16. Provide a country wide list of approved health providers where you have credit facilities (NCA reserves the right to confirm directly with these providers the existence of credit facilities).
--

**STAGE 2: TECHNICAL EVALUATION (RANKING STAGE)**

- The firm that fulfill all the mandatory requirements will be evaluated and ranked using the following criteria:-

	<b>CRITERIA</b>	<b>Maximum points</b>
<b>1</b>	Provide evidence of Slip/Cover Notes for Medical Cover  GPA/WIBA and Group Life	10
<b>2</b>	Provide letter from the Insurance Regulatory Authority (IRA) that Reinsurance arrangements are in place for the Medical, Group life, Group Personal Accident / WIBA	5
<b>3</b>	Provide Audited Accounts for three years within (2011-2014) with Gross Premiums in the year 2014 of not less than Kshs. 700 Million	7
<b>4</b>	Provide a list of current largest clients whose Total Premium is not less than Ksh 100 Million. NCA reserves the right to confirm directly with these firms)	5
<b>5</b>	Specific experience of the insurance company/broker in  provision of similar services  List of at least five (5) Corporate Clients and  recommendation letters (Attach evidence)	5
<b>6</b>	Qualifications and competence of at least five (5) key members	5

	of staff of the company (Attach CVs)	
7	<p>Demonstrate the Financial and technical capacity to settle the claims:-</p> <p>Financial strength of the under writer, submit copies of audited accounts for the last three years(within 2011 to 2014) - 12 points</p> <ul style="list-style-type: none"> <li>• Sales and customer support ..... 2 points</li> <li>• Quality Management Systems ..... 4points</li> <li>• Litigation history ..... 2points</li> </ul>	20
8	Turnaround time for processing reimbursement and medical claims.(within 7 days) attach evidence	3
9	Details of scheme administration	5
10	<p>Responsiveness of Scope of medical cover as stated in the Terms of Reference (Response to the TOR)</p> <p>Provide details on scope of covers as follow:</p> <ul style="list-style-type: none"> <li>• What is covered in <b>In-patient</b> (including maternity, Dental and optical) 8points</li> <li>• What is covered in <b>Out-patient</b> (including maternity, Dental and optical) 8 points</li> <li>• What is not covered in <b>In-patient</b> (including maternity, Dental and optical) 4points</li> <li>• What is not covered in <b>Out-patient</b> (including maternity, Dental and optical) 4points</li> </ul>	24
11	Scope of coverage (within Counties in Kenya & other Countries)	6

<b>12</b>	Appointed reputable hospitals/doctors list attached	5
	Total scores	100
	Pass mark %	80

- **A bid that does not meet the above minimum requirements will not proceed for further evaluation regardless of the cost of their proposal.**

**STAGE 3: FINANCIAL EVALUATION (20 points)**

Only bids scoring 80% or more in the technical evaluation will be considered for further Financial evaluation.

<b>Instructions to tenderers</b>	<b>Particulars of appendix to instructions to tenderers</b>	<b>Maximum points</b>
	<p><b>FINANCIAL EVALUATION</b></p> <p>1. The commercial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, Exclusion Clauses, and other pertinent terms and conditions of tender.</p> <p>2. The evaluation committee will determine whether the financial proposals are complete. The cost of items not priced shall be assumed to be included in other costs in the proposal.</p>	
2.24	Particulars of post – qualification if applicable. NCA may inspect the premises	

NB

Technical score maximum =80 Points

Financial score maximum =20 Points

total 100%

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

### **1. MEDICAL INSURANCE**

#### **TERMS OF REFERENCE FOR MEDICAL COVER FOR THE STAFF OF NYANDARUA COUNTY ASSEMBLY FOR 2015/16 FINANCIAL YEAR.**

##### **Introduction.**

Nyandarua county assembly (NCA) was established under the constitution 2010. The mandate of the assembly is to represent, legislate and oversight in the county of Nyandarua. It is now compulsory for all employers to provide adequate medical cover for all its employees in accordance with the employment act, 2007.

For this reason, NCA intends to contract the services of an experienced and reputable insurance company to arrange for medical cover to its staff.

##### **Objective of the cover.**

The primary objective of the cover is to provide a comprehensive in-patient and out-patient cover for staff and their immediate dependents i.e. spouses and their children.

##### **Scope**

The provider is expected to provide efficient and effective medical services for members of staff of the assembly and their (staff) immediate dependents. It should be a service that is easily available and accessible to members of staff as and when required. The number of staff to be covered may change from time to time and all medical providers may change from time to time and will be advised accordingly.

The following should be noted.

1. The cover is intended to cover the permanent and contracted staff of the County Assembly of Nyandarua.
2. Dependents of NCA permanent staff only that is one spouse and four children (dependents) aged between zero year to 20 or the age of twenty five (25) years if residing with their parents and enrolled in a recognized post-secondary institution or adult above 25 years who depend on the parents due to unavoidable conditions such as medical challenged adult dependent; and
3. In 2 above, documentary evidence will be provided by the employee where required.

## **Specific services**

The provider is expected to provide the following:-

### ***i. Out-patient medical services:***

- Consultation
- Surgery
- Dressing
- Maternity
- Dental
- Optical
- Physiotherapy
- Laboratory tests
- Circumcision procedures (for persons not older than 18 years)
- Prescribed ARVS
- Pre-existing conditions, chronic HIV/AIDS and cancer related conditions
- Congenital conditions
- HIV/ counseling, testing and provision of ant-retroviral drugs
- Attendance to other opportunistic and terminal diseases such as TB, cancer e.t.c and
- Gynecologist
- Any other out-patient services agreed with the assembly and not mentioned herein above.

### ***ii. Other out-patient benefits***

- Laboratory investigations and x-rays, electrocardiograms, encephalograms, audiograms, radiotherapy or chemotherapy
- Prescription medicines
- Out-patient procedures e.g. dressing
- ENT

### ***iii. In-patient medical services;***

- General in-patient service
- Medical services for pre-existing conditions, chronic HIV/AIDS and cancer related conditions
- Medical service for congenital conditions
- Medical services for HIV/AIDS including counseling, treatment, providing anti-retroviral and other related drugs

- Medical services for other terminal diseases and cancerous related illness
- Provision of drugs to staff and their (staff) dependants as prescribed by a medical practitioner

**iv. *Other in-patient benefits***

- Accommodation for parent/guardian accompanying a child below 6 years
- Doctors, surgeons and specialist fees
- Laboratory investigations, x-rays, ultrasound and other scans
- Intensive care (ICU/HDU)
- Radiotherapy, chemotherapy, physiotherapy, massage
- Gynecological treatment
- Day care surgery
- Post hospitalization visits/follow-ups after discharge
- Local road and air evacuation in case of transfers
- Disability devices

The details of the covers shall be provided by the service provider and shall form part of the scope envisaged.

**v. *Unique salient features (added values)***

- Claim reimbursement from those providers not in the providers list
- Any expenses for medical examinations done for check-up purposes not arising out of sickness or accident
- Cover outside Kenya on holiday and business six weeks
- 24 hour emergency/help line
- Evacuation abroad for treatment not locally available
- Health talks( E-mails, texts, face to face or one in one e.t.c.)

**vi. *Detailed dental benefits***

- Tooth fillings/dentures
- Root canal
- X-rays
- Polishing and scaling necessitated by a prevailing medical conditions and authorized by a doctor
- Tooth extractions including surgical extraction together with anesthetics fees
- Decay

**vii. *Details optical benefits***

The optical cover provides for:-

- Expenses related to the eye treatment
- Eye testing
- Treatment arising from injury to the eyes caused solely and directly by accident external and visible means or arising from a disease affecting the eye or optic nerve
- The supply and fitting of eye glasses and frames on a prescription only from the company's approved ophthalmologist
- The prescribed spectacles will be acquired from an approved optician. Please note that eyeglasses are limited to one pair every one year, unless otherwise proven to be medically necessary

**viii. *Detailed maternity cover benefits***

Maternity cover will cater for;

- Delivery expenses
- Pre-natal care
- Post-natal care and ultrasound all within the maternity limit

**ix. *Country wide net work***

The health provider is expected to have a country wide net work that can enable staff and their dependants to access medical services as and when the need arises. Where such facilities registered by the health provider cannot be accessed, the health insurance provider should be able to:

- Meet/reimburse the cost of treatment of employees and their dependents and/or
- Liaise with the local medical institutions and private doctors to offer the needed services

Such a scenario may be in cases of emergency and being in a region where the health insurance provider does not have a network. This will ensure that the staffs are at all times able to access medical attention in the course of their duties anywhere in the country.

NCA will provide the health insurance provider with a list of the areas of operations outside Nairobi to enable them arrange for appropriate medical facilities for the staff.

**x. *Provision of quarterly reports***

The health insurance provider is expected to furnish NCA with quarterly returns on the utilization of the employees medical entitlements to enable the NCA inform the staff accordingly.

***xi. Misuse of the medical cover***

The health insurance provider is expected to report to NCA immediately in case of any misuse of the medical cover by the beneficiaries

***xii. Reporting***

The health insurance provider shall be responsible to the Clerk, Nyandarua County Assembly through the Human Resource Manager or Administrator.

***xiii. Deliverables***

The health insurance provider shall be responsible for the following deliverables:-

- i. Conduct a briefing exercise and submit a report
- ii. Furnish the NCA with the package of the employee health insurance scheme it offers and how it operates, giving full details.

A bid that does not meet the above minimum requirements will be disqualified from further evaluation regardless of the cost of their proposal.

**MEDICAL INSURANCE**

The medical cover depends on the job groups or the equivalent job scales for the employees.

The table below indicates the limits for the cover.

**BENEFITS**

Civil Servant Job group and equivalent grades	No. of staff	In patient Annual cover limit	Outpatient Annual cover limit	Maternity Annual Cover limit	Dental cover Annual limit	Optical cover Annual limit
R-T (11-12)	5	2,000,000	250,000	150,000	30,000	35,000
K-Q ( 5-10)	56	1,500,000	200,000	100,000	30,000	25,000
G-J (4)	15	1,000,000	150,000	75,000	30,000	15,000
A-F (1-3)		750,000	100,000	50,000	30,000	15,000



**POPULATION DISTRIBUTION OF MEMBERS OF STAFF AND THEIR DEPENDANTS**

		<b>Family size Distribution for staff(the total population for these groups is 226 persons)</b>							<b>Total</b>
Option	Job Group(scale s equivalent)	Limit in Kshs	M	M+1	M+2	M+3	M+4	M+5	
In-Patient Cover	<b>R-T (11-12)</b> <b>5 staff</b>	2,000,000	0	0	0	3	2	0	22
Out-Patient Cover		250,000							
In-Patient Cover	<b>K-Q ( 5-10)</b> 56 staff	1,500,000	13	12	12	10	8	1	153
Out-Patient Cover		200,000							
In-Patient Cover	<b>G-J (4)</b> 15 staff	1,000,000	2	3	2	3	5	0	51
Out-Patient Cover		150,000							
Total population									<b>226</b>

KEY: M=Member

M + 1 = member + 1 dependent

M + 2 = member + 2 dependents

M + 3 = member + 3 dependents

M + 4 = member + 4 dependents

M + 5 = member + 5 dependents

**NOTE**

**The maternity, Dental and Optical covers are as in the table depending on Job groups.**

**With time the population is subject to change**

## **2. GROUP LIFE ASSURANCE COVER**

### **TERMS OF REFERENCE FOR GROUP LIFE ASSURANCE (GLA) SCHEME FOR THE MEMBERS OF STAFF OF NYANDARUA COUNTY ASSEMBLY FOR THE YEAR 2015/16.**

#### **INTRODUCTION**

Nyandarua county assembly (NCA) was established under the constitution 2010. The mandate of the assembly is to represent, legislate and oversight in the county of Nyandarua. It is now compulsory for all employers to provide adequate group life cover for all its employees in accordance with the employment act, 2007.

For this reason, NCA intends to contract the services of an experienced and reputable insurance company to arrange for group life cover to its staff.

#### **OBJECTIVE OF THE COVER**

The primary objective is to provide a group life cover for the members of staff of NCA.

#### **SCOPE**

The provider is expected to provide group life cover for the members of staff of NCA which should cover death, critical illness benefit and funeral benefits.

#### **SPECIFIC SERVICES**

The provider is expected to:-

- i. Liaise with the administrator to get the details of all the employees pertaining to their names, categories and earnings.
- ii. Keep the details of employees confidentially and update them as advised from time to time by NCA through its authorized representatives. (any changes to the list of staff members shall only be provided by a duly authorized officer of the client).
- iii. The insurance provider is expected to arrange Group Life Cover and appoint a contact person who shall be responsible/managing the said cover.
- iv. Ensure that upon notification of any death by NCA, the insurance provider promptly coordinates the claims and the settlement process until the claim is fully settled within 30 days.
- v. Provide appropriate improvement recommendations on the cover.
- vi. Such services as may be related or ancillary to the due performance of the above work.

## **PROVISION OF QUARTERLY CLAIMS UPDATE**

The insurance provider is expected to furnish NCA with quarterly claim updates under the cover.

## **REPORTING**

The insurance provider shall be responsible to the chief executive officer of NCA through the administrator.

## **OUTPUT/DELIVERABLES**

The insurance provider shall be responsible for the following deliverables:-

- i. Conducting debriefing exercise and submit a report.
- ii. Furnish NCA with a policy document within seven (7) days of signing of the contract.
- iii. Undertake a scope of cover and claims procedure presentation.
- iv. Submit quarterly claims update on affected employees and
- v. Give regular endorsements of the added staff and premiums due as and when necessary.

## **DATE OF INCEPTION/COMMENCEMENT**

The insurance provider is expected to start providing the employees with Group Life Cover on the date of execution of the contract.

## **PERIOD OF COVER**

The contract period shall be twelve (12) months from the date of the execution of the contract. The contract may be renewed for another twelve (12) months following the contract period by mutual agreement subject to the result of the performance evaluation to be undertaken by NCA at the beginning of the third quarter.

## **DETAILS OF COVER**

- a. The Group Life Cover to cater for member of staff only with the master policy in favour of NCA.
- b. The policy is to cover the staff of NCA for the following:-
  - i. The cover should be quoted in terms of insurance cover for five (5) times the annual income.
  - ii. Last expense
  - iii. The group life cover to cater for critical illness
  - iv. Provision for free cover limit
- c. The schedule is made up of the following; current staff and annual income.
- d. Name exclusion (s) and riders if any.

**CURRENT STAFF AND ANNUAL INCOME**

<b>NO</b>	<b>Job Group /Scale</b>	<b>No. of persons</b>	<b>Estimated Gross Annual earnings in ksh</b>
1	NYACASB 12	1	2,474,064.00
2	NYACASB 11	4	8,120,616.00
3	NYACASB 10	7	12,344,052.00
4	NYACASB 9	3	4,756,020.00
5	NYACASB 8	10	9,824,400.00
6	NYACASB 7	21	17,636,040.00
7	NYACASB 6	7	5,243,640.00
8	NYACASB 5	8	4,481,520.00
9	NYACASB 4	15	5,190,876.00
		<b>TOTAL SUMMARY</b>	
	<b>TOTAL NO OF STAFF</b>		<b>76</b>
	<b>GROSS ANNUAL EARNING IN KSH</b>		<b>70,071,228.00</b>

### 3 WIBA /GROUP PERSONAL INSURANCE COVER

#### **TERMS OF REFERENCE FOR WORKMAN'S INJURIES BENEFIT ACT COVER/GROUP PERSONAL ACCIDENT COVER FOR THE MEMBERS OF STAFF OF NYANDARUA COUNTY ASSEMBLY.**

##### **Terms of reference for group personal accident cover for the management staff of Nyandarua county assembly for 2015/16.**

Nyandarua county assembly (NCA) was established under the constitution 2010. The mandate of the assembly is to represent, legislate and oversight in the county of Nyandarua. It is prudent for all employers to provide adequate group personal accident cover for the management staff who are the drivers of the success of an organization. For this reason, NCA intends to contract the services of an experienced and reputable insurance company to arrange for group personal accident cover for the management staff of Nyandarua county assembly.

##### **.Objective of the cover**

The primary objective is to provide a group personal accident cover for the management staff of Nyandarua county assembly.

##### **Scope**

The provider is expected to provide group personal accident cover for the management staff of Nyandarua county assembly.

##### **Specific services**

The provider is expected to;

- i. Liaise with the Human Resource Department to get the details of the management pertaining to their names, categories and earnings.
- Keep the details of management employees and update them as advised from time to time by NCA through its authorized representatives. Any changes to the management list or details shall only be provided by a duly authorized officer of the client.
- The provider is expected to provide group personal accident cover for the management staff of Nyandarua county assembly, and appoint a contact person who shall be responsible for the said cover.
- Provide appropriate improvement recommendations on the cover.
- Such services as may be related or ancillary to the due performance of the above work.

**Provision of quarterly claims update**

The insurance provider is expected to furnish NCA with quarterly claim updates in respect of injured employees.

**Reporting**

The insurance provider shall be responsible to the Clerk NCA through the Director Administrative Services.

**Output/Deliverables**

The insurance provider shall be responsible for the following deliverables;

- Conducting a debriefing exercise and submit a report.
- Furnish NCA with a policy document within seven (7) days of signing of the contract.
- Undertake a scope of cover and claims procedure presentation.
- Give regular endorsements of the added staff and premiums due as and when this happens.

**Date of inception/commencement**

The insurance provider is expected to start providing the employees with the group personal accident cover, on the date of execution of the contract.

**Period of cover**

The contract period shall be Twelve (12) months from the date of the execution of the contract. The contract may be renewed for another Twelve (12) months by mutual agreement based on the performance.

**Details of the cover**

- The cover to cater for principal member only with the master policy in favor of NCA
- The policy is to cover the management staff of NCA for the following:
  - i. Accidental death; earnings of not less than 108 months
  - ii. Permanent /total disability; earnings of not less than 108 months
  - iii. Temporary total disability; earnings of not less than 64 weeks
  - iv. Medical expenses of not more than Kshs. 1,000,000; and
  - v. Last expense; not less than Kshs. 100, 000
- The schedule is made up of current management staff and annual income.

## GROUP PERSONAL ACCIDENT (GPA) SCHEDULE

<b>NO</b>	<b>Job Group /Scale</b>	<b>No. of persons</b>	<b>Estimated Gross Annual earnings in ksh</b>
1	NYACASB 12	1	2,474,064.00
2	NYACASB 11	4	8,120,616.00
3	NYACASB 10	7	12,344,052.00
4	NYACASB 9	3	4,756,020.00
	Total		<b>27,694,752.00</b>

**Terms of reference for workman’s injuries benefit act cover for the members of staff of Nyandarua county assembly for 2015/16.**

Nyandarua county assembly (NCA) was established under the constitution 2010. The mandate of the assembly is to represent, legislate and oversight in the county of Nyandarua. It is now compulsory for all employers to provide adequate workman’s injuries benefit cover for all its employees in accordance with the workman’s injuries benefit act.

For this reason, NCA intends to contract the services of an experienced and reputable insurance company to arrange for medical cover to its staff.

**Objective of the cover**

The primary objective is to provide a WIBA cover for the members of staff of NCA

**Scope**

The provider is expected to provide WIBA cover for the members of staff.

**Specific services**

The provider is expected to;

- Liaise with the Human Resource Department to get the details of all employees pertaining to their names, categories and earnings.
- Keep the details of employees and update them as advised from time to time by NCA through its authorized representatives. Any changes to the staff list or details shall only be provided by a duly authorized officer of the client.
- The provider is expected to provide WIBA cover for the members of staff and appoint a contact person who shall be responsible for the said cover.
- Provide appropriate improvement recommendations on the cover.
- Such services as may be related or ancillary to the due performance of the above work.

**Provision of quarterly claims update**

The insurance provider is expected to furnish NCA with quarterly claim updates in respect of injured employees.

**Reporting**

The insurance provider shall be responsible to the Clerk NCA through the Director Administrative Services.



## **Output/Deliverables**

The insurance provider shall be responsible for the following deliverables;

- Conducting a debriefing exercise and submit a report.
- Furnish NCA with a policy document within seven (7) days of signing of the contract.
- Undertake a scope of cover and claims procedure presentation.
- Give regular endorsements of the added staff and premiums due as and when this happens.

## **Date of inception/commencement**

The insurance provider is expected to start providing the employees with the WIBA cover on the date of execution of the contract.

## **Period of cover**

The contract period shall be Twelve (12) months from the date of the execution of the contract. The contract may be renewed for another Twelve (12) months by mutual agreement based on the performance.

## **Details of the cover**

- The cover to cater for principal member only with the master policy in favor of NCA
- The policy is to cover the staff of NCA for the following:
  - vi. Accidental death; earnings of not less than 96 months
  - vii. Permanent /total disability; earnings of not less than 96 months
  - viii. Temporary total disability; earnings of not less than 52 weeks
  - ix. Medical expenses of not more than Kshs. 500,000; and
  - x. Last expense; not less than Kshs. 30, 000
- The schedule is made up of current staff and annual income.

**WORKMANS INJURY BENEFIT ACT (WIBA) SCHEDULE**

<b>NO</b>	<b>Job Group /Scale</b>	<b>No. of persons</b>	<b>Estimated Gross Annual earnings in ksh</b>
1	NYACASB 8	10	9,824,400.00
2	NYACASB 7	21	17,636,040.00
3	NYACASB 6	7	5,243,640.00
4	NYACASB 5	8	4,481,520.00
5	NYACASB 4	15	5,190,876.00
	Total		<b>42,376,476.00</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 \_\_\_\_\_ 2014

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

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

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

**Price Schedule Form**

**TENDER REF. NO. NCA/T/01/2014-2015 TENDER NAME PROVISION OF INSURANCE SERVICES**

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL ANNUAL PREMIUM QUOTED IN KSHS TAXES AND ALL CHARGES INCLUDED
<b>I</b>	Medical Insurance	
<b>2</b>	Group Life Assurance Cover	
<b>3</b>	WIBA/Group Personal Accident Cover	
<b>TOTAL PREMIUM QUOTED IN KSHS TAXES AND ALL CHARGES INCLUDED</b>		

Having read, examined and understood the Tender Document of which we hereby acknowledge, we the undersigned Bidder, offer to provide Insurance Services for the sum of

.....  
 (total tender price in words and figures) or such other sums as may be ascertained in accordance with the schedule of prices inserted by me/us

Name of Bidder.....

Name and Capacity of authorized person signing the

.....  
 Signature of authorized person signing the Tender

.....

Stamp of Bidder

.....

# Contract Form

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

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

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

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

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

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

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

# CONFIDENTIAL BUSINESS QUESTIONNAIRE

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

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

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

**ANTI-CORRUPTION DECLARATION/ COMMITMENT/PLEDGE**

(In the Matter of Public Procurement Sections 40, 41, & 42 of the PPDA Act 2005)

I/We/M/S.....

of P.O. BOX.....declare that I/We recognize that Public Procurement is based on a free, fair and competitive tendering process which should not be open to abuse.

I/We.....declare that I/We will not offer or facilitate, directly or indirectly, any inducement or reward to any member of the Board, Management and /or staff of NCA in connection with tender /Quotation NO.....

TENDER /QUOTATION.....

NCA in the tender, or in the subsequent performance of the contract if I/We am/are successful.

Signed by .....CEO or Authorized Representative.

Name.....

Designation.....

Signature.....Date.....

Declared at.....

Before me.....

Name.....

Signature.....date.....

**COMMISSIONER FOR OATHS**



## 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

**REPUBLIC OF KENYA**  
**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

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

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

**REQUEST FOR REVIEW**

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

- 1.
  - 2.
- etc.

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

- 1.
  - 2.
- etc

SIGNED .....(Applicant)

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

---

**FOR OFFICIAL USE ONLY**

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

SIGNED  
Board Secretary