



**TABLE 1: MANDATORY REQUIREMENTS FOR THE BROKER - AMENDED**

S/N	Mandatory Evaluation Criteria
1.	Duly filled, signed, and Stamped Form of tender
2.	Dully Filled, Signed and stamped Price Schedules.
3.	Copy of valid Tax Compliance Certificate
4.	Copy Registration or Incorporation
5.	Valid Business Permit
6.	Copy of CR12 certificate. The Certificate should be dated within the last one (1) year from the tender closing date.
7.	Written Power of Attorney granted by the brokerage firm to the authorized individual to sign and conduct business on behalf of the firm except for sole proprietor. This should be certified by a Commissioner of Oaths
8.	Tender Security – <b>KES. 500,000.00</b> Valid for 365 days from tender closure The bid security should be from a bank, approved <b>insurance firm by IRA</b> or Financial Institution regulated by the Central bank of Kenya.  <b>Original hard copy bid security to be dropped in the Tender Security Box located at Times tower, ground Floor.</b>
9.	Provide certified audited accounts for the last three (3) consecutive years with an average annual premium turnover of Kes. 250 million and above. ie (2021, 2022, 2023). The audited accounts should be signed and certified by the auditing firm.
10.	Provide a list of at least 5 GLA claims settled within the last 3 years indicating the claims turnaround time. (Attach schedule showing: Date Claim was Notified, Date Claim Documents were Received, Date Claim was Settled, Number of Days Taken)
11.	Copy of valid registration certificate with Insurance Regulatory Authority (IRA)
12.	Copy of Valid membership with Association of Insurance Brokers of Kenya (AIBK) for year 2024.
13.	Provide a valid copy of the Professional indemnity insurance cover of at least Shillings One Hundred (100) million
14.	Submit a signed and stamped Underwriter's original quotation. The quotation should be aligned to the Authority's Terms of Reference. The <b>validity of the underwriters quote should be 335 days.</b>
15.	The bidders' confirmation from the insurance company to underwrite the Group Life Assurance and the Funeral Expense Cover, critical illness, and other riders included e.g. disability cover.  <b>(The underwriters' Authorization Letter must be attached).</b>
16.	Copy of Service Level Agreement (SLA) showing turnaround times with the proposed underwriter.

17.	Dully filled, signed, and stamped Confidential Business Questionnaire
18.	Duly filled, signed, and stamped Certificate of Independent Tender determination
19.	Duly filled, signed, and stamped Self-Declaration Form that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act, 2015. (Form SD 1)
20.	Duly filled, signed, and stamped Self-Declaration Form that the tenderer will not engage in corrupt or fraudulent practice. (Form SD 2)
21.	Dully filled, signed, and stamped Declaration and commitment to the Code of Ethics

