



STANDARD TENDER DOCUMENT

**PROVISION OF GPA/WIBA, ASSETS AND LIABILITY
INSURANCE BROKERAGE SERVICES**

TENDER NO. KRA/HQs/NCB-079/2019-2020

**TIMES TOWER BUILDING
P.O. BOX 48240-00100
TEL: +254 02 281 7022
EMAIL: eprocurement@kra.go.ke
NAIROBI, KENYA.**

JUNE, 2020

**CLOSING DATE
TUESDAY 7TH JULY, 2020
AT 11:00 NOON**

BID VALIDITY 335 DAYS

CHECKLIST FORM

This form has been provided to help bidders in preparation of their bids ensuring that all the tender mandatory requirements are in place. Bidders are therefore required to tick once they attach or fill/sign the documents that the tender has requested for.

S/N	ITEM DESCRIPTION	Mandatory
		Kindly tick once attached
1.	Copy of valid Tax Compliance Certificate	
2.	Certificate of Registration or Incorporation	
3.	Power of Attorney (Sole Proprietors Exempted)	
4.	Tender Security – KES. 1,500,000.00 valid for 365 day from tender closure. Bidders MUST drop an original hard copy in the Tender Security Box.	
5.	Letter from the bank indicating that the firm is currently operating an account	
6.	Dully filled, signed and stamped Confidential Business Questionnaire	
7	Duly filled, signed and Stamped Form of tender	
8.	Valid registration to Insurance Regulatory Authority (IRA)	
9.	Valid membership to Association of Insurance Brokers of Kenya (AIBK)	

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Tender Notice

1. The Kenya Revenue Authority invites sealed bids from eligible candidates for the following tenders:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME
1.	KRA/HQS/NCB-079/2019-2020: PROVISION OF GPA/WIBA, ASSETS AND LIABILITY INSURANCE BROKERAGE SERVICES	OPEN	07 th JULY 2020 11.00 AM

2. Interested eligible candidates may obtain further information and inspect the tender documents with detailed requirements at the office of the:

Deputy Commissioner - Supply Chain Management
Times Tower Building, 25th Floor,
P.O Box 48240– 00100 GPO,
Tel. +254 020 310900
Nairobi, Kenya.
website: www.kra.go.ke
Email :eprocurement@kra.go.ke

3. A complete set of bidding documents in English may be obtained from KRA E-Procurement portal available on the KRA website www.kra.go.ke. Prospective bidders should register for E-Procurement to enable them access the KRA portal under “New Supplier Registration” found under the Tender Tab.
4. Existing Suppliers with V-numbers and SRM passwords will automatically obtain the tender document in their SRM supplier portal. Existing Suppliers List is available on Kra Website under Tenders. Qualification requirements; Refer to Section v of the bidding document. Completed Bids are to be saved as PDF documents marked “**KRA/HQS/NCB-079/2019-2020: Provision of GPA/WIBA, Assets and Liability Insurance Brokerage Services**” and submitted to the appropriate KRA E-procurement Web Portal found on the KRA website so as to be received on or before **07th July 2020 at 11.00 a.m.**
5. Submission should strictly be done via the KRA E-Procurement Portal. Bidders to note that system bid submission issues shall not be addressed within 24 hours to the tender opening date and time.
6. Bids will be opened electronically promptly after closing time and Bidders or their representatives are welcome to witness the opening at Times Tower Building.
7. An original hard copy of the Bid Security of not less than the indicated amount or equivalent amount in a freely convertible currency must be dropped in the Tender Security Box located at Times Tower Building, Ground Floor any day before the tender closing date. The Bid Security must be in a sealed envelope bearing the Tender Description and addressed to the address indicated above.
8. The tender will be awarded to one reputable insurance broker whose proposed underwriter(s) [not more than three (3)] meets KRA requirements. Bidders shall propose underwriters with a clean track record in settlement of claims and currently not under investigations or disciplinary action by the Insurance Regulatory Authority.

Any canvassing or giving of false information will lead to automatic disqualification.

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 Invitation to Tenderer. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the Schedule of Requirements.
- 2.1.2 The Kenya Revenue Authority' employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 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 bid document shall be downloaded from the KRA website free of charge.

2.3 The 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) Invitation to Tender
 - (ii) Instruction to Tenderers
 - (iii) General Conditions of Contract
 - (iv) Special Conditions of Contract
 - (v) Schedule of Requirements
 - (vi) Details of Insurance Cover
 - (vii) Form of Tender
 - (viii) Price Schedules
 - (ix) Contract Form
 - (x) Confidential Business Questionnaire Form
 - (xi) Tender security Form
 - (xii) Performance security Form

- (xiii) Insurance Company's Authorization Form
- (xiv) Declaration Form
- (xv) 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 in writing or electronic mail 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 prospective tenderers that have registered for the tender in the KRA supplier portal.

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 No preference shall be allowed during evaluation of tenders

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 Any addendum issued shall be part of the tender document and shall be communicated on the KRA website via electronic mail to all registered bidders.

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 Tender

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 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
- 2.9.4 The validity period of the tender shall be **335 days** from the date of opening of the tender.

2.10. Tender Currencies

- 2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instruction to Tenderers.

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 is KES. 1,500,000.00 valid for 365 days from the date of tender closure.
- 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 2.19.5
- 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 2.26, and furnishing the performance security, pursuant to paragraph 2.27
- 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 2.26 or
 - (ii) to furnish performance security in accordance with paragraph 2.27.
 - (c) If the tenderer rejects correction of an arithmetic error in the tender.

2.13. Validity of Tenders

- 2.13.1 Tenders shall remain valid for **335 days** after date of tender opening pursuant to paragraph 2.17. 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 TECHNICAL AND FINANCIAL shall be COMBINED. The bids shall be submitted electronically through the KRA supplier portal.** The combined technical and the Financial Proposal shall be submitted in the Notes and Attachments section.

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. Deadline for Submission of Tenders

2.15.1 Tenders must be submitted to KRA through the supplier portal not later than **07th July 2020 at 11.00 AM. The system shall not permit submission after the said date and time.**

2.15.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.13 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. Modification and Withdrawal of Tenders

2.16.1 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.

2.16.2 The Tenderers may withdraw their submissions prior to the tender closing date and time through the supplier portal. A tender once withdrawn cannot be resubmitted. Where a tenderer withdraws his bid after submission of the bid security, he/she shall collect the bid security from KRA after the tender is opened.

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

- 2.16.4 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.
- 2.16.5 The KRA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.16.6 The KRA 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.

2.17. Opening of Tenders

- 2.17.1 The KRA will open all tenders in the presence of Tenderers' representatives who choose to attend, at **11.00am on 07th July 2020.** and in the location specified in the invitation to tender. The Tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.17.2 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.
- 2.17.3 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.

2.18 Clarification of Tenders

- 2.18.1 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.
- 2.18.2 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.

2.19 Preliminary Examination and Responsiveness

- 2.19.1 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.
- 2.19.2 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by

any person or entity. If there is a discrepancy between words and figures the amount in words will prevail.

2.19.3 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.

2.19.4 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.

2.19.5 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.

2.20. Conversion to single currency

2.20.1 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.

2.21. Evaluation and Comparison of Tenders

2.21.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.19

2.21.2 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 2.21.3.

- a) operational plan proposed in the tender;
- b) deviations in payment schedule from that specified in the Special Conditions of Contract

2.21.3 Pursuant to paragraph 2.21.2. 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.

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

2.21.5 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.

2.22. Contacting the Procuring entity

2.22.1 Subject to paragraph 2.18 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.

2.22.2 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.

2.23 Post-qualification

2.23.1 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.

2.23.2 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

2.23.3 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.

2.24 Award Criteria

2.24.1 Subject to paragraph 2.19 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.

2.24.2 The KRA 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 KRA's action. If the KRA determines that none of the Tenderers is responsive; the KRA shall notify each Tenderer who submitted a tender.

2.24.3 A Tenderer who gives false information in the tender document about its 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

2.25 Notification of Intention for Award

2.25.1 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.

2.25.2 The notification of award will NOT signify the formation of the contract and is subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.27 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 Signing of the contract will include the required attachments being the technical specifications, general and special conditions, form of tender, price schedule, notification of award, acceptance, delivery schedule and any teaming agreements if any.

2.26.2 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.

2.26.3 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.

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

2.26.5 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.

2.27 Performance Security

- 2.27.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity. The performance security will be 10% of the contract value.
- 2.27.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.12 or paragraph 2.26 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.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 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.
- 2.28.2 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
- 2.28.3 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 brokerage 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
2.2.2	Bidders may download documents free of charge from the KRA Website www.kra.go.ke .
2.1.1	The tender is open to all eligible insurance brokerage firms
2.12	The bid security is KES. 1,500,000.00 valid for 365 days from date of tender closure.
2.9.2	Taxes: The Tenderer will pay for all the local taxes, duties, fees, levies and other charges applicable in Kenya. The financial proposal should therefore include any taxes payable in Kenya.
2.14.2	<p>The bidder shall submit Combined technical and financial proposals electronically via the supplier portal in the Notes and attachment Section of the RFX (Tender) clearly labeled with the tender name and tender reference number. The Tender shall open on 07th July, 2020 at 11:00 hours, local time.</p> <p>Place: Times Tower Building. Street: Haile Selassie Avenue City: Nairobi Country: Kenya.</p>
2.15	Deadline for submission is 07th July, 2020 at 11.00 a.m.
2.3.2	<p>Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the Bidding Documents.</p> <p>Failure to furnish all information required by the Bidding Documents or to submit a bid not substantially responsive to the Bidding Documents in every respect will be at the Bidder's risk and may result in the rejection of its bid.</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 Thirty (30) 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 Thirty (30) 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, except for 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 15% 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. KRA intends to engage the services of a reputable insurance broker to manage its insurance covers with underwriters not exceeding three (3) for the next two years. The brokers must demonstrate capacity to handle this assignment by citing clients of similar size as KRA in both public and private sector. Contracts referenced must be of premiums above KES.20 million for each client and executed from 2017 upwards.
2. Proposed underwriters must be financially solid companies with Turnover above KES.500 Million annually and must not be facing any investigations or under disciplinary action by the IRA, and MUST have a verifiable track record in settlement of claims.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1 A bidder (Broker) shall provide the following **Mandatory Requirements** for each **underwriter** proposed:

Mandatory Requirements for UNDERWRITER

No.	Requirement	Bidder's Response
1.	Valid Registration with Insurance Regulatory	
2.	Paid up capital of KES 500M and above	
3.	Audited financial statements for the last 3 years	
4.	Valid Tax Compliance Certificate	
5.	Certificate of Incorporation (copy)	
6.	Valid membership to Association of Insurance Brokers of Kenya (AIBK)	
7.	Any underwriter with a fully documented but unsettled claim for the Authority for over 24 months shall be automatically be disqualified.	

VENDOR EVALUATION CRITERIA FOR UNDERWRITERS

No.	Technical Requirement	Max. Score	Bidder's Response
1.	Must have done annual gross premium of at least KES 2 (Two) Billion in General Insurance Business excluding motor & medical businesses in 2018 and 2019	2.5 marks	
2.	Provide evidence of 5 (five) reputable clients whose annual premiums for is above KES 50 (Fifty) Million each for years 2017, 2018 and 2019.	10 marks	
3.	Number of senior management staff is at least 10 No. as stated in the company profile	2.5 marks	
4.	Provide documentary evidence of at least 5 (five) claims over KES 15 Million each, settled during the period between 2017 and 2019 and indicate turnaround times for each claim.	5 marks	
	TOTAL Cut-off score 15 marks	20 marks	

4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

Prospective bidders (Broker) must meet the following **Mandatory requirements**:

No.	Requirement	Bidder's response
1.	Valid Certificate of Registration with Insurance Regulatory Authority (IRA)	
2.	Tender Security of KES. 1.5 million valid for 365 days from tender closing date.	
3.	Paid up capital of at least KES. 10 Million Attach Returns from Registrar of Companies.	
4.	Professional Indemnity Insurance cover of at least KES 200 million.	
5.	Valid membership with the Association of Insurance Brokers (AIBK)	
6.	Audited financial statements for the last 3 years	
7.	Valid Tax Compliance Certificate	
8.	Copy of Certificate of Incorporation	
9.	Any insurance broker with a fully documented but unsettled claim for the Authority for over 24 months shall be automatically be disqualified.	
10.	Underwriter (s) authorization letter(s) NOTE: The Insurance Brokers shall submit their bid along with that of their proposed underwriter(s). The underwriter proposed will be evaluated against the Mandatory Requirements for the Underwriters. Kindly note that the entire insurance portfolio shall not be placed with more than three (3) underwriters.	

VENDOR EVALUATION CRITERIA FOR BROKERS

List	Technical Requirement	Max. Score	Bidders Response
1.	Must give a list of 5 (five) reputable clients whose annual premium was above KES 20 Million each client for years 2017, 2018 and 2019. Attach reference letter from each those clients.	10 marks	

2.	Must have done minimum annual premium turnover of KES 100 Million each of the years 2017, 2018 and 2019	3 marks	
3.	Must have total number of management staff of at least 5 No. as stated in the company profile	2.5marks	
4.	Brokers shall indicate the premium per policy, rates applied and applicable excesses/ deductible including excess protector.	4.5marks	
TOTAL cut-off 15 marks		20marks	

Note: An average shall be taken for the two sections above to determine Vendor Pass mark which is 15/20

Bidders who meet the Vendor Evaluation criteria both for Broker and proposed Underwriter(s) shall then proceed to detailed technical evaluation below.

4.3 DETAILED TECHNICAL EVALUATION CRITERIA

i. Evaluation Criteria for Brokers

List	Criteria	Description	scoring criteria	Max Score (%)
1.	Number of qualified Directors and Staff (Bidders to attach CVs and copies of certificates for them employees for rating)	i) 3 marks for any professional with a degree and a diploma in insurance such as ACII, AIIK, up to a max. of 3 Professionals (ii) 2 marks for any Professional with a diploma in insurance only up to a max of 3 professionals (iii) 2 marks for a degree holder up to a max. of 3employees. (iv) 2 marks for employees with a certificate in Insurance such as COP up to a max of 2 employees	9 6 6 4	25
2.	List of 5 Leading Clients in terms of	4 marks for each referenced	20	20

	premium turnover subject to a minimum of KES 5 Million per client falling within 2017,2018 and 2019.	client		
3.	Paid Up Capital	i) KES 10M and above ii) KES 6M to 9M iii) KES 3M to 5M iv) KES 1M to 2M v) Below KES 1M	15 10 5 3 0	15
4.	Period of Operation	i) 15 years and above ii) 11 to 14years iii) 6 to 10 years iv) 1 to 5 years	15 10 7 5	15
5.	Professional Indemnity	i) KES 200Million ii) KES 101M –199m iii) KES 51M to 100M iv) KES 50M and below	15 10 5 3	15
6.	Number of Staff Bidders to provide a list of their employees and organogram	i) 20 and above ii) 10 to 19 iii) below 10	10 7 4	10
TOTAL SCORE				100%

ii. **Evaluation Criteria for Underwriter (s)**

List	Criteria	Description	scoring criteria	Max Score (%)
1.	General Insurance Premium Turnover for 2019 (Excluding Motor& medical insurance Business)	(i) 2Billion and above (ii) 1Billion –1.9Billion (iii) Below 1Billion	20 10 5	20
2.	Liquidity Ratio for the 2017,2018 and 2019 financial years	(i) Greater than 1:1 (ii) 0.5:1 to 1:1 (iii) Less than 0.5:1	5 marks per year 3 marks per year 0	15

3.	Profitability Margin	(i)10% and Above (ii) 5 -9% (iii) 1	15 10 5	15
4.	Period of Operation	(i)16 –20 years (ii)11 –15 years (iii)6 –10 years (iv)5 years and below	15 10 5 0	15
5.	Revenue Reserve	(i)20Million and above (ii) 1 –19Million	10 5	10
6.	Branch Network of the Underwriter	(i)At least 5 (ii) Less than 5	10 5	10
7.	List of reputable clients whose premium is Kshs 20 (twenty) Million and above each falling within 2016 - 2019	(i)Above 10 clients (ii)Between 5–9 clients (Reference letters from clients must be provided in clients’ letter heads and be signed)	10 5	10
8	Paid up Share Capital	(i)300Million and above (ii)Below 300Million	5 2.5	5
TOTAL SCORE				100%

An Average shall be taken for the technical score of the Broker and the Underwriter (s) to determine score for technical evaluation which is weighted to 80 marks. The pass mark for technical is 60/80

4.4 AWARD CRITERIA

The contract will be awarded to the lowest evaluated price.

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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Shall be required 10% of the tender Sum
3.7 Delivery of Services	This is a contract over Two (2) years
3.8 Payment	Payment of premiums is at the commencement of each year.
3.9 Price adjustment	Price adjustments are not allowed during the contract cycle. However , new assets additions will be paid for at the time of inclusion to the policy at the uniform tender rate.
3.16 Applicable law	Kenyan law shall apply
3.18 Notices	All notices should be sent to the address provided under invitation to tender.

SECTION V - SCHEDULE OF REQUIREMENTS

This tender covers the Provision of Insurance Brokerage Services.

The Contract entails provision of various insurances and Risk Management Services, which include:

- Provide insurance cover for the 21 classes of insurance.
- Provide Claims handling and methodology including timeframes for all classes of insurance. Use of IT in claims management will be necessary.
- Offer Risk Management services including but not limited to surveys, new products awareness, trainings, etc.

The required Twenty-one (21) classes of Insurance

Group I

1. Group Personal Accident (Board of Directors)
2. Medical Insurance (Board of Directors)
3. WIBA Group Personal Accident (Staff)
4. Employers Liability

Group II

1. Fire, Earthquake and Special Perils
2. Property Sabotage and Terrorism
3. Burglary
4. Public Liability
5. Money
6. Fidelity Guarantee
7. Professional Liability
8. Canine/Bloodstock

Group III

1. All Risks
2. Marine Hull and Machinery
3. Motor Private – Comprehensive
4. Motor Private – Third Party, Fire and Theft
5. Motor Commercial – Comprehensive
6. Motor Commercial - Third Party, Fire and Theft
7. Motor Commercial – Grounded and Boarded
8. Motor Cycles
9. Motor Commercial – Third Party only

A detailed insurable interest for each class is detailed below:

TABLE 1: SCHEDULE OF REQUIREMENTS

		Gross Annual Premium	Two years Gross Premium
1.	<p><u>Group Personal Accident (Board of Directors) – Group I</u> Cover: 24 Hour and worldwide cover Covering the Board Of Directors against accidental death and/or injury in accordance with the benefits specified. Interest: All Board Of Directors of the insured numbering 7 Benefits payable per person:</p> <ul style="list-style-type: none"> ▪ Accidental Death: Kshs. 2,000,000 ▪ Permanent Total Disability: : Kshs. 2,000,000 ▪ Medical Expenses/Airfare: Kshs. 500,000 per person per accident <p>Cover to include political risks and terrorism Attach benefits scale for Permanent Total Disability Excess - NIL</p>		
2.	<p><u>Medical Insurance – Board Of Directors - Group I</u> Cover: Healthcare as a result from sickness. illness, accident Interest and Benefit:</p> <ul style="list-style-type: none"> ▪ 7 Directors Aged between 18-75 years. ▪ Inpatient. Limit Kshs. 2,000,000 each. ▪ Outpatient. Limit Kshs. 100,000 each. ▪ Funeral Expenses. Benefit Kshs. 100,000 each. <p>Attach and indicate clearly scope of cover and list of network providers.</p>		
3.	<p><u>WIBA Group Personal Accident (Employees) – Group I</u> 24 Hours cover for death or personal injury caused by accidental means to staff members while on duty and /or pleasure, including compensation for liability under the Work Injury Benefit Act 2007 in respect to illness / disease to employee arising out of</p>		

		Gross Annual Premium	Two years Gross Premium
	<p>and in the course of employment.</p> <p>Interest: All employees of the insured, estimated as 8,839 annual gross earnings Kshs. 13,716,807,492.42/=</p> <p>Benefits payable:</p> <ul style="list-style-type: none"> ▪ Death: 8 years' earnings ▪ Permanent Total Disability: 8 years' earnings ▪ Temporary Total Disability: Actual weekly earnings up to 104 weeks ▪ Medical Expenses/Airfare: Kshs. 1,000,000 per person per accident ▪ Funeral Expenses Kshs. 100,000 per person <p>Based on Gross earnings Cover to include political risks and terrorism Excess – NIL</p> <p>Claims experience For the past 2 years more than 100M</p>		
4.	<p><u>Employer's Liability - Group I</u></p> <p>Cover: Legal Liability in respect of accidental death, bodily injury or illness/disease to employees as declared arising out of and in the course of employment.</p> <p>Interest: All employees of the insured including casuals estimated as 8,839 annual earnings Kshs. 13,716,807,492.42/=</p> <p>Limits Of Indemnity:</p> <ul style="list-style-type: none"> ▪ Any one person. Kshs 5,000,000 ▪ Any one occurrence. Kshs. 25,000,000 ▪ Any one period. Unlimited 		

		Gross Annual Premium	Two years Gross Premium
5.	<p><u>Fire Earthquake & Special Perils - Group II</u></p> <p>Cover: Loss of or damage by Fire, Lightning, bush fire, earthquake, explosion, riot & strike, malicious damage and various extended special perils.</p> <p>Sums Insured:</p> <ul style="list-style-type: none"> ▪ Offices, Buildings, Residential Houses, as per schedule 1. Total Sum Insured Kshs. 13,391,061,460.00 ▪ Library materials and books Kshs.26,484,000.00 ▪ Furniture, Fixtures and fittings. Total Sum Insured Kshs. 371,667,981 ▪ Generators. Total Sum Insured Kshs.107,268,000 (SCHEDULE 2) ▪ Miscellaneous items. Total Sum Insured Kshs. 1,000,000 <p>Indicate all deductibles applicable.</p> <p>Cover to include war, political risks & terrorism</p> <p>Excluding PMOW I,II&III</p> <p>The Broker shall ensure that the recommended underwriter has the capacity to underwrite a minimum lead of 50%. The Authority reserves the right to the allocation of the Co-insurance schedule, and the maximum number of Underwriters shall not exceed three (3).</p>		
6.	<p><u>Property Sabotage and Terrorism - Group II</u></p> <p>Cover: Loss or damage from Terrorism or Sabotage including mutiny, rebellion, insurrection and coup d'etat, and any ensuing fire damage from looting, or other damage caused by acts of lawfully constituted authority for the purpose of suppressing or minimizing the consequences of any of the aforesaid incidents.</p> <p>Sums Insured:</p> <ul style="list-style-type: none"> ▪ Nairobi Times Tower. Total Sum Insured Kshs. 3,200,000,000.00 ▪ Cargo Scanning Equipment, as per schedule 3. Total Sum Insured Kshs. 5,961,469,250.00 ▪ All Patrol Boats, as per schedule 5. Total Sum Insured - Kshs 263,253,264.00 		

		Gross Annual Premium	Two years Gross Premium
	<ul style="list-style-type: none"> ▪ Seven (7) One Stop Border Posts Total Sum Insured Kshs 4,164,511,460 <p>Indicate all aggregate Limits and deductibles applicable.</p>		
7.	<p><u>Burglary - Group II</u> Cover: Loss of or damage to property resulting from theft using forcible or violent entry and exit from premises. Sums Insured:</p> <ul style="list-style-type: none"> ▪ Furniture, Fixtures and fittings. Total Sum Insured Kshs. 371,667,981.00 ▪ Generators. Total Sum Insured Kshs. 107,268,000.00 ▪ Office Equipment Total Sum Insured Kshs. 174,931,000.00 <p>First Loss Sum Insured Kshs. 30,000,000 Indicate all excesses applicable. The Broker shall ensure that the recommended underwriter has the capacity to underwrite a minimum lead of 50%. The Authority reserves the right to the allocation of the Co-insurance schedule, and the maximum number of Underwriters shall not exceed three (3).</p>		
8.	<p><u>Public Liability - Group II</u> Cover: Legal Liability in respect of accidental death, bodily injury, illness or loss or damage to property of third parties including legal expenses. Area Limits: In and adjoining all premises owned or occupied by the insured in Kenya. Including work away from premises. Limits Of Indemnity (For General Liability/ Food & Drink claims):</p> <ul style="list-style-type: none"> ▪ Any one event. Kshs. 5,000,000 ▪ Any one period. Unlimited <p>Indicate all excesses applicable</p>		

		Gross Annual Premium	Two years Gross Premium
9.	<p><u>Money - Group II</u></p> <p>Cover: Loss of money and damage to safes as declared. Money deemed to include cash, bank and currency notes, postage revenue and NHIF stamps, postal and money order, uncrossed and bearer cheques.</p> <p>Interest and Sums Insured:</p> <ul style="list-style-type: none"> ▪ Cash in Transit. Kshs. 200,000.00 ▪ Cash in locked safe. Kshs. 2,000,000.00 ▪ Cash in premises during business hours. Kshs. 5,000,000.00 ▪ Cash with KRA staff on official duties outside Kenya. Kshs. 1,000,000.00 ▪ Cash at residence of authorized staff Kshs. 200,000.00 ▪ Cash on premises out of safe out of business hours Kshs. 500,000.00 ▪ Cash in custody of KRA staff on official duties outside within Kenya Kshs. 1,000,000.00 ▪ Revenue stamps Kshs. 1,000,000.00 ▪ Estimated Annual Carry Kshs. 1,000,000,000.00 <p>Indicate all excesses applicable.</p>		
10.	<p><u>Fidelity Guarantee - Group II</u></p> <p>Cover: In respect of all pecuniary loss as a result of infidelity of employees of the insured.</p> <p>Interest: All employees of the insured.</p>		

		Gross Annual Premium	Two years Gross Premium
	<p>Limits Of Indemnity:</p> <ul style="list-style-type: none"> ▪ Any one event. Kshs. 60,000,000 ▪ Any one person. Kshs. 20,000,000 ▪ Any one period. Kshs 100,000,000 <p>Indicate all excesses applicable.</p>		
11.	<p><u>Professional Indemnity - Group II.</u></p> <p>Cover: The policy shall indemnify the Authority against amounts which the Authority shall become legally liable to pay as compensation including agreed defense costs and expenses, liability attaching out of any wrongful act by the insured in their capacities as Lawyers of the Authority.</p> <p>Insured Persons: 60 Lawyers</p> <p>Limits Of Indemnity:</p> <ul style="list-style-type: none"> ▪ Any one event. Kshs. 5,000,000.00 ▪ Any one period. Unlimited <p>Indicate all deductibles applicable.</p>		
12.	<p><u>Canine/Bloodstock Insurance - Group II.</u></p> <p>Cover: Loss, injury or death of drug detector dogs caused by accident, uncontrollable diseases and theft.</p> <p>Interest and Benefit:</p> <ul style="list-style-type: none"> ▪ 6 Drug Detector dogs, as per Schedule 4. Total Sum Insured Kshs. 5,420,000.00 <p>Indicate all excesses applicable.</p>		
13.	<p><u>All Risks – Group III</u></p> <p>Cover: All accidental loss or destruction of or damage to the property insured by a cause not specifically excluded from the policy.</p> <p>Sums Insured:</p>		

		Gross Annual Premium	Two years Gross Premium
	<ul style="list-style-type: none"> ▪ Office Equipment in all offices including Times Towers Lifts. Total Sum Insured Kshs. 424,931,000.00 ▪ Laboratory Equipment. Total Sum Insured Kshs. 61,752,895.00 ▪ VDIs Total Sum Insured Kshs. 52,000,000.00 ▪ Mobile Devices (Laptops, iPads, Printers, Tablets, Projectors) Total Sum Insured Kshs. 128,550,920.00 ▪ Computers and Auxiliary Equipment Total Sum Insured Kshs. 269,175,000.00 ▪ IT Infrastructure including Battery Power Backup System, Voltage regulators, fire detection & suppression, CCTV, Data Centre, Access Control, Communication Services, Generators and Air Conditioning Units Total Sum Insured Kshs. 804,450,961.00 ▪ Components in Mobile Taxpayers' Bus KBQ 001J. Total Sum Insured Kshs. 6,000,000 ▪ Cargo Scanning Equipment, as per schedule 3. Total Sum Insured Kshs. 5,961,469,250.00 ▪ Walkthrough metal detector – Nbi Times Tower Total Sum Insured Kshs. 3,000,000 ▪ Electronic Cargo Tracking System. Total Sum Insured Kshs. 48,000,000 ▪ Radio Communication Equipment countrywide. Total Sum Insured Kshs. 14,000,000 ▪ Integrated Access Control System & Surveillance system Kshs. 120,000,000 ▪ Miscellaneous items Kshs. 1,000,000 <p>Cover to include political risks and terrorism Indicate all excesses applicable.</p>		

		Gross Annual Premium	Two years Gross Premium
	Excess for , mobile phones radio communication equipment & aerials attached thereon Kshs.5,000/=		
14.	<p><u>Marine Hull And Machinery - Group III.</u></p> <p>Cover: Indemnity against loss, destruction, damage to boats and machinery owned and or operated by the Authority.</p> <p>Interest:</p> <ul style="list-style-type: none"> ▪ Total Sum Insured – Kshs 263,253,264.00 as per Schedule 4 ▪ Third Party Liability – Kshs. 10 million each boat <p>Indicate deductible applicable.</p>		
15.	<p><u>Motor Private - Group III.</u></p> <p>Cover: Comprehensive for vehicles whose value is Kshs. 500,000 and above</p> <p>Vehicles:</p> <ul style="list-style-type: none"> ▪ 167 Motor Vehicles, as per schedule 6. Total Sum Insured Kshs. 531,990,794.00 Cover to include political risks, war and terrorism and excess protector <p>Minimum Limits Of Liability:</p> <ul style="list-style-type: none"> ▪ Third Party Persons - Unlimited ▪ Third Party Property - Unlimited ▪ Passengers Kshs. 4,000,000 per person & Kshs. 10,000,000 per event ▪ Towing Charges Kshs. 50,000 ▪ Repair Authority Kshs. 50,000 ▪ Car stereo Kshs. 30,000 ▪ Windscreen Kshs. 50,000 <p>Indicate all excesses applicable.</p> <p>Note: Repairs/Replacement parts should be supplied by the Authorized Dealer/Garage.</p>		

		Gross Annual Premium	Two years Gross Premium
16.	<p><u>Motor Private - Group III.</u> Cover: Third Party, Fire and Theft for vehicles whose value is below Kshs. 500,000 Vehicles:</p> <ul style="list-style-type: none"> ▪ 9 Motor Vehicles, as per schedule 7. Total Sum Insured Kshs. 1,850,000.00 <p>Minimum Limits Of Liability:</p> <ul style="list-style-type: none"> ▪ Third Party Persons Unlimited ▪ Third Party Property Unlimited ▪ Passengers Kshs. 4,000,000 per person & Kshs. 10,000,000 per event ▪ Towing Charges Kshs. 50,000 ▪ Repair Authority Kshs. 50,000 ▪ Car Stereo Kshs. 30,000 ▪ Windscreen Kshs. 50,000 <p>Indicate all excesses applicable.</p>		
17.	<p><u>Motor Commercial - Group III.</u> Cover: Comprehensive for vehicles whose value is Kshs. 500,000 and above Vehicles:</p> <ul style="list-style-type: none"> ▪ 120 Motor Vehicles, as per schedule 8. Total Sum Insured Kshs. 320,171,945.00 ▪ Cover to include political risks, war and terrorism <p>Minimum Limits Of Liability:</p> <ul style="list-style-type: none"> ▪ Third Party Persons Unlimited ▪ Third Party Property Unlimited ▪ Passengers Kshs. 4,000,000 per person & Kshs. 10,000,000 per event ▪ Towing Charges Kshs. 50,000 ▪ Repair Authority Kshs. 50,000 ▪ Radio Cassette Kshs. 30,000 		

		Gross Annual Premium	Two years Gross Premium
	<ul style="list-style-type: none"> ▪ Windscreen Kshs. 50,000 <p>Indicate all excesses applicable.</p> <p>Note: Repairs/Replacement parts should be supplied by the Authorized Dealer/Garage.</p>		
18.	<p><u>Motor Commercial - Group III.</u> Cover: Third Party, Fire and Theft for vehicles whose value is below Kshs. 500,000 Vehicles:</p> <ul style="list-style-type: none"> ▪ 5 Motor Vehicles, as per schedule 9. Total Sum Insured Kshs. 1,610,000.00 <p>Minimum Limits Of Liability:</p> <ul style="list-style-type: none"> ▪ Third Party Persons - Unlimited ▪ Third Party Property - Unlimited ▪ Passengers - Kshs. 4,000,000 per person & Kshs. 10,000,000 per event ▪ Towing Charges - Kshs. 50,000 ▪ Repair Authority - Kshs. 50,000 ▪ Radio Cassette - Kshs. 30,000 ▪ Windscreen - Kshs. 50,000 <p>Indicate all excesses applicable.</p>		
19.	<p><u>Motor Commercial - Grounded and Boarded Vehicles - Group III.</u> Cover: Third Party, Fire and Theft for specified Grounded vehicles Vehicles:</p> <ul style="list-style-type: none"> ▪ 3 Motor Vehicles, as per schedule 9. Total Sum Insured Kshs.245,000.00 		
20.	<p><u>Motor Cycles - Group III.</u> Cover: Comprehensive Vehicles:</p> <ul style="list-style-type: none"> ▪ 49 Motor cycles, as per schedule 11. Total Sum Insured Kshs. 18,255,056.00 		

		Gross Annual Premium	Two years Gross Premium																												
	<p align="center">Cover to include political risks, war and terrorism</p> <p>Minimum Limits Of Liability:</p> <ul style="list-style-type: none"> ▪ Third Party Persons - Unlimited ▪ Third Party Property - Unlimited <p>Indicate all excesses applicable.</p>																														
21.	<p><u>Motor Commercial - Group III.</u></p> <p>Cover: Third Party Only</p> <p>Vehicles: Six Cargo scanning vehicles as per schedule below</p> <table border="1"> <thead> <tr> <th></th> <th>REG NO</th> <th>MAKE</th> <th>YEAR</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>KAR 696L</td> <td>VOLVOFLM12</td> <td>2004</td> </tr> <tr> <td>2.</td> <td>KAR 697L</td> <td>VOLVOFLM6</td> <td>2004</td> </tr> <tr> <td>3.</td> <td>KBL 161G</td> <td>MERCEDES BENZ SCANNER TRUCK</td> <td>2010</td> </tr> <tr> <td>4.</td> <td>KCP 248 K</td> <td>VOLVO FM 300 SCANNER TRUCK</td> <td>2008</td> </tr> <tr> <td>5.</td> <td>KCP 249K</td> <td>VOLVO FM 300 SCANNER CONTROL TRUCK</td> <td>2008</td> </tr> <tr> <td>6.</td> <td>KCP 201K</td> <td>VOLVO FM 300 SCANNER CONTROL TRUCK</td> <td>2015</td> </tr> </tbody> </table>		REG NO	MAKE	YEAR	1.	KAR 696L	VOLVOFLM12	2004	2.	KAR 697L	VOLVOFLM6	2004	3.	KBL 161G	MERCEDES BENZ SCANNER TRUCK	2010	4.	KCP 248 K	VOLVO FM 300 SCANNER TRUCK	2008	5.	KCP 249K	VOLVO FM 300 SCANNER CONTROL TRUCK	2008	6.	KCP 201K	VOLVO FM 300 SCANNER CONTROL TRUCK	2015		
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Bidder's Signature _____ Official Stamp _____

Date _____

SCHEDULE 1: SCHEDULE OF BUILDINGS

	PROPERTY	TYPE OF PROPERTY	UNITS	SUM INSURED KSHS
1	Lamu office	Office block	1	25,000,000.00
2	Nairobi - Forodha House (JKIA) LR. No. 9042/93,9042/92,9042/94	Office block	1	305,000,000.00
3	Nairobi Embakasi Estate LR No. 9042/721	Residential 0.4265 Ha	23-1 bedroomed houses	35,000,000.00
4	Nairobi – Langata LR.No. 72/3067	Residential 4.047 ha	36-four bedroom flats 50-three bedroom maisonette 200-two bedroom flats 86- one bedroom flats	900,000,000.00
5	Nairobi - Mawenzi Phase I LR No.209/18184	Residential 1.672 Ha	20- 3 bedroomed bungalows	190,000,000.00
6	Nairobi - Mawenzi Phase II	Residential	50 – three bedroom maisonette 6-one bedroom units.	375,000,000.00
7	Nairobi - Nairobi South ' C'/Ndekwa LR No. 209/5124- LR No.209/5125 and South 'C'/Kongoni LR No.209/15034	Residential 0.1783 ha 0.1338 ha and 0.3712ha	14 – one bedroom units 26 – two bedroom units 12 – three bedroom units	180,000,000.00
8	Nairobi - Wilson Airport LR No.209/9355 I.R.87015	Offices	1	370,000,000.00

		0.3716 Ha		
9	Mombasa - Customs Training Centre (KRATI) LR No.MN/II/2262-C.R.39259	T. Centre	18 flats in 3 blocks	200,000,000.00
		2.276 Ha		
10	Mombasa - Customs House L.R. No 1149/XXI/448	Offices-	6 storey	250,000,000.00
		1.164 Ha		
11	Mombasa – Changamwe L.R. No. MN/VI/2547 C.R. 13224	Residential	75	90,000,000.00
		4.83Acres		
12	Mombasa Miritini Phase I L.R.No.MN/V/538	Residential 2.4Ha	124	200,000,000.00
13	Mombasa Miritini Phase II L.R.No.MN/V/276	Residential 5.0Ha	144	160,000,000.00
14	Mombasa – Soweto LR No.MN/VI/3125	Residential	192	300,000,000.00
		6.478Ha		
15	Lunga Lunga	Residential/Offices	95	125,000,000.00
		6.67Ha		
16	Taveta	Residential/Offices	54	63,000,000.00
17	Kilifi	Offices & 3 Residential	4	4,000,000.00
18	Namanga LR No.1692/97 I.R.6172 and 323/86/1	Residential/Offices	One office block and 26. Residential	50,000,000.00
		1.313Ha and 0.225Ha		
19	Loitokitok -parcel No. 2091	Residential/Offices	90	250,000,000.00
		10.5 Ha		
20	Malaba	Offices	3 blocks	100,000,000.00
		4.0Ha		
21	Busia	Offices	1	4,000,000.00
		0.40Ha		

22	<i>Kisumu - Forodha House</i>	Offices	1	280,000,000.00
	<i>L.R.No 6/554</i>	0.4291 Ha		
23	<i>Kisumu - Robert Ouko Estate</i> <i>LR.No.6/169,LR.No. 6/171 and L.R.No.4/87</i>	Residential	128	240,000,000.00
		1.649Ha, 0.3483Ha and 2.662Ha		
24	<i>Isebania Plot No. 38</i>	Offices 6.218Ha	7	50,000,000.00
25	<i>Nairobi - Times Towers 209/11636</i> <i>I.R.57055</i>	Offices 0.3000Ha and 0.4320Ha	1	3,200,000,000.00
26	<i>Garrisa</i>	Offices	1	52,000,000.00
		0.225Ha		
27	<i>Suam River Map Sheet 74/3 & 4</i>	Offices & Residential	4 residential house and 1 office	2,500,000.00
28	<i>Athi River</i>	Offices	1	1,000,000.00
29	<i>Mariakani</i>	Offices	1	1,000,000.00
30	<i>Gilgil</i>	Office	1	50,000.00
31	<i>Mombasa - Kilindini</i>	Offices (KPA building)	1	30,000,000.00
32	<i>Buxton Estate. Plot No.MI/XXII/946</i>	Mombasa 1.925Acres	24 residential flats	95,000,000.00
33	<i>Migadini. LR No. MN/VI/243</i>	Mombasa- 3.0Ha	42 residential flats	63,000,000.00
34	<i>Nyerere Road. Plot No. MI/XXVI/227</i>	Mombasa 1.249 Acres	16 residential units	75,000,000.00
35	<i>Milimani LR. No 10/22</i>	Kisumu 0.0348 Ha	1 residential unit	3,000,000.00
36	<i>Milimani LR. No. 10/23</i>	Kisumu 0.0348 Ha	1 residential unit	3,000,000.00
37	<i>Milimani LR. No. 10/41</i>	Kisumu 0.0348 Ha	1 residential unit	3,000,000.00
38	<i>Milimani L.R. No.10/42</i>	Kisumu 0.0348 Ha	1 residential unit	3,000,000.00
39	<i>Moyale L.R.No.12255/376 I.R.6097</i>	Moyale 8.599Ha	Offices and 65 residential units	97,500,000.00
40	<i>Shimoni-L.R.No.26899 (New) and one old</i> <i>11402 (Old)</i>	Kwale district- 0.5463 Ha	Office block, ware house and police block	47,000,000.00

41	<i>Shimini LR 128048</i>	10 Residential units	1 – two bedroom unit 9 – Two bedroom units	83,000,000.00
42	<i>Customs station</i>	Lokichoggio- 0.23 Ha	14 two bedroom units and office block	35,000,000.00
43	<i>Bamburi</i>	Mombasa- 9.556 Ha	20 residential houses	200,000,000.00
44	<i>Oceanic(Kizingo).MI/XXXVI/686,593,685,779</i>	Mombasa	Residential plot with 24 units	58,000,000.00
45	<i>Customs border station</i>	Kiunga	9 dilapidated residential houses	13,500,000.00
46	<i>Customs border station</i>	Mandera	Offices and 39 residential units	300,000,000.00
47	<i>Plot with one small office block</i>	Wundanyi	Office block	4,500,000.00
48	<i>Former VAT offices</i>	Kwale town	Small office block	1,500,000.00
49	<i>VAT office plot</i>	Machakos	One office block	5,000,000.00
50	<i>Customs station</i>	Lwakhakha -12.0Ha	Customs offices	15,000,000.00
51	<i>Customs border station</i>	Vanga	Old and condemned two roomed building	1,000,000.00
52	<i>Bamburi Plot no MI/xxx1/686,593,685,and 777</i>			43,000,000.00
53	<i>Bamburi behind Nakumatt</i>		6 Bungalows	45,000,000.00
54	<i>Busia One Stop Border Post</i>	Busia – Office Block		559,688,786.00
55.	<i>Malaba One Stop Border Post</i>	Malaba –Office Block		736,927,668.00
56.	<i>Isebania One Stop Border Post</i>	Isebania -Office Block		468,484,974.00
57.	<i>Namanga One Stop Border Post</i>	Namanga-Office Block		676,000,000.00
58.	<i>Taveta One Stop Border Post</i>	Taveta –Office Block		643,100,636.00

59.	Lunga Lunga One Stop Border Post	LungaLunga Office Block		474,530,505.00
60.	Moyale One Stop Border Post	Moyale-office Block		605,778,891.00
		TOTAL		13,391,061,460.00

SCHEDULE 2: SCHEDULE OF GENERATORS

	LIST OF GENERATORS	REGION		IDENTIFICATION	VALUE	STATION
	Description	MaintPlant	Cost Center	Serial Number	Est.Value	Station
1	44KVA Cummins engine generator set	1000	110104		13,000.00	ICD
2	150KVA Perkins engine generator set	1000	110104		1,500,000.00	JKIA
3	50KVA Atlas Copco	1000	110104		750,000.00	RAILWAY
4	20KVA Perkins engine generator set	7000	120401		750,000.00	LODWAR
5	1000KVA MTU engine generator	1000	110104	536109810	10,500,000.00	T/TOWER
6	810KVA caterpillar engine generator	1000	110104		7,500,000.00	T/TOWER
7	600KVA caterpillar engine generator	1000	110104		5,500,000.00	T/TOWER
8	320KVA caterpillar engine generator	1000	110104		3,500,000.00	T/TOWER
9	320KVA caterpillar engine generator	1000	110104		3,500,000.00	T/TOWER
10	100KVA Perkins engine	1000	110104		1,500,000.00	WILSON

	generator set					
11	50KVA Water Cooled diesel engine	8000	120201	PLS1285/9	2,900,000.00	EMBU
12	30KVA Perkins engine generator set	8000	120201		1,000,000.00	MOYALE
13	5KVA 240Volts 50Hz diesel engine	8000	120201	HP16060005	500,000.00	KAJIADO
14	64 KVA Cummins engine generator set	8000	120201	6313/2RSC 3	750,000.00	MANDERA
15	61 KVA Generator	8000	120201	DK512804132863P	1,500,000.00	MANDERA
16	50KVA Sutech	8000	120201	20180810053	1,500,000.00	WAJIR
17	50KVA Sutech	8000	120201	20180810054	1,500,000.00	GARISSA
18	40 KVA Cummins engine generator set	8000	120201	PLS1210/59	1,350,000.00	MOYALE
19	60KVA Perkins engine generator set	7000	120401		1,100,000.00	ELDORET
20	40KVA diesel engine Generator	7000	120401		2,000,000.00	KITALE
21	3KVA Copco	7000	120401		65,000.00	SUAM
22	40KVA diesel engine Generator	7000	120401		1,500,000.00	EIA
23	100KVA Perkins engine generator set	1000	110104	3463876	1,500,000.00	LOITOKTO
24	150KVA Perkins engine generator set	1000	110104	84249922	1,500,000.00	NAMANGA
25	28 KVA Lombardine diesel generator	4000	120101		1,500,000.00	SHIMONI
26	28 KVA Lombardine diesel generator	4000	120101		1,500,000.00	KILIFI
27	40 Kva Lombardine diesel	4000	120101		2,000,000.00	KILINDIN

	generator					
28	20KVA Lister engine generator ser	4000	120101		350,000.00	CHANGAMW
29	20KVA Lister engine generator ser	4000	120101		350,000.00	CHANGAMW
30	60KVA Perkins diesel engine	4000	120101		2,900,000.00	KIUNGA
31	100KVA Perkins engine generator set	4000	120101	DPAS110EST SR.NO. 286477	1,500,000.00	KILINDIN
32	100KVA Perkins engine generator set	4000	120101		1,500,000.00	KILINDIN
33	60KVA Perkins engine generator set	4000	120101		950,000.00	KILINDIN
34	44 KVA Deutz engine generator set	4000	120101		1,300,000.00	KAPENGU
35	1000KVA MTU engine generator	4000	120101		14,000,000.00	KESRAMS
36	100KVA Perkins engine generator set	4000	120101		1,500,000.00	KESRAMS
37	44 KVA Deutz engine generator set	4000	120101		1,300,000.00	LUNGALUG
38	250KVA Volvo Generator	4000	120101	APP287571	1,750,000.00	LUNGALUG
39	100KVA Perkins engine generator set	4000	120101	MX25191	2,500,000.00	LUNGALUG
40	5KVA Dayliff	4000	120101	DG6500PT	85,000.00	DIANI
41	44 KVA Deutz engine generator set	4000	120101		1,300,000.00	MIAPMSA
42	500KVA Perkins engine generator set	4000	120101	P500GX	5,500,000.00	FOROMS
43	15KVA Lister engine generator ser	4000	120101	SR. NO. 6290	350,000.00	MARIAKAN

44	15KVA Lister engine generator ser	4000	120101	PLS1140/67	350,000.00	TAVOSB
45	6KVA Dayliff	4000	120101	DG7500P	90,000.00	VOI
46	30KVA Perkins engine generator set	6000	120601		1,000,000.00	BUSIA
47	44KVA Cummins engine generator set	6000	120601		1,500,000.00	BUSIA
48	150KVA Perkins engine generator set	6000	120601		1,500,000.00	FOROKSM
49	100KVA Perkins engine generator set	6000	120601	6308	1,500,000.00	ISEBANIA
50	1.5KVA Perkins engine generator	6000	120601		15,000.00	KOPANGA
51	40KVA diesel engine Generator	6000	120601		2,000,000.00	LWAKHA
52	100KVA Perkins engine generator set	6000	120601	N148071638	1,500,000.00	MALABA
53	40KVA diesel engine Generator	6000	120601	G/60095331	2,000,000.00	MBITA
	TOTAL				107,268,000.00	

SCHEDULE 3 : SCHEDULE OF DRUG DETECTOR DOGS

Name	Gender	Breed	Date of Birth	Value (Kshs)
Biene	Female	B/Malinois	16/09/2007	1,070,000.00
Lenka	Female	Malinois	06/03/2017	870,000.00
Poxy	Female	G/Shephard	10/01/2017	870,000.00
Cooper	Male	Crossbreed	24/10/2017	870,000.00
Lulu	Female	Malinois	12/04/2017	870,000.00
Sky	Female	Springer Spaniel	24/05/2017	870,000.00
			Total	5,420,000.00

Schedule 4 : SCHEDULE OF CARGO SCANNERS

	Description	Location	Model	Serial no.	Value (Kshs)
1	Mobile Scanner(KAR 696L & KAR 697L)	Consolbase Mombasa	MT 1213LT	\$ 4,935,000.00	444,150,000.00
2	Fixed Scanner gate 20 kilindini port Nuctec cargo scanner	Kilindini	MB 1215HS	\$ 2,438,000.00	219,420,000.00
3	Palletized X-ray Air Cargo Scanner	Moi Int Airport	PB2028	\$ 1,853,000.00	166,770,000.00
4	Gate 18 Kilindini port Nuctec Scanner	Gate 18 Kilindini	THSCAN-MB1215HS	\$ 3,877,000.00	498,800,000.00
5	Gsection Kilindini Port Nuctec Scanner	Kilindini	THSCAN-MB1215HS	\$ 1,853,000.00	498,800,000.00
6	Mombasa mobile scanner	Yard 4/5	MT1213LH-2015	TENAH-10792	365,400,000.00
7	Kipevu Kilindini port rail scanner	Kilindini	RF9010	TENBS-11251	575,532,131.00
7	ICD Embakasi drive through scanner	ICDE	FS6000	TEN DU-11253	370,378,911.00
8	ICD Embakasi drive through scanner	ICDE	FS8000	TEN DU-11252	370,378,911.00

10	ICD Embakasi drive through scanner	ICDE	FS6000	TEN DU-10982	370,378,911.00
11	ICD Embakasi drive through scanner	ICDE	FS8000	TEN DU-10983	370,378,911.00
12	JKIA T1A	JKIA	XT2080AD(GS)	TENCH-VII-160077	136,298,785.00
13	JKIA T1A	JKIA		TENCH-VII-160078	136,298,785.00
14	MIA	ELDORET	XT2080AD(GS)	TENCH-VII-160085	136,298,785.00
15	NAMANGA	NAMANGA	XT2080AD(GS)	TENCH-VII-160086	136,298,785.00
16	TAVETA	TAVETA	XT2080AD(GS)	TENCH-VII-160088	136,298,785.00
17	JKIA	JKIA T2	XT2080AD(GS)	TENCH-VII-160089	136,298,785.00
18	ISEBANIA	ISEBANIA	XT2080AD(GS)	TENCH-VII-160100	136,298,785.00
19	JKIA	JKIA T1E	XT2080AD(GS)	TENCH-VII-160102	136,298,785.00
20	LUNGA LUNGA	LUNGA LUNGA	XT2080AD(GS)	TENCH-VII-160099	136,298,785.00
21	BUSIA	BUSIA OSBP	XT2080AD(GS)	TENCH-VII-160101	136,298,785.00
22	NAMANGA	Mobile scanner	MT1213DE	3004-17010CN1	348,093,625.00
				TOTAL	5,961,469,250.00

SCHEDULE 5: SCHEDULE OF BOATS

	Boat Description	Location	Model	Value(Kshs)
1	12m Lake Patrol Boat MV Ushuru I	Kisumu - Lake Victoria	P1650/J	43,000,000.00
2	16m Sea Patrol Boat MV KRA 001	Mombasa - Indian Ocean	P1650/J	58,900,000.00
3	16m Sea Patrol Boat MV KRA 002	Mombasa - Indian Ocean	P1650/J	60,600,000.00
4	22ft Turkana Patrol Boat KRA 004	Kisumu - Lake Victoria		850,000.00
5	22ft Turkana Patrol Boat KRA 005	Kisumu - Lake Victoria		750,000.00
6	20m Sea Patrol Boat MV KRA 003	Mombasa - Indian Ocean	P2050S	97,000,000.00
7	Patrol Boat – KRA OO7	Mombasa Indian Ocean		3,153,264.00
				263,253,264.00

SCHEDULE 6: SCHEDULE OF MOTOR VEHICLES – MOTOR PRIVATE COMPREHENSIVE COVER

	REG NO	MAKE	YEAR	2020 Value
1	KAW 053Z	Toyota Corolla	2007	720,000.00
2	KAW 055Z	Toyota Corolla	2007	630,000.00
3	KAW 056Z	Toyota Corolla	2007	670,000.00
4	KAW 162Z	Toyota Prado	2007	1,650,000.00
5	KAW 161Z	Toyota Prado	2007	1,750,000.00
6	KAV 213E	Toyota L/ cruiser Prado	2006	1,510,000.00
7	KAV 235E	Toyota L/ cruiser Prado	2006	1,410,000.00
8	KAV 075E	Toyota Corolla Saloon	2006	660,000.00
9	KAV 251E	Toyota Corolla Saloon	2006	570,000.00
10	KAV 100E	Toyota Corolla Saloon	2006	580,000.00
11	KAV 098E	Toyota Corolla Saloon	2006	630,000.00
12	KAV 086E	Toyota Corolla Saloon	2006	540,000.00
13	KAV 097E	Toyota Corolla Saloon	2006	610,000.00
14	KAV 095E	Toyota Corolla Saloon	2006	630,000.00
15	KAV 085E	Toyota Corolla Saloon	2006	500,000.00
16	KAV 076E	Toyota Corolla Saloon	2006	620,000.00
17	KAV 253E	Toyota Corolla Saloon	2006	680,000.00
18	KAV 099E	Toyota Corolla Saloon	2006	620,000.00
19	KAV 282E	Toyota Corolla Saloon	2006	710,000.00

20	KAV 451E	Toyota Corolla St/ Wagon	2006	600,000.00
21	KAV 281E	Toyota Corolla Saloon	2006	630,000.00
22	KAR 691L	TOYOTA COROLLA ZZE122R	2005	620,000.00
23	KAR 690L	TOYOTA COROLLA ZZE122R	2005	750,000.00
24	KAR 685L	TOYOTA COROLLA ZZE122R	2005	560,000.00
25	KAR 684L	TOYOTA COROLLA ZZE122R	2005	570,000.00
26	KAR 683L	TOYOTA COROLLA ZZE122R	2005	590,000.00
27	KAR 686L	TOYOTA COROLLA ZZE122R	2005	590,000.00
28	KAR 694L	TOYOTA COROLLA ZZE122R	2005	540,000.00
29	KAR 004L	TOYOTA COROLLA SALOON	2004	650,000.00
30	KAR 200L	TOYOTA PRADO	2004	1,250,000.00
31	KAN 143U	TOYOTA PRADO	2002	850,000.00
32	KAP 500C	TOYOTA L/CRUISER PRADO	2002	1,610,000.00
33	KBB 125S	TOYOTA COROLLA NZE	2008	730,000.00
34	KBB 126S	TOYOTA COROLLA NZE	2008	720,000.00

35	KBB 223S	TOYOTA PRADO	2008	1,680,000.00
36	KBQ 068D	TOYOTA COROLLA	2011	1,430,000.00
37	KBV 555A	TOYOTA PRADO	2013	8,593,400.00
38	KBU 262T	TOYOTA COROLLA	2013	1,810,000.00
39	KBU 263T	TOYOTA COROLLA	2013	1,670,000.00
40	KBU 777T	VOLKSWAGEN PASSAT	2013	3,120,000.00
41	KBW 755V	VOLKSWAGEN PASSAT	2013	3,500,000.00
42	KAW 042Z	Toyota D/ Cab Pick up	2007	850,000.00
43	KAW 046Z	Toyota D/ Cab Pick up	2007	1,300,000.00
44	KAW 040Z	Toyota D/ Cab Pick up	2007	960,000.00
45	KAW 041Z	Toyota D/ Cab Pick up	2007	750,000.00
46	KAW 049Z	Toyota D/ Cab Pick up	2007	730,000.00
47	KAW 069Z	Toyota D/ Cab Pick up	2007	790,000.00
48	KAV 255E	Toyota hilux Double cab Pick -Up	2006	620,000.00
49	KAV 256E	Toyota hilux Double cab Pick -Up	2006	970,000.00
50	KAV 051E	Toyota hilux Double cab Pick -Up	2006	918,000.00
51	KAV 053E	Toyota hilux Double cab Pick -Up	2006	780,000.00
52	KAV 056E	Toyota hilux Double cab Pick -Up	2006	940,000.00

53	KAV 058E	Toyota hilux Double cab	2006	980,000.00
54	KAR 699L	TOYOTA HILUX D/CAB	2005	620,000.00
55	KAR 905L	TOYOTA HILUX D/CAB	2005	670,000.00
56	KAR 906L	TOYOTA HILUX D/CAB	2005	530,000.00
57	KAR 907L	TOYOTA HILUX D/CAB	2005	590,000.00
58	KAR 908L	TOYOTA HILUX D/CAB	2005	450,000.00
59	KAR 077L	TOYOTA HILUX D/CAB 4WD	2004	610,000.00
60	KAR 078L	TOYOTA HILUX D/CAB 4WD	2004	590,000.00
61	KAR 080L	TOYOTA HILUX D/CAB 4WD	2004	580,000.00
62	KAR 081L	TOYOTA HILUX D/CAB 4WD	2004	870,000.00
63	KAR 082L	TOYOTA HILUX D/CAB 4WD	2004	680,000.00
64	KAR 083L	TOYOTA HILUX D/CAB 4WD	2004	680,000.00
65	KAR 085L	TOYOTA HILUX D/CAB 4WD	2004	860,000.00
66	KAR 343L	TOYOTA HILUX D/CAB	2004	460,000.00
67	KAR 344L	TOYOTA HILUX D/CAB	2004	748,000.00
68	KAR 345L	TOYOTA HILUX D/CAB	2004	890,000.00

69	KAR 346L	TOYOTA HILUX D/CAB	2004	780,000.00
70	KBB 134S	TOYOTA HILUX D/CAB	2008	780,000.00
71	KBB 154S	TOYOTA HILUX D/CAB	2008	920,000.00
72	KBB 144S	TOYOTA HILUX D/CAB	2008	1,160,000.00
73	KBG 126C	TOYOTA HILUX D/CAB	2009	950,000.00
74	KBG 137C	TOYOTA HILUX D/CAB	2009	1,170,000.00
75	KBG 138C	TOYOTA HILUX D/CAB	2009	1,606,000.00
76	KBG 925C	TOYOTA HILUX D/CAB	2009	1,729,750.00
77	KBG 926C	TOYOTA HILUX D/CAB	2009	1,830,000.00
78	KBG 930C	TOYOTA HILUX D/CAB	2009	1,590,000.00
79	KBG 931C	TOYOTA HILUX D/CAB	2009	1,070,000.00
80	KBQ 062D	TOYOTA HILUX D/CAB	2011	1,980,000.00
81	KBQ 063D	TOYOTA HILUX D/CAB	2011	2,210,000.00
82	KBU 237T	NISSAN NAVARA D/CAB	2013	2,100,000.00
83	KBU 238T	NISSAN NAVARA D/CAB	2013	2,170,000.00
84	KBV 630E	NISSAN NAVARA D/CAB	2013	2,020,000.00
85	KCE 485D	Toyota Corolla	2015	3,110,000.00
86	KCE 486D	Toyota Corolla	2015	2,880,000.00
87	KCE 487D	Toyota Corolla	2015	3,270,000.00
88	KCE 704D	NISSAN NAVARA D/CAB	2015	2,920,000.00
89	KCE 705D	NISSAN NAVARA D/CAB	2015	4,000,000.00

90	KCE 706D	NISSAN NAVARA D/CAB	2015	3,030,030.00
91	KCE 707D	NISSAN NAVARA D/CAB	2015	2,910,000.00
92	KCE 708D	NISSAN NAVARA D/CAB	2015	4,030,000.00
93	KCE 709D	NISSAN NAVARA D/CAB	2015	3,020,000.00
94	KCE 710D	NISSAN NAVARA D/CAB	2015	2,800,000.00
95	KCE 711D	NISSAN NAVARA D/CAB	2015	4,000,000.00
96	KCE 712D	NISSAN NAVARA D/CAB	2015	2,780,000.00
97	KCE 713D	NISSAN NAVARA D/CAB	2015	2,550,000.00
98	KCE 714D	NISSAN NAVARA D/CAB	2015	2,400,000.00
99	KCE 715D	NISSAN NAVARA D/CAB	2015	3,738,325.00
100	KCE 716D	NISSAN NAVARA D/CAB	2015	4,000,000.00
101	KCE 717D	NISSAN NAVARA D/CAB	2015	3,958,227.00
102	KCE 848D	NISSAN NAVARA D/CAB	2015	3,536,373.00
103	KCH 642Q	Toyota double cab	2016	4,230,000.00
104	KCH 667Q	Toyota double cab	2016	4,190,000.00
105	KCH 666Q	Toyota double cab	2016	5,591,000.00
106	KCH 663Q	Toyota double cab	2016	3,260,000.00
107	KCH 664Q	Toyota double cab	2016	4,790,000.00
108	KCH 665Q	Toyota double cab	2016	4,180,000.00
109	KCK 828U/KCN323N	Toyota Corolla	2017	3,440,000.00
110	KCK 829U/KCN 190N	Toyota Corolla	2017	4,050,606.00

111	KCK 792U	Toyota Corolla	2017	3,950,000.00
112	KCK 807U	Toyota d cab	2017	4,700,000.00
113	KCK 818U	Toyota d cab	2017	4,850,000.00
114	KCP 013A	Toyota d cab	2017	5,663,000.00
115	KCK 800U	Toyota d cab	2017	4,590,000.00
116	KCK 830U	Toyota d cab	2017	4,700,000.00
117	KCP 187K	Toyota d cab	2017	5,663,100.00
118	KCP 188K	Toyota d cab	2017	4,440,000.00
119	KCP 189K	Toyota d cab	2017	3,670,000.00
120	KCP 190K	Toyota d cab	2017	3,940,000.00
121	KCP 191K	Toyota d cab	2017	4,300,000.00
122	KCP 199K	Toyota d cab	2017	3,840,000.00
123	KCP 355K	Toyota d cab	2018	5,870,000.00
124	KCP 356K	Toyota d cab	2018	5,870,000.00
125	KCP 357K	Toyota d cab	2018	3.860,000.00
126	KCP 358K	Toyota d cab	2018	4,910,000.00
127	KCP 359K	Toyota d cab	2018	3,950,000.00
128	KCP 360K	Toyota d cab	2018	3,800,000.00
129	KCP 361K	Toyota corolla	2018	3,800,000.00
130	KCP 362K	Toyota corolla	2018	3,800,000.00
131	KCP 753K	Toyota d cab	2018	4,850,000.00

132	KCP 991K	Toyota corolla	2018	4,490,000.00
133	KCP 992K	Toyota d cab	2018	5,860,000.00
134	KCP 993K	Toyota d cab	2018	6,725,569.00
135	KCA 768Z	Chevrolet	2015	2,460,000.00
136	KCT 004Y	Toyota d cab	2018	5,860,000.00
137	KCT 005Y	Toyota d cab	2018	5,860,000.00
138	KCT 008Y	Toyota d cab	2018	5,860,000.00
139	KCT 009Y	Toyota d cab	2018	6,725,569.00
140	KCT 010Y	Toyota d cab	2018	6,725,569.00
141	KCT 011Y	Toyota d cab	2018	6,725,569.00
142	KCT 012Y	Toyota d cab	2018	5,860,000.00
143	KCT 013Y	Toyota d cab	2018	5,860,000.00
144	KCT 014Y	Toyota d cab	2018	5,860,000.00
145	KCT 015Y	Toyota d cab	2018	5,860,000.00
146	KCT 016Y	Toyota d cab	2018	5,860,000.00
147	KCT 052Y	Toyota d cab	2018	6,725,569.00
148	KCT 054Y	Toyota d cab	2018	6,725,569.00
149	KCT 055Y	Toyota L cruiser prado	2018	11,170,000.00
150	KCT 056Y	Toyota d cab	2018	5,860,000.00
151	KCT 058Y	Toyota d cab	2018	5,860,000.00
152	KCT 187Y	Toyota d cab	2018	5,860,000.00

153	KCT 188Y	Toyota d cab	2018	5,860,000.00
154	KCT 189Y	Toyota d cab	2018	5,860,000.00
155	KCT 190Y	Toyota d cab	2018	5,860,000.00
156	KCT 191Y	Toyota d cab	2018	5,860,000.00
157	KCT 192Y	Toyota d cab	2018	5,860,000.00
158	KCT 193Y	Toyota d cab	2018	5,860,000.00
159	KCT 194Y	Toyota d cab	2018	5,860,000.00
160	KCT 195Y	Toyota d cab	2018	5,860,000.00
161	KCT 196Y	Toyota d cab	2018	5,860,000.00
162	KCT 197Y	Toyota d cab	2018	5,860,000.00
163	KCT 198Y	Toyota d cab	2018	5,860,000.00
164	KCT 199Y	Toyota d cab	2018	5,860,000.00
165	KCT 453Y	Toyota corolla	2018	4,726,000.00
166	KCT 515Y	Toyota d cab	2018	5,860,000.00
167	KCT 516Y	Toyota d cab	2018	6,725,569.00
	TOTAL			531,990,794.00

**SCHEDULE 7: SCHEDULE OF MOTOR VEHICLES – MOTOR PRIVATE
THIRD PARTY FIRE AND THEFT COVER**

	REG NO	MAKE	YEAR	2015 Value
1	KAJ 885S	PEUGEOT 504 STATION WAGON	1999	190,000.00
2	KAG 102F / KAE 879R	PEUGEOT 504 SR	1995	200,000.00
3	KAG 213F	PEUGEOT 504 SALOON	1995	140,000.00
4	KAG 118F	TOYOTA COROLLA	1992	90,000.00
5	KAG 619F	TOYOTA COROLLA	1995	200,000.00
6	KAH 530F	PEUGEOT 504 SALOON	1996	180,000.00
7	KAG 120F	PEUGEOT 504 SALOON	1992	190,000.00
8	KAR 001L	TOYOTA CONDOR	2004	410,000.00
9	KAR 002L	TOYOTA CONDOR	2004	250,000.00
	TOTAL			1,850,000.00

SCHEDULE 8: SCHEDULE OF MOTOR VEHICLES – MOTOR COMMERCIAL COMPREHENSIVE COVER

	REG NO	MAKE	YOM	2020 VALUE
1	KAW 081Z	Toyota Hiace	2007	650,000.00
2	KAW 080Z	Toyota Hiace	2007	770,000.00
3	KAW 071Z	Toyota Hiace	2007	650,000.00
4	KAW 070Z	Toyota Hiace	2007	640,000.00
5	KAW 072Z	Toyota Hiace	2007	720,000.00
6	KAV 370E	Toyota Land Cruiser	2007	760,000.00
7	KAV 372E	Toyota Land Cruiser	2007	850,000.00
8	KAV 371E	Toyota Land Cruiser	2007	1,200,000.00

9	KAV 374E	Toyota Land Cruiser	2007	1,122,000.00
10	KAV 373E	Toyota Land Cruiser	2007	970,000.00
11	KAV 381E	Toyota Land Cruiser	2007	1,170,000.00
12	KAV 375E	Toyota Land Cruiser	2007	1,181,000.00
13	KAV 378E	Toyota Land Cruiser	2007	1,300,000.00
14	KAV 385E	Toyota Land Cruiser	2007	1,400,000.00
15	KAV 387E	Toyota Land Cruiser	2007	1,173,000.00
16	KAV 376E	Toyota Land Cruiser	2007	790,000.00
17	KAV 386E	Toyota Land Cruiser	2007	1,096,500.00
18	KAT 760X	Toyota Hiace	2006	731,000.00
19	KAT 454X	Toyota Hiace	2006	530,000.00
20	KAT 490X	Toyota Hiace	2006	620,000.00
21	KAT 455X	Toyota Hiace	2006	520,000.00
22	KAT 231X	Toyota Hiace	2006	510,000.00
23	KAT 232X	Toyota Hiace	2006	520,000.00
24	KAT 428X	Toyota Hiace	2006	610,000.00
25	KAT 414X	Toyota Hiace	2006	610,000.00
26	KAR 727L	Toyota Land cruiser	2005	1,050,000.00
27	KAR 728L	Toyota Land cruiser	2005	870,000.00
28	KAR 729L	Toyota Land cruiser	2005	580,000.00
29	KAR 730L	Toyota Land cruiser	2005	650,000.00
30	KAR 731L	Toyota Land cruiser	2005	1,062,000.00
31	KAR 732L	Toyota Land cruiser	2005	1,260,000.00
32	KAR 733L	Toyota Land cruiser	2005	1,113,000.00
33	KAR 734L	Toyota Land cruiser	2005	1,200,000.00
34	KAR 735L	Toyota Land cruiser	2005	1,028,000.00
35	KAR 736L	Toyota Land cruiser	2005	660,000.00
36	KAR 740L	Toyota Land cruiser	2005	740,000.00
37	KAR 741L	Toyota Land cruiser	2005	1,070,000.00
38	KAR 742L	Toyota Land cruiser	2005	690,000.00
39	KAR 743L	Toyota Land cruiser	2004	630,000.00

40	KAR 745L	Toyota Land cruiser	2005	910,000.00
41	KAR 152L	TOYOTA LAND CRUISER P/UP	2004	560,000.00
42	KAR 153L	TOYOTA LAND CRUISER P/UP	2004	870,000.00
43	KAR 156L	TOYOTA LAND CRUISER P/UP	2004	740,000.00
44	KAR 157L	TOYOTA LAND CRUISER P/UP	2004	980,000.00
45	KAG 911F	ISUZU LORRY	1995	730,000.00
46	KBB 157S	TOYOTA LAND CRUISER P/UP	2008	980,000.00
47	KBB 146S	TOYOTA LAND CRUISER P/UP	2008	1,090,000.00
48	KBB 145S	TOYOTA LAND CRUISER P/UP	2008	1,504,000.00
49	KBB 132S	TOYOTA LAND CRUISER P/UP	2008	750,000.00
50	KBB 133S	TOYOTA LAND CRUISER P/UP	2008	1,500,000.00
51	KBB 135S	TOYOTA LAND CRUISER P/UP	2008	690,000.00
52	KBB 054S	TOYOTA HIACE VAN	2008	1,090,000.00
53	KBB 156S	TOYOTA HIACE VAN	2008	690,000.00
54	KBG 862C	TOYOTA HIACE VAN	2009	1,040,000.00
55	KBG 863C	TOYOTA HIACE VAN	2009	1,700,000.00
56	KBG 864C	TOYOTA HIACE VAN	2009	1,570,000.00
57	KBG 865C	TOYOTA HIACE VAN	2009	1,550,000.00
58	KBG 874C	TOYOTA LANDCRUISER P/UP	2009	1,630,000.00
59	KBL 275G	ISUZU BUS	2009	4,760,000.00
60	KBQ 064D	TOYOTA HIACE VAN	2011	2,520,000.00
61	KBQ 001J	ISUZU BUS	2011	5,450,000.00
62	KBU 212T	TOYOTA L/CRUISER PICKUP	2013	4,712,436.00
63	KBU 235T	TOYOTA L/CRUISER PICKUP	2013	4,712,436.00
64	KBU 248T	NISSAN VAN	2013	880,000.00

65	KBU 250T	NISSAN VAN	2013	1,840,000.00
66	KBU 252T	NISSAN VAN	2013	1,860,000.00
67	KBU 249T	NISSAN VAN	2013	1,390,000.00
68	KBU 256T	NISSAN VAN	2013	1,640,000.00
69	KBU 247T	NISSAN VAN	2013	3,700,000.00
70	KBU 246T	NISSAN VAN	2013	3,536,373.00
71	KBU 251T	NISSAN VAN	2013	1,970,000.00
72	KCE 411D	Toyota Landcruiser	2015	5,115,600.00
73	KCE 412D	Toyota Landcruiser	2015	5,115,600.00
74	KCE 413D	Toyota Landcruiser	2015	4,831,400.00
75	KCE 465D	Toyota Landcruiser	2015	3,590,000.00
76	KCE 467D	Toyota Landcruiser	2015	5,115,600.00
77	KCE 495D	Nissan Van	2015	3,520,000.00
78	KCE 496D	Nissan Van	2015	5,600,000.00
79	KCE 497D	Nissan Van	2015	4,560,000.00
80	KCE 498D	Nissan Van	2015	3,570,000.00
81	KCE 499D	Nissan Van	2015	4,170,000.00
82	KCE 500D	Nissan Van	2015	4,800,000.00
83	KCE 580D	Nissan Van	2015	4,460,000.00
84	KCE 581D	Nissan Van	2015	3,670,000.00
85	KCE 582D	Nissan Patrol P/Up	2015	3,870,000.00
86	KCE 583D	Nissan Van	2015	3,470,000.00
87	KCE 584D	Nissan Van	2015	4,610,000.00
88	KCE 585D	Nissan Van	2015	5,130,000.00
89	KCE 586D	Nissan Van	2015	3,670,000.00
90	KCE 587D	Nissan Van	2015	3,770,000.00
91	KCE 588D	Toyota Landcruiser	2015	3,850,000.00
92	KCE 589D	Toyota Landcruiser	2015	4,831,400.00
93	KCE 590D	Toyota Landcruiser	2015	3,810,000.00
94	KCE 594D	Nissan Patrol P/Up	2015	3,580,000.00
95	KCE 595D	Nissan Van	2015	4,620,000.00

96	KCE 596D	Nissan Van	2015	4,470,000.00
97	KCE 599D	Nissan Van	2015	4,940,000.00
98	KCE 600D	Nissan Van	2015	4,630,000.00
99	KCE 703D	Nissan Van	2015	4,610,000.00
100	KCE 730D	Nissan Van	2015	5,150,000.00
101	KCE 720D	Toyota Landcruiser	2015	5,115,600.00
102	KAV 217E	Isuzu Lorry	2006	1,600,000.00
103	KCE 598D	Nissan Van	2015	5,115,000.00
104	KCE 597D	Nissan Van	2015	5,110,000.00
105	KCH 902Q	Nissan Van	2017	6,330,000.00
106	KCK 711U	Nissan Van	2017	5,310,000.00
107	KCP 338K	Nissan Van	2017	6,090,000.00
108	KAR 101L	Toyota Landcruiser	2003	650,000.00
109	KCK 846U	ISUZU BUS	2017	6,470,000.00
110	KCP 850K	Toyota L. Cruiser S Cab	2018	6,170,000.00
111	KCP 853K	Toyota L. Cruiser S Cab	2018	6,200,000.00
112	KCT 214Y	Toyota Hiace	2019	5,310,000.00
113	KCT 215Y	Toyota Hiace	2019	5,310,000.00
114	KCT 216Y	Toyota Hiace	2019	5,310,000.00
115	KCT 217Y	Toyota Hiace	2019	5,310,000.00
116	KCT 252Y	Toyota Hiace	2019	5,310,000.00
117	KCT 253Y	Toyota Hiace	2019	5,310,000.00
118	KCT 296Y	Toyota Hiace	2019	5,310,000.00
119	KCT 348Y	Toyota Hiace	2019	5,310,000.00
120	KCT 349Y	Toyota Hiace	2019	5,310,000.00
	TOTAL			320,171,945.00

**SCHEDULE 9: SCHEDULE OF MOTOR VEHICLES – MOTOR COMMERCIAL
THIRD PARTY FIRE AND THEFT COVER**

	REG NO	MAKE	YEAR	2015 Value
1	KAG 507F	TATA LORRY 1313	1993	380,000.00
2	KAG 588F	TOYOTA LAND CRUISER	1997	300,000.00
3	KAT 230X	Toyota Hiace	2006	450,000.00
4	KAG 912F	CATERPILLAR FORKLIFT	1995	480,000.00
5	KAL 733U	Isuzu Minibus	2001	450,000.00
	TOTAL			1,610,000.00

**SCHEDULE 10: SCHEDULE OF MOTOR VEHICLES – BOARDED & GROUNDED:
FIRE AND THEFT COVER**

	REG NO	MAKE		YEAR	VALUE
1	KAE300F	PEUGEOT 504 GR S/WAGON	GROUNDED	1995	75,000.00
2	KAG136F	PEUGEOT 504 GR S/WAGON	GROUNDED	1996	85,000.00
3	KAG148F	PEUGEOT 504 ESTATE	GROUNDED	1995	85,000.00
					245,000.00

SCHEDULE 11: SCHEDULE OF MOTOR CYCLES – COMPREHENSIVE COVER

	REG NO	MAKE	YEAR	2015 Value
1	KAL 514U	YAMAHA MOTOR CYCLE	2001	88,000.00
2	KAL 515U	YAMAHA MOTOR CYCLE	2001	90,000.00
3	KAL 516U	YAMAHA MOTOR CYCLE	2001	90,000.00
4	KAL 517U	YAMAHA MOTOR CYCLE	2001	105,000.00

5	KAY 961V	YAMAHA MOTOR CYCLE	2008	240,000.00
6	KAY 960V	YAMAHA MOTOR CYCLE	2008	235,000.00
7	KAY 963V	YAMAHA MOTOR CYCLE	2008	250,000.00
8	KAY 962V	YAMAHA MOTOR CYCLE	2008	230,000.00
9	KBB 928S	YAMAHA MOTOR CYCLE 175CC	2009	210,000.00
10	KBB 929S	YAMAHA MOTOR CYCLE 175CC	2009	199,000.00
11	KBB 930S	YAMAHA MOTOR CYCLE 175CC	2009	199,000.00
12	KBB 931S	YAMAHA MOTOR CYCLE 175CC	2009	199,000.00
13.	KCD 001G	YAMAHA DT175	2014	424,212.00
14.	KCD 002G	YAMAHA DT175	2014	424,212.00
15.	KCD 003G	YAMAHA DT175	2014	424,212.00
16.	KCD 005G	YAMAHA DT175	2014	424,212.00
17.	KCD 006G	YAMAHA DT175	2014	424,212.00
18.	KCD 007G	YAMAHA DT175	2014	424,212.00
19.	KCD 008G	YAMAHA DT175	2014	424,212.00
20.	KCD 009G	YAMAHA DT175	2014	424,212.00
20.	KBZ 571D	YAMAHA DT175	2014	424,212.00
21.	KBZ 572D	YAMAHA DT175	2014	424,212.00
22.	KBZ 573D	YAMAHA DT175	2014	424,212.00
23.	KBZ 574D	YAMAHA DT175	2014	424,212.00
24.	KBZ 575D	YAMAHA DT175	2014	424,212.00
25.	KBZ 576D	YAMAHA DT175	2014	424,212.00
26.	KBZ 577D	YAMAHA DT175	2014	424,212.00
27.	KBZ 578D	YAMAHA DT175	2014	424,212.00
28.	KBZ 579D	YAMAHA DT175	2014	424,212.00
29.	KBZ 580D	YAMAHA DT175	2014	424,212.00

30.	KBZ 581D	YAMAHA DT175	2014	424,212.00
31.	KBZ 582D	YAMAHA DT175	2014	424,212.00
32.	KBZ 583D	YAMAHA DT175	2014	424,212.00
33.	KBZ 584D	YAMAHA DT175	2014	424,212.00
34.	KBZ 585D	YAMAHA DT175	2014	424,212.00
35.	KBZ 586D	YAMAHA DT175	2014	424,212.00
36.	KBZ 587D	YAMAHA DT175	2014	424,212.00
37.	KBZ 588D	YAMAHA DT175	2014	424,212.00
38.	KBZ 589D	YAMAHA DT175	2014	424,212.00
39.	KBZ 590D	YAMAHA DT175	2014	424,212.00
40.	KBZ 591D	YAMAHA DT175	2014	424,212.00
41.	KBZ 592D	YAMAHA DT175	2014	424,212.00
42.	KBZ 593D	YAMAHA DT175	2014	424,212.00
43.	KBZ 594D	YAMAHA DT175	2014	424,212.00
44.	KBZ 595D	YAMAHA DT175	2014	424,212.00
45.	KBZ 596D	YAMAHA DT175	2014	424,212.00
46.	KBZ 597D	YAMAHA DT175	2014	424,212.00
47.	KBZ 598D	YAMAHA DT175	2014	424,212.00
48.	KBZ 599D	YAMAHA DT175	2014	424,212.00
49.	KBZ 600D	YAMAHA DT175	2014	424,212.00
	TOTAL			18,255,056.00

V PRICE SCHEDULE

Bidders shall fill, sign and stamp below price schedule.

PRICE SCHEDULE FOR INSURANCE BROKERAGE SERVICES

Name of tenderer _____ Tender Number _____
 _____ Page _____ of _____

(i) Price Schedule

NO	CLASS OF INSURANCE	RATE	PREMIUM(KSHS)	UNDERWRITER
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GROUP I

1	GPA - Directors			
2	Medical - Directors			
3	GPA with WIBA			
4	Employers Liability			

TOTAL GROUP I

GROUP II

1	Fire & Special Perils			
2	Property Sabotage & Terrorism			
3	Burglary			
4	Public Liability			
5	Money			
6	Fidelity Guarantee			
7	Professional Liability			
8	Canine/ Bloodstock			

TOTAL GROUP II

GROUP III

1	All Risks			
2	Marine Hull & Machinery			
3	Motor Private - Comprehensive			
4	Motor Private - TPF&T			

5	Motor Commercial - Comprehensive			
6	Motor Commercial - TPF&T			
7	Grounded Motor Vehicles			
8	Motorcycles			
9	Motor Commercial - TPO			

TOTAL GROUP III

GRAND TOTAL ALL GROUPS

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Bidder's Signature -----Official Stamp -----

Date -----

Note: In case of discrepancy between unit price and total, the unit price shall prevail

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.

8.1

Form of Tender

Date _____
Tender No. _____

To: KENYA REVENUE AUTHORITY
P. O. BOX 48240 – 00100
NAIROBI.

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. *[insert numbers]*. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to provide GPA/WIBA, Assets and Liability Insurance Brokerage Services in conformity with the said tender documents for the sum of

.....
..... (total tender amount in words and figures) for a period of **Two years**

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 deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to 10% percent of the Contract Price for the due performance of the Contract, in the form prescribed by (KRA).

4. We agree to abide by this Tender for a period of **335 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.

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

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

Dated this _____ day of _____ 20 _____

[signature]

[in the capacity of]

Duly authorized to sign tender for an on behalf of _____



8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2(c) whichever applies to your type of business; and Part 3.

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

Part 1 – General	
1.1	Business Name
1.2	Location of Business Premises.
1.3	Plot No..... Street/Road
	Postal Address Tel No. Fax E mail
1.4	Nature of Business ,.....
1.5	Registration Certificate No.
1.6	Maximum Value of Business which you can handle at any one time – Kshs.
1.7	Name of your BankersBranch
Part 2 (a) – Sole Proprietor	
2a.1	Your Name in Full Age
2a.2	Nationality Country of Origin
	• Citizenship Details
Part 2 (b) Partnership	
2b.1	Given details of Partners as follows:
2b.2	<u>Name</u> <u>Nationality</u> <u>Citizenship Details</u> <u>Shares</u>
	1.....
	2.....
	3.....

	4.....

Part 2 (c) – Registered Company	
2c.1	Private or Public
2c.2	State the Nominal and Issued Capital of Company- Nominal Kshs. Issued Kshs.
2c.3	Given details of all Directors as follows
	<u>Name</u> <u>Nationality</u> <u>Citizenship Details</u> <u>Shares</u>
	1.....
	2.....
	3.....
	4.....
	5.....

Part 3 – Eligibility Status	
3.1	Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? Yes _____ No _____
3.2	If answer in '3.1' is YES give the relationship.
3.3	Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? Yes _____ No _____
3.4	If answer in '3.3' above is YES give details.
3.5	Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and

	other documents to be used for procurement of the goods under this invitation? Yes _____ No _____
3.6	If answer in '3.5' above is YES give details.
3.7	Are you under a declaration of ineligibility for corrupt and fraudulent practices? YES _____ No _____
3.8	If answer in '3.7' above is YES give details:
3.9	Have you offered or given anything of value to influence the procurement process? Yes _____ No _____
3.10	If answer in '18' above is YES give details
	I DECLARE that the information given on this form is correct to the best of my knowledge and belief.
	Date Signature of Candidate

- If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.

8.3 TENDER SECURITY FORM

Whereas[name of the Tenderer]

(hereinafter called “the Tenderer”)has submitted its tender dated.....[date of submission of tender] for the provision of

[name and/or description of the services]

(hereinafter called “the Tenderer”).....

KNOW ALL PEOPLE by these presents that WE.....

Of.....having registered office at

[name of KRA](hereinafter called “the Bank”)are bound unto.....

[name of KRA](hereinafter called “the KRA”) in the sum of

for which payment well and truly to be made to the said KRA, 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 Tenderer on the Tender Form; or
2. If the Tenderer, having been notified of the acceptance of its Tender by the KRA 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 Tenderers;

we undertake to pay to the KRA up to the above amount upon receipt of its first written demand, without the KRA having to substantiate its demand, provided that in its demand the KRA will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions. This 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 date.

[signature of the bank]

(Amend accordingly if provided by Insurance Company)

8.4 CONTRACT FORM

THIS AGREEMENT made the ___ day of _____ 20___ between KRA of Kenya (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 provision of GPA/WIBA, Assets and Liability Insurance Brokerage Services for Two (2) years viz and has accepted a tender by the Tenderer for the provision of provision of GPA/WIBA, Assets and Liability Insurance Brokerage Services in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH 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 Technical Specifications;
 - (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 materials and spares 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 materials and spares 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 _____.

8.5 PERFORMANCE SECURITY FORM

To Kenya Revenue Authority

WHEREAS.....
.....[name of Tenderer]

(hereinafter called "the Tenderer") has undertaken, in pursuance of Contract No. _____ [reference number of the contract] dated _____ 20____ to provide Insurance Brokerage Services for 2 years.....

[Description 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 the 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 or sums within the limits of

.....
... *[amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of 20

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM

To Kenya Revenue Authority

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....

[name and address of Tenderer] [hereinafter called “the Tenderer”] shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of

.....
..... *[amount of guarantee in figures and words]*.

We, the

[bank or financial institution], as instructed by the Tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the Tenderer, in the amount not exceeding
[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between the Procuring entity and the Tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Tenderer under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

_____ *[name of bank or financial institution]*

_____ *[address]*

_____ *[date]*

8.7 LETTER OF NOTIFICATION OF AWARD

**Kenya Revenue Authority
P.O Box 48240 – 00100,
Nairobi.**

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 whose particulars appear below on the subject matter of this Letter of Notification of Award.

Deputy Commissioner,
Supply Chain Management,
Haile Selassie Avenue, Times Tower, 25th Floor
Telephone: +254-020-2817022
Facsimile: +254-020-215809

FOR: **Commissioner General**