



**TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS**

**TENDER NUMBER: TIK/INSURANCE/2018-2019**

**CLOSING DATE: THURSDAY, 16<sup>TH</sup> AUGUST 2018**

**TIME: 2.00PM.**

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## TENDER NOTICE

### TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS

Transparency International Kenya (TI- Kenya) invites sealed bids from eligible insurance companies and brokers for provision of Fire and Perils, Burglary, All Risks, Money, Directors and Officers Liability, Group Life Assurance, Company Motor Vehicle cover , Travel Insurance and WIBA Plus for the period 2018-2019.

#### Tender Number: TIK/ INSURANCE/ 2018-2019

Interested bidders are required to pay a non-refundable fee of Kenya Shillings Three thousand only (Ksh.3000) through direct deposit into the following bank account:

**Transparency International Kenya  
NIC Bank  
Prestige Plaza Branch  
Account Number 1003862034**

#### A. OBJECTIVE OF THE COVER

The primary objective of the cover is to provide insurance services for the following categories detailed below for the period 2018-2019.

| Category of Cover                           | Reference Number        | Particulars   |
|---|-------------------------|---|
| WIBA Plus GPA                               | TIK/INS/WGPA//2018-2019 | Annual Staff Salary 35,000,000/=<br>Medical Expenses: 100,000.00<br>Death:8 years' earnings   |
| Group Life Assurance                        | TIK/INS/GLA/2018-2019   | Death<br>Disability cover (both permanent & Temporary)<br>Last Expense/Funeral Cost   |
| Directors and Officers Liability            | TIK/INS/DOL/2018-2019   | 9 individuals (5 directors and 4 Senior Management Team)  |
| Company Motor Vehicle cover                 | TIK/INS/MV/2018-2019    | Cover- Comprehensive<br>Windscreen limit-5,000<br>Inspection & Valuation- Free<br>Including Political violence, civil wars, terrorism<br>Excess protector |
| Fire and Perils (Summary of assets annexed) | TIK/INS/FP/2018-2019    | On furniture, fixtures, fittings and other office contents  |

|                                       |                       |   |
|---------------------------------------|-----------------------|---|
|                                       |                       | Material Damage to various UPS, laptops, Computers, Laptops, Monitors and supporting auxiliaries  |
| Burglary (Summary of assets annexed)  | TIK/INS/BG/2018-2019  | On furniture, fixtures, fittings and all other office assets<br>Burglary to various Computers, Monitors and supporting auxiliaries and all office assets  |
| All Risks (Summary of assets annexed) | TIK/INS/AR/2018-2019  | On furniture, fixtures, laptops, fittings and other office contents<br>Material damage to various UPS, Computers, TV, CCTV, CPU, Monitors and supporting auxiliaries on Laptops, Camera, Projectors |
| Money                                 | TIK/INS/MNY/2018-2019 | Cash in transit until paid out<br>Money in premises<br>Damage to safe<br>Money in the custody of staff  |
| Travel Insurance                      | TIK/INS/TI/2018-2019  | Travel insurance to staff on need basis, both local and global.   |

## B. INSTRUCTIONS TO TENDERERS

1. TI-Kenya employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
2. This Invitation for Tenders is open to all eligible tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement specified in the tender documents.
3. Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.
4. All bidders found capable of performing the contract satisfactorily in accordance with the set pre-qualification tender criteria shall be eligible for pre-qualification.
5. TI-Kenya will examine the proposals to determine completeness and sufficiency in responsiveness.
6. Tenderers shall not contact TI- Kenya on matters relating to their tender from the time of opening to the time the evaluation is finalized and official communication sent to them. Any effort by the tenderer to influence TI-Kenya in the evaluation shall result in cancellation of their tender.

7. Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and financial position as demonstrated by their responses where applicable accordingly.
8. Bids will be opened promptly in the presence of Bidders and/ or representatives who choose to attend the opening at TI-Kenya's Board room at **2:30pm on 16<sup>th</sup> August 2018.**
9. TI-Kenya reserves the right to accept or reject any or all proposals.
10. Late bids, portion of bids, bids not received, bids not opened and not read out in public at the bid open ceremony shall not be accepted for evaluation irrespective of circumstances.

### **C. COST OF TENDERING**

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. The price to be charged for the tender document shall be Kshs.3,000/=
3. The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.
4. Tenderers can download at the TI-Kenya suppliers' portal <http://tikenya.org/supplier-needed/>. Documents downloaded are free of charge.
5. Prices shall be quoted in **Kenya Shillings**.

### **D. LANGUAGE OF TENDERS**

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.

### **E. SCOPE OF THE COVER**

- The number of assets and members on cover may change from time to time. These changes will be communicated via email.
- The insurer should be available to assist, as and when need arises

## F. SUBMISSION OF TENDER DOCUMENT

Completed tender documents are to be enclosed in sealed envelopes, clearly marked:

“TIK/INSURANCE/2018-2019” and addressed to:

The Tender Committee  
Transparency International Kenya  
P.O Box 198- 00200  
Nairobi

The tender document should be dropped at TI-Kenya offices on Kindaruma road, off ring road Kilimani, next to Commodore Office Suites Gate No. 713 Suite No. 4, **together with the original payment receipt** to reach us on or before **Thursday, 16<sup>th</sup> August 2018 by 2.00pm.**

Any proposal received after this date will entirely be rejected. Tenderers are invited to the tender opening process to be held at **2.30pm on 16th August 2018.**

Transparency International Kenya reserves the right to accept or reject any applications in part or whole.

## G. CONTACT PERSON

Requests for clarification should be directed to:

Winnie W. Njoroge | HR & Administration Officer

Tel +254-20-2727763/5 | 0722 296 589 |

Email: [transparency@tikenya.org](mailto:transparency@tikenya.org) or [wnjoroge@tikenya.org](mailto:wnjoroge@tikenya.org)

**CONTENT OF PROPOSAL**

**I. LETTER OF APPLICATION**

Date.....

The Tender Committee TI-Kenya  
 P. O Box 198-00200,  
 Nairobi.

Dear Sir/Madam,

Being duly authorized to represent and act on behalf of .....(name of firm) and having reviewed and fully understood all the Pre-qualification information provided, the undersigned hereby applies to be insurance providers for TI-Kenya for the period 2018/2019. This is for the below categories of insurance covers:

- 1. Ref Number .....
- 2. Ref Number .....
- 3. Ref Number .....
- 4. Ref Number .....
- 5. Ref Number .....
- 6. Ref Number .....
- 7. Ref Number .....
- 8. Ref Number .....
- 9. Ref Number .....

We confirm that we are not/ have never been associated, directly or indirectly, with a firm or any of its affiliates which have been engaged by TI-Kenya 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.

The undersigned declare that the statement made and the information provided in the duly completed application are complete, true and correct in every detail.

|   |   |
|---|---|
| SIGNED  | SIGNED  |
| Name  | Name  |
| For and on Behalf of the applicant ( Name of applicant) | For and on Behalf of the applicant ( name of partner) |





## II. PRICE SCHEDULE FORM

Total annual proposed insurance premium should be specified by the service provider as per below format:  
Please indicate N/A for categories of services you do not offer.

| Cover                            | Reference Number       | Premiums/Cost (KES) |
|----------------------------------|------------------------|---------------------|
| WIBA Plus GPA                    | TIK/INS/WGPA/2018-2019 |                     |
| Group Life Assurance             | TIK/INS/GLA/2018-2019  |                     |
| Directors and Officers Liability | TIK/INS/DOL/2018-2019  |                     |
| Company Motor Vehicle cover      | TIK/INS/MV/2018-2019   |                     |
| Fire and Perils                  | TIK/INS/FP/2018-2019   |                     |
| Burglary                         | TIK/INS/BG/2018-2019   |                     |
| All Risks                        | TIK/INS/AR/2018-2019   |                     |
| Money                            | TIK/INS/MNY/2018-2019  |                     |
| Travel Insurance                 | TIK/INS/TI/2018-2019   |                     |
| <b>Total Inclusive of levies</b> |                        |                     |

**III. TENDERER’S REFERENCES**

**NAME OF TENDERER’S CLIENTS IN LAST TWELVE MONTHS.**

- 1. First Client (Organization)
  - i) Name of 1st client (Organization).....
  - ii) Address of Client (Organization).....
  - iii) Telephone No. of Client.....
  - v) E-mail Address of Client.....
  - vi) Name of Contact Person at the Client (Organization).....
  - vii) Value of Contracts/Orders.....
  - viii)Duration of ongoing Contracts/Orders.....
  
- 2. Second Client (Organization)
  - i) Name of 1st client (Organization).....
  - ii) Address of Client (Organization).....
  - iii) Telephone No. of Client.....
  - v) E-mail Address of Client.....
  - vi) Name of Contact Person at the Client (Organization).....
  - vii) Value of Contracts/Orders.....
  - viii)Duration of ongoing Contracts/Orders.....
  
- 3. Third client (Organization)
  - i) Name of 1st client (Organization).....
  - ii) Address of Client (Organization).....
  - iii) Telephone No. of Client.....
  - v) E-mail Address of Client.....
  - vi) Name of Contact Person at the Client (Organization).....
  - vii) Value of Contracts/Orders.....
  - viii)Duration of ongoing Contracts/Orders.....

**IV. DOCUMENTS TO ACCOMPANY THE TENDER**

All tenderers must attach the following documents:

1. Company profile
2. Certificate of Incorporation / Registration
3. Current Tax Compliance Certificate
4. PIN/VAT Certificate
5. Current Trade License / Business Permit
6. Certificates from affiliated regulatory or accrediting bodies/associations (where applicable)
7. Two (2) letters of recommendation from your corporate/major clients

**V. DECLARATION BY TENDERER'S AUTHORIZED REPRESENTATIVE**

The undersigned declare that the statement made and the information provided is complete, true and correct in every detail.

Company name: \_\_\_\_\_

Name of Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Date \_\_\_\_\_

**NB: Please affix rubber stamp or seal**