



TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS

TENDER NUMBER: TIK/INSURANCE/2017-2018

CLOSING DATE: FRIDAY, 22ND SEPTEMBER 2017

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 2017-2018.

Tender Number: TIK/INSURANCE/2017-2018

Interested bidders are required to pay a non-refundable fee of Kenya Shillings Two thousand only (Ksh. 2,000) 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 2017-2018.

Category of Cover	Reference Number	Particulars
WIBA Plus GPA	TIK/INS/WGPA//2017-2018	Annual Staff Salary 35,000,000/= Medical Expenses: 100,000.00 Death:8 years' earnings
Group Life Assurance	TIK/INS/GLA/2017-2018	Permanent Death Total Disability cover Last Expense/Funeral Cost
Directors and Officers Liability	TIK/INS/DOL/2017-2018	9 Pax (5 directors and 4 Senior Management Team)
Company Motor Vehicle cover	TIK/INS/MV/2017-2018	Cover- Comprehensive Windscreen limit-5,000 Inspection & Valuation- Free Including Political violence, civil wars, terrorism Excess protector
Fire and Perils	TIK/INS/FP/2017-2018	On furniture, fixtures, fittings and other office contents Material Damage to various UPS, laptops, Computers, Monitors and supporting auxiliaries

Burglary	TIK/INS/BG//2017-2018	On furniture, fixtures, fittings and other office contents Burglary to various Computers, Monitors and supporting auxiliaries
All Risks	TIK/INS/AR/2017-2018	On furniture, fixtures, fittings and other office contents Material damage to various UPS, Computers, TV, CCTV, CPU, Monitors and supporting auxiliaries on Laptops, Camera, Projectors
Money	TIK/INS/MNY/2017-2018	Cash in transit until paid out Money in premises Damage to safe Money in the custody of staff
Travel Insurance	TIK/INS/TI/2017-2018	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 **2.15pm on 22nd September 2017.**

9. 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 not exceed Kshs.2, 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/2017-2018**” and addressed to:

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

The tender documents 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 payment receipt** to reach us on or before **Friday, 22nd September 2017 by 2.00pm.**

Any proposal received after this date will entirely be rejected.

Transparency International Kenya reserves the right to accept or reject any applications in part or whole and will give reasons for its decision.

CONTACT PERSON

Requests for clarification should be directed to the below:

Winnie W. Njoroge | Administration Officer

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

Email: transparency@tikenya.org or 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 2017/2018. 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//2017-2018	
Group Life Assurance	TIK/INS/GLA/2017-2018	
Directors and Officers Liability	TIK/INS/DOL/2017-2018	
Company Motor Vehicle cover	TIK/INS/MV/2017-2018	
Fire and Perils	TIK/INS/FP/2017-2018	
Burglary	TIK/INS/BG//2017-2018	
All Risks	TIK/INS/AR/2017-2018	
Money	TIK/INS/MNY/2017-2018	
Travel Insurance	TIK/INS/TI/2017-2018	
Total Inclusive of levies		

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