



TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS

TENDER NUMBER: TIK/ GENINS /HR/2022-2023

CLOSING DATE: 31ST AUGUST 2022

TIME: 5 PM

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1.0 TENDER NOTICE

TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS

Transparency International Kenya (TI-Kenya) invites sealed bids from eligible **insurance brokers** for provision of the following insurance services- Fire and Perils, Burglary, All Risks, Electronic Equipment, Money, Directors and Officers Liability, Company Motor Vehicle Cover, Employer's Liability, Travel Insurance, Group Life Assurance (GLA) and Work Injury Benefits Act (WIBA) Plus GPA, for the period 2022-2023.

Tender Number: TIK/GENINS/HR/2022-2023

2.0 CATEGORIES OF THE COVER

The primary objective of the cover is to provide insurance services for the following categories detailed below for the period 2022-2023.

Category of Cover	Reference Number	Particulars
WIBA Plus GPA (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/WGPA/2022-2023.	<ul style="list-style-type: none">• Annual Staff Salary on Gross pay Ksh 60,000,000.00• Medical Expenses: 100,000.00• Death Benefits- 8 Years Annual Pay (Accidents & occupational risks) and 3 Years Annual pay (illness and natural causes)• Critical Illness Benefits- up to Ksh 8,000,000• Last Expense/Funeral Cost: Ksh 200,000• Number of employees covered: Approximately 35 Pax.
Group Life Assurance (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/GLA/2022-2023.	<ul style="list-style-type: none">• Permanent & Total Disability-8 Years Earning (Accidents & occupational risks) and 3 Years Earning (Illness and natural causes)• Temporary Disability -Weekly earnings up to 104 weeks• Last Expense/Funeral Cost Ksh 200,000 Employee and KES 100,000 dependents.• Medical Expenses: Ksh 100,000.00• Include a Covid-19 rider• Number of employees covered: Approximately 35 Pax.

Directors and Officers Liability (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/DOL/2022-2023.	<ul style="list-style-type: none"> • 8 individuals (5 directors and 3 Senior Management Team). • Limits: Any One Period - Ksh. 20,000,000
Company Motor Vehicle cover	TIK/INS/MV/2022-2023.	<ul style="list-style-type: none"> • Cover- Comprehensive • Windscreen limit-Ksh10,000 • Inspection & Valuation- Free • Including Political violence, civil wars, terrorism, riots and peaceful demonstrations • Excess protector, Third Party limits, Medical Expenses, Passenger legal liability
Fire and Perils (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/FP/2022-2023.	<ul style="list-style-type: none"> • On furniture, fixtures, fittings, and other office contents • Material Damage to various UPS, laptops, Computers, Laptops, Monitors and supporting auxiliaries
Burglary (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/BG/2022-2023.	<ul style="list-style-type: none"> • On furniture, fixtures, fittings and all other office assets • Burglary to various Computers, Monitors and supporting auxiliaries and all office assets
All Risks (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/AR/2022-2023.	<ul style="list-style-type: none"> • On furniture, fixtures, laptops, fittings and other office contents • Material damage to various UPS, Computers, TV, CCTV, CPU, Monitors and supporting auxiliaries on Laptops, Camera, Projectors
Electronic Equipment (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/EQ/2022-2023.	<ul style="list-style-type: none"> • On furniture, fixtures, laptops, fittings and other office contents • Material damage to various UPS, Computers, TV, CCTV, CPU, Monitors and supporting auxiliaries on Laptops, Camera, Projectors
Employers' liability	TIK/INS/EL/2022-2023.	<ul style="list-style-type: none"> • Limits: Any One Period - Ksh. 20,000,000
Money	TIK/INS/MNY/2022-2023.	<ul style="list-style-type: none"> • Cash in transit until paid out: Ksh 300,000 • Money in premises: Ksh 100,000 • Damage to safe

		<ul style="list-style-type: none"> • Money in the custody of staff: Ksh 300,000 • Includes cheques too
Travel Insurance	TIK/INS/TI/2022-2023.	<ul style="list-style-type: none"> • Travel insurance to staff on need basis, both local and global.

NB: See Annex 1 (page 11) on asset values

Indicate whether you have any waiting periods, Excesses, Exclusions, Free cover limit and age limits

3.0 INSTRUCTIONS TO TENDERERS

1. TI-Kenya employees, committee members, board members and their relatives 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. TI-Kenya reserves the right to accept or reject any or all proposals.
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.
10. This tender is open to **ONLY Licensed Insurance Brokers**.

4.0 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 charged towards administrative costs for this Tender is Ksh. 2,500, which is to be deposited in favour of Transparency International Kenya through Mpesa service as below: -

Paybill Number: 376550

Account Name: Your business registered name

3. TI-Kenya shall allow the tenderer to review the tender document free of charge before purchase.
4. Prices shall be quoted in **Kenya Shillings**.
5. The rates shall include all taxes

5.0 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.

6.0 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.

7.0 SUBMISSION OF TENDER DOCUMENT

Completed tender documents are to be via email as a single document to procurement@tikenya.org , clearly marked and addressed as “**TIK/ GENINS/HR/2022-2023.**” and addressed to:

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

The tender document should reach us on or before **31st August 2022**. 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.

8.0 CONTACT PERSON AT TI-KENYA

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 or wnjoroge@tikenya.org

9.0 Complaints Process

This call for Expression of Interest does not constitute a solicitation and TI-Kenya reserves the right to change or cancel the requirement at any time during the EOI process. TI-Kenya also reserves the right to

require compliance with additional conditions as and when issuing the final solicitation documents.

Submitting a reply to a call for EOI does not automatically guarantee receipt of the solicitation documents when issued. Invitations to bid or requests for proposals will be issued in accordance with TI-Kenya rules and procedures. Any grievances and or complaints arising from the evaluation process and final tender award can be addressed, in writing, to the Executive Director and the TI-Kenya Tender Complaints Committee.

The Executive Director,
Transparency International Kenya,
Kindaruma Road, Off Ring Road Kilimani,
Gate 713, House No. 4,
P.O. Box 198- 00200, Nairobi
Or Email, complaints@tikenya.org

10.0 CONTENTS OF PROPOSAL

9.1 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 2022-2023. 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)

9.2 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/2022-2023.	
Group Life Assurance	TIK/INS/GLA/2022-2023.	
Directors and Officers Liability	TIK/INS/DOL/2022-2023.	
Company Motor Vehicle cover	TIK/INS/MV/2022-2023.	
Fire and Perils	TIK/INS/FP/2022-2023.	
Electronic Equipment	TIK/INS/EQ/2022-2023.	
Burglary	TIK/INS/BG/2022-2023.	
All Risks	TIK/INS/AR/2022-2023.	
Employers' Liability	TIK/INS/EL/2022-2023.	
Money	TIK/INS/MNY/2022-2023.	
Travel Insurance	TIK/INS/TI/2022-2023.	
Total Inclusive of levies		

9.3 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 2nd 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 3rd 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.....

9.4 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

9.5 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

Annex 1

ASSETS COMPOSITION AND VALUE

Asset Description	Approximate Value (Ksh)
Furniture	2,000,000
Electronics (laptops, cameras, equipment)	9,000,000
Software	2,000,000
Motor Vehicle	400,000