



TENDER FOR PROVISION OF VARIOUS INSURANCE COVERS

TENDER NUMBER: TIK/ GENINS /HR/2025-2026

CLOSING DATE: 17TH SEPTEMBER 2025

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 **brokers ONLY** 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 2025-2026.

Tender Number: TIK/GENINS/HR/2025-2026

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 2025 -2026.

Category of Cover	Reference Number	Particulars
WIBA Plus GPA (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/WGPA/2025-2026.	<ul style="list-style-type: none">• Annual Staff Salary on Gross pay Ksh 118,000,000.00• Medical Expenses: 200,000.00• Death Benefits- 8 Years Annual Pay (Accidents & occupational risks) and 3 Years Annual pay (illness and natural causes)• Critical Illness Benefits- up to 8M• Last Expense/Funeral Cost: 200,000• Number of employees covered: Approximately 42 Pax.
Group Life Assurance (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/GLA/2025-2026.	<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 KES 200,000 Employee and KES 100,000 dependents.

		<ul style="list-style-type: none"> • Medical Expenses: 200,000.00 • Include a Covid-19 rider • Number of employees covered: Approximately 42 Pax.
Directors and Officers Liability (Interested parties to request for additional info/ Annexes from TI-Kenya)	TIK/INS/DOL/2025-2026.	<ul style="list-style-type: none"> • 8 individuals (6 directors and 3 Senior Management Team). • Limits: Any One Period - KES. 20,000,000
Company Motor Vehicle cover	TIK/INS/MV/2025-2026.	<ul style="list-style-type: none"> • Cover - Comprehensive • Windscreen limit - 30,000 • 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/2025-2026.	<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/2025-2026.	<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/2025-2026.	<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/2025-2026.	<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/2025-2026.	<ul style="list-style-type: none"> Limits: Any One Period - Ksh. 20,000,000
Money	TIK/INS/MNY/2025-2026.	<ul style="list-style-type: none"> Cash in transit until paid out; Staff imprest; TI-Kenya's Debit/prepaid cards: 800,000 Money in premises: 100,000 Damage to safe Includes cheques too
Travel Insurance	TIK/INS/TI/2025-2026.	<ul style="list-style-type: none"> Travel insurance to staff on need basis, both local and global. (This will be on fund basis)
Public Liability Cover	TIK/INS/PL/2025-2026.	<ul style="list-style-type: none"> Liability cover to members of the public (third parties) at TI-Kenya's premises

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.

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. This tender document and submission process is **FREE of charge**.
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 tenderapplications@tikenya.org, clearly marked and addressed as “TIK/GENINS/HR/2025-2026.” and addressed to:

The Tender Committee

Transparency International Kenya
P. O Box 198- 00200
Nairobi

The tender document should reach us on or before **19th September 2025**. 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:

Procurement Office |
Tel +254-20-2727763/5 | 0722 296 589 |
Email: transparency@tikenya.org or procurement@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.

Or on Complaints@tikenya.org

10.0 CONTENTS OF PROPOSAL

10.1 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
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Name	Name
For and on Behalf of the applicant (Name of applicant)	For and on Behalf of the applicant (Name of partner)

10.2PRICE 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/2025-2026.	
Group Life Assurance	TIK/INS/GLA/2025-2026.	
Directors and Officers Liability	TIK/INS/DOL/2025-2026.	
Company Motor Vehicle cover	TIK/INS/MV/2025-2026	
Fire and Perils	TIK/INS/FP/2025-2026.	
Electronic Equipment	TIK/INS/EQ/2025-2026.	
Burglary	TIK/INS/BG/2025-2026.	
All Risks	TIK/INS/AR/2025-2026.	
Employers' Liability	TIK/INS/EL/2025-2026.	
Money	TIK/INS/MNY/2025-2026.	
Travel Insurance	TIK/INS/TI/2025-2026.	
Public Liability	TIK/INS/PL/2025-2026.	
Total Inclusive of levies		

10.3 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.....

10.4 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

10.5 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	6,000,000
Electronics (laptops, cameras, equipment)	14,609,000
Software	5,200,000
Motor Vehicle	15,000,000