



KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION

HEADQUARTERS:

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TENDER NO. KALRO/001/HQTS/2017-18

**PROVISION OF MOTOR VEHICLE INSURANCE SERVICES
(UNDERWRITERS ONLY)**

CLOSING DATE: August 28, 2017 at 11.00AM

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SECTION I - INVITATION FOR TENDERS
Date: 31st July, 2017

TENDER NAME: **PROVISION OF MOTOR VEHICLE INSURANCE SERVICES (UNDERWRITERS ONLY)**

TENDER CODE NO; KALRO/T001/HQTS/2017-2018

- 1.1 Kenya Agricultural & Livestock Research Organization (KALRO) invites sealed tenders from eligible candidates for Motor Vehicle Insurance Services (underwriters only).
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **KALRO Headquarters, Kaptagat road, Loresho. P O Box 57811-00200, Nairobi off Kangemi fly over** during normal office working hours.
- 1.3 A complete tender document may be obtained by interested candidates upon payment of a non- refundable fee of KES 1,000 in cash or bankers cheque payable to Director General, KALRO. The document can also be obtained free of charge from KALRO website www.kalro.org or Treasury portal suppliers@treasury.go.ke. Those who download the tender document and intend to submit a bid are required to register their details at the Supply Chain Manager's office so as to be able to receive clarifications and addenda
- 1.4 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at the reception area, KALRO Headquarters, Nairobi or be addressed to;
**Director General,
Kenya Agricultural & Livestock Research Organization
P O Box 57811-00200,
Nairobi,**
Att; Supply Chain Manager
so as to be received on or before **August 28, 2017 at 11.00am**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at KALRO Headquarters

Manager, Supply Chain Management
FOR: DIRECTOR GENERAL

SECTION II - INSTRUCTION TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 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 price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of 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) Instructions to Tenderers
 - (ii) General Conditions of Contract
 - (iii) Special Conditions of Contract
 - (iv) Schedule of Requirements

- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Declaration Form
- (xiii) 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 by post, fax or by email 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 candidates who have received the tender documents.

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 Preference where allowed in the evaluation of tenders shall not exceed 15%

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 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

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 Tenders

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 all customs duties and 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

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

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 shall not exceed 2 per cent of the tender price.

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 2.20.5

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 2.29, and furnishing the performance security, pursuant to paragraph 2.30

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 2.29 or
 - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 90 days after date of tender opening pursuant to paragraph 2.18. 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 tenderer shall prepare an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.

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 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.
- (b) bear tender number and name in the invitation to tender and the words, "DO NOT OPEN BEFORE August 16, 2017 at 11.00am

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than August 16, 2017 at 11.00am.

2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 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.

2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

2.17.1 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.

2.17.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 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.

2.18. Opening of Tenders

2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, at *(time, day and date of closing)* and in the location specified in the invitation for tenders. The tenderers’

representatives who are present shall sign a register evidencing their attendance

2.18.2 The tenderers' 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.

2.18.3 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.

2.19 Clarification of Tenders

2.19.1 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.

2.19.2 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.

2.20 Preliminary Examination and Responsiveness

2.20.1 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.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 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.

2.20.4 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.

2.20.5 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.

2.21. Conversion to single currency

2.21.1 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.

2.22. Evaluation and Comparison of Tenders

2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 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.

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

2.23. Contacting the Procuring entity

2.23.1 Subject to paragraph 2.19 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.

2.23.2 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.

2.24 Post-qualification

2.24.1 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.

2.24.2 The determination will take into account 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

2.24.3 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.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 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.

2.25.2 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.

2.26. Procuring entity's Right to accept or Reject any or all Tenders

2.26.1 The Procuring entity 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 Procuring entity's action. If the Procuring entity determines that non of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.26.2 The procuring entity 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.

2.26.3 A tenderer who gives false information in the tender document about is 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.

2.27 Notification of Award

2.27.1 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.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

2.28.1 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.

2.28.2 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.

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

2.28.4 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.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 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.

2.30 Corrupt or Fraudulent Practices

2.30.1 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.

2.30.2 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

2.30.3 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 INSTRUCTONS TO TENDERERS

The following information shall complement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of this appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers

Particulars of Appendix to instructions to tenderers	
2.1	Particulars of eligible tenderers: Only for Insurance Underwriter Licensed by the Insurance Regulatory Authority
2.2.2	A complete tender document may be obtained upon payment of a non-refundable fee of KES 1,000 in cash or bankers cheque payable to Director General, KALRO. The document can also be obtained free of charge from KALRO website www.kalro.org or Treasury portal suppliers@treasury.go.ke .
2.4	Tenderers can make inquiries for clarification through post or email to Director General Kenya Agricultural & Livestock Research Organization P O Box 57811 - 00200 Nairobi Att; Supply Chain Manager Email; tenders@kalro.org
2.9	Must submit copy of valid Professional Indemnity Insurance Cover of at least Kshs.100 million valid for the period of contract
2.12.4	Form of Tender Security. The tender Security shall be 2% of the proposed premium in the form of Bank Guarantee from a reputable bank
2.13	Tender validity will be 90 days after closure of tender
2.15.1	The tender MUST be submitted in two separate envelopes clearly marked ‘ORIGINAL TENDER’ and ‘COPY OF TENDER’ . The envelopes shall then be sealed in an outer envelope
2.15.2	The inner and outer envelope shall bear the tender number and name addressed to: Director General Kenya Agricultural and Livestock Research Organization P O Box 57811-00200 Nairobi and clearly marked DO NOT OPEN BEFORE August 28, 2017 at 11.00am
2.16.1	Deadline for submission of tender shall be August 28, 2017 at 11.00am
2.16.3	Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Unit at KALRO Headquarters, Kaptagat road, Loresho room 151 during normal office working hours.
2.18	Tenders will be opened on August 28, 2017 at 11.00am in the presence of tenderer representatives who chose to attend
2.19	Clarifications on tender may be made in writing to;

**Director General
Kenya Agricultural & Livestock Research Organization
P O Box 57811-00200**

2.22

Evaluation and Comparison of Tenders:

EVALUATION CRITERIA

Tenderers are required to submit copies of the following:

MANDATORY REQUIREMENT:

1. Current registration certificate by Insurance Regulatory Authority, to operate
2. Current registration certificate with the Commissioner of Insurance.
3. Membership of the Association of Kenya Insurance (AKI)
4. Evidence of major claims settled in last two years
5. Copy of Bank guarantee of Kshs.100Million deposited with the Commissioner of Insurance.
6. Reference letters from at least five (5) reputable clients and the total clients premiums for the year 2016-17
7. Audited accounts for the last two years 2014-2015 and 2015-2016
8. Company profile
9. Copy of corporate business plan
10. Valid Tax Compliance Certificate
11. Certificate of Registration/Incorporation
12. Copy of Trade License
13. Dully filled in, signed and stamped Confidential Business Questionnaire Form
14. Complete the form of tender and price in the formats provided
15. A letter duly signed by a person authorized by your organization indicating that the firm is not debarred from participating in Public Procurement process
16. Power of attorney

N/B: a. Any Bidder who does not comply with any of the above requirements will be considered non responsive and shall be disqualified.
b. Firms registered under AGPO shall not be required to submit Bid bond, audited accounts and referees, but the MUST submit valid AGPO registration and Tender Securing Declaration form dully filled in, signed and rubberstamped

TECHNICAL EVALUATION

S/No.	Criteria	Maximum Points
1.	Evidence of past experience in providing similar Insurance Services	

	<ul style="list-style-type: none"> • 2 clients - 5 points • 4 clients - 15 points • 5 clients - 20 points 	20 points
2.	<p>Letters of Reference/Recommendation from past clients where the firm has provided similar general insurance services:</p> <ul style="list-style-type: none"> • 2 client - 5 points • 4 clients - 15 points • 5 clients - 20 points 	20 points
3.	Serializing of document to conform to the table of contents and neatness of bid document	20 points
4.	<p>Academic & Professional Qualifications and experience in relevant field for at least four (4) key professional staff proposed for the assignment and indicate their portfolio/tasks (Attach copies of certificates and CVs):</p> <ul style="list-style-type: none"> • Master's Degree in relevant field- 20 points • Bachelor's Degree in relevant field - 15 points • Diploma - 5 Points 	20 points
5.	Indicate least period used to settle previous claims upon presentation of all required documents. (Attach evidence) 0-5 points	5 points
6.	Provide Firm's Audited Accounts for the last three (3) years (2014,2015,2016) 0-15 points	15 points
TOTAL POINTS		100 points
<p>NB: To qualify for financial evaluation the bidder must score a minimum of 75 points (75%). Bidders who score less than 75% at the technical evaluation stage will be disqualified from further evaluation.</p>		
<p>A. FINANCIAL EVALUATION</p> <p>1. The commercial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, Exclusion Clauses, and other pertinent terms and conditions of tender.</p> <p>2. The evaluation committee will determine whether the</p>		

	financial proposals are complete. The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price of the financial proposal as submitted shall prevail.
2.24	Particulars of post - qualification if applicable: KALRO may decide to undertake due diligence
2.27.3	Particulars of performance security if applicable. N/A
	The lowest evaluated tenderer may be required to make a presentation to the client on the scope of the policy.

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 superseded 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 twenty eight (28) 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 sixty (60) 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, with the exception of 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 10% 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

3.1.1 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.

3.1.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

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

Reference of general conditions of contract	Special condition of contract
3.7 Delivery of Services	For a contract period of One (1) year with an option of renewal for an additional one year subject to Satisfactory Performance
3.8 Payment	Annual premium will be paid either once (or on equal installments) at the beginning of policy
3.9 Price adjustment	No price adjustments allowed. However, the policy should be able to provide for additional vehicles and or reduction of the same at similar price
3.16 Applicable law	Laws of Kenya
3.18 Notices	Indicate full address of the procuring entity: Director General, Kenya Agricultural & Livestock Research Organization Kaptagat Road, Loresho P O Box 57811-00200, Nairobi.

SUMMARY OF PROPOSED ANNUAL PREMIUM QUOTED.

	RISK CLASS	ANNUAL PREMIUM QUOTED KSHS.
1	Private Car - Comprehensive	
2	Commercial Car - Comprehensive	
2	Motor Cycle - Comprehensive	
	GRAND TOTAL	

SECTION V - SCHEDULE OF REQUIREMENTS

INSURANCE COVER DETAILS FOR KENYA AGRICULTURAL AND LIVESTOCK RESEARCH ORGANIZATION (KALRO)

SPECIFIC DETAILS OF SERVICE

The Specific Details of Service will include:

INSURED	Kenya Agricultural & Livestock Research Organization (KALRO), P.O. Box 57811-00200, NAIROBI.			
CLASS OF INSURANCE	PRIVATE CAR(S) - COMPREHENSIVE			
PERIOD	1 ST October 2017 to 30 th September 2018			
COVER	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule			
Location	Make	Registration Mark	Type	Approx. Value (KSHS)
Agricultural Mechanization Research Institute, Katumani	Mitsubishi Pajero	KAC 927G	Station Wagon	400,000
Agricultural Mechanization Research Institute, Katumani	Peugeot 504	KAJ 146S	Saloon	400,000
Agricultural Mechanization Research Institute, Katumani	Landrover	KAD 064M	Station Wagon	700,000
Agricultural Mechanization Research Institute, Katumani	Landrover	KAD 065M	Station Wagon	700,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi L200	KAN 487U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Landrover	KAN 909U	Station Wagon	900,000
Agricultural Mechanization Research Institute, Katumani	Chevrolet Optra	KAT 463X	Saloon	600,000
Agricultural Mechanization Research Institute, Katumani	Nissan	KAT 681X	Double Cabin	1,000,000
Agricultural Mechanization Research Institute, Katumani	Isuzu Trooper	KAN 597R	Station Wagon	700,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi Lancer	40UN283K	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KAG 325C	Double Cabin	500,000
Agricultural Mechanization Research	Toyota Hilux	KBR 531U	Double Cabin	

Institute, Katumani				3,000,000
Agricultural Mechanization Research Institute, Katumani	Peugeot 405	KZD 730	Station Wagon	300,000
Agricultural Mechanization Research Institute, Katumani	Isuzu Trooper	KXC 988	Station Wagon	300,000
Agricultural Mechanization Research Institute, Katumani	Peugeot 405	KAB 546Y	Station Wagon	400,000
Agricultural Mechanization Research Institute, Katumani	Landrover	KZX 217	Station Wagon	300,000
Agricultural Mechanization Research Institute, Katumani	Nissan	KAT 613X	Double Cabin	700,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	KAN 626U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	KAN 636U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi Pajero	KAC 929G	Station Wagon	300,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KCA 066F	Double Cabin	1,000,000
Agricultural Mechanization Research Institute, Katumani	Nissan	40UN 226K	Double Cabin	400,000
Agricultural Mechanization Research Institute, Katumani	Toyota	KAN 968N	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Isuzu	KAN 249U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Toyota	KAL 266U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	KAN 492U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	KAN 493U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	KAN 494U	Double Cabin	500,000
Agricultural Mechanization Research Institute, Katumani	Ford Ranger	KAY 626V	Double Cabin	700,000
Agricultural Mechanization Research Institute, Katumani	Dord Ranger	KAY 627V	Double Cabin	700,000
Agricultural Mechanization Research Institute, Katumani	Isuzu Trooper	KAG 446U	Station Wagon	400,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KBF 993H	Double Cabin	900,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KBQ 510D	Double Cabin	1,000,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KBQ 044D	Double Cabin	1,000,000
Agricultural Mechanization Research	Isuzu Dmax	KBQ 677D	Double Cabin	

Institute, Katumani				1,000,000
Agricultural Mechanization Research Institute, Katumani	Toyota Hilux	KCE 401D	Double Cabin	2,000,000
Apiculture Research Institute, Perkerra	Toyota Prado	KAT 380X	Station Wagon	800,000
Apiculture Research Institute, Perkerra	Nissan Xtrail	KBQ 266D	Station Wagon	1,000,000
Apiculture Research Institute, Perkerra	Nissan	KAT 607X	Double Cabin	700,000
Apiculture Research Institute, Perkerra	Suzuki Vitara	KAJ 802S	Station Wagon	400,000
Apiculture Research Institute, Perkerra	Mitsubishi Pajero	KAK 352G	Station Wagon	500,000
Apiculture Research Institute, Perkerra	Mitsubishi L200	KAN 489U	Double Cabin	500,000
Arid And Range Lands Research Institute, Kiboko	Landrover	KAN 910U	Station Wagon	2,000,000
Arid And Range Lands Research Institute, Kiboko	Suzuki Vitara	KAJ 750S	Station Wagon	1,500,000
Arid And Range Lands Research Institute, Kiboko	Nissan	KBQ 285D	Double Cabin	3,500,000
Beef Research Centre, Garissa	Mitsubishi	KAN 627U	Double Cabin	500,000
Beef Research Centre, Mariakani	Mitsubishi	KAN 291U	Double Cabin	650,000
Beef Research Centre, Mariakani	Toyota	KAT 712X	Prado	800,000
Beef Research Centre, Transmara	Mitsubishi	KAN 574U	Pajero	500,000
Beef Research Centre, Transmara	Ford Ranger	KAV 277E	Double Cabin	500,000
Beef Research Institute, Lanet	Nissan	KAT 611X	Double Cabin	800,000
Beef Research Institute, Lanet	Toyota	KAR 293L	Prado	800,000
Beef Research Institute, Lanet	Suzuki	KAJ 744S	Grant Vitara	600,000
Beef Research Institute, Lanet	Mitsubishi	KAN 625U	Double Cabin	500,000
Beef Research Institute, Lanet	Toyota	KAT 574X	Corolla	700,000
Biotechnology Research Centre, Kabete	Chevrolet Trailblazer	KCA 548F	Station Wagon	4,000,000
Biotechnology Research Centre, Kabete	Nissan Patrol	KBQ 271D	Station Wagon	4,000,000
Biotechnology Research Centre, Kabete	Chevrolet Optra	KAT 465X	Saloon	900,000
Biotechnology Research Centre, Kabete	Isuzu Trooper	KAB 835F	Station Wagon	500,000
Biotechnology Research Centre, Kabete	Mitsubishi	KAL 919P	Double Cabin	400,000
Biotechnology Research Institute, Muguga	Landrover	KAR 260L	Station Wagon	2,000,000
Biotechnology Research Institute, Muguga	Landrover	KAR 286L	Station Wagon	2,000,000
Biotechnology Research Institute, Muguga	Toyota Hilux	KBL 534G	Double Cabin	2,000,000
Biotechnology Research Institute, Muguga	Nissan Hard Body	KBB 491S	Double Cabin	900,000
Biotechnology Research Institute, Muguga	Mitsubishi Pajero	KAE 672F	Station Wagon	400,000

Coffee Research Institute, Ruiru	Mitsubishi	KAC 704G	Pajero	400,000
Coffee Research Institute, Ruiru	Mitsubishi	KAK 678S	Pajero	800,000
Coffee Research Institute, Ruiru	Peugeot 306	KAV 040E	Saloon	500,000
Coffee Research Institute, Ruiru	Isuzu Dmax	KBA 207A	Double Cabin	1,000,000
Coffee Research Institute, Ruiru	Toyota	KBB 287S	Lansor	700,000
Coffee Research Institute, Ruiru	Kia	KBG 196C	Sorento	1,000,000
Coffee Research Institute, Ruiru	Toyota	KBL 300G	Corolla	600,000
Coffee Research Institute, Ruiru	Nissan	KBQ 957D	Double Cabin	1,000,000
Coffee Research Institute, Ruiru	Nissan	KBQ 966D	Double Cabin	1,000,000
Coffee Research Institute, Ruiru	Nissan	KBQ 967D	Double Cabin	1,000,000
Coffee Research Institute, Ruiru	Nissan	KBR 512U	Double Cabin	2,000,000
Coffee Research Institute, Ruiru	Nissan	KBR 513U	Double Cabin	2,000,000
Coffee Research Institute, Ruiru	Subaru	KBR 969U	Forester	2,000,000
Coffee Research Institute, Ruiru	Toyota	KCH 860Q	Double Cabin	2,100,000
Coffee Research Institute, Ruiru	Toyota	KBW 630V	Double Cabin	1,000,000
Dairy Research Centre, Msabaha	Isuzu Dmax	KBQ 446D	Double Cabin	1,651,000
Dairy Research Centre, Ol Joro Orok	Isuzu Dmax	KBQ 447D	Double Cabin	1,000,000
Dairy Research Centre, Ol Joro Orok	Mitsubishi L200	KAN 292U	Double Cabin	500,000
Dairy Research Institute, Naivasha	Isuzu Dmax	KBQ 448D	Double Cabin	1,651,000
Dairy Research Institute, Naivasha	Ford Everest	KBQ 295D	Station Wagon	1,651,000
Dairy Research Institute, Naivasha	Isuzu Dmax	KBQ 445D	Double Cabin	2,000,000
Dairy Research Institute, Naivasha	Toyota Corolla	KAT 577X	Saloon	1,456,000
Dairy Research Institute, Naivasha	Mitsubishi	KBW 738V	Double Cabin	1,869,600
Dairy Research Institute, Naivasha	Mitsubishi	KAN 486U	Double Cabin	500,000
Dairy Research Institute, Naivasha	Mitsubishi	KAN 631U	Double Cabin	500,000
Food Crop Research Centre, Alupe	Nissan	KAT 614X	Double Cabin	700,000
Food Crop Research Centre, Alupe	Toyota Prado	KAT 384X	Station Wagon	800,000
Food Crop Research Centre, Alupe	Toyota	KBQ 276D	Double Cabin	1,000,000
Food Crop Research Centre, Embu	Mitsubishi	KBW 741V	Double Cabin	500,000
Food Crop Research Centre, Embu	Nissan Patrol	KBQ 261D	Station Wagon	1,000,000
Food Crop Research Centre, Embu	Toyota L/Cruiser	KAN 644U	Station Wagon	900,000
Food Crop Research Centre, Embu	Isuzu Dmax	KBQ 678D	Double Cabin	1,000,000
Food Crop Research Centre, Embu	Toyota Hilux	KBQ 260D	Double Cabin	1,000,000
Food Crop Research Centre, Kabete	Ford Ranger	KBU 189T	Double Cabin	2,000,000
Food Crop Research Centre, Kabete	Isuzu	KAL 247U	Double Cabin	500,000
Food Crop Research Centre, Kabete	Landrover	KAK 945D	Station Wagon	800,000
Food Crop Research Centre, Kabete	Land Rover	KAN 912U	Station Wagon	900,000
Food Crop Research Centre, Kabete	Mitsubishi L200	KAN 621U	Bouble Cabin	500,000
Food Crop Research Centre, Kabete	Nissan	KAT 616X	Double Cabin	700,000

Food Crop Research Centre, Kabete	Nissan	KAT 676X	Double Cabin	700,000
Food Crop Research Centre, Kabete	Nissan Patrol	KBQ 273D	Station Wagon	2,000,000
Food Crop Research Centre, Kabete	Peugeot 405	KAE 261S	Station Wagon	300,000
Food Crop Research Centre, Kabete	Suzuki Vitara	KAJ 801S	Station Wagon	500,000
Food Crop Research Centre, Kabete	Suzuki Vitara	KAJ 809S	Station Wagon	500,000
Food Crop Research Centre, Kabete	Toyota Hilux	KBZ 124D	Double Cabin	2,000,000
Food Crop Research Centre, Kabete	Toyota Hilux	KCE 402D	Double Cabin	2,000,000
Food Crop Research Centre, Kabete	Toyota Hilux	KCE 403D	Double Cabin	2,000,000
Food Crop Research Centre, Kisii	Isuzu Dmax	KBQ 070D	Double Cabin	1,000,000
Food Crop Research Centre, Kisii	Nissan K64	KAT 610X	Double Cabin	800,000
Food Crop Research Centre, Kisii	Nissan Patrol	KBQ 274D	Station Wagon	1,000,000
Food Crop Research Centre, Kisii	Toyota Hilux	KAP 271C	Double Cabin	700,000
Food Crop Research Centre, Kisii	Toyota Hilux	KAQ 550P	Double Cabin	500,000
Food Crop Research Centre, Muguga	Mitsubishi	KAN 480S	Double Cabin	500,000
Food Crop Research Centre, Muguga	Mitsubishi	KAN 483U	Double Cabin	500,000
Food Crop Research Centre, Muguga	Mitsubishi	KBW 739V	Double Cabin	1,000,000
Food Crop Research Centre, Muguga	Mitsubishi	KCD 363G	Double Cabin	1,000,000
Food Crop Research Centre, Muguga	Nissan	KAT 624X	Double Cabin	700,000
Food Crop Research Centre, Muguga	Nissan Patrol	KAW 999Z	Station Wagon	1,000,000
Food Crop Research Centre, Muguga	Isuzu Tougher	KAL 250U	Double Cabin	700,000
Food Crop Research Centre, Muguga	Nissan	KBB 492S	Double Cabin	800,000
Food Crop Research Centre, Muguga	Ford Ranger	KAY 067V	Double Cabin	900,000
Food Crop Research Centre, Muguga	Suzuki Vitara	KAJ 806S	Station Wagon	500,000
Food Crop Research Centre, Muguga	Toyota Prado	GK A530L	Station Wagon	800,000
Food Crop Research Centre, Njoro	Chevrolet Optra	KAT 466X	Saloon	600,000
Food Crop Research Centre, Njoro	Isuzu Dmax	KBG 361C	Double Cabin	1,000,000
Food Crop Research Centre, Njoro	Isuzu Dmax	KBQ 404D	Double Cabin	1,000,000
Food Crop Research Centre, Njoro	Isuzu Dmax	KBQ 444D	Double Cabin	1,000,000
Food Crop Research Centre, Njoro	Mitsubishi	KAN 491U	Double Cabin	500,000
Food Crop Research Centre, Njoro	Isuzu	KAL 248U	Double Cabin	500,000
Food Crop Research Centre, Njoro	Nissan Navara	KBR 307U	Double Cabin	1,000,000
Food Crop Research Centre, Njoro	Toyota Hilux	KAB 873P	Double Cabin	400,000
Food Crop Research Institute, Kitale	Chevrolet	KAT 467X	Saloon	600,000
Food Crop Research Institute, Kitale	Mitsubishi	KBW 740V	Double Cabin	1,000,000
Food Crop Research Institute, Kitale	Nissan	KAT 678X	Double Cabin	700,000
Food Crop Research Institute, Kitale	Nissan	KAT 679X	Double Cabin	700,000
Food Crop Research Institute, Kitale	Nissan Patrol	KBQ 272D	Station	1,500,000

			Wagon	
Food Crop Research Institute, Kitale	Nissan	KBQ 286D	Double Cabin	1,000,000
Food Crop Research Institute, Kitale	Toyota Hilux	KBQ 259D	Double Cabin	1,000,000
Horticulture Research Centre, Kibos	Suzuki Vitara	KAJ 803S	Station Wagon	2,299,000
Horticulture Research Centre, Kibos	Isuzu Tfs 2500	GK A931E	Double Cabin	1,959,500
Horticulture Research Centre, Kibos	Mitsubishi L200	KAN 481U	Double Cabin	1,503,717
Horticulture Research Centre, Kibos	Toyota Corolla	KAT 582X	Saloon	1,456,000
Horticulture Research Centre, Kibos	Toyota Prado	KAT 711X	Station Wagon	2,308,000
Horticulture Research Centre, Kibos	Ford Ranger	KAV 278E	Double Cabin	1,801,000
Horticulture Research Centre, Kibos	Nissan Sunny	KAV 477E	Saloon	1,261,882
Horticulture Research Centre, Kibos	Isuzu Dmax	KBQ 442D	Double Cabin	1,651,000
Horticulture Research Centre, Matuga	Nissan	KAT 675X	Double Cabin	150,000
Horticulture Research Centre, Tigoni	Toyota Hilux	KBU 863T	Double Cabin	2,500,000
Horticulture Research Centre, Tigoni	Toyota Corolla	KAN 603U	Saloon	600,000
Horticulture Research Centre, Tigoni	Mitsubishi L200	KAN 484U	Double Cabin	500,000
Horticulture Research Institute, Kandara	Isuzu Trooper	KAN 299U	Station Wagon	600,000
Horticulture Research Institute, Kandara	Toyota Corolla	KAT 575X	Saloon	450,000
Horticulture Research Institute, Kandara	Mitsubishi Pajero	KAC 924Q	Station Wagon	350,000
Horticulture Research Institute, Kandara	Isuzu	KAL 231U	Double Cabin	400,000
Horticulture Research Institute, Kandara	Isuzu	KAL 251U	Double Cabin	400,000
Horticulture Research Institute, Kandara	Mitsubishi L200	KAN 629U	Double Cabin	200,000
Horticulture Research Institute, Kandara	Mitsubishi Pajero	KAC 614S	Station Wagon	250,000
Industrial Crop Research Institute, Mtwapa	Toyota Hilux	KAG 327C	Double Cabin	7,000,000
Industrial Crop Research Institute, Mtwapa	Mitsubishi	KAN 287U	Double Cabin	950,000
Industrial Crop Research Institute, Mtwapa	Mitsubishi	KAN 288U	Double Cabin	950,000
Industrial Crop Research Institute, Mtwapa	Toyota Hilux	KAP 771N	Double Cabin	1,500,000
Industrial Crop Research Institute, Mtwapa	Isuzu	KBG 019C	Double Cabin	1,900,000
Industrial Crop Research Institute, Mtwapa	Nissan S/W	KBQ 269D	Patrol S/Wagon	3,500,000
Industrial Crop Research Institute, Mtwapa	Nissan	KBQ 287D	Double Cabin	1,950,000
Industrial Crop Research Institute, Mtwapa	Isuzu	KBQ 443D	Double Cabin	2,000,000
Industrial Crop Research Institute, Mtwapa	Isuzu	KBW 638V	Double Cabin	3,000,000
Industrial Crops Research Centre, Molo	Toyota Corolla	KAN 601U	Saloon	600,000
Industrial Crops Research Centre, Molo	Mitsubishi L200	KAN 632U	Double Cabin	500,000
Industrial Crops Research Centre, Mwea	Toyota Corolla	KAT 576X	Station Wagon	600,000
Industrial Crops Research Centre, Mwea	Nissan Navara	KBR 306U	Double Cabin	2,500,000
Industrial Crops Research Centre, Mwea	Mitsubishi L200	KBW 737V	Double Cabin	1,300,000
Industrial Crops Research Centre, Mwea	Toyota Corolla	KAN 471U	Saloon	500,000
Industrial Crops Research Centre, Mwea	Landrover	KZX 985	Station Wagon	500,000

Industrial Crops Research Centre, Mwea	Mitsubishi L200	KAN 482U	Double Cabin	500,000
KALRO Headquarters	Toyota Prado	KBU 853T	Station Wagon	6,000,000
KALRO Headquarters	Toyota	KBR 530U	Station Wagon	3,000,000
KALRO Headquarters	Toyota Prado	KBU 852T	Station Wagon	6,000,000
KALRO Headquarters	Toyota Prado	KCE 404D	Station Wagon	6,000,000
KALRO Headquarters	Samyong	KBR 397K	Station Wagon	3,000,000
KALRO Headquarters	Nissan Patrol	KBQ 514D	Station Wagon	4,000,000
KALRO Headquarters	Ford Everest	KBQ 296D	Station Wagon	4,000,000
KALRO Headquarters	Ford Everest	KBQ 291D	Station Wagon	4,000,000
KALRO Headquarters	Nissan Patrol	KBQ 270D	Station Wagon	4,000,000
KALRO Headquarters	Nissan Patrol	KBQ 268D	Station Wagon	4,000,000
KALRO Headquarters	Vw Passat	KBJ 618U	Saloon	2,600,000
KALRO Headquarters	Toyota Corolla	KAT 583X	Saloon	600,000
KALRO Headquarters	Toyota Corolla	KAT 580X	Saloon	600,000
KALRO Headquarters	Toyota Corolla	KAT 579X	Saloon	600,000
KALRO Headquarters	Toyota Prado	KAT 386X	Station Wagon	800,000
KALRO Headquarters	Toyota Prado	KAT 385X	Station Wagon	800,000
KALRO Headquarters	Toyota Prado	KAT 383X	Station Wagon	800,000
KALRO Headquarters	Toyota Prado	KAT 382X	Station Wagon	800,000
KALRO Headquarters	Toyota Prado	KAT 381X	Station Wagon	800,000
KALRO Headquarters	Toyota Corolla	KAN 602U	Saloon	600,000
KALRO Headquarters	Mitsubishi	KAN 488U	Double Cabin	500,000
KALRO Headquarters	Toyota Rav 4	KAR 902T	Station Wagon	600,000
KALRO Headquarters	Landrover 110	KAR 191S	Station Wagon	1,000,000
KALRO Headquarters	Isuzu Trooper	KAK 337H	Station Wagon	500,000
KALRO Headquarters	Isuzu Trooper	KAK 338H	Station Wagon	500,000
KALRO Headquarters	Toyota Corolla	KAN 470U	Saloon	500,000
KALRO Headquarters	Suzuki Vitara	KAH 909W	Station Wagon	400,000
KALRO Headquarters	Isuzu Trooper	KAL 416A	Station Wagon	700,000
KALRO Headquarters	Mitsubishi Pajero	KAD 238Y	Station Wagon	500,000
KALRO Headquarters	Mitsubishi	KAD 239Y	Station	500,000

	Pajero		Wagon	
KALRO Headquarters	Toyota L/C	KBT 249N	Station Wagon	3,000,000
KALRO Headquarters	Toyota Hilux	KBC 794G	Double Cabin	900,000
KAPAP	Toyota Prado	KAT 374X	Station Wagon	800,000
KAPAP	Toyota Prado	KAT 375X	Station Wagon	800,000
KAPAP	Toyota Prado	KAT 376X	Station Wagon	800,000
KAPAP	Toyota Prado	KAT 377X	Station Wagon	800,000
KAPAP	Toyota Prado	KAT 378X	Station Wagon	800,000
KAPAP	Toyota Prado	KAT 379X	Station Wagon	800,000
KAPAP	Nissan Hard Body	KAT 609X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 606X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 608X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 555X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 569X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 568X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 567X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 566X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 565X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 564X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 570X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 563X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 557X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 561X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 560X	Double Cabin	700,000

KAPAP	Nissan Hard Body	KAT 559X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 562X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 558X	Double Cabin	700,000
KAPAP	Nissan Hard Body	KAT 556X	Double Cabin	700,000
National Sericulture Research Institute, (NRSC) Thika	Isuzu	KAN 300U	Trooper	900,000
National Sericulture Research Institute, (NRSC) Thika	Nissan	GK A296Q	Double Cabin	800,000
Non Ruminant Reaserch Institute, Kakamega	Toyota Hilux	KBU 864T	Double Cabin	4,000,000
Non Ruminant Reaserch Institute, Kakamega	Ford Ranger	KBL 380G	Double Cabin	3,800,000
Non Ruminant Reaserch Institute, Kakamega	Toyota	KAN 967N	Double Cabin	1,200,000
Non Ruminant Reaserch Institute, Kakamega	Toyota	KCH 500Q	Double Cabin	5,000,000
Non Ruminant Reaserch Institute, Kakamega	Isuzu	KBG 962C	Double Cabin	1,800,000
Non Ruminant Reaserch Institute, Kakamega	Isuzu	KBG 566C	Double Cabin	1,800,000
Non Ruminant Reaserch Institute, Kakamega	Mitsubishi L200	KAN 284U	Double Cabin	500,000
Non Ruminant Reaserch Institute, Kakamega	Isuzu Dmax	KBQ 069D	Doubel Cabin	2,000,000
Non Ruminant Reaserch Institute, Kakamega	Mitsubishi L200	KAN 634U	Double Cabin	800,000
Non Ruminant Reaserch Institute, Kakamega	Mitsubishi L200	KAN 283U	Double Cabin	500,000
Non Ruminant Reaserch Institute, Kakamega	Suzuki Vitara	KAJ 805S	Station Wagon	1,500,000
Non Ruminant Reaserch Institute, Kakamega	Toyota	KAL 406H	Double Cabin	1,500,000
Non Ruminant Reaserch Institute, Kakamega	Nissan	KAL 888U	Double Cabin	700,000
Non Ruminant Reaserch Institute, Kakamega	Isuzu Dmax	KBG 567C	Double Cabin	1,700,000
Non Ruminant Reaserch Institute, Kakamega	Chevrolet Opra	KAT 464X	Saloon	750,000
Non Ruminant Reaserch Institute, Kakamega	Mitsubishi Pajero	KAN 575U	Station Wagon	1,700,000
Non Ruminant Reaserch Institute, Kakamega	Landrover	KAG 213D	Station Wagon	800,000

Non Ruminant Reaserch Institute, Kakamega	Nissan	KAK 800M	Double Cabin	700,000
Sheep & Goat Research Centre, Buchuma	Mitsubishi/200	KAN 630U	Double Cabin	500,000
Sheep & Goat Research Centre, Buchuma	Land Rover 110	KAD 062M	Station Wagon	500,000
Sheep & Goat Research Centre, Buchuma	Nissan D/Cabin	KAT 569X	Double Cabin	700,000
Sheep & Goat Research Institute, Marsabit	Land Rover	KAN 937U	Station Wagon	800,000
Sheep & Goat Research Institute, Marsabit	Land Rover Tdi	KAN 913U	Station Wagon	800,000
Sheep & Goat Research Institute, Marsabit	Mitsubishi L200	KAN 635U	Double Cabin	500,000
Sheep & Goat Research Institute, Marsabit	Mercedes Benz	KXA 975	Station Wagon	400,000
Sheep & Goat Research Institute, Marsabit	Land Rover	KAL 642U	Station Wagon	700,000
Sugar Research Institute, Kibos	Toyota Hilux	KCD 327G	Double Cabin	5,354,467
Sugar Research Institute, Kibos	Toyota Hilux	KCD 328G	Double Cabin	5,354,467
Sugar Research Institute, Kibos	Toyota Hilux	KCD 329G	Double Cabin	5,354,467
Sugar Research Institute, Kibos	Toyota Hilux	KCD 330G	Double Cabin	5,354,467
Sugar Research Institute, Kibos	Toyota L/C Prado	KAW 147Z	Station Wagon	2,000,000
Sugar Research Institute, Kibos	Nissan Xtrail	KAW 022Z	Sation Wagon	1,000,000
Sugar Research Institute, Kibos	Toyota Hilux	KAY 931V	Double Cabin	950,000
Sugar Research Institute, Kibos	Toyota Hilux	KAY 932V	Double Cabin	950,000
Sugar Research Institute, Kibos	Nissan Xtrail	KAY 254V	Station Wagon	930,000
Sugar Research Institute, Kibos	Toyota Hilux	KAL 959U	Double Cabin	1,200,000
Sugar Research Institute, Kibos	Isuzu Dmax	KAT 696X	Double Cabin	1,400,000
Sugar Research Institute, Kibos	Isuzu Dmax	KAT 697X	Double Cabin	1,250,000
Sugar Research Institute, Kibos	Ford Evesrest	KBJ 194U	Station Wagon	1,000,000
Sugar Research Institute, Kibos	Nissan Navara	KBR 502U	Double Cabin	3,500,000
Sugar Research Institute, Kibos	Ford Ranger	KBJ 568U	Double Cabin	1,500,000
Sugar Research Institute, Kibos	Ford Ranger	KBJ 569U	Double Cabin	1,500,000
Sugar Research Institute, Kibos	Nissan Tiida	KBL 125G	Station Wagon	1,200,000
Sugar Research Institute, Kibos	Toyota Prado	KBT 618N	Station Wagon	8,025,000
Sugar Research Institute, Kibos	Toyota Fortuner	KBU 379T	Station Wagon	5,575,344
Tea Research Institute, Kericho	Toyota L/ Cruiser	KBT 697N	Station Wagon	4,000,000
Tea Research Institute, Kericho	Mitsubishi Pajero	KAW 585Z	Station Wagon	2,000,000
Tea Research Institute, Kericho	Toyota Hilux	KBR 369U	Double Cabin	3,000,000
Tea Research Institute, Kericho	Toyota Hilux	KBR 382U	Double Cabin	3,000,000

Tea Research Institute, Kericho	Toyota Hilux	KBN 763V	Double Cabin	4,000,000
Tea Research Institute, Kericho	Toyota Hilux	KBW 764V	Double Cabin	4,000,000
Tea Research Institute, Kericho	Suzuki Jimmy	KAT 674X	Station Wagon	800,000
Tea Research Institute, Kericho	Toyota Hilux	KAR 399L	Double Cabin	3,000,000
Tea Research Institute, Kericho	Toyota Hilux	KAW 498Z	Double Cabin	800,000
Veterinary Science Research Centre, Alupe	Landrover	KAM 567V	Station Wagon	900,000
Veterinary Science Research Centre, Alupe	Landrover	GK A070F	Station Wagon	700,000
Veterinary Science Research Institute, Muguga	Nissan Hard Body	KBQ 284D	Double Cabin	800,000
Veterinary Science Research Institute, Muguga	Toyota Corolla	KAT 578X	Station Wagon	600,000
Veterinary Science Research Institute, Muguga	Nissan Hard Body	KAT 615X	Double Cabin	700,000
Veterinary Science Research Institute, Muguga	Mitsubishi L200	KAN 285U	Double Cabin	500,000
Veterinary Science Research Institute, Muguga	Mitsubishi L200	KAN 286U	Double Cabin	500,000
Veterinary Science Research Institute, Muguga	Isuzu Tougher	KAL 252U	Double Cabin	500,000
GRAND TOTAL				388,366,911
LIMIT OF LIABILITY	Indicate			
ANNUAL PREMIUM	Quotations			
INSURER	Quotation			

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INSURED	Kenya Agricultural & Livestock Research Organization (KALRO), P.O. Box 57811-00200, NAIROBI.
CLASS OF INSURANCE	COMMERCIAL CAR(S) - COMPREHENSIVE
PERIOD	1 ST October 2017 to 30 th September 2018
COVER	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule

Location	Make	Registration Mark	Type	Approx. Value (KSHS)
Agricultural Mechanization Research Institute, Katumani	Mitsubishi	40UN284K	Commercial Goods	300,000
Agricultural Mechanization Research Institute, Katumani	Isuzu Nkr	KAL 390U	Lorry Commercial	2,000,000
Apiculture Research Institute, Perkerra	M/Fergusson	KZG 980	Tractor	700,000
Apiculture Research Institute, Perkerra	Mitsubishi L200	KAN 416U	Pick Up	500,000
Arid And Range Lands Research Institute, Kiboko	Isuzu Npr	KAL 756U	Minibus (29 Psgr)	4,000,000
Arid And Range Lands Research Institute, Kiboko	Mitsubishi	KAN 418U	Pick Up	700,000
Arid And Range Lands Research Institute, Kiboko	Toyota L/Cruiser	KBW 016V	Landcruiser	5,000,000
Arid And Range Lands Research Institute, Kiboko	New Holland	KBQ 532D	Tractor	4,500,000
Beef Research Centre, Garissa	Toyota	KBW 019V	Landcruiser	3,000,000
Beef Research Centre, Mariakani	Landini (8860)	KBN 879E	Tractor	1,960,000
Beef Research Institute, Lanet	Isuzu Npr	KAT 274X	Minibus 29-Seater	2,000,000
Beef Research Institute, Lanet	Landini (7860)	KBQ 586D	Tractor	3,500,000
Beef Research Institute, Lanet	Massey Fergusson	KAR 765L	Tractor	3,000,000
Biotechnology Research Institute, Muguga	Ford Ranger	KAT 420X	Pick Up	800,000
Biotechnology Research Institute, Muguga	Mitsubishi	KAR 281L	Lorry (12 Tons)	8,000,000
Biotechnology Research Institute, Muguga	Kg Plates	KG 2535	Kg Plates	200,000
Coffee Research Institute, Ruiru	Nissan	KAH 025F	Bus (62 Seater)	1,000,000
Coffee Research Institute, Ruiru	Nissan	KAH 453F	Long Lorry	1,000,000
Coffee Research Institute, Ruiru	Toyota Hilux	KAJ 470S	(14 Seater)	800,000
Coffee Research Institute, Ruiru	Toyota Hilux	KAJ 471S	(14 Pssgr)	800,000
Coffee Research Institute,	Toyota Hilux	KAJ 472S	(14 Pssgr)	800,000

Ruiru				
Coffee Research Institute, Ruiru	Toyota Hilux	KAJ 473S	(14 Pssgr)	800,000
Coffee Research Institute, Ruiru	Toyota Hilux	KAJ 474S	(14)	800,000
Coffee Research Institute, Ruiru	Nissan	KAT 835Q	Pick Up	700,000
Coffee Research Institute, Ruiru	Nissan E24	KBJ 690U	Urvan (14 Saeter)	1,000,000
Coffee Research Institute, Ruiru	Nissan E24	KBL 612G	Urvan(Ambulance	1,000,000
Coffee Research Institute, Ruiru	Nissan	KBT 261N	Closed Pick Up	2,000,000
Coffee Research Institute, Ruiru	Ford Ranger	KBT 416N	Pick Up	2,000,000
Coffee Research Institute, Ruiru	Ford Ranger	KBT 417N	Pick Up	2,000,000
Coffee Research Institute, Ruiru	Ford Ranger	KCE 754D	Pick Up	2,000,000
Coffee Research Institute, Ruiru	Isuzu	KAJ 829S	Minibus (20 Psgr)	800,000
Coffee Research Institute, Ruiru	Mf 165	KPA 735	Tractor	1,000,000
Coffee Research Institute, Ruiru	Mf 135	KPR 150	Tractor	1,000,000
Coffee Research Institute, Ruiru	Mf 240	KZG 458	Tractor	900,000
Coffee Research Institute, Ruiru	Mf 240	KAJ 904S	Tractor	900,000
Coffee Research Institute, Ruiru	Same	KBG 408C	Tractor	2,000,000
Coffee Research Institute, Ruiru	Fmd	KBN 962E	Tractor	3,000,000
Coffee Research Institute, Ruiru	Fmd	KBR 353U	Tractor	3,000,000
Coffee Research Institute, Ruiru	Mf	KBT 989N	Tractor	3,000,000
Coffee Research Institute, Ruiru	Z 5852	Commercial	Trailer	400,000
Coffee Research Institute, Ruiru	Z5858	Commercial	Trailer	400,000
Coffee Research Institute, Ruiru	Za 3514	Commercial	Trailer	400,000
Coffee Research Institute, Ruiru	Za 3591	Commercial	Trailer	400,000
Coffee Research Institute, Ruiru	Za 6434	Commercial	Trailer	400,000
Coffee Research Institute, Ruiru	Za 9533	Commercial	Trailer	400,000
Coffee Research Institute,	Zb 7814	Commercial	Trailer	400,000

Ruiru				
Dairy Research Centre, Msabaha	Landini	KBQ 530D	Tractor	4,000,000
Dairy Research Centre, Msabaha	Nissan	KAL 238U	Pick Up	400,000
Dairy Research Centre, Ol Joro Orok	Nissan	KAC 553G	Lorry (7 Ton)	700,000
Dairy Research Centre, Ol Joro Orok	Toyota	KBN 589E	Double Cabin Van	4,000,000
Dairy Research Centre, Ol Joro Orok	M/Fergusson	KAR 764L	Tractor	4,000,000
Dairy Research Centre, Ol Joro Orok	Landini	KBQ 578D	Tractor	5,000,000
Dairy Research Institute, Naivasha	Toyota L/C	KBW 017V	Landcruiser	5,387,485
Dairy Research Institute, Naivasha	Isuzu Nkr	KBQ 298D	Lorry	4,000,000
Dairy Research Institute, Naivasha	Isuzu Nkr	KBQ 920D	Lorry	4,000,000
Dairy Research Institute, Naivasha	Isuzu Mv	KBQ 297D	Bus (65 Seater)	3,240,000
Dairy Research Institute, Naivasha	Mitsubishis	KBQ 648D	Pick Up	1,960,900
Dairy Research Institute, Naivasha	Nissan Patrol	KBQ 267D	Station Wagon	3,905,700
Dairy Research Institute, Naivasha	Isuzu Nkr	KBU 389T	Minibus -29 Seater	4,000,000
Dairy Research Institute, Naivasha	Mitsubishi	KBQ 647D	Pick Up	1,860,900
Dairy Research Institute, Naivasha	C/International	KAD 143M	Tractor	800,000
Dairy Research Institute, Naivasha	Landini	KBQ 580D	Tractor	2,800,000
Dairy Research Institute, Naivasha	Landini	KBQ 577D	Tractor	5,100,000
Dairy Research Institute, Naivasha	Landini	KBQ 579D	Tractor	2,800,000
Dairy Research Institute, Naivasha	John Deer	Unregistered	Tractor	700,000
Food Crop Research Centre, Alupe	Toyota	KZG 921	Pick Up	300,000
Food Crop Research Centre, Embu	Isuzu Npr	KBQ 925D	Minibus (29Psgrs)	2,000,000
Food Crop Research Centre, Embu	Mitsubishi	KAN 417U	Pick Up	500,000
Food Crop Research Centre, Embu	Ford Ranger	KAT 419X	Pick Up	600,000
Food Crop Research Centre, Embu	Landini	KBN 884E	Tractor	3,500,000
Food Crop Research Centre,	Massey Ferguson	KAL 342U	Tractor	2,500,000

Embu				
Food Crop Research Centre, Kisii	M/Fergusson	KAL 096D	Tractor	900,000
Food Crop Research Centre, Kisii	New Holland	KBQ 696D	Tractor	2,000,000
Food Crop Research Centre, Kisii	Isuzu Npr	KAN 501U	Minibus (29 Psgr)	1,500,000
Food Crop Research Centre, Muguga	Mitsubishi L200	KAN 410U	Pick Up	500,000
Food Crop Research Centre, Muguga	Landini	KBQ 584D	Tractor	3,000,000
Food Crop Research Centre, Muguga	M/Fergusson	KAA 846P	Tractor	900,000
Food Crop Research Centre, Njoro	Claas	KAL 636U	Combine Harvester	3,000,000
Food Crop Research Centre, Njoro	Ford	KAD 195M	Tractor	700,000
Food Crop Research Centre, Njoro	Isuzu Npr	KAJ 834S	Minibus (29 Psgr)	800,000
Food Crop Research Centre, Njoro	Mitsubishi L200	KAN 414U	Pick Up	500,000
Food Crop Research Centre, Njoro	M/Fergusson	KAL 100U	Tractor	1,000,000
Food Crop Research Centre, Njoro	Landini	KBG 487C	Tractor	2,000,000
Food Crop Research Centre, Njoro	Landini	KBN 885E	Tractor	3,000,000
Horticulture Research Centre, Kibos	Mitsubishi L200	KAN 419U	Pick Up	938,342
Horticulture Research Centre, Kibos	Toyota L/C	KAV 233E	Landcruiser	2,541,950
Horticulture Research Centre, Kibos	Toyota L/C	KAV 232E	Landcruiser	2,541,950
Horticulture Research Centre, Kibos	Mitsubishi L200	KAN 411U	Pick Up	938,342
Horticulture Research Centre, Kibos	Isuzu Npr	KAN 502U	Minibus (29 Psgr)	1,500,000
Horticulture Research Centre, Kibos	Landini	KBQ 583D	Tractor	2,800,000
Horticulture Research Centre, Matuga	Nissan	KAL 240U	Pick Up	120,000
Horticulture Research Centre, Matuga	Yamaha	KAJ 253S	Motorcycle	75,000
Horticulture Research Centre, Matuga	M/Fergusson	KAL 098U	Tractor	300,000
Horticulture Research Centre, Tigoni	Mistubishi L200	KAN 412U	Pick Up	500,000
Horticulture Research Centre, Tigoni	Nissan Hard Body	KAL 234U	Pick Up	500,000
Horticulture Research Centre,	M/Fergusson	KZG 981	Tractor	800,000

Tigoni				
Horticulture Research Centre, Tigoni	M/Fergusson	KAL 099U	Tractor	1,000,000
Horticulture Research Centre, Tigoni	Same	KAA 573Z	Taractor	700,000
Horticulture Research Institute, Kandara	Isuzu Nkr	KAJ 683S	Lorry	1,000,000
Horticulture Research Institute, Kandara	Isuzu Npr	KAJ 828S	Minibus (29 Psgr)	500,000
Horticulture Research Institute, Kandara	Eicher	KAH 559F	Minibus (29psgr)	300,000
Horticulture Research Institute, Kandara	M/Fergusson	KAL 097U	Tractor	500,000
Horticulture Research Institute, Kandara	C/International	KAA 356U	Tractor	300,000
Industrial Crop Research Institute, Mtwapa	New Holland	KBQ 531D	Tractor	3,500,000
Industrial Crop Research Institute, Mtwapa	Landini	KBQ 581D	Tractor	3,500,000
Industrial Crops Research Centre, Molo	M/Fergusson	KBU 875T	Tractor	2,000,000
Industrial Crops Research Centre, Molo	M/Fergusson	KAT 315X	Tractor	900,000
Industrial Crops Research Centre, Mwea	M/Fergusson	GK 416Y	Tractor	1,200,000
Kalro Headquarters	Isuzu Npr	KBQ 425D	Minibus -29 Pgr	5,000,000
Kalro Headquarters	Isuzu Nkr	KAT 344X	Lorry 7 Ton	4,000,000
Kalro Headquarters	Isuzu Nkr	KAN 279U	Lorry 7 Ton	3,000,000
Kalro Headquarters	Isuzu Mv	KAJ 810S	Bus 62 Psgr	2,000,000
Kalro Headquarters	Isuzu Mv	KAJ 480S	Bus 62 Psgr	2,000,000
Kalro Headquarters	Isuzu Mv	KAT 416X	Bus 65 Psgr	4,000,000
Kalro Headquarters	Mitsubishi Canter	KAH 716S	Lorry 5 Ton	700,000
National Sericulture Research Institute, (NRSC) Thika	Shantuo Ts 600	GKB 930J	Tractor	1,500,000
Non Ruminant Reaserch Institute, Kakamega	Isuzu Npr	KBQ 426D	Minibus (29 Psgr)	3,000,000
Non Ruminant Reaserch Institute, Kakamega	M/Fergusson	KAL 343U	Tractor	1,700,000
Non Ruminant Reaserch Institute, Kakamega	Landini	KBN 878E	Tractor	3,200,000
Sheep & Goat Research Institute, Marsabit	Toyota	KBW 108V	Land Cruiser	3,000,000
Sheep & Goat Research Institute, Marsabit	Toyota	KBW 109V	Land Cruiser	3,000,000
Sheep & Goat Research Institute, Marsabit	Leyland Comet	KAD 137M	Lorry	1,000,000
Sugar Research Institute, Kibos	Nissan Urvan	KAW 061Z	Van (14 Seater)	1,400,000
Sugar Research Institute, Kibos	Ford Ranger	KAW 029Z	Double Cabin	800,000

Sugar Research Institute, Kibos	Ford Ranger	KAW 030Z	Double Cabin	800,000
Sugar Research Institute, Kibos	Isuzu Nqr66	KBQ 014D	Minibus (36 Psgr)	2,300,000
Sugar Research Institute, Kibos	Hino	KCE 890D	Lorry	11,172,799
Sugar Research Institute, Kibos	M/Fergusson	KAV 565E	Tractor	950,000
Sugar Research Institute, Kibos	Cameco Sp 1800b	KAL 812U	Tractor	1,800,000
Sugar Research Institute, Kibos	New Holland	KAW 160Z	Tractor	1,500,000
Sugar Research Institute, Kibos	M/Fergusson	KBJ 130U	Tractor	950,000
Sugar Research Institute, Kibos	Trailer	ZB 7823	Trailer	370,000
Sugar Research Institute, Kibos	Trailer	ZB 4939	Trailer	700,000
Tea Research Institute, Kericho	Toyota Hilux	KBN 586E	Pick Up	4,000,000
Tea Research Institute, Kericho	Isuzu Nqr66ru	KCH 528Q (NEW)	Lorry	4,850,000
Tea Research Institute, Kericho	Isuzu Lorry	KAJ 941S	D/Truck	4,000,000
Tea Research Institute, Kericho	Isuzu Canter	KBU 823T	Lorry/Truck	10,000,000
Tea Research Institute, Kericho	Massey Ferguson	KAE 741F	Tractors	900,000
Tea Research Institute, Kericho	Massey Ferguson	KWU 462	Tractors	800,000
Tea Research Institute, Kericho	Massey Ferguson	KAL 030U	Tractors	1,000,000
Tea Research Institute, Kericho	High Sided Structure	ZB 381	Green Leaf Trailer 1500 Kgs	500,000
Tea Research Institute, Kericho	High Sided Structure	ZA 1911	Green Leaf Trailer 3170 Kgs	500,000
Tea Research Institute, Kericho	High Sided Structure	ZA 9974	Green Leaf Trailer 1390 Kgs	500,000
Tea Research Institute, Kericho	General Trailer	Z 2547	Open Metal Trailer 909 Kgs	500,000
Tea Research Institute, Kericho	Tipping General Trailer	ZB 7813	Open Trailer 910 Kgs	300,000
Tea Research Institute, Kericho	Tipping General Trailer	ZB 7819	Open Trailer 690 Kgs	300,000
Tea Research Institute, Kericho	Exhauster Trailer	ZB 1590	Exhauster Trailer 1740 Kgs	500,000
Tea Research Institute, Kericho	Water Tank	ZA 1920	Water Tank 585 Kgs	500,000
Veterinary Science Research Institute, Muguga	Toyota L/Cruiser	KBW 729V	Landcruiser	1,000,000

Veterinary Science Research Institute, Muguga	Isuzu Npr	KBQ 919D	Minibus (29 Str)	3,000,000
Veterinary Science Research Institute, Muguga	Mitsubishi L200	KAN 413U	Pick Up	500,000
Veterinary Science Research Institute, Muguga	M/Fergusson	KAT 316X	Tractor	2,000,000
Veterinary Science Research Institute, Muguga	Peugeot 504	KAJ 815S	Tractor	400,000
GRAND TOTAL				287,963,368
LIMIT OF LIABILITY	Indicate			
ANNUAL PREMIUM	Quotations			
INSURER	Quotation			

INSURED	Kenya Agricultural & Livestock Research Organization (KALRO), P.O. Box 57811-00200, NAIROBI.
CLASS OF INSURANCE	MOTOR CYCLES - COMPREHENSIVE
PERIOD	1 ST October 2017 to 30 th September 2018
COVER	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule

Location	Make	Registration Mark	Type	Approx. Value (KSHS)
Coffee Research Institute, Ruiru	Suzuki 125	KBN 423E	Motor Cycle	300,000
Coffee Research Institute, Ruiru	Suzuki 125	KBR 090U	Motor Cycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KAL 090U	Motorcycle	250,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 365D	Motorcycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 363D	Motorcycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 364D	Motorcycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 755D	Motorcycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 756D	Motorcycle	300,000
Agricultural Mechanization Research Institute, Katumani	Yamaha	KBQ 757D	Motorcycle	300,000
Apiculture Research Institute, Perkerra	Yamaha	KAJ 257S	Motorcycle	250,000
Apiculture Research Institute, Perkerra	Yamaha	KAJ 258S	Motorcycle	250,000
Arid And Range Lands Research Institute, Kiboko	Yamaha	KAN 339U	Motorcycle	350,000
Arid And Range Lands Research Institute, Kiboko	Yamaha	KAN 350U	Motorcycle	250,000
Beef Research Centre, Garissa	Yamaha 175	KBB 913S	Motorcycle	200,000
Beef Research Centre, Garissa	Yamaha 175	KAV 177E	Motorcycle	180,000
Beef Research Centre, Mariakani	Yamaha 175	KAN 371U	Motorcycle	250,000
Beef Research Centre, Transmara	Yamaha 175	KAN 357U	Motorcycle	250,000

Beef Research Centre, Transmara	Yamaha 175	KAN 375U	Motorccycle	250,000
Beef Research Centre, Transmara	Yamaha 175	KAP 724B	Motorcycle	250,000
Beef Research Centre, Transmara	Yamaha 175	KBR 019U	Motorcycle	250,000
Beef Research Institute, Lanet	Yamaha 175	KAN 334U	Motorcycle	250,000
Beef Research Institute, Lanet	Yamaha 175	KAN 356U	Motorcycle	250,000
Dairy Research Institute, Naivasha	Yamaha	KAN 358U	Motorcycle	104,500
Dairy Research Institute, Naivasha	Yamaha	KAJ 251S	Motorcycle	104,500
Dairy Research Institute, Naivasha	Yamaha	KAN 345U	Motorcycle	104,500
Dairy Research Institute, Naivasha	Suzuki	KBR 086U	Motorcycle	315,000
Food Crop Research Centre, Alupe	Yamaha	KAN 364U	Motor Cycle	250,000
Food Crop Research Centre, Alupe	Yamaha	KZG 729	Motor Cycle	80,000
Food Crop Research Centre, Embu	Yamaha	KBQ 361D	Motor Cycle	300,000
Food Crop Research Centre, Embu	Yamaha	KBQ 362D	Motor Cycle	300,000
Food Crop Research Centre, Kisii	Yamaha	KAN 347U	Motor Cycle	250,000
Food Crop Research Centre, Kisii	Yamaha	KAN 354U	Motor Cycle	250,000
Food Crop Research Centre, Muguga	Yamaha	KAN 370U	Motor Cycle	150,000
Food Crop Research Centre, Muguga	Yamaha	KAN 341U	Motorcycle	250,000
Food Crop Research Centre, Njoro	Suzuki	KBR 089U	Motor Cycle	300,000
Food Crop Research Centre, Njoro	Yamaha	KAN 353U	Motor Cycle	250,000
Food Crop Research Institute, Kitale	Yamaha	KAN 359U	Motor Cycle	250,000
Food Crop Research Institute, Kitale	Yamaha	KBN 485E	Motor Cycle	300,000
Food Crop Research Institute, Kitale	Yamaha	KBN 486E	Motor Cycle	300,000
Horticulture Research Centre, Kibos	Suzuki Tf 125	KBR 085U	Motorcycle	351,000
Horticulture Research Centre, Tigoni	Yamaha	KAB 712T	Motor Cycle	250,000

Horticulture Research Centre, Tigoni	Yamaha	KAN 344U	Motor Cycle	250,000
Horticulture Research Centre, Tigoni	Yamaha	KAN 343U	Motorcycle	250,000
Horticulture Research Institute, Kandara	Yamaha	KAN 337U	Motor Cycle	70,000
Horticulture Research Institute, Kandara	Yamaha	KAN 335U	Motor Cycle	70,000
Horticulture Research Institute, Kandara	Yamaha	KAN 352U	Motor Cycle	70,000
Horticulture Research Institute, Kandara	Yamaha	KAC 759L	Motor Cycle	40,000
Industrial Crop Research Institute, Mtwapa	Yamaha	KAH 841F	Motor Cyle	2,000,000
Industrial Crop Research Institute, Mtwapa	Yamaha	KAN 342U	Motor Cyle	2,000,000
Industrial Crop Research Institute, Mtwapa	Yamaha	KAN 348U	Motor Cyle	250,000
Industrial Crop Research Institute, Mtwapa	Honda	KAV 956E	Motor Cyle	200,000
Industrial Crop Research Institute, Mtwapa	Honda	KAV 957E	Motor Cyle	200,000
Industrial Crop Research Institute, Mtwapa	Honda	KAV 958E	Motor Cyle	200,000
Industrial Crop Research Institute, Mtwapa	Honda	KAV 959E	Motor Cyle	200,000
Industrial Crop Research Institute, Mtwapa	Suzuki	KBR 087U	Motor Cyle	200,000
Industrial Crops Research Centre, Molo	Yamaha	KAV 174E	Motorcycle	250,000
Industrial Crops Research Centre, Molo	Yamaha	KAJ 254S	Motorcycle	200,000
Industrial Crops Research Centre, Mwea	Yamaha	GK V988	Motorcycle	50,000
Industrial Crops Research Centre, Mwea	Yamaha	GK 414Y	Motorcycle	80,000
Kalro Headquarters	Yamaha 175	KAV 175E	Motorcycle	300,000
Kalro Headquarters	Yamaha 175	KAN 355U	Motorcycle	250,000
Kapap	Yamaha Dt 175	KAT 816X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 801X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 810X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 812X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 802X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 804X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 807X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 817X	Motor Cycle	300,000

Kapap	Yamaha Dt 175	KAT 813X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 805X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 808X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 803X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 806X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 818X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 078X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 079X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 809X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 815X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 080X	Motor Cycle	300,000
Kapap	Yamaha Dt 175	KAT 811X	Motor Cycle	300,000
National Sericulture Research Institute, (Nrsc) Thika	Honda 200	GK A853L	Motorcycle	50,000
Non Ruminant Reaserch Institute, Kakamega	Yamaha	KBJ 912U	Motor Cycle	300,000
Non Ruminant Reaserch Institute, Kakamega	Yamaha	KBJ 913U	Motor Cycle	300,000
Non Ruminant Reaserch Institute, Kakamega	Yamaha	KAN 333U	Motor Cycle	250,000
Non Ruminant Reaserch Institute, Kakamega	Suzuki	KBL 761G	Motor Cycle	300,000
Sheep & Goat Research Centre, Buchuma	Yamaha	KAA 510P	Motorcycle	100,000
Sheep & Goat Research Centre, Buchuma	Yamaha	KAT 814X	Motorcycle	200,000
Sheep & Goat Research Centre, Buchuma	Yamaha	KAN 378U	Motorcycle	250,000
Sheep & Goat Research Institute, Marsabit	Yamaha	KAN 360U	Motorcycle	150,000
Sheep & Goat Research Institute, Marsabit	Yamaha	KAN 351U	Motorcycle	150,000
Sugar Research Institute, Kibos	Yamaha	KAT 021X	Motorcycle	70,000
Sugar Research Institute, Kibos	Yamaha	KAT 022X	Motorcycle	85,000
Sugar Research Institute, Kibos	Yamaha	KAT 023X	Motorcycle	75,000
Sugar Research Institute, Kibos	Yamaha	KAT 024X	Motorcycle	80,000
Sugar Research Institute, Kibos	Yamaha	KAT 025X	Motorcycle	75,000
Sugar Research Institute, Kibos	Yamaha	KAT 026X	Motorcycle	80,000
Sugar Research Institute, Kibos	Yamaha	KAT 027X	Motorcycle	75,000
Sugar Research Institute, Kibos	Yamaha	KAY 771V	Motorcycle	80,000
Sugar Research Institute, Kibos	Yamaha	KAY 772V	Motorcycle	75,000
Sugar Research Institute, Kibos	Yamaha	KAY 773V	Motorcycle	80,000
Tea Research Institute, Kericho	Yamaha Dt 125	KBW 590V	Motor Cycle	300,000
Tea Research Institute, Kericho	Yamaha Dt 125	KBT 733N	Motor Cycle	300,000
Tea Research Institute, Kericho	Yamaha Dt 125	KAK 735U	Motor Cycle	300,000

Tea Research Institute, Kericho	Yamaha Dt 175	KAU 746C	Motor Cycle	300,000
Veterinary Science Research Centre, Alupe	Honda	GK A253F	Motor Cycle	200,000
Veterinary Science Research Centre, Alupe	Honda	GK A256A	Motor Cycle	200,000
Veterinary Science Research Institute, Muguga	Yamaha	KAJ 248S	Motor Cycle	200,000
Veterinary Science Research Institute, Muguga	Yamaha	KAN 336U	Motor Cycle	250,000
Veterinary Science Research Institute, Muguga	Yamaha	KBQ 759D	Motor Cycle	300,000
GRAND TOTAL				28,644,500
LIMIT OF LIABILITY	Indicate			
ANNUAL PREMIUM	Quotations			
INSURER	Quotation			

SECTION VI - 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.

Form of Tender

To: _____
Name and address of procuring entity

Date _____
Tender No. _____
Tender Name _____

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of[Total Tender amount in words and figures]

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 provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of[number] 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.

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

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

Dated this _____ day of _____ 2016

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL PREMIUM (KSHS.)
1.		
2.		
3.		
	GRAND TOTAL	

NB: Annual premium will be paid either once (or equal installments) at the beginning of the policy.

Signature and Stamp of tenderer:

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

Contract Form

THIS AGREEMENT made the _____ day of _____ 20 _____
between [name of Procurement entity] of [country of Procurement
entity] (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 the General Insurance cover and
has accepted a tender by the tenderer for the supply of the services in the sum of

[contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH 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 Details of cover
 - (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 GPA cover 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 services 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 _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.			
Part 1- General:			
Business Name			
Location of business premises			
Plot No. Street/Road			
Postal AddressTel. NoFaxEmail			
Nature of business			
Registration Certificate No.			
Maximum value of business which you can handle at any one time Kshs.			
Name of your bankers Branch			
Part 2(a) - Sole Proprietor:			
Your name in full Age			
Nationality Country of origin			
Citizenship details.....			
Party 2(b) - Partnership			
Give details of partners as follows:			
	Name	Nationality	Citizenship Details Shares
1.
2.
3.
4.
5.
Part 2(c) - Registered Company:			
Private or public			
State the nominal and issued capital of the company -			
Nominal Kshs..			
Issued Kshs.....			
Give details of all directors as follows			
	Name	Nationality	Citizenship Details Shares

1.
2.
3.
4.
5.

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, 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 procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity 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 tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender 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 stated date.

[Authorized Signatories and official stamp of the Bank]

PERFORMANCE SECURITY FORM

To:
[Name of procuring entity]

WHEREAS [name of tenderer]
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No.
_____ [reference number of the contract] dated _____ 20
_____ to supply
[description of insurance 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 a 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 of money 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 of financial institution]

[Address]

[Date]

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

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(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned
decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.
- etc

SIGNED (Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day
of20.....

SIGNED
Board Secretary

Tender Securing Declaration Form

(To be filled only by Disadvantaged groups; women, youth and Persons with disability)

(The Bidder shall complete this Form in accordance with the instructions indicated)

Date of Bid submission:

Tender No:

To:

..... (Employer).

We, the undersigned, declare that:

1. We understand that according to your conditions, bids must be supported by a Bid –Securing Declaration.
2. We accept that we will be suspended from being eligible for bidding in any contract with the Employer for the period of time of starting on, if we are in breach of our obligation(s) under the bid conditions, because we;
 - a. Have withdrawn our Bid during the period of bid validity specified in the Bidding data sheet; or
 - b. Having been notified of the acceptance of our Bid by the Employer during the period of bid validity;
 - i. Fail or refuse to execute the contract, if required, or
 - ii. Fail or refuse to furnish the performance security, in accordance with the ITT.
3. We understand that this Bid Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
 - i. Our receipt of a copy of your notification of the name of the successful Bidder; or
 - ii. Twenty-eight days after the expiration of the Tender.
4. We understand that if we are a joint Venture, the Bid Securing Declaration must be in the name of the Joint Venture that submits the bid and if the joint venture has not been legally constituted at the time of bidding, the Bid-Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:in the capacity of.....

Name: (Complete name of person signing this form)

Duly authorized to sign the bid for and on behalf of

..... (Complete name of Bidder)

Dated.....on.....day of.....