



**KENYA AGRICULTURAL AND LIVESTOCK  
RESEARCH ORGANIZATION**

**HEADQUARTERS:**

**Kaptagat Road, Loresho**

**P.O. BOX 57811 - 00200**

**NAIROBI**

**Telephone: 4183301-20/0722-206986/88**

**TENDER NO KALRO/HQTS/08/2015-16**

**FOR**

**PROVISION OF MOTOVEHICLE INSURANCE  
BROKERAGE SERVICES**

**CLOSING DATE: September 14, 2015 at 10.00AM**

**SECTION I - INVITATION FOR TENDERS**  
**Date \_\_\_\_\_**

**TENDER NAME;** Tender for Provision of Motor Vehicle Insurance Brokerage Services

**TENDER CODE NO;** KALRO/HQTS/08/2015-16

- 1.1 Kenya Agriculture & Livestock Research Organization (KALRO) invites sealed tenders from eligible candidates for Insurance Brokerage Services.
- 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](http://www.kalro.org) or Treasury portal [suppliers@treasury.go.ke](mailto: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 Agriculture & Livestock Research Organization**  
**P O Box 57811-00200,**  
**Nairobi,**  
**Att; Ag Supply Chain Manager**  
so as to be received on or before **September 14, 2015, at 10.00am**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at KALRO Conference room.

Ag Supply Chain Manager  
For; **Ag 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) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) 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 an 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 September 14, 2015at 10.00am

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 September 14, 2015t 10.00am.

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 INSTRUCTON 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

2.1	<p><b>Mandatory Requirements;</b></p> <ol style="list-style-type: none"> <li>1. Certificate of Registration/ Incorporation</li> <li>2. Valid Tax Compliance Certificate</li> <li>3. Copy of Trade License</li> <li>4. Copy of Bank guarantee of Ksh 100million deposited with Commissioner of Insurance</li> <li>5. Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.</li> <li>6. Must submit current reference letters from at least five (5) reputable clients and the total clients premium for the year 2014-2015</li> <li>7. Must submit a copy of the audited accounts for the last two years 2013-14 &amp; 2014-15</li> <li>8. Must be a current member of the Association of Insurance Brokers of Kenya (AIBK)</li> <li>9. Evidence of major claims settled in last two years</li> <li>10. Copies of relevant quotations from proposed underwriters</li> <li>11. Complete Confidential Business Questionnaires</li> <li>12. Underwriter’s appointment confirmation addressed to Director General KALRO</li> <li>13. Tender under AGPO to submit relevant certificate for Youth, Women and People Living with Disability and duly filled in and signed Tender Security Declaration form</li> </ol> <p><b>NB;</b> Any Broker who does not comply with any of the above requirements will be considered non responsive and shall be disqualified. AGPO qualified tenders will not be required to submit Bid Bond</p>
2.2.2	<p>A complete tender document may be obtained upon payment of a non-refundable fee of <b>KES 1,000</b> in cash or bankers cheque payable to Director General, KALRO.</p> <p>The document can also be obtained free of charge from KALRO website <a href="http://www.kalro.org">www.kalro.org</a> or Treasury portal <a href="mailto:suppliers@treasury.go.ke">suppliers@treasury.go.ke</a> .</p>
2.4.3	<p>Preferential treatment of 10% will be accorded to AGPO qualified tenders</p>
2.12	<p>Tender Security shall be 1% of the premium and shall be in form of Bankers guarantee valid for 90 days after closure of tender</p>
2.13	<p>90 days after closure of tender</p>



2.16	Deadline for submission of tender shall be September 14, 2015 at 10am
2.18	Tenders will be opened on <b>September 14, 2015 at 10am</b> in the presence of tenderer representatives who chose to attend
2.24	The lowest evaluated tenderer shall be invited to make a presentation of what they have to offer and any other evidence to determine if they can perform the contract effectively
2.9	Must submit copy of valid Professional Indemnity Insurance Cover of at least Kshs.100 million
2.4	<p>Tenderers can make inquiries for clarification through post or email to</p> <p style="text-align: center;"><b>Director General</b>  <b>Kenya Agriculture &amp; Livestock Organization</b>  <b>P O Box 57811 – 00200</b>  <b>Nairobi</b></p> <p><b>Att;</b> Ag Supply Chain Manager  Email; <a href="mailto:directorgeneral@kalro.org">directorgeneral@kalro.org</a> or <a href="mailto:stevens.musewe@kalro.org">stevens.musewe@kalro.org</a></p>

## **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 superceded 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**

- 3.8.1. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
- 3.8.2. 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**



**SUMMARY OF PROPOSED UNDERWRITERS AND ANNUAL PREMIUM QUOTED.**

	<b>RISK CLASS</b>	<b>PROPOSED UNDERWRITER</b>	<b>ANNUAL PREMIUM QUOTED KSHS.</b>
1	Private Car - Comprehensive		
2	Commercial - Comprehensive		
2	Motor Cycle - Comprehensive		

## SECTION V - SCHEDULE OF REQUIREMENTS

### RISK TO BE COVERED

<b>INSURED</b>	Kenya Agriculture & Livestock Research Organization (KALRO), P.O. Box 40042-00100, NAIROBI.		
<b>CLASS OF INSURANCE</b>	PRIVATE CAR(S) - COMPREHENSIVE		
<b>PERIOD</b>	1 <sup>ST</sup> October 2015 to 30 <sup>th</sup> September 2016		
<b>COVER</b>	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule		
<b>VEHICLES</b>	Registration Marks	Make	Approx. Value (Kshs)
	<b>KALRO- HEADQUARTERS</b>		
Isuzu Trooper	KAN 300U	Station wagon	660,000
Isuzu Trooper	KAN 597R	Station wagon	540,000
Toyota prado	KAT 381X	Station wagon	880,000
Toyota prado	KAT 385X	Station wagon	880,000
Toyota prado	KAT 712X	Station wagon	880,000
Isuzu trooper	KAK 337H	Station wagon	385,000
Toyota prado	KAT 382X	Station wagon	880,000
Toyota prado	KAT 383X	Station wagon	880,000
Toyota corolla	KAT 580X	St wagon	450,000
Toyota prado	KAT 384X	Station wagon	880,000
Toyota corolla	KAT 583X	Station wagon	450,000
Toyota corolla	KAN 470U	saloon	375,000
Toyota corolla	KAT 579X	Station wagon	570,000
Toyota prado	KAT 386X	Station wagon	880,000
Toyota prado	KBU 853T	Station wagon	6,000,000
Toyota Hilux	KBR 530U	D/cabin	3,000,000

Toyota prado	KBU 852T	Station wagon	6,000,000
Nissan patrol	KBQ 514D	Station wagon	4,000,000
Ford Everest	KBQ 296D	Station wagon	4,000,000
Ford Everest	KBQ 291D	Station wagon	4,000,000
Nissan Patrol	KBQ 270D	Station wagon	4,000,000
Nissan Patrol	KBQ 268D	Station wagon	4,000,000
Toyota Corolla	KAN 602U	Saloon	400,000
Landrover 110	KAM 567V	Station wagon	800,000
Isuzu Trooper	KAN 299U	Station wagon	800,000
Mitsubishi Double/Cabin	KAN 488U	D/Cabin	560,000
Isuzu trooper	KAK 338H	Station wagon	950,000
VW Passat saloon	KBJ 618U	Saloon	2,600,000
<b>KALRO KITALE</b>			
Chevloret Saloon	KAT 467X	Saloon	500,000
Toyota Prado	KAK 772G	Station wagon	400,000
Landrover 110	KAE 143X	Station wagon	200,000
Pgt 504	KAD 629M	Station wagon	200,000
Mitsubishi	KBW 740V	Double/Cabin	3,000,000
Toyota D/cabin	KBQ 259D	Double Cabin	2,500,000
<b>KALRO – MARSABIT</b>			
Nissan Patrol	KBQ 272D	Station wagon	3,124,560
Landrover TD5	KAN 913U	Station wagon	780,000
Landrover TD5	KAN 937U	Station wagon	780,000
Toyota Landcruiser	KBW 108V	station wagon	4,500,000
Toyota Landcruiser	KBW 109V	station wagon	4,500,000
<b>KALRO - MWEA</b>			
Toyota corolla	KAN 471U	Saloon	433,500
Landrover 110	KZX 985	Station wagon	180,000
Nissan Navara	KBR 306U	D/cabin	2,500,000

Mitsubishi	KBW 737V	D/cabin L200	3,000,000
Toyota corolla	KAT 576X	Saloon	420,000
<b>KALRO- NJORO</b>			
Landrover 110	KAA 306W	Station wagon	150,000
Landrover 110	KAE 272X	Station wagon	100,000
Suzuki Grant Vitar	KAJ 808S	Saloon	200,000
Chevloret. Saloon	KAT 466X	Saloon	400,000
Nissan D/cabin	KBR 307U	D/CABIN	2,500,000
<b>KALRO - KIBOS</b>			
Toyota Corolla	KAT 582X	Saloon	200,000
Nissan Super Saloon	KAV 477E	Saloon	450,000
Toyota prado	KAT 711X	Station wagon	900,000
Suzuki Grand Vitar	KAJ 803S	Saloon	400,000
Isuzu Trooper	KAC 291F	Station wagon	250,000
<b>KALRO – KAKAMEGA</b>			
Chev Opra sln	KAT 464X	Saloon	700,000
Suzuki Grand Vitar	KAJ 805S	Saloon	200,000
Mitsubishi Pajero	KAN 575U	Station wagon	550,000
Isuzu D/cabin	KBG 566C	D/cabin	2,500,000
Isuzu D/cabin	KBG 567D	D/cabin	2,500,000
Isuzu D/cabin	KBG 962D	D/cabin	2,500,000
Ford Ranger Double Cab	KBL 380G	D/cabin	2,500,000
Isuzu D/cabin	KBQ 069D	D/cabin	2,500,000
Isuzu D/cabin	KBQ 070D	D/cabin	2,500,000
Toyota D/cabin	KBQ 276D	D/cabin	2,500,000
Toyota D/cabin	KBU 864T	D/cabin	2,500,000
<b>KALRO – KISII</b>			

Nissan Patrol	KBQ 274D	station wagon	4,000,000
Peugeot 504	KZX 448	Station wagon	30,000
Suzuki Grand vitara	KAJ 806S	Saloon	200,000
	<b>KALRO - THIKA</b>		
Mitsubishi Pajero	KAC 614S	Station wagon	370,000
Mitsubishi Pajero	KAC 924G	Station wagon	370,000
Toyota corolla	KAT 575X	Saloon	420,000
	<b>KALRO – LANET</b>		
Suzuki Grand Vitara	KAJ 744S	Station wagon	550,000
Toyota prado	KAR 293L	Station wagon	932,000
Toyota Saloon	KAT 574X	Saloon	300,000
	<b>KALRO - EMBU</b>		
Landrover 110	KAK 058E	Station wagon	770,000
Landrover 110	KAD 060M	Station wagon	370,000
Isuzu trooper	KAJ 357S	Station wagon	550,000
Nissan Patrol	KBQ 261D	station wagon	4,000,000
Isuzu D/cabin	KBQ 678D	D/cabin	2,500,000
Mitsubishi D/cabin	KBW 741V	D/cabin	2,500,000
	<b>KALRO - PERKERRA</b>		
Toyota prado	KAT 380X	Station wagon	880,000
Nissan X Trail	KBQ 266D	Station wagon	2,500,000
Suzuki Grand vitara	KAJ 802S	Saloon	400,000
	<b>KALRO – MOLO</b>		
Peugeot 405 GL	KAE 881T	Station wagon	100,000
Toyota corolla	KAN 601U	Saloon	400,000
	<b>KALRO - MTWAPA</b>		

Nissan Patrol	KBQ 269D	Patrol	4,000,000
Nissan Double Cab	KBQ 443D	Double Cab	1,320,800
<b>KALRO - BUCHUMA</b>			
Landrover 110	KAD 062M	Station wagon	485,000
<b>KALRO - MUGUGA VSRI</b>			
Toyota corolla	KAT 578X	Saloon	400,000
Nissan D/cabin	KBQ 284D	D/cabin	2,500,000
Toyota L/cruiser	KBW 729V	Landcruiser	4,500,000
<b>KALRO - TIGONI</b>			
Toyota D/cabin	KBU 863T	D/cabin	4,500,000
Toyota corolla	KAN 603U	Saloon	400,000
<b>KALRO - KATUMANI</b>			
Mitsubishi Pajero	KAC 928G	Station wagon	380,000
Peugeot 504	KAJ 146S	Saloon	250,000
Landrover 110	KAD 064M	Station wagon	420,000
Landrover 110	KAD 065M	Station wagon	420,000
Landrover	KAN 909U	Station wagon	480,000
Chevrolet saloon	KAT 463X	saloon	320,000
Toyota corolla	KAN 479U	Saloon	380,000
Peugeot 504	KZD 730	Station wagon	60,000
Isuzu trooper	KXC 988	Station wagon	100,000
Landrover 110	KZX 217	Station wagon	250,000
Toyota Hilux	KBQ 510D	D/cabin	3,500,000
Isuzu Dmax	KBQ 677D	D/cabin	3,500,000
Toyota Hilux	KBU 865T	D/cabin	3,500,000
Toyota L/cruiser	KBW 018V	station wagon	3,000,000
Mitsubishi D/cabin	KCD 361G	D/cabin	5,000,000

<b>KALRO – NARL KABETE</b>			
Peugeot 504 S/w	KAL 393U	Saloon	250,000
Nissan Patrol	KBQ 273D	Patrol	4,000,000
Pgt 405 GL	KAE 260S	Station wagon	120,000
Landrover 110	KAA 291W	Station wagon	280,000
Landrover 110	KAN 912U	Station wagon	420,000
Landrover 110	KAK 945D	Station wagon	530,000
Landrover 110	KAK 946D	Station wagon	530,000
Landrover 110	KAK 947D	Station wagon	530,000
Suzuki grand vitara	KAJ 801S	Saloon	320,000
Ford Rabger D/cabin	KBU 189T	Ford Rabger D\cabin	3,000,000
Toyota Hilux D/cabin	KBZ 124D	Toyota Hilux D\cabin	3,000,000
<b>KALRO – MUGUGA SOUTH</b>			
Landrover 110	KAB 914R	Station wagon	280,000
Toyota Prado	KAR 236L	Station wagon	670,000
Mit D/Cabin	KAT 624X	L200	360,000
Nissan D/cabin	KAT 625X	J84	450,000
Landrover 110	KAH 467H	Station wagon	310,000
Nissan Patrol	KAW 999Z	Station wagon	650,000
Nissan D/cabin	KBQ 290D	D/cabin	3,000,000
Suzuki vitara	KAJ 807S	Suzuki vitara	800,000
Mitsubishi D/cabin	KCD 363G	D/CABIN	3,500,000
Mitsubishi D/cabin	KBW 739V	D/cabin	3,000,000
<b>KALRO - TRANSMARA</b>			
Mitsubishi Pajero	KAN 574U	Station wagon	610,000
<b>KALRO - NAIVASHA</b>			
Toyota corolla	KAT 577X	Saloon	350,000

Suzuki Grant Vitara	KAJ 804S	Saloon	320,000
Ford Everest S/Wagon	KBQ 295D	Station wagon	4,300,000
Isuzu D/cabin	KBQ 446D	D/cabin	2,500,000
Isuzu D/cabin	KBQ 647D	D/cabin	2,500,000
Mitsubishi D/cabin	KBW 738V	D/cabin	3,000,000
Toyota Land cruiser	KBW 017V	Land cruiser	3,000,000
Mistubishi D/cabin	KBQ 648D	D/cabin	2,500,000
Nissan Patrol	KBQ 267D	Patrol	4,000,000
	<b>KALRO - MATUGA</b>		
Nissan D/cabin	KAL 240U	D/cabin	1,000,000
	<b>KALRO – BIOTECH MUGUGA</b>		
Toyota D/cabin	KBL 534G	D/cabin	2,500,000
Landrover 110	KAR 286L	Station wagon	380,000
Landrover 110	KAR 260L	Station wagon	380,000
Ford ranger	KAT 420X	St wagon	400,000
Mitsubishi Pajero	KAE 672F	Station wagon	300,000
	<b>KALRO - KIBOKO</b>		
Landrover 110	KAN 910U	Station wagon	375,000
Suzuki Grand vitara	KAJ 750S	Station wagon	540,000
Landrover 110	KAN 911U	Station wagon	375,000
Suzuki Vitara	KAD 289M	Saloon	540,000
Nissan Patrol	KBQ 285D	Station wagon	2,024,000
Toyota L/cruiser	KBW 016V	Station Wagon	3,000,000
	<b>KALRO - KAPP</b>		
Toyota prado	KAT 374X	Station wagon	880000
Toyota prado	KAT 375X	Station wagon	880000
Toyota prado	KAT 376X	Station wagon	880000
Toyota prado	KAT 377X	Station wagon	880000



Toyota prado	KAT 379X	Station wagon	880000
Toyota prado	KAT 378X	Station wagon	880000
	<b>KALRO - GARISSA</b>		
Toyota landcruiser	KBW 019V	Station wagon	3000000
	<b>KALRO – BIOTECH KABETE</b>		
Chevrolet Trailblazer	KCA 548F	station wagon	3000000
Nissan Patrol	KBQ 271D	station wagon	4000000
Chevrolet saloon	KAT 465X	saloon	800000
Pajero	KAB 835F	station wagon	500000
	<b>KALRO – SUGAR RESEARCH</b>		
TOYOTA	KBU 379T	FORTUNER	6000000
TOYOTA	KAW 147Z	PRADO	5770000
TOYOTA	KBT 618N	PRADO	7000000
FORD	KAW 030Z	RANGER	2211875
TOYOTA	KAY 931V	HILUX	2850000
TOYOTA	KAY 932V	HILUX	2850000
FORD	KBJ 569U	RANGER	2788750
NISSAN	KBL 125G	TIIDA	2565500
ISUZU	KAT 696X	D MAX	2765000
ISUZU	KAT 697X	D MAX	2765000
FORD	KBJ 194U	EVEREST	3915000
NISSAN	KBR 502U	NAVARA	6000000
FORD	KBJ 568U	RANGER	2788750
NISSAN	KAW 061Z	URVAN	2203362
TOYOTA	KCD 327G	HILUX	5354467
TOYOTA	KCD 328G	HILUX	5354467
TOYOTA	KCD 329G	HILUX	5354467
TOYOTA	KCD 330G	HILUX	5354467
	<b>KALRO – TEA RESEARCH</b>		
PRADO	KBT 697N	LANDCRUISER	6653125
PAJERO	KAW 58Z	PAJERO	1099100
D/C HILUX	KBR 369U	KUN 25R	3415199

D/C HILUX	KBR 382U	KUN 25R	3396200
D/C HILUX	KBW 763V	KUN 25R	4060000
D/C HILUX	KBW 764V	KUN 25R	4060000
JIMMY	KAT 674X	STATION WAGON	729000
MOTOR CYCLE	KBT 733N	DT 125	352815
MOTOR CYCLE	KAK 735U	DT 125	144000
MOTOR CYCLE	KAU 746C	DT 175	64864
D/C HILUX	KAR 399L	HILUX	1093000
D/C HILUX	KAW 498Z	HILUX	1080000
	<b>KALRO – COFFEE RESEARCH</b>		
TOYOTA	KAC 288G	HILUX YN85	300000
TOYOTA	KAJ 470S	HILUX YN85	400000
TOYOTA	KAJ 471S	HILUX YN85	400000
TOYOTA	KAJ 472S	HILUX YN85	350000
TOYOTA	KAJ 473S	HILUX YN85	400000
TOYOTA	KAJ 474S	HILUX YN86	350000
MINISUBISHI	KAK 678S	PAJERO V32	1400000
MINISUBISHI	KAC 704G	PAJERO V33	1000000
PEUGEOT	KAV 2004	SALOON 306	1575000
ISUZU	KBA 207A	DMAZ TFSTT	2750000
TOYOTA	KBB 287S	FORTUNER	4487000
KIA	KBG196C	SORENTO	3750000
NISSAN	KBJ 690U	URVAN E 24D	2461283
NISSAN	KBR 513U	E24D	3700000
NISSAN	KBQ 966D	D/CABIN X37	3403157
NISSAN	KBQ 967D	D/CABIN X37	3403157
NISSAN	KBQ957D	D/CABIN X37	3403157
NISSAN	KBR 512U	D/CABIN X37	3700000
NISSAN	KBL 612G	URVAN 2.4LTRS	2461283
SUBARU	KBR 969U	FORESTER	5252000
FORD	KBT 416N	RANGER	4343000
FORD	KBT 417N	RANGER	4343000
TOYOTA	KBL 300G	COROLLA	2525100
SUZUKI	KBN 423N		295000
SUZUKI	KBR 090U		298200

TOYOTA HILUX	KBW 630V	D/CABIN	3000000
	<b>GRAND TOTAL</b>		<b>403,788,605</b>
LIMIT OF LIABILITY	Indicate		
ANNUAL PREMIUM	Quotations		
INSURER	Quotation		

## RISK TO BE COVERED

<b>INSURED</b>	Kenya Agriculture & Livestock Research Organization (KALRO), P.O. Box 40042-00100, NAIROBI.		
<b>CLASS OF INSURANCE</b>	COMMERCIAL CAR(S) - COMPREHENSIVE		
<b>PERIOD</b>	1 <sup>ST</sup> October 2015 to 30 <sup>th</sup> September 2016		
<b>COVER</b>	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule		
<b>VEHICLES</b>	Registration Marks	Make	Approx. Value (Kshs)
	<b>KALRO – HEADQUARTERS</b>		
Isuzu bus	KAJ 810S	Bus	1,340,000
Isuzu lorry	KAJ 480S	Lorry	970,000
Isuzu bus	KAT 416X	Bus	1,805,000
Isuzu lorry	KAT 344X	Lorry	1,250,000
Isuzu lorry FVR	KAN 279U	Lorry	860,000
Isuzu Minibus	KBQ 425D	minibus	2,000,000
Mitsubishi Canter	KAH 716S	FE434	645,000
Isuzu minibus	KAJ 829S	minibus	1,200,000
	<b>KALRO - KITALE</b>		
Nissan D/Cab	KAT 678X	Pick/up	550,000
Nissan D/Cab	KAT 679X	Pick/up	550,000
Mitsubishi Double/Cabin	KAN 633U	Pick/up	550,000
Isuzu minibus NPR	KAC 363G	Mini bus	800,000
Nissan Pick-up	KAL 236U	Pick/up	300,000
Nissan Double Cab	KBQ 286D	Pick/up	2,500,000
Landini Tractor	KBN 886E	Landini	3,000,000

MF tractor 4270	KAL 646U	MF	1,500,000
Landini Tractor	KBQ 585D	Landini	3,000,000
	<b>KALRO – MWEA</b>		
Mitsubishi Double Cab	KAN 482U	Pick/up	323,000
	<b>KALRO – NJORO</b>		
Toyota Double Cab	KAB 873P	Pick/up	450,000
Toyota L/cruiser	KAC 416K	Pick/up	450,000
Isuzu Minibus NPR	KAJ 834S	Mini bus	650,000
Isuzu Double Cab TFR	KAL 248U	Mini bus	500,000
Mitsubishi Pick up L200	KAN 414U	Pick/up	400,000
Mitsubishi p/up L200	KAN 491U	Pick/up	550,000
Isuzu Double Cab	KBG 361C	Pick/up	2,000,000
Isuzu Double Cab	KBQ 404D	Pick/up	2,300,000
Isuzu Double Cabin	KBQ 444D	Pick/up	2,300,000
FORD TRACTOR	KAD 195M	FORD	800,000
M/F TRACTOR	KAL 100U	Landini	3,000,000
LANDINI TRACTOR	KBN 885E	Landini	3,000,000
LANDINI TRACTOR	KBG 487C	Landini	3,000,000
COMBINE HARVESTER	KAL 636U	HARVESTER	2,000,000
	<b>KALRO - KIBOS</b>		
Toyota Land Cruiser	KAV 233E	Pick/up	900,000
Toyota Land Cruiser	KAV 232E	Pick/up	650,000
Ford Ranger Double Cab	KAV 278E	Pick/up	670,000
Mitsubishi Double Cab L200	KAN 481U	Pick/up	500,000
Mitsubishi pick up L200	KAN 419U	Pick/up	400,000
Mitsubishi p/up L200	KAN 623U	Pick/up	500,000
Toyota Land Cruiser	KAV 232E	Pick/up	500,000
Toyota Land cruiser	KAV 233E	Pick/up	500,000

Ford ranger	KAV 277E	Pick/up	800,000
Ford ranger	KAV 278E	Pick/up	800,000
Isuzu minibus	KAN 502U	Mini bus	800,000
Mitsubishi Pick Up L200	KAN 411U	Pick/up	500,000
Landini Tractor	KBQ 583D	Landini	3,000,000
	<b>KALRO - KAKAMEGA</b>		
Mitsubishi Double Cab L200	KAN 283U	Pick/up	300,000
Mitsubishi Double Cab L200	KAN 284U	Pick/up	300,000
Mitsubishi Double Cab L200	KAN 634U	Pick/up	450,000
Toyota Double Cab	KAL 406H	Pick/up	500,000
Nissan D/c	KAL 888U	Pick/up	400,000
Toyota p/up	KAN 967N	Pick/up	500,000
Isuzu minibus	KBQ 426D	Mini bus	3,000,000
M/F Tractor	KAL 343U	MF	1,200,000
	<b>KALRO – ALUPE</b>		
Toyota Hillux Double Cab	KZG 921	Pick/up	300,000
Nissan D/cab	KAT 614X	Pick/up	564,900
	<b>KALRO – KISII</b>		
Nissan D/cab	KAT 610X	Pick/up	500,000
Landrover D/cab	KAL 889U	Pick/up	200,000
Isuzu minibus	KAN 501U	Mini bus	700,000
Mitsubishi Double Cab L200	KAN 289U	Pick/up	500,000
Mitsubishi Double Cab L200	KAN 622U	Pick/up	500,000
Toyota Double Cab	KAP 271C	Pick/up	500,000
New Holland tractor	KBQ 696D	New Holland	3,000,000
M/F Tractor	KAL 096U	MF	1,500,000
	<b>KALRO - THIKA</b>		
Isuzu Minibus	KAJ 828S	Mini bus	550,000

Isuzu lorry	KAJ 683S	Lorry	970,000
Nissan p/up	KAL 231U	Pick/up	400,000
Isuzu Double cab	KAL 251U	Pick/up	450,000
Mitsubishi Double Cab L200	KAN 629U	Pick/up	400,000
International tractor	KAA 356P	International	300,000
<b>KALRO - LANET</b>			
Mtstubishi D/cab	KAN 625U	Pick/up	550,000
Nissan D/cab	KAT 611X	Pick/up	200,000
Isuzu Minibus NPR 66	KAT 274X	Mini bus	1,320,000
<b>KALRO - EMBU</b>			
Mitsubishi Double Cab L200	KAN 628U	pick/up	500,000
Mitsubishi Double Cab L200	KAN 290U	pick/up	500,000
Mitsubishi Double Cab L200	KAN 295U	pick/up	500,000
Mitsubishi Double Cab L200	KAN 296U	pick/up	500,000
Mitsubishi P/up	KAN 417U	Pick/up	500,000
Toyota Double Cab	KAJ 686S	Pick/up	450,000
Toyota Double Cab	KAJ 687S	Pick/up	450,000
Toyota Land cruiser	KAN 644U	Pick/up	850,000
Nissan D/cab	KAM 213G	Pick/up	420,000
Isuzu Minibus	KBQ 925D	Mini bus	2,000,000
Ford ranger P/up	KAT 419X	Pick/up	480,000
M/F Tractor	KAL 342U	MF	1,500,000
Ford Tractor	KAD 197M	Ford	800,000
LANDINI TRACTOR	KBN 884E	TR ACTOR	3,000,000
<b>KALRO - PERKERRA</b>			
Mitsubishi Pajero	KAK 352G	Pick/up	300,000
Nissan D/cab	KAT 607X	Pick/up	500,000
Mitsubishi Double Cab L200	KAN 489U	Pick/up	500,000

Mitsubishi Double Cab L200	KAN 416U	Pick/up	300,000
M/Furguson 375.Tractor	KZG 980	Tractor	400,000
<b>KALRO - MARSABIT</b>			
Leyland lorry	KAD 137M	Lorry	1,350,000
Mitsubishi Double Cab L200	KAN 635U	Pick/up	670,000
<b>KALRO - MOLO</b>			
Mitsubishi Double Cab L200	KAN 282U	Pick/up	550,000
Mitsubishi Double Cab L200	KAN 632U	Pick/up	550,000
M/F TRACTOR	KAT 315X	MF	1,500,000
M/F TRACTOR	KBU 875T	MF	3,000,000
<b>KALRO - MTWAPA</b>			
Toyota Hilux	KAG 327C	Pick/up	570,000
Isuzu Minibus NPR3.3	KAJ 835S	Mini bus	640,000
Toyota Hilux	KAP 771N	Pick/up	514,000
Mitsubishi Double Cab L200	KAN 287U	Pick/up	588,000
Mitsubishi Double Cab L200	KAN 288U	Pick/up	588,000
Isuzu P/up	KBG 019C	Pick/up	2,024,000
Nissan Double Cab	KBQ 287D	pick/up	1,681,920
Landini Tractor	KBQ 581D	Tractor	3,000,000
Holland Tractor	KBQ 531D	Tractor	3,000,000
<b>KALRO - MARIAKANI</b>			
Mitsubishi Double Cab	KAN 291U	Pick/up	550,000
Landini tractor	KBN 879E	Landini	3,000,000
<b>KALRO - BUCHUMA</b>			
Mitsubishi Double/Cabin	KAN 630U	Pick/up	320,000
<b>KALRO - MSABAHA</b>			



Nissan Double Cab	KAL 238U	Pick/up	480,000
New Holland tractor	KBQ 530D	Tractor	3,000,000
	<b>KALRO - MUGUGA VSRI</b>		
Mitsubishi P/up	KAN 413U	Pick/up	500,000
Isuzu Double Cab	KAL 252U	Pick/up	450,000
Mitsubishi Double Cab L200	KAN 286U	Pick/up	550,000
Mitsubishi Double Cab L200	KAN 285U	Pick/up	550,000
Nissan Double Cab	KAT 615X	Pick/up	370,000
Isuzu minibus	KBQ 919D	minibus	2,000,000
M/F Tractor	KAT 316X	Tractor	1,500,000
	<b>KALRO - TIGONI</b>		
Nissan Double Cab	KAL 234U	Pick/up	350,000
Minibus	KAH 559F	Mini bus	500,000
Mitsubishi Double Cab L200	KAN 484U	Pick/up	500,000
Mitsubishi P/up	KAN 412U	Pick/up	500,000
M/F Tractor	KZG 981	tractor	800,000
	<b>KALRO - KATUMANI</b>		
Mitsubishi Double Cab L200	KAN 487U	Pick/up	450,000
Isuzu Lorry	KAL 390U	Lorry	1,250,000
Nissan Double Cab	KAT 681X	Pick/up	560,000
Lit D/cab	40UN284K	Pick/up	60,000
Toyota Double Cab	KAG 325C	Pick/up	240,000
Toyota Land Cruiser	40UN283K	Pick/up	80,000
Toyota Hilux	KAT 685X	Pick/up	320,000
Nissan D/cab	KAT 613X	Pick/up	560,000
Mitsubishi Double Cab L200	KAN 626U	pick/up	550,000
Land rover LWB	KAH 490C	Pick/up	240,000
Mitsubishi Double Cab L200	KAN 636U	Pick/up	450,000

Toyota Double Cab	KCA 066F	Pick/up	150,000
Mitsubishi Double Cab L200	40UN226K	Pick/up	200,000
Toyota Hilux	KAL 266U	Pick/up	390,000
Mitsubishi Double Cab L200	KAN 492U	Pick/up	550,000
Mitsubishi Double Cab L200	KAN 493U	Pick/up	550,000
Mitsubishi Double Cab L200	KAN 494U	Pick/up	550,000
Ford	KAY 626V	Pick/up	250,000
Ford ranger	KAY 627V	Pick/up	250,000
Isuzu Double Cab	KAL 893Z	Pick/up	320,000
Toyota Double Cab	KBF 993H	Pick/up	3,600,000
Toyota Double Cab	KBQ 044D	Pick/up	3,500,000
	<b>KALRO – NARL KABETE</b>		
Suzuki Grand vitara	KAJ 809S	Pick/up	280,000
Land rover 110	KAT 676X	Pick/up	480,000
Isuzu Double Cab	KAL 247U	Pick/up	400,000
Nissan D/cab	KAT 616X	Pick/up	560,000
Peugeot pick Up	KZX 859	pick Up	3,000,000
Mitsubishi Double Cab L200	KAN 621U	Pick/up	450,000
	<b>KALRO – MUGUGA SOUTH</b>		
Mitsubishi Double Cab L200	KAN 624U	Pick up	450,000
Mitsubishi Double Cab L200	KAN 483U	Pick up	450,000
Mitsubishi Double Cab L200	KAN 480U	Pick up	450,000
Toyota Double Cab	KAR 426L	Pick/up	350,000
Nissan Double Cabin	KBB 492S	Pick/up	1,200,000
Isuzu D/cab	KAL 250U	Pick/up	100,000
Toyota D/cab	KAJ 586U	Pick/up	130,000
Mitsubishi P/Up	KAN 410U	L200	390,000
Peugeot 504 P/up	KAE 871K	Pick/up	125,000
Ford ranger D/Cabin 4WD	KAY 067Y	Pick/up	360,000

Landini tractor	KBQ 584D	Landini tractor	3,000,000
<b>KALRO - TRANSMARA</b>			
Ford Ranger Double Cab	KAV 277E	Pick/up	670,000
<b>KALRO - NAIVASHA</b>			
Isuzu Minibus	KAJ 829S	Mini bus	870,000
Nissan Pick-up	KAT 677X	Pick/up	430,000
Mitsubishi Double cab	KAN 631U	Pick/up	400,000
Isuzu Lorry TDS	KAC 533G	Lorry	900,000
Isuzu Pick-Up D/cab	KBQ 445D	Pick/up	75,000
Landini tractor	KBQ 580D	Landini tr actor	3,000,000
Landini tractor	KBQ 579D	Landini tr actor	3,000,000
Isuzu minibus	KBU 389T	Isuzu mini bus	2,500,000
Isuzu Lorry NKR	KBR 920D	NKR	3,000,000
Isuzu Bus	KBQ 297D	Bus	4,000,000
Isuzu P/up	KBQ 448D	P/Up	2,500,000
Landini tractor	KBQ 577D	Landini tr actor	3,000,000
Lorry ISUZU NKR 2.3	KBQ 298D	Lorry	3,500,000
<b>KALRO - MATUGA</b>			
Toyota Land cruiser 4.5	KAG 323C	Pick/up	570,000
M/F Tractor	KAL 098U	MF	1,500,000
M/F 375 Tractor	KZG 982	MF	800,000
Nissan J84 D/cab	KAT 675X	Pick/up	560,000
<b>KALRO – BIOTECH MUGUGA</b>			
Nissan Double Cabin	KBB 491S	Pick/up	1,200,000
Mitsubishi Lorry	KAR 281L	Lorry	1,150,000
Nissan Sahara	KAA 989P	Pick/up	180,000
Peugeot 405 pick up	KAA 035V	Pick/up	350,000

Peugeot P/up	KAC 138G	Pick/up	120,000
	<b>KALRO – KIBOKO</b>		
Mitsubishi Double Cab L200	KAN 418U	Pick/up	620,000
Isuzu minibus	KAL 756U	Mini bus	750,000
Tractor New Holland	KBQ 532D	Tractor	2,320,000
	<b>KALRO - OL JORO OROK</b>		
Mitsubishi Double Cab L200	KAN 292U	Pick/up	400,000
M/F tractor	KAR 764L	MF	2,000,000
Landini tractor	KBQ 578D	Landini tractor	3,000,000
Isuzu double cabin	KBQ 447D	pick/up	2,300,000
	<b>KALRO - KAPP</b>		
Nissan Hard Body Double Cab	KAT 609X	Pick/up	850,000
Nissan Hard Body Double Cab	KAT 606X	Pick/up	850,000
Nissan Hard Body Double Cab	KAT 608X	Pick/up	850,000
Nissan Hard Body Double Cab	KAT 555X	Pick/up	850,000
Nissan Hard Body Double Cab	KAT 569X	Pick/up	850,000
Nissan Hard Body Double Cab	KAT 568X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 566X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 565X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 570X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 563X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 557X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 561X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 560X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 559X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 562X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 558X	Pick/up	850000
Nissan Hard Body Double Cab	KAT 556X	Pick/up	850000

	<b>KALRO - GARISSA</b>		
Mitsubishi Double/Cabin	KAN 627U	Pick/up	550000
	<b>KALRO – GENETIC RESOURCES</b>		
Mitsubishi D/cabin	KCD 362D	Pick up	3000000
	<b>KALRO – SUGAR RESEARCH</b>		
MASSEY FERGUSON	KAV 565E	440-4	2,880,000
MASSEY FERGUSON	KBJ 130U	MF 440	2880000
NEW HOLLAND	KAW 160Z	TS 120 4WD	3887500
CAMECO	KAL 812U	SP 1800B	4500000
ISUZU	KBQ 014D	NQR66	4241686
	<b>KALRO – TEA RESEARCH</b>		
SINGLE PICK UP	KBN 586E	HILUX	1782000
SINGLE PICK UP	KBN 589E	HILUX	1782000
LORRY TRUCK	KBU 823T	NPR 66	3609450
TRACTOR	KAE 741E	MF 375E	360000
TRACTOR	KWU 462	MF 375E	291600
TRACTOR	KAL 030U	MF 375E	980000
TRACTOR	KAG 763F	MF 375E	510300
TRACTOR	KAJ 358S	MF 285S	338050
GREEN LEAF TRAILER	ZB 381	TRAILER	43340
GREEN LEAF TRAILER	ZA 1911	TRAILER	29160
GREEN LEAF TRAILER	ZA 9974	TRAILER	97770
OPEN GENERAL TRAILER	Z2547	TRAILER	40500
GENERAL PURPOSE	ZB1590	TRAILER	87480
AGRI-TRAILER	ZB 7813	TRAILER	43740
AGRI-TRAILER	ZB 7819	TRAILER	87000
WATER TANK	ZA 1920	TANK	58320
LORRY	KAJ 941S	D/TRUCK	656100
	<b>KALRO – COFFEE RESEARCH</b>		

NISSAN	KAH 025F	BUS CB 3157	2300000
NISSAN	KAH 453F	LORRY G 780	1200000
NISSAN	KAT 835Q	PICK UP	2047000
NISSAN	KBT 261N	PICKUP	2853208
TRAILER	Z5852		30000
TRAILER	Z5858		30000
TRAILER	ZA 3514		30000
TRAILER	ZA 3591		30000
TRAILER	ZA 6464		30000
TRAILER	ZA 9593		30000
TRAILER	ZA 7814		160000
MF	KPA 735	165	55000
MF	KPR 150	135	55000
MF	KZG 458	240	200000
MF	KAJ 904S	240	900000
SAME-ARGON	KBG 408C		3100000
FMD	KBN 962E	440X-2	3500000
MF	KBR 353U	F35	4000000
MF	KBT 989N		30000
	<b>GRAND TOTAL</b>		<b>263,510,024</b>
<b>LIMIT OF LIABILITY</b>	Indicate		
<b>ANNUAL PREMIUM</b>	Quotations		
<b>INSURER</b>	Quotation		

## RISK TO BE COVERED

<b>INSURED</b>	Kenya Agriculture & Livestock Research Organization (KALRO), P.O. Box 40042-00100, NAIROBI.		
<b>CLASS OF INSURANCE</b>	MOTOR CYCLES - COMPREHENSIVE		
<b>PERIOD</b>	1 <sup>ST</sup> October 2015 to 30 <sup>th</sup> September 2016		
<b>COVER</b>	Comprehensive , fire and theft and/ or third party only cover(s) as noted on the policy schedule		
<b>VEHICLES</b>	Registration Marks	Make	Approx. Value (Kshs)
	<b>KALRO- HEADQUARTERS</b>		
Yamaha motorcycle	KAN 378U	Motorcycle	50,000
Yamaha motorcycle	KAV 174E	Motorcycle	70,000
Yamaha motorcycle	KAV 175E	Motorcycle	70,000
Yamaha motorcycle	KAJ 254S	Motorcycle	50,000
Yamaha motorcycle	KAN 355U	Motorcycle	50,000
Yamaha motorcycle	KAT 814X	Motorcycle	50,000
	<b>KALRO KITALE</b>		
Yamaha Motorcycle 175	KAN 359U	Motorcycle	50,000
Yamaha motorcycle 125	KZG 728	Motorcycle	50,000
Yamaha Motorcycle 175	KBN 485E	Motorcycle	120,000
Yamaha Motorcycle 175	KBN 486U	Motorcycle	120,000
Yamaha Motorcycle	KAN 363U	Motorcycle	50,000
	<b>KALRO – MARSABIT</b>		
Yamaha Motorcycle	KAN 351U	m/cycle 175cc	75,000
Motor Cycle Yamaha 175	KAN 360 U	Motorcycle	78,000

	<b>KALRO - MWEA</b>		
Yamaha DT 100	KAB 714Y	Motorcycle	50,000
	<b>KALRO- NJORO</b>		
Yamaha Motorbike	KAN 353U	Motorcycle	50,000
	<b>KALRO - KIBOS</b>		
Motor cycle	KAV 175E	Motorcycle	65,000
	<b>KALRO – KAKAMEGA</b>		
Yamaha motorcyce	KAN 372U	Yamaha	80,000
Suzuki motorcylce	KBL 761G	Suzuki	150,000
Yamaha motorcycle	KBJ 912U	Yamaha	150,000
Yamaha motorcycle	KBJ 913U	Yamaha	150,000
Yamaha motorcycle	KBJ 994U	Yamaha	150,000
Yamaha motorcycle	KAN 333U	Motorcycle	50,000
	<b>KALRO – KISII</b>		
Yamaha motorcycle	KAK 374U	Motorcycle	20,000
Yamaha motorcycle	KAN 354U	Motorcycle	30,000
Yamaha motorcycle	KAN 347U	Motorcycle	50,000
	<b>KALRO - THIKA</b>		
Yamaha motorcycle	KAN 337U	Motorcycle	75,000
Yamaha motorcycle	KAN 335U	Motorcycle	75,000
Yamaha motorcycle	KAN 352U	Motorcycle	75,000
Yamaha motorcycle	KAC 759L	Motorcycle	60,000
	<b>KALRO – LANET</b>		
Yamaha M/Cycle	KAN334U	Motorcycle	50,000
Yamaha M/Cycle	KAN356U	Motorcycle	50,000



<b>KALRO - EMBU</b>			
Yamaha motorcycle	KAN 340U	Yamaha motorcycle	75,000
Yamaha motorcycle	KAJ 250S	Yamaha motorcycle	75,000
Yamaha motorcycle	KBQ 361D	Yamaha motorcycle	150,000
Yamaha motorcycle	KBQ 362D	Yamaha motorcycle	150,000
<b>KALRO - PERKERRA</b>			
Yamaha175. Motor bike	KAJ 257S	Motorcycle	50,000
Yamaha175. Motor bike	KAJ 258S	Motorcycle	50,000
<b>KALRO - MTWAPA</b>			
Nissan Double Cab	KBQ 443D	Motorcycle	1,320,800
Suzuki Motorcycle	KBR 087U	Motorcycle	150,000
Honda-125cc	KAV 957 E	Motorcycle	47,500
Honda-125cc	KAV 958 E	Motorcycle	85,000
Honda-125 cc	KAV 959 E	Motorcycle	85,000
Yamaha 175 CC	KAH 841 F	Motorcycle	90,000
Yamaha 175 CC	KAN 342 U	Motorcycle	89,000
Yamaha 175 CC	KAN 348 U	Motorcycle	89,000
<b>KALRO - MARIAKANI</b>			
Yamaha Motorcycle	KAN 371U	Motorcycle	67,000
<b>KALRO - BUCHUMA</b>			
Motor cycle Honda XL 125S	KAA 510P	Motorcycle	45,000
<b>KALRO - MPEKETONI</b>			
Honda-125	KAV 956E	Motorcycle	47,500
<b>KALRO - TRANSMARA</b>			
Yamaha motorcycle DT 175	KAP 724B	DT Motorcycle DT 175	50,000

Yamaha motorcycle DT 175	KAN 357U	DT Motorcycle DT 175	50,000
Yamaha motorcycle DT 175	KBR 019U	DT Motorcycle DT 175	150,000
Yamaha motorcycle	KAN 375U	Motorcycle	50,000
	<b>KALRO - MUGUGA VSRI</b>		
Yamaha M/C	KAJ 248S	Motorcycle	55,000
Yamaha motorCycle	KAN 336U	motorcycle	75,000
Yamaha motorcycle	KBQ 759D	motorcycle	150,000
	<b>KALRO - TIGONI</b>		
Yamaha Motorcycle	KAN 344U	Motorcycle	75,000
Yamaha motorcycle 175 cc	KAN 343U	Motorcycle	75,000
	<b>KALRO - KATUMANI</b>		
Yamaha Motocycle	KAA 633P	Motorcycle	45,000
Yamaha Motocycle	KAN 376U	Motorcycle	87,000
Yamaha Motocycle	KAN 346U	Motorcycle	87,000
Yamaha Motocycle	KAN 361U	Motorcycle	87,000
Yamaha motorcycle	KAA 633P	Motorcycle	50,000
Yamaha motorcycle	KAN 376U	Motorcycle	75,000
Yamaha motorcycle	KAN 361U	Motorcycle	75,000
Yamaha motorcycle	KAN 346U	Motorcycle	75,000
Yamaha motorcycle	KBQ 365D	Motorcycle	150,000
	<b>KALRO – NARL KABETE</b>		
Peugeot 504 S/w	KAL 393U	Motorcycle	250,000
	<b>KALRO - TRANSMARA</b>		
Mitsubishi Pajero	KAN 574U	Station wagon	610,000
	<b>KALRO - NAIVASHA</b>		

Yamaha motorcycle	KAN 358U	Yamaha motorcycle	75,000
Yamaha motorcycle	KBR 086U	Yamaha motorcycle	150,000
Yamaha motorcycle	KBR 088U	Yamaha motorcycle	150,000
Yamaha motorcycle	KAJ 251S	Yamaha motorcycle	750,000
Yamaha Motorcycle	KAN 345U	Motorcycle	75,000
	<b>KALRO - MATUGA</b>		
Motor bike Yamaha 175	KAJ 253S	Motorcycle	67,000
	<b>KALRO - KIBOKO</b>		
Yamaha Motorcycle	KAJ 259S	Motorcylce	34,560
Yamaha Motorcycle	KAN 350U	Motorcylce	36,700
Yamaha Motorcycle	KAJ 721C	Motorcylce	56,700
Yamaha Motorcycle	KAN 339U	Motorcylce	36,700
	<b>KALRO - KAPP</b>		
Motor cycle Yamaha	KAT 801X	Motorcycle	65000
Motor cycle Yamaha	KAT 811X	Motorcycle	65000
Motor cycle Yamaha	KAT 810X	Motorcycle	65000
Motor cycle Yamaha	KAT 809X	Motorcycle	65000
Motor cycle Yamaha	KAT 807X	Motorcycle	65000
Motor cycle Yamaha	KAT 806X	Motorcycle	65000
Motor cycle Yamaha	KAT 805X	Motorcycle	65000
Motor cycle Yamaha	KAT 804X	Motorcycle	65000
Motor cycle Yamaha	KAT 818X	Motorcycle	65000
Motor cycle Yamaha	KAT 808X	Motorcycle	65000
Motor cycle Yamaha	KAT 802X	Motorcycle	65000
Motor cycle Yamaha	KAT 815X	Motorcycle	65000
Motor cycle Yamaha	KAT 080X	Motorcycle	65000
Motor cycle Yamaha	KAT 078X	Motorcycle	65000
Motor cycle Yamaha	KAT 079X	Motorcycle	65000

Motor cycle Yamaha	KAT 816X	Motorcycle	65000
Motor cycle Yamaha	KAT 817X	Motorcycle	65000
Motor cycle Yamaha	KAT 812X	Motorcycle	65000
Motor cycle Yamaha	KAT 813X	Motorcycle	65000
Motor cycle Yamaha	KAT 814X	Motorcycle	65000
Motor cycle Yamaha	KAT 803X	Motorcycle	65000
	<b>KALRO - GARISSA</b>		
Motor cycle	KAV 177E	Motorcycle	65000
Motor cycle	KBB 913S	Motorcycle	85000
	<b>KALRO – TEA RESEARCH</b>		
MOTOR CYCLE	KBW 590W	DT 125	498623
MOTOR CYCLE	KBT 733N	DT 125	352815
MOTOR CYCLE	KAK 735U	DT 125	144000
MOTOR CYCLE	KAU 746C	DT 175	64864
	<b>KALRO – COFFEE RESEARCH</b>		
YAMAHA	KXW 143	Motorcycle	21000
	<b>GRAND TOTAL</b>		<b>11,277,762</b>
<b>LIMIT OF LIABILITY</b>	Indicate		
<b>ANNUAL PREMIUM</b>	Quotations		
<b>INSURER</b>	Quotation		

## Form of Tender

To:

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 \_\_\_\_\_ 2005

\_\_\_\_\_  
[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.		
4.	TOTAL	

# 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 GPA 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 \_\_\_\_\_ General:

Business Name .....  
 Location of business premises .....  
 Plot No. .... Street/Road .....  
 Postal Address ..... Tel. No. .... Fax ..... Email .....  
 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



**UNDERWRITER'S APPOINTMENT CONFIRMATION**

To: Director General - KALRO,

Whereas

.....  
(Name of underwriters)

Who are established and reputable insurance underwriters of the said policy/ policies:-

.....  
.....

(Description)  
Having offices at

.....  
(Office Address)

Do hereby authorize

.....  
(Name and address of Agent/Broker)

To submit a tender, and subsequently negotiate and sign the contract with you against  
tender No. ....

(Tender Reference)

For insurance services provided by us. We hereby extend our full guarantee and  
warranty as per the General condition of contract for the services offered for provision  
by the above firm against this invitation for tenders.

.....  
(signature for and on behalf of Underwriters)

Seal of Company Stamp: .....

## 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]*

*(Amend accordingly if provided by Insurance Company)*

## 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