



KENYA METHODIST UNIVERSITY
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TENDER

DOCUMENT FOR

PROVISION OF GENERAL INSURANCE

TENDER No: KeMU/OT/007/2026

CLOSING DATE: THURSDAY 9th JULY, 2026 AT 11:00 AM

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SECTION I - INVITATION FOR TENDER

TENDER NAME: PROVISION OF GENERAL INSURANCE

TENDER NO. KeMU/OT/007/2026

1.1 KeMU invites sealed bids for Open Tender for **Provision of General Insurance Services. Tender No: KeMU/OT/007/2026.**

1.2 Complete tender documents must be enclosed in a plain sealed envelope marked with the tender number and tender name and addressed to:

**The Vice Chancellor,
Kenya Methodist University (KeMU),
P. O. Box 267-60200,
Meru.**

The documents must be submitted in two copies one marked "ORIGINAL" and the other marked "COPY." The tender documents should be deposited in the Tender box placed next to Procurement Office at the Administration block 1st floor, **KeMU Main Campus** or be sent to **The Vice Chancellor** so as to reach him on or before the closing date and time on **Thursday 9th July 2026 at 11.00 a.m.**

The tenders will be opened immediately after the closing date and time on **Thursday 9th July 2026 at 11.00 a.m.** in the **KeMU Small Boardroom, 1st floor of the Administration Block.** Bidders or bidder representatives are invited to witness the opening.

Yours faithfully

VICE CHANCELLOR

SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Tender is open to Insurance underwriters.
- 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 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 There shall be no fee charged to participate in this procurement proceedings.

2.3 Contents of Request for Quotation Document

- 2.3.1 The Tender documents comprise the documents listed below:
- (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) Confidential Business Questionnaire Form
 - (ix) SD1
 - (x) SD2

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the documents. Failure to furnish all information required by the Tender documents or to submit a Tender not substantially responsive to the 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 documents may notify the Procuring entity by post, 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.

2.5 Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of the Tender, 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, 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 quotations, the Procuring entity, at its discretion, may extend the deadline for the submission of quotations.

2.6 Language of Tenders

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the Request for quotation 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 duly filled and completed Tender Form and a Price Schedule.
- (b) Declaration Form.
- (c) SD1
- (d) SD2

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.

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings.

2.11. Tenderers Eligibility and Qualifications

2.11.1 The tenderer shall furnish, as part of its quotations, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's quotation is accepted. 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 There shall not be a requirement to submit tender security.

2.13. Validity of Quotations

2.13.1 Tenders shall remain valid for **60 days** after date of **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 quotation 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 envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Quotations.
- (b) bear quotation
- (c) number and name in the invitation to quotations and the words, **"DO NOT OPEN BEFORE Thursday, 9th July 2026, at 11:00 am.**

2.15.2 The 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".

2.15.3 If the 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 **Thursday, 9th July 2026, at 11:00 am** . The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents 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.

2.16.2 Bulky bids which will not fit the quotation box shall be received by the procuring entity and recorded in bulky documents register at the procurement offices.

2.17. Modification and Withdrawal of Tenders

2.17.1 The tenderer may modify or withdraw its tender after 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 quotations.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission and the expiration of the period of 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, on **Thursday, 9th July 2026, at 11:00 am.** 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 tenderer's' 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.

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' quotation.

2.20 Preliminary Examination and Responsiveness

2.20.1 The Procuring entity will examine the quotations 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 quotation to the quotation documents. For purposes of these paragraphs, a substantially responsive quotation is one which conforms to all the terms and conditions of the quotation documents without material deviations the Procuring entity's determination of a quotation's responsiveness is to be based on the contents of the quotation 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

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 evaluation committee shall evaluate the tenders within **60 days** from the date of opening the tenders.

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 tenderer's qualifications submitted by the tenderer, 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 quotation, and to annul the tendering process and reject all quotations 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 none 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 7 days of receiving the request from any tenderer.

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

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

2.28.3 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 Corrupt or Fraudulent Practices

2.29.1 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.

2.29.2 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

2.29.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

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

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.

3.7. 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 of payment to be made to the contractor under this Contract shall be upon signing of contract and submission of the policy document.

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 it's 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 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 – EVALUATION CRITERIA

a) Mandatory requirements:

4.1.1 Must submit copies of the following documents;

S/No.	
1.	Certified copy of certificate of Confirmation of Directors and Shareholding (CR 12).
2.	Valid copy of Tax Compliance Certificate.
3.	Certified valid copy of license from the Insurance Regulatory Authority (IRA).
4.	Certified copy of registration certificate from the Association of Kenya Insurers (AKI).
5.	The Underwriter Must Attach Valid Data Protection Certificate
6.	Must have done annual gross premiums in the last financial year of at least Kshs. 1 billion.
7.	Financial reports for the last three (3) years (2023, 2024, and 2025), balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies
8.	Must give a list of at least five (5) reputable corporate entities with minimum of at least Three reference letters from corporates in the provided list in regards to general insurance.
9.	Provide evidence of claim reports for the company filed with IRA for the last three (3 years).
10.	The bid document “Original” and “Copy” must be sequentially paginated / serialized e.g., 1, 2, 3, 4, 5,
11.	Submit the required number of copies i.e., one “ORIGINAL” and one copy clearly marked “COPY,” as appropriate.
12.	Duly Filled, Signed and Stamped Price schedule form
13.	Duly filled, signed, and stamped Tender form
14.	Provide Certified, duly filled, signed, and stamped Self Declaration form that the Bidder will not engage in any Corrupt or Fraudulent Practice
15.	Duly filled, signed, and stamped Confidential Business Questionnaire
16.	Self-Declaration that the person/bidder is not debarred in the matter of the Public Procurement And Asset Disposal Act 2015.

b) Technical Evaluation Criteria

Bidders will be evaluated on a scoring basis as follows:

CONDITIONS TO BE MET BY THE UNDERWRITER

No.	Category	Criteria	Marks	Total
1.	Firm's Experience	Previous five(5) General clients covering at least 9 classes of the advertised policies. Attach award letters and contracts.	2 points per complete evidence	10
		Five(5) original cover completion certificates for the above clients issued within the Bidding period indicating completion of the service and claims settlement	3 points per completion letter	15
2.	Financial Capacity	Capital adequacy ratio (CAR) of at least 120% as per IRA guidelines each year for the last Three (3) years.	6 marks per year (Maximum 18)	24
		Gross general premium utilization each year for the last three (3) years, should not have negative figures as per IRA report.	2 marks per year (Maximum 6)	
3.	Human Capital	<p>Current Principal officer must have;</p> <ul style="list-style-type: none"> i) Appointment from IRA showing more than five years as a principal officer ii) Bachelor of commerce (insurance option) or its equivalent. iii) IIK/CII /ACII professional qualification iv) Over ten years insurance experience 	15 marks for complete evidence	30

		v) Valid IIK membership		
		Technical staff Five(5) staff with bachelor of commerce degree or its equivalent, professional qualifications of ACII/CII/AIIK/IIK, over five years insurance experience and valid AIIK membership	3 Marks per staff for complete evidence (Maximum 15)	
4.	Claims	Five general insurance claims for any of the advertised policies above Kes. 2 Million each for the last three years.	3 points per claim	15
5.	Credit Worthiness	Current and valid original reference letter addressed to the Vice Chancellor – Kenya Methodist University from the firm’s bankers	6 points	6
6.	TOTAL			100marks

NB: Only bidders who score 70 marks and above shall be subjected to financial evaluation. Those who score below 70 marks shall be eliminated from the entire evaluation process and shall not be considered

SECTION V - SCHEDULE OF REQUIREMENTS

Summary of relevant information under the current cover are as per table below;

S/No.	Description of the item to be insured	Value of the item to be insured	Major contingencies requiring insurance.	Insurance Period,	Gross Insurance Premium (Kshs)
1.	Money	60,000,000.00	NIL	1 YEAR	
2.	Fidelity Guarantee	10,000,000.00	NIL	1 YEAR	
3.	Burglary	113,700,000.00	NIL	1 YEAR	
4.	Plate Glass	5,000,000.00	NIL	1 YEAR	
5.	Electronic Equipment	136,523,104.00	NIL	1 YEAR	
6.	Machinery Breakdown	45,000,000.00	NIL	1 YEAR	
7.	Fire Material Damage	2,147,800,000.00	NIL	1 YEAR	
8.	Domestic Package	40,600,000.00	NIL	1 YEAR	
9.	Public Liability	100,000,000.00	NIL	1 YEAR	

FORM OF TENDER

To:
KENYA METHODIST UNIVERSITY,
P.O.BOX 267-60200,
MERU.

Date:.....

Quotation No:.....

Quotation Name:..... Dear

Sir/Madam,

1. Having examined the RFQ documents, we the undersigned, offer to provide Insurance Services under this RFQ in conformity with the said RFQ 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 RFQ is accepted, to provide the Insurance Cover Services in accordance with the conditions of the RFQ.

3. We agree to abide by this RFQ 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 _____ 2022

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Stamp/Seal:

PRICE SCHEDULE

S/No.	Description of the item to be insured	Value of the item to be insured	Major contingencies requiring insurance.	Insurance Period,	Gross Insurance Premium (Kshs)
1.	Money	60,000,000.00	NIL	1 YEAR	
2.	Fidelity Guarantee	10,000,000.00	NIL	1 YEAR	
3.	Burglary	113,700,000.00	NIL	1 YEAR	
4.	Plate Glass	5,000,000.00	NIL	1 YEAR	
5.	Electronic Equipment	136,523,104.00	NIL	1 YEAR	
6.	Machinery Breakdown	45,000,000.00	NIL	1 YEAR	
7.	Fire Material Damage	2,147,800,000.00	NIL	1 YEAR	
8.	Domestic Package	40,600,000.00	NIL	1 YEAR	
9.	Public Liability	100,000,000.00	NIL	1 YEAR	
10.	TOTAL				

(Tenderers are allowed to use/attach a separate sheet if space is insufficient)

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:

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 DetailsShares
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 Stamp/

Seal.....

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

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015. (1)

I,, of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
.....
(Title) (Signature) (Date)
Bidder Official Stamp

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE. (2)

I,of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrupt practice with other bidders participating in the subject tender

5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder's Official Stamp