



NATIONAL AIDS CONTROL COUNCIL  
TENDER FOR PROVISION OF GENERAL INSURANCE SERVICES

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TENDER NO. NACC/T/ 016/2016/2017

**CLOSING DATE: APRIL 13, 2017**

**MARCH , 2017**

ISSUED BY:

National AIDS Control Council (NACC)  
Landmark Plaza, 9th Floor  
ArgwingsKodhek Road  
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## INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Asset Disposal Act 2015.
- 1.2 The following general directions should be observed when using the document;
  - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - (b) The instructions to tenderers and the General conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
  - (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
  - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.

## SECTION I - Tender Notice

Date: March 28, 2017

Reference: Reference: TENDER NO NACC /T/ 016/2016-2017 **FOR PROVISION OF GENERAL INSURANCE FOR TWO YEARS WITH ANNUAL PREMIUMS**

National AIDS Control Council now invites sealed tenders from eligible candidates for the for PROVISION OF GENERAL INSURANCE

Interested eligible candidates may obtain further information from and inspect the tender documents at **National AIDS Control Council**, Landmark Plaza Opposite Nairobi Hospital on 8<sup>th</sup> Floor from **Procurement Division Desk**.

A complete tender document may be obtained by interested candidates by downloading for free from NACC website [www.nacc.or.ke](http://www.nacc.or.ke) under Media/ Tenders OR upon payment of a non-refundable fee of Kshs. 1,000 in cash or bankers cheque payable to The Director, NACC for purchase of hard copy documents.

Tenders must be accompanied by a bid security in the form of bankers cheque or bank guarantee of **Kshs.200, 000/**and must be dropped in the Tender Box on 9<sup>th</sup> Floor or be delivered to the Director **National AIDS Control Council on Floor of Landmark Plaza situated on AgwingsKodhek Rd Opposite Nairobi Hospital or before Thursday APRIL 13 2017 at 10.00 AM**

Tenders will be opened immediately thereafter in the presence of candidates' representatives who choose to attend at the offices Of the National AIDS Control Council on 9<sup>th</sup> Floor of Landmark Plaza situated on AgwingsKodhek Rd Opposite Nairobi Hospital

## INVITATION FOR TENDERS

Date 28/03/2017

To

Dear Sir/Madam:

Reference: TENDER NO NACC /NACC/T/016 / 2016-2017 FOR PROVISION OF GENERAL INSURANCE

We hereby invite you and other qualified tenderers to submit sealed tenders for the execution and completion of the above tender.

You may obtain a complete set of Tender document from the **Procurement Division - National AIDS Control Council P.O.BOX 61307-00200 NAIROBI KENYA**, or download the documents from the website: [www.nacc.or.ke](http://www.nacc.or.ke) or use the following email addresses;

E-mail musicn@nacc.or.ke, nchoge@nacc.or.ke

All Tenders must be accompanied by **Bid Security in the form prescribed under para 2.12.4 equivalent to Kshs. 200,000** for non AGPO firms or tender securing declaration form for AGPO firms and must be delivered to

THE DIRECTOR National AIDS Control Council 9<sup>th</sup> floor Landmark Plaza Opposite the Nairobi Hospital on 9<sup>th</sup> Floor of Landmark Plaza situated on AgwingsKodhek Rd Opposite Nairobi Hospital at or before **APRIL 13, 2017** at **10.00am** on the closing date (time and date)

Tenders will be opened immediately thereafter, in the presence of tenderers' representatives who choose to attend.

Yours faithfully,

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Clauder N. Musi  
Head, Procurement Division  
For: Director  
National AIDS Control Council

## SECTION II- INSTRUCTION TO TENDERERS

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## SECTION II - INSTRUCTIONS 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/= (Free if downloaded and Kshs. 1,000 if purchased)
- 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) Self-Declaration Form that bidder not debarred
- (xiv) Request for Review Form
- (xv) Anti-corruption declaration form
- (xvi) Bank details

2.3.2 The Tenderer is expected to examine all instructions, forms, terms, and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

#### **2.4 Clarification of Tender Documents**

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

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

#### **2.5 Amendment of Tender Documents**

2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing and addendum.

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



2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tenders**

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7 Documents Comprising the Tender**

2.7.1 The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
- (d) Declaration Form.

## **2.8 Form of Tender**

2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

## **2.9 Tender Prices**

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10 Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Tenderers Eligibility and Qualifications**

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## **2.12. Tender Security**

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.12.2 The tender security shall not exceed 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
  - a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
  - (a) If a tenderer withdraws its tender during the period of tender validity.
  - (b) in the case of a successful tenderer, if the tenderer fails:

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

### 2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 120 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 a soft copy in CD form 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 of the tender in an envelope, duly marking the envelope as "ORIGINAL TENDER" and "COPY OF TENDER" for the CD. 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 (April 13, 2017 at 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 **(April 13, 2017 at 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 **(April 13, 2017 at 10.00am)** 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 have 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 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.

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 Instructions to Tenderers

### Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procuring entity, the procuring of the procurement, and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
  - (a) The information that specifies and complements provisions of Section II to be incorporated.
  - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix to instructions to tenders.
5. Any clause to be included in the appendix to instructions to tenderers must be consistent with the applicable public procurement law and regulations.

## Appendix to instructions to Tenderers

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

| Instruction to tender reference | Particulars of Appendix to instructions to tenderers |
|---------------------------------|--|
| 2.1                             | All eligible except those debarred                   |
| 2.15.2 (b)                      | April 13, 2017 at 10.00am                            |
| 2.16.1                          | April 13, 2017 at 10.00am                            |
| 2.18.1                          | April 13, 2017 at 10.00am                            |
|                                 | Original Quotation documents from Underwriters       |
| 2.9.1                           | Original quotation documents from underwriter        |

## SECTION III - GENERAL CONDITIONS OF CONTRACT

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## **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**

3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.82. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

### **3.9. Prices**

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.10. Assignment**

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

### **3.11. Termination for Default**

3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

(a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.

(b) If the Contractor fails to perform any other obligation(s) under the Contract

(c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered 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**

3.18.1 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.

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

## SECTION IV -SPECIAL CONDITIONS OF CONTRACT

### Notes on Special Conditions of Contract

1. The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
2. The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the insurance cover required. In preparing Section IV, the following aspects should be taken into consideration.
  - a) Information that complement provisions of Section III must be incorporated; and
  - b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.
4. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

**(DETAILS OF INSURANCE COVERS) GENERAL INSURANCE BROKERAGE SERVICES**

- a) Provision of Private Motor Vehicle Insurance
- b) Commercial Motor Vehicles
- c) Fidelity Guarantee
- d) Money
- e) Public Liability
- f) Computers, Printers, Tablets and I Pads,
- g) Burglary
- h) All Risks
- i) Motor Cycles
- j) Fire and Perils

**4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY- MANDATORY**

| No | Criteria   |
|----|--|
|    | Underwriter  |
| 1  | Must be registered with the IRA for current year and a certified copy of current license be submitted with the tender documents-   |
| 2  | Must have done annual General insurance premium in previous year of Ksh900Million excluding motor vehicle portfolio  |
| 3  | Must have a Global credit rating   |
| 4  | ISO certified  |
| 5  | Must have paid at least Ksh 700 million in claims  |
| 6  | Must provide a list of 5 reputable clients and the combined total clients' premium for the previous year should not be less than 500 million.                            |
| 7  | Must submit a copy of the audited accounts for the last 3 years showing profitability and investments  |
| 8  | Must have 5 senior management staff with at least 50 staff population in other cadre   |
| 9  | Must submit copies of the following documents  |
|    | (I) PIN from KRA   |
|    | (II) Tax Compliance Certificate  |
|    | (III) Certificate of Registration/ Incorporation   |
| 10 | Must provide at least 5 Government institutions, departments/state corporations the insurance company has covered in the last 2 years with the accompanied premiums paid |
| 11 | Must indicate claims settlement procedures and attach evidence of 5 recently settled claims  |
| 12 | The insurance company should have wide and reliable branch network   |

**CONDITIONS TO BE MET BY THE INSURANCE BROKERS – MANDATORY**

|    |  |
|----|--|
| 1  | Bid bond of Kshs 200,000 for non AGPO firms or tender securing declaration form for AGPO firms   |
| 2  | Registered with the IRA for the current year   |
| 3  | Copy of the current license  |
| 4  | Have a Bank or Insurance guarantee of 3 million deposited with the Central Bank of Kenya, or a bank on behalf of the IRA   |
| 5  | Have a certified professional Indemnity of Insurance Cover of at least KSh 150 Million and copy of PI policy document attached   |
| 6  | Have at least (5) reputable clients with recommendation letters  |
| 7  | Must have 5 senior management staff .Principal officer Must be a fellow of the chartered institute of London ( FCII) or Fellow of the Chartered Insurance Institute of Kenya and Masters. Top Management should have Degrees and ACII qualifications. All documents should be certified. |
| 8  | Total premiums for the previous year of not less than 100 million.   |
| 9  | Submitted copy of audited accounts for the previous three years showing profitability and investments  |
| 10 | Must be a current member of the Association of Insurance Brokers (AIBK)  |
| 11 | KRA Pin Certificate  |
|    | Tax Compliance   |
|    | Certified NHIF & NSSF compliance certificates  |
| 14 | Registration Incorporation   |
|    | Pagination of the document   |
| 15 | Original quotations for insurance cover under consideration for two (2) years July 2017 - June 2018 and July 2018 to June 2019 from the underwriters with duly signed letters from the proposed underwriters   |
| 16 | Must attach letters of authorization from the recommended underwriters.  |
| 17 | Access to Government Procurement Opportunities (AGPO) Certificate for AGPO firms   |
| 18 | The Broker must ensure that the proposed underwriter submitted Global Credit Rating and is ISO certified   |

NB;

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

| Reference of general conditions of contract | Special condition of contract                        |
|---|--|
| 3.6 Performance security                    | N/A  |
| 3.7 Delivery of Services                    | as per timelines given                               |
| 3.8 Payment                                 | 30 days after receipt of acceptable/verified invoice |
| 3.9 Price adjustment                        | N/A  |
| 3.16 Applicable law                         | Kenyan Law   |
| 3.18 Notices                                | acknowledged within seven days after receipt         |

## Section V - Schedule of Requirements

### **Notes for preparing Schedule of Requirements.**

1. The schedule of Requirements shall be included in the tender documents by the procuring entity and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
2. The objectives of the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
3. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26

Section V -Schedule of Requirements

|  |  |       |
|--|--|-------|
| <b>RISK NOTE</b>   |  |       |
| <b>INSURED</b>   | National AIDS Control Council P.O Box 61307 NAIROBI.   |       |
| <b>CLASS OF POLICY</b>   | All Risks  |       |
| <b>PERIOD</b>  | 24 MONTHS  |       |
| <b>LIMIT</b>   | Loss or Damage to property insured resulting from forcible or violent entry/exit from premises or part thereof |       |
| <b>INTEREST SUM INSURED</b>  | Details as per the attached schedule B & C   |       |
| <b>COVER</b>   | All Risks of loss or damage to property covered  |       |
| <b>ANNUAL PREMIUM</b>  |  | LIMIT |
| <b>INSURED</b>   |  |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively. |  |       |

|                           |  |  |
|---------------------------|--|--|
| <b>INSURED</b>            | National AIDS Control Council P.O Box 61307 NAIROBI. |  |
| <b>PERIOD</b>             | 24 Months  |  |
| <b>CATEGORY OF POLICY</b> | Private Vehicle Insurance                            |  |

| S/No | Model    | Reg. No.               | Price Year 2016 Valuation |  |
|------|----------|------------------------|---------------------------|--|
|      | KAL 635U | Toyota Land cruiser    | 100,000.00                |  |
|      | KAL 684U | Mitsubishi Pajero      | 100,000.00                |  |
| 1    | KBZ 028D | Toyota Land cruiser HT | 7,060,000.00              |  |
| 2    | KBZ 029D | Toyota Land cruiser HT | 7,220,000.00              |  |
| 3    | KBZ 030D | Toyota Land cruiser HT | 7,050,000.00              |  |
| 4    | KBZ 031D | Toyota Land cruiser HT | 7,040,000.00              |  |



|    |          |                           |              |  |
|----|----------|---------------------------|--------------|--|
| 5  | KBZ 032D | Toyota Land cruiser HT    | 7,040,000.00 |  |
| 6  | KBZ 033D | Toyota Fortuner           | 5,630,000.00 |  |
| 7  | KBZ 034D | Toyota Fortuner           | 5,630,000.00 |  |
| 8  | KBZ 035D | Toyota Fortuner           | 5,630,000.00 |  |
| 9  | KBZ 036D | Toyota Fortuner           | 5,630,000.00 |  |
| 10 | KBZ 037D | Toyota Fortuner M         | 5,600,000.00 |  |
| 11 | KBZ 041D | Toyota Fortuner M         | 5,600,000.00 |  |
| 12 | KBZ 042D | Toyota Fortuner           | 5,770,000.00 |  |
| 13 | KBZ 043D | Toyota Corolla            | 2,750,000.00 |  |
| 14 | KBZ 044D | Toyota Fortuner           | 5,600,000.00 |  |
| 15 | KBZ 045D | Toyota Fortuner           | 5,600,000.00 |  |
| 16 | KBZ 046D | Toyota Corolla            | 2,700,000.00 |  |
| 17 | KBZ 047D | Toyota Corolla            | 2,600,000.00 |  |
| 18 | KBZ 048D | Toyota Corolla            | 2,600,000.00 |  |
| 19 | KBZ 053D | Toyota Fortuner M         | 5,600,000.00 |  |
| 20 | KBZ 054D | Toyota Fortuner           | 5,620,000.00 |  |
| 21 | KBZ 062D | Toyota Fortuner           | 5,620,000.00 |  |
| 22 | KBZ 063D | Toyota Fortuner           | 5,630,000.00 |  |
| 23 | KBZ 064D | Toyota Fortuner           | 5,600,000.00 |  |
| 24 | KBZ 065D | Toyota Fortuner           | 5,630,000.00 |  |
| 25 | KBZ 067D | Toyota Fortuner           | 5,630,000.00 |  |
| 26 | KBZ 200D | Toyota Fortuner           | 5,630,000.00 |  |
| 27 | KBZ 706D | Toyota Fortuner           | 5,650,000.00 |  |
| 28 | KBZ 726D | Toyota Fortuner           | 5,650,000.00 |  |
| 29 | KBZ 727D | Toyota Fortuner           | 5,650,000.00 |  |
| 30 | KBZ 728D | Toyota Fortuner           | 5,650,000.00 |  |
| 31 | KBZ 040D | Toyota Fortuner           | 5,650,000.00 |  |
| 32 | KBZ 061D | Toyota Fortuner           | 5,650,000.00 |  |
| 33 | KBR 958U | Toyota Fortuner           | 3,880,000.00 |  |
| 34 | KBR 455U | Toyota Land Cruiser Prado | 7,900,000.00 |  |
| 35 | KBL 436G | Toyota Hilux Pick Up      | 1,700,000.00 |  |
| 36 | KBZ 023D | Toyota Hilux Double cab   | 5,500,000.00 |  |
| 37 | KBZ 024D | Toyota Hilux P/Up         | 5,500,000.00 |  |
| 38 | KBZ 025D | Toyota Hilux P/Up         | 5,500,000.00 |  |
| 39 | KBZ 026D | Toyota Hilux P/Up         | 5,500,000.00 |  |
| 40 | KBR 862U | Nissan Hard body Pick Up  | 2,800,000.00 |  |
| 41 | KBR 863U | Nissan Hard body Pick Up  | 2,800,000.00 |  |
| 42 | KBR 549U | Toyota Hilux P/Up         | 3,500,000.00 |  |

|   |  |       |
|---|--|-------|
| <b>VALUE</b>  | As Per the Attached Schedule   |       |
| <b>COVER</b>  | Comprehensive Insurance  |       |
|   | Protection and removal - Not less than Ksh 10 000  |       |
|   | Repair Authority - Not Less than Ksh 10 000  |       |
|   | Liability to third parties - death or bodily injury  |       |
|   | i. Any Person in/upon or entering or getting onto or alighting from the motor vehicle - Ksh 2 000 000. |       |
|   | ii. In Respect of any other person - Unlimited   |       |
|   | iii. Medical Expenses Ksh 10 000   |       |
| <b>CLAUSES</b>  | ☐ Excess - 2.5 % of claim value minimum Ksh 10 000   |       |
|   | ☐ Accidental damage to the vehicle - 2.5% of claim value   |       |
|   | ☐ Theft Clause   |       |
|   | ☐ Windscreen and Window Glass - Ksh 30 000   |       |
|   | ☐ Young and Inexperienced drivers  |       |
|   | ☐ Radio Cassettes  |       |
|   | ☐ Towing Charges - Ksh 20 000  |       |
|   | ☐ Riot Strike and Civil Commotion  |       |
|   | ☐ Loss by Fire/Lightning   |       |
|   | ☐ Loss by external explosion and self-ignition.  |       |
|   | ☐ Loss or damage by malicious Act  |       |
|   | ☐ Loss or damage by Flooding   |       |
| <b>ANNUAL PREMIUM</b>   |  | Limit |
| <b>INSURER</b>  |  |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |  |       |

|                           |  |          |                  |              |
|---------------------------|--|----------|------------------|--------------|
| <b>INSURED</b>            | National AIDS Control Council P.O Box 61307 NAIROBI. |          |                  |              |
| <b>CATEGORY OF POLICY</b> | <b>Commercial Vehicle Insurance</b>                  |          |                  |              |
| <b>PERIOD</b>             | 24 Months  |          |                  |              |
| <b>VALUE</b>              | As Per the Attached Schedule (Year 2016 Valuation)   |          |                  |              |
|                           | 1  | KBZ 038D | Toyota Hiace Van | 6,954,502.00 |
|                           | 2  | KBZ 039D | Toyota Hiace Van | 6,954,502.00 |
|                           | 3  | KBZ 071D | Toyota Hiace Van | 6,954,502.00 |

|   |   |              |
|---|---|--------------|
| <b>COVER</b>  | Comprehensive Insurance   |              |
|   | Protection and removal - Not less than KSh 10 000   |              |
|   | Repair Authority - Not Less than KSh 10 000   |              |
|   | Liability to third parties - death or bodily injury   |              |
|   | iv. Any Person in/upon or entering or getting onto or alighting from the motor vehicle - KSh 2 000 000. |              |
|   | v. In Respect of any other person - Unlimited   |              |
|   | vi. Medical Expenses-KSh 10 000   |              |
| <b>CLAUSES</b>  | Excess - 2.5 % of claim value minimum KSh 10 000  |              |
|   | Accidental damage to the vehicle - 2.5% of claim value  |              |
|   | Theft Clause  |              |
|   | Windscreen and Window Glass - KSh 30 000  |              |
|   | Young and Inexperienced drivers   |              |
|   | Radio Cassettes   |              |
|   | Towing Charges - KSh 30 000   |              |
|   | Riot Strike and Civil Commotion   |              |
|   | Loss by Fire/Lightning  |              |
|   | Loss by external explosion and self-ignition.   |              |
|   | Loss or damage by malicious Act   |              |
|   | Loss or damage by Flooding  |              |
| <b>ANNUAL PREMIUM</b>   |   | <b>LIMIT</b> |
| <b>INSURER</b>  |   |              |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |   |              |

|                           |  |  |
|---------------------------|--|--|
| <b>INSURED</b>            | National AIDS Control Council P.O Box 61307 NAIROBI. |  |
| <b>CATEGORY OF POLICY</b> | <b>Motor Cycle Insurance</b>                         |  |
| <b>PERIOD</b>             | 12 Months  |  |

| VALUE    | As Per the Attached Schedule |         |                | Kshs.2<br>00,000<br>each |
|----------|------------------------------|---------|----------------|--------------------------|
|          | NACC MOTORCYCLES BY REGION   |         |                |                          |
| S/N<br>O | NUMBER<br>PLATES             | REGION  | CONSTITUENCY   |                          |
| 1        | KBL 068G                     | CENTRAL | GATUNDU NORTH  |                          |
| 2        | KBL 070G                     | CENTRAL | NYERI TOWN     |                          |
| 3        | KBL 071G                     | CENTRAL | GATUNDU SOUTH  |                          |
| 4        | KBT 064N                     | CENTRAL | OL KARAU       |                          |
| 5        | KBT 079N                     | CENTRAL | KIHARU/NDARAGW |                          |
| 6        | KBT 081N                     | CENTRAL | KANDARA        |                          |
| 7        | KBT 085N                     | CENTRAL | LARI           |                          |
| 8        | KBT 090N                     | CENTRAL | TETU           |                          |
| 9        | KBT 094N                     | CENTRAL | NDIA           |                          |
| 10       | KBT 100N                     | CENTRAL | MATHIRA        |                          |
| 11       | KBT 101N                     | CENTRAL | MWEA           |                          |
| 12       | KBT 102N                     | CENTRAL | KINANGOP       |                          |
| 13       | KBL 090G                     | COAST   | MATUGA         |                          |
| 14       | KBL 091G                     | COAST   | KINANGO        |                          |
| 15       | KBL 093G                     | COAST   | MAGARINI       |                          |
| 16       | KBL 094G                     | COAST   | TAVETA         |                          |
| 17       | KBT 066N                     | COAST   | MSAMBWENI      |                          |
| 18       | KBT 067N                     | COAST   | LAMU EAST      |                          |
| 19       | KBT 068N                     | COAST   | MALINDI        |                          |
| 20       | KBT 069N                     | COAST   | KALOLENI       |                          |
| 21       | KBT 095N                     | COAST   | GALOLE         |                          |
| 22       | KBT 097N                     | COAST   | LIKONI         |                          |
| 23       | KBT 098N                     | COAST   | VOI            |                          |
| 24       | KBT 115N                     | COAST   | GARSEN         |                          |
| 25       | KBJ 947U                     | EASTERN | GACHOKA        |                          |
| 26       | KBJ 948U                     | EASTERN | SAKU           |                          |
| 27       | KBJ 949U                     | EASTERN | ISIOLO NORTH   |                          |

|    |          |               |                 |  |
|----|----------|---------------|-----------------|--|
| 28 | KBJ 950U | EASTERN       | MBOONI          |  |
| 29 | KBJ 951U | EASTERN       | KITUI SOUTH     |  |
| 30 | KBJ 952U | EASTERN       | MAKUENI         |  |
| 32 | KBJ 953U | EASTERN       | LAISAMIS        |  |
| 33 | KBT 072N | EASTERN       | SOUTH IMENTI    |  |
| 34 | KBT 075N | EASTERN       | THARAKA         |  |
| 35 | KBT 076N | EASTERN       | KILOME          |  |
| 36 | KBT 077N | EASTERN       | MASINGA         |  |
| 37 | KBT 078N | EASTERN       | MWALA           |  |
| 38 | KBT 080N | EASTERN       | MWINGI SOUTH    |  |
| 39 | KBT 082N | EASTERN       | YATTA           |  |
| 40 | KBT 083N | EASTERN       | KITUI CENTRAL   |  |
| 41 | KBT 099N | EASTERN       | MOYALE          |  |
| 42 | KBT 111N | EASTERN       | KATHIANI        |  |
| 43 | KBL 062G | NORTH EASTERN | MANDERA WEST    |  |
| 44 | KBL 063G | NORTH EASTERN | WAJIR SOUTH     |  |
| 45 | KBL 064G | NORTH EASTERN | IJAARA          |  |
| 46 | KBL 065G | NORTH EASTERN | DUJIS           |  |
| 47 | KBL 066G | NORTH EASTERN | LAGDERA         |  |
| 48 | KBL 067G | NORTH EASTERN | MANDERA CENTRAL |  |
| 49 | KBT 093N | NORTH EASTERN | MANDERA EAST    |  |
| 50 | KBT 119N | NORTH EASTERN | WAJIR NORTH     |  |
| 51 | KBT 121N | NORTH EASTERN | WAJIR EAST      |  |
| 52 | KAY 776V | NORTH RIFT    | TURKANA NORTH   |  |
| 53 | KBL 080G | NORTH RIFT    | MARAKWET WEST   |  |
| 54 | KBL 081G | NORTH RIFT    | SABOTI          |  |
| 55 | KBL 082G | NORTH RIFT    | BARINGO EAS     |  |
| 56 | KBL 083G | NORTH RIFT    | TURKANA         |  |
| 57 | KBL 084G | NORTH RIFT    | TURKANA SOUTH   |  |
| 58 | KBT 065N | NORTH RIFT    | ELDORET SOUTH   |  |
| 59 | KBT 070N | NORTH RIFT    | MARAKWET EAST   |  |

|    |          |            |                   |  |
|----|----------|------------|-------------------|--|
| 60 | KBT 074N | NORTH RIFT | KACHELIBA         |  |
| 61 | KBT 091N | NORTH RIFT | SIGOR             |  |
| 62 | KBT 106N | NORTH RIFT | EMGWEN            |  |
| 63 | KBT 109N | NORTH RIFT | TINDIRET          |  |
| 64 | KBT 131N | NORTH RIFT | KEIYO SOUTH       |  |
| 65 | KBT 135N | NORTH RIFT | MOSOP             |  |
| 66 | KBL 072G | NYANZA     | URIRI             |  |
| 67 | KBL 073G | NYANZA     | KITUTU S. NYACHAE |  |
| 68 | KBL 074G | NYANZA     | RARIEDA           |  |
| 69 | KBT 088N | NYANZA     | KURIA WEST        |  |
| 70 | KBT 092N | NYANZA     | SOUTH MUGIRANGO   |  |
| 71 | KBT 096N | NYANZA     | KISUMU RURAL      |  |
| 72 | KBT 103N | NYANZA     | BOMACHOGE         |  |
| 73 | KBT 104N | NYANZA     | MBITA             |  |
| 74 | KBT 116N | NYANZA     | NDHIWA            |  |
| 75 | KBT 118N | NYANZA     | KITUTU MASABA     |  |
| 76 | KBT 120N | NYANZA     | UGENYA            |  |
| 77 | KBT 123N | NYANZA     | NYAKATCH          |  |
| 78 | KBT 124N | NYANZA     | NORTH MUGIRANGO   |  |
| 79 | KBL 086G | SOUTH RIFT | SAMBURU EAST      |  |
| 80 | KBL 087G | SOUTH RIFT | SAMBURU WEST      |  |
| 81 | KBL 088G | SOUTH RIFT | CHEPALUNGU        |  |
| 82 | KBL 089G | SOUTH RIFT | RONGAI            |  |
| 83 | KBT 110N | SOUTH RIFT |                   |  |
| 84 | KBT 112N | SOUTH RIFT | BOMET             |  |
| 85 | KBT 113N | SOUTH RIFT | KURESOI           |  |
| 86 | KBT 125N | SOUTH RIFT | NAROK SOUTH       |  |
| 87 | KBT 126N | SOUTH RIFT | KILGORIS          |  |
| 88 | KBT 127N | SOUTH RIFT | KONONIN           |  |
| 89 | KBT 128N | SOUTH RIFT | KAJIADO SOUTH     |  |
| 90 | KBT 134N | SOUTH RIFT | KAJIADO NORTH     |  |

|                |   |          |         |           |  |
|----------------|---|----------|---------|-----------|--|
|                | 91  | KBL 076G | WESTERN | LURAMBI   |  |
|                | 92  | KBL 077G | WESTERN | HAMISI    |  |
|                | 93  | KBL 078G | WESTERN | BUMULA    |  |
|                | 94  | KBT 086N | WESTERN | LURAGI    |  |
|                | 95  | KBT 087N | WESTERN | MT. ELGON |  |
|                | 96  | KBT 107N | WESTERN | BUTULA    |  |
|                | 97  | KBT 108N | WESTERN | IKOLOMANI |  |
|                | 98  | KBT 114N | WESTERN | KHWISERO  |  |
|                | 99  | KBT 122N | WESTERN | AMAGORO   |  |
|                | 100   | KBT 129N | WESTERN | VIHIGA    |  |
|                | 101   | KBT 130N | WESTERN | BUTERE    |  |
|                | 102   | KBT 132N | WESTERN | WEBUYE    |  |
| <b>COVER</b>   | Comprehensive Insurance   |          |         |           |  |
|                | Protection and removal - Not less than KSh 10 000   |          |         |           |  |
|                | Repair Authority - Not Less than KSh 10 000   |          |         |           |  |
|                | Liability to third parties - death or bodily injury   |          |         |           |  |
|                | Any Person in/upon or entering or getting onto or alighting from the motor vehicle - KSh 2 000 000. |          |         |           |  |
|                | In Respect of any other person - Unlimited  |          |         |           |  |
|                | Medical Expenses KSh 10 000   |          |         |           |  |
| <b>CLAUSES</b> | Excess - 2.5 % of claim value minimum KSh 10 000  |          |         |           |  |
|                | Accidental damage to the Motor Cycle - 2.5% of claim value  |          |         |           |  |
|                | Theft Clause  |          |         |           |  |
|                | Young and Inexperienced riders  |          |         |           |  |
|                | Towing Charges - KSh 20 000   |          |         |           |  |
|                | Riot Strike and Civil Commotion   |          |         |           |  |
|                | Loss by Fire/Lightning  |          |         |           |  |
|                | Loss by external explosion and self-ignition.   |          |         |           |  |
|                | Loss or damage by malicious Act   |          |         |           |  |
|                | Loss or damage by Flooding  |          |         |           |  |
|                | Cover for Helmet and Leather  |          |         |           |  |

|   |  |       |
|---|--|-------|
|   | Personal Accident cover to the Riders to |       |
|   | Include.                                 |       |
|   | i. death,                                |       |
|   | ii. loss of limbs and body parts,        |       |
|   | iii. loss of sights                      |       |
|   | iv. total disablement                    |       |
| <b>ANNUAL PREMIUM</b>   |  | Limit |
| <b>INSURER</b>  |  |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |  |       |

|   |   |       |
|---|---|-------|
|   | National AIDS Control Council P.O Box 61307 NAIROBI.  |       |
| <b>CATEGORY OF POLICY</b>   | <b>Fire and Perils</b>  |       |
| <b>PERIOD</b>   | 24 Months   |       |
| <b>COVER</b>  | Fire, Lightning, Bush Fire, Full explosion, Earthquake (Fire and Shock) Riots, Strike, Malicious Damage Wind and/or water Leakage of Liquids and all special perils |       |
| <b>Interest and sum Insured</b>   | Furniture, Fixtures and Fittings - Ksh 35, 000, 000   |       |
|   | Stocks of IEC Materials - KSh 2, 000, 000   |       |
|   | Office Equipment(Computers & Electronic equipment)- KSh 20 000 000  |       |
|   | Stores - KSh11, 000, 000  |       |
| <b>ANNUAL PREMIUM</b>   |   | LIMIT |
| <b>INSURER</b>  |   |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |   |       |



|  |   |  |
|--|---|--|
| <b>INSURED</b>   | National AIDS Control Council P.O Box 61307 NAIROBI.  |  |
| <b>CATEGORY OF POLICY</b>  | <b>Fidelity Guarantee</b>   |  |
| <b>PERIOD</b>  | 24 Months   |  |
| <b>COVER</b>   | In respect of pecuniary loss as result of an act of forgery, embezzlement, larceny or fraudulent conversions of money end or stock in trade belonging to or held in trust by the insured committed by the employees connected with their employment |  |
|  | A blanket type of cover is anticipated covering all employees   |  |
| <b>LIMIT</b>   | □ Amount per claim - KSh 200, 000   |  |
|  | □ Claim amount per year KSh 2, 000, 000   |  |
| <b>CLAUSES</b>   | □ Excess  |  |
|  | □ Automatic Reinstatement Clause  |  |
|  | □ Discovery period of 6 months  |  |
|  | □ Employee collusion clause   |  |
|  | □ Automatic addition and deletion clause  |  |
| <b>ANNUAL PREMIUM</b>  |   |  |
| <b>INSURER</b>   |   |  |
| <b>NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively</b> |   |  |

|                            |   |  |
|----------------------------|---|--|
| <b>INSURED</b>             | National AIDS Control Council P.O Box 61307 NAIROBI.  |  |
| <b>CATEGORY OF POLICY</b>  | <b>Public Liability</b>   |  |
| <b>PERIOD</b>              | 24 Months   |  |
| <b>COVER</b>               | Legal Liability in Respect of Accidental death, bodily injury/illness, or loss of damage to property of Third parties including legal expenses and Medical Costs. |  |
| <b>LIMITS OF INDEMNITY</b> | Food and drink claims (any one claim) - KSh 5M  |  |
|                            | Food and drink claims(any one period) - KSh 5M  |  |
|                            | General Liability claims(any one claim) - KSh 5M  |  |
|                            | General Liability claims (any one claim) - Unlimited  |  |

|   |                                       |       |
|---|---------------------------------------|-------|
| <b>SPECIAL CLAUSES</b>  | ☐ Defective sanitation                |       |
|   | ☐ Fire and Explosion                  |       |
|   | ☐ First Aid treatment                 |       |
|   | ☐ Floods/Fumes/Pollution              |       |
|   | ☐ Goods held in Trust                 |       |
|   | ☐ Kenya Jurisdiction clause           |       |
|   | ☐ Lifts and hoists                    |       |
|   | ☐ Loading and unloading               |       |
|   | ☐ Subsidence/Collapse                 |       |
|   | ☐ Pedal cycles                        |       |
|   | ☐ Food/Beverages                      |       |
|   | supplied/sold                         |       |
|   | ☐ Executive Staff Liability           |       |
|   | ☐ Guests Effects - limits KSh 100 000 |       |
|   | ☐ Car Parking                         |       |
| <b>ANNUAL PREMIUM</b>   |                                       | LIMIT |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |                                       |       |

|                            |  |  |
|----------------------------|--|--|
|                            | National AIDS Control Council P.O Box 61307 NAIROBI.   |  |
| <b>CATEGORY OF POLICY</b>  | <b>Employer's Liability</b>  |  |
| <b>PERIOD</b>              | 24 Months  |  |
| <b>COVER</b>               | Legal Liability in Respect of Accidental death, bodily injury/disease to employees as declared arising out of and in the course of employment. |  |
|                            | Benefits to include  |  |
|                            | i. Medical Care  |  |
|                            | ii. Temporary disability   |  |
|                            | iii. Permanent disability  |  |
|                            | iv. Vocational rehabilitation  |  |
|                            | v. Death   |  |
|                            | Other areas of cover include expenses of litigations, claimants costs and Legal Liability and a Common Law for Damages                         |  |
| <b>CATEGORIES OF STAFF</b> | ☐ Management/Administration Staff  |  |

|   |   |       |
|---|---|-------|
|   | □ Drivers and All Staff in Support Services             |       |
| <b>LIMITS OF INDEMNITY</b>  | Any one Person ..... KSh 4, 000, 000                    |       |
|   | Any one Year ..... KSh 50, 000                          |       |
|   | Any one incident or event .... KSh 25, 000              |       |
| <b>AREA LIMITS</b>  | Anywhere in Kenya including work away from the premises |       |
| <b>ANNUAL PREMIUM</b>   |   | LIMIT |
| <b>INSURER</b>  |   |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |   |       |

|                           |   |  |
|---------------------------|---|--|
| <b>INSURED</b>            | National AIDS Control Council P.O Box 61307 NAIROBI.  |  |
| <b>CATEGORY OF POLICY</b> | <b>Money</b><br>(Cash, Bank and Currency Notes, Cheques, Bankers Drafts, Money Orders Unused postage, Revenue and NHIF Stamps and Cards and Other negotiable instruments including unexpended units of Franking machines” )   |  |
| <b>PERIOD</b>             | 24 Months   |  |
| <b>COVER</b>              | In respect of cash theft in unattended vehicle by occurring elsewhere in the geographical area; Indemnity against the risk of loss of money which means and includes cash and/or currency notes occasioned by robbery or theft or any other cause whatsoever whilst in transit or whilst on the premises as described in the policy |  |
|                           | Loss of Money and damage to safes as declared, money deemed to include cash, bank and currency notes, postage revenue and NHIF stamps, postal and money orders, uncrossed and bearer cheques.   |  |
|                           | Loss to be covered under the policy :   |  |
|                           | i. Money drawn for payments of wages and other earnings or for petty cash in direct transit from bank to the insured premises,  |  |
|                           | ii. Money other than described in item I in the personal custody of the insured or the authorized employees of the insured whilst in direct transit between premises and bank or post office  |  |
|                           | iii. Money other than described in item I and ii and in the personal custody of the insured or the authorized employees of the insured whilst in transit to the premises and the bank within a period not exceeding 48 hours from time of collection  |  |
|                           | <b>Exclusions; insurer to provide</b>   |  |

|   |  |       |
|---|--|-------|
| <b>INTEREST AND SUMS INSURED</b>  | Money /Wages in Transit until paid out.                  |       |
|   | <b>Ksh 20, 000, 000</b>                                  |       |
|   | Money in Locked safe/strong room <b>Ksh 20, 000, 000</b> |       |
|   | Loss/damage to safe/strong room <b>Ksh 20, 000, 000</b>  |       |
|   | Estimated annual carry <b>Ksh 20, 000, 000</b>           |       |
| <b>ANNUAL PREMIUM</b>   |  | LIMIT |
| <b>INSURER</b>  |  |       |
| NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively |  |       |

|                                   |  |
|-----------------------------------|--|
| <b>CLASS OF POLICY CATEGORY A</b> | <b>Burglary Insurance</b>  |
| <b>COVER</b>                      | Loss or damage to property insured resulting from forcible or violent entry/exit from premises or part thereof.  |
| <b>INTEREST AND SUM INSURED</b>   | 1. Office Equipment Kshs. 41,399,922.81<br>2. Stores Kshs. <b>11,000,000</b>   |
| <b>SPECIAL CLAUSES</b>            | Including damage to premises<br>Including riot and strike<br>Including Temporary removal<br>Including Security Guard Warranty<br>Including hold up or threat of Assault<br>Including goods held in Trust<br>Including collusion by employees<br>Automatic reinstatement of loss<br>Average clauses<br>Reinstatement value clause |

|                           |   |  |
|---------------------------|---|--|
| <b>INSURED</b>            | National AIDS Control Council P.O Box 61307 NAIROBI.  |  |
| <b>CATEGORY OF POLICY</b> | <b>Computers and Accessories, Ipads and Tablets Schedule</b>  |  |
| <b>PERIOD</b>             | 24 Months   |  |
| <b>COVER</b>              | Unforeseen loss or damage, or theft to machinery declared by any accidental cause whilst working at rest, dismantling or re assembly for maintenance, movement or repair. |  |

|                                  |   |  |
|----------------------------------|---|--|
|                                  | Equipment to include PCs, Servers, Videos, Monitors, Keyboards, Printers, Telephones, Computer Software, Video equipment and other Photographic and Telecommunication Equipment |  |
| <b>INTEREST AND SUMS INSURED</b> | Computers and Accessories as per attached Schedule  |  |
|                                  | Total sum to be insured   |  |
| <b>LOCATION</b>                  | Countrywide   |  |
| <b>INSURER</b>                   |   |  |
|                                  | <b>APPENDIX 1: SCHEDULE OF EQUIPMENT</b>  |  |

### Ipads Schedule

| S/N | DESCRIPTION           | SERIAL NUMBER    | Cost as at 2013 |
|-----|-----------------------|------------------|-----------------|
| 1.  | APPLE IPADS III, 64GB | SDYTJ 351P DVGM  | 109, 500.00     |
| 2.  | APPLE IPADS III, 64GB | SDYTJ 33LM DVGM  | 109, 500.00     |
| 3.  | APPLE IPADS III, 64GB | SDYTJ 47D3 DVGM  | 109, 500.00     |
| 4.  | APPLE IPADS III, 64GB | SDYTJ 33QU DVGM  | 109, 500.00     |
| 5.  | APPLE IPADS III, 64GB | SDYTJ 35J4 DVGM  | 109, 500.00     |
| 6.  | APPLE IPADS III, 64GB | SDYTJ 35RF DVGM  | 109, 500.00     |
| 7.  | APPLE IPADS III, 64GB | SDYTJ 355E DVGM  | 109, 500.00     |
| 8.  | APPLE IPADS III, 64GB | SDLXH8 DLA DVGM  | 109, 500.00     |
| 9.  | APPLE IPADS III, 64GB | SDLXH8 HBZ DVGM  | 109, 500.00     |
| 10. | APPLE IPADS III, 64GB | SDLXH8 BOO DVGM  | 109, 500.00     |
| 11. | APPLE IPADS III, 64GB | SDMPH J47AF DVGM | 109, 500.00     |
| 12. | APPLE IPADS III, 64GB | SDMPH X1Z1 DVGM  | 109, 500.00     |
| 13. | APPLE IPADS III, 64GB | SDYTJ 36AD DVGM  | 109, 500.00     |
| 14. | APPLE IPADS III, 64GB | SDMPH J47A2 DVGM | 109, 500.00     |
| 15. | APPLE IPADS III, 64GB | SDYTJ 46LH DVGM  | 109, 500.00     |
| 16. | APPLE IPADS III, 64GB | SDYTJ 35EK DVGM  | 109, 500.00     |
| 17. | APPLE IPADS III, 64GB | SDLXH8 CH7 DVGM  | 109, 500.00     |
| 18. | APPLE IPADS III, 64GB | SDYTJ 483P DVGM  | 109, 500.00     |
| 19. | APPLE IPADS III, 64GB | SDYTJ 3503 DVGM  | 109, 500.00     |
| 20. | APPLE IPADS III, 64GB | SDMPH W9LK DVGM  | 109, 500.00     |
| 21. | APPLE IPADS III, 64GB | SDYTJ 47D5 DVGM  | 109, 500.00     |
| 22. | APPLE IPADS III, 64GB | SDYTJ 34F7 DVGM  | 109, 500.00     |

|     |                       |                 |             |
|-----|-----------------------|-----------------|-------------|
| 23. | APPLE IPADS III, 64GB | SDLXH8 EB6 DVGM | 109, 500.00 |
| 24. | APPLE IPADS III, 64GB | SDLXH8 E83 DVGM | 109, 500.00 |
| 25. | APPLE IPADS III, 64GB | SDLXH8 JGR DVGM | 109, 500.00 |
| 26. | APPLE IPADS III, 64GB | SDLXH8 F5M DVGM | 109, 500.00 |
| 27. | APPLE IPADS III, 64GB | SDYTJ 489C DVGM | 109, 500.00 |
| 28. | APPLE IPADS III, 64GB | SDMPH X4FG DVGM | 109, 500.00 |
| 29. | APPLE IPADS III, 64GB | SDYTJ 35AS DVGM | 109, 500.00 |
| 30. | APPLE IPADS III, 64GB | SDYTJ 355R DVGM | 109, 500.00 |
| 31. | APPLE IPADS III, 64GB | SDYTJ 33QY DVGM | 109, 500.00 |
| 32. | APPLE IPADS III, 64GB | SDLXH8 G3C DVGM | 109, 500.00 |

**Tablets Schedule**

| SERIAL NUMBER | IMEI NO             | Cost in Kshsas at 2016 |
|---------------|---------------------|------------------------|
| RFID37562J4   | 355695055287542/01  | 64,500                 |
| RFID30HRQ2B   | 355848/05/085370/7  | 64,500                 |
| RFID303280M   | 355848/05/081209/1  | 64,500                 |
| RFID34KY3HT   | 355695054646268/01  | 64,500                 |
| RFID55294TR   | 355695/05/856808/8  | 64,500                 |
| RFID34KY4BN   | 3556956464653/2     | 64,500                 |
| RFID34KYEJH   | 355695054649890/01  | 64,500                 |
| RFID37RLVHR   | 35569505540/01      | 64,500                 |
| RFICC5E41P    | 35431405658948/01   | 64,500                 |
| RFI1058657EH  | 355695/882955/5     | 64,500                 |
| RFID33KZF4X   | 355848/05/6812/1    | 64,500                 |
| RFID34KYEQD   | 355695054649965/01  | 64,500                 |
| RFID34KYOF4   | 355695/05/464954/4  | 64,500                 |
| RFID34KYFK    | 355695/05/464624/3  | 64,500                 |
| RFID359562J   | 355695/05/486601/5  | 64,500                 |
| RFID5529VMN   | 355695/05/857593/5  | 64,500                 |
| RFID37RPQRB   | 355695055434342     | 64,500                 |
| RFID34KKYIBT  | 355695/05/464554/2R | 64,500                 |

|              |                    |        |
|--------------|--------------------|--------|
| RVID33KZ2ZV  | 355848/05/116411/2 | 64,500 |
| RFID34ky9LM  | 355695/05/464827/2 | 64,500 |
| RFID 5529VGF | 355695/05/85788/5  | 64,500 |
| RFID37RQIYA  | 355695/05/543770/9 | 64,500 |
| RFID34KYDEJ  | 355695/05/464953/6 | 64,500 |
| RFID5865RFG  | 355695/05/883551/1 | 64,500 |
| RFID5865R9E  | 35565/05/883544/6  | 64,500 |
| RFID5865RFG  | 355695/05/883551/1 | 64,500 |
| RFID5529VNB  | 355695/05/857594/3 | 64,500 |
| RFID37RPRDN  | 355695/05/5434/649 | 64,500 |
| RFID34KY27D  | 355695/05/464583/1 | 64,500 |
| RFID34KYDXV  | 35695/05/464969/2  | 64,500 |
| RFID37RPR3D  | 355695/05/5434/4   | 64,500 |
| RVI1D33KYQHT | 355848/05/116033/4 | 64,500 |
| RFID26ATIRB  | 355695/05/246760/0 | 64,500 |
| RF1D5529VWK  | 355695/05/87601/6  | 64,500 |

|    |                       | Serial Number    | Cost in Kshs at at<br>2017 |
|----|-----------------------|------------------|----------------------------|
| 1  | Samsung Galaxy Tab S2 | 35777307247 1082 | 54,301.62                  |
| 2  | Samsung Galaxy Tab S2 | 35777307247 1090 | 54,301.62                  |
| 3  | Samsung Galaxy Tab S2 | 35777307247 1108 | 54,301.62                  |
| 4  | Samsung Galaxy Tab S2 | 35777307247 1140 | 54,301.62                  |
| 5  | Samsung Galaxy Tab S2 | 35777307247 1157 | 54,301.62                  |
| 6  | Samsung Galaxy Tab S2 | 35777307247 1173 | 54,301.62                  |
| 7  | Samsung Galaxy Tab S2 | 35777307247 1199 | 54,301.62                  |
| 8  | Samsung Galaxy Tab S2 | 35777307247 1207 | 54,301.62                  |
| 9  | Samsung Galaxy Tab S2 | 35777307247 1215 | 54,301.62                  |
| 10 | Samsung Galaxy Tab S2 | 35777307247 1231 | 54,301.62                  |
| 11 | Samsung Galaxy Tab S2 | 35777307247 1249 | 54,301.62                  |
| 12 | Samsung Galaxy Tab S2 | 35777307247 1280 | 54,301.62                  |
| 13 | Samsung Galaxy Tab S2 | 35777307247 1298 | 54,301.62                  |
| 14 | Samsung Galaxy Tab S2 | 35777307247 1306 | 54,301.62                  |
| 15 | Samsung Galaxy Tab S2 | 35777307247 1314 | 54,301.62                  |
| 16 | Samsung Galaxy Tab S2 | 35777307247 1330 | 54,301.62                  |
| 17 | Samsung Galaxy Tab S2 | 35777307247 1348 | 54,301.62                  |
| 18 | Samsung Galaxy Tab S2 | 35777307247 1363 | 54,301.62                  |
| 19 | Samsung Galaxy Tab S2 | 35777307247 1371 | 54,301.62                  |
| 20 | Samsung Galaxy Tab S2 | 35777307247 1398 | 54,301.62                  |
| 21 | Samsung Galaxy Tab S2 | 35777307247 1405 | 54,301.62                  |
| 22 | Samsung Galaxy Tab S2 | 35777307247 1447 | 54,301.62                  |
| 23 | Samsung Galaxy Tab S2 | 35777307247 1454 | 54,301.62                  |
| 24 | Samsung Galaxy Tab S2 | 35777307247 1462 | 54,301.62                  |
| 25 | Samsung Galaxy Tab S2 | 35777307247 1447 | 54,301.62                  |
| 26 | Samsung Galaxy Tab S2 | 35777307247 1470 | 54,301.62                  |
| 27 | Samsung Galaxy Tab S2 | 35777307247 1488 | 54,301.62                  |
| 28 | Samsung Galaxy Tab S2 | 35777307247 1496 | 54,301.62                  |
| 29 | Samsung Galaxy Tab S2 | 35777307247 1538 | 54,301.62                  |
| 30 | Samsung Galaxy Tab S2 | 35777307247 1546 | 54,301.62                  |
| 31 | Samsung Galaxy Tab S2 | 35777307247 1553 | 54,301.62                  |
| 32 | Samsung Galaxy Tab S2 | 35777307247 1561 | 54,301.62                  |
| 33 | Samsung Galaxy Tab S2 | 35777307247 1579 | 54,301.62                  |

2,078,666.01



**Laptops**

| Model              | Serial No. | Cost      |
|--------------------|------------|-----------|
| HP Compaq 620      | CNU1062QHD | 25,000.00 |
| HP Compaq 620      | CNU1062RSO | 25,000.00 |
| HP Compaq 620      | CNU1062Q7L | 25,000.00 |
| HP Compaq 620      | CNU1062R9C | 25,000.00 |
| HP Compaq 620      | CNU1062R3N | 25,000.00 |
| HP Compaq 620      | CNU1062R4B | 25,000.00 |
| HP Compaq 620      | CNU1062R31 | 25,000.00 |
| HP Laptop Notebook | CN06315DHQ | 59,800.00 |
| HP Laptop Notebook | CN06315RF6 | 59,800.00 |
| HP Laptop Notebook | CN06315S30 | 59,800.00 |
| HP Laptop Notebook | CN06315SN7 | 59,800.00 |
| HP Laptop Notebook | CN06315RF1 | 59,800.00 |
| HP Laptop Notebook | CN06315SJY | 59,800.00 |
| HP Laptop Notebook | CN06315RC5 | 59,800.00 |
| HP Laptop Notebook | CN06315RFF | 59,800.00 |
| HP Laptop Notebook | CN06315SLL | 59,800.00 |
| HP Laptop Notebook | CN06315RCT | 59,800.00 |
| HP Laptop Notebook | CN06315U6V | 59,800.00 |
| HP Laptop Notebook | CN06315RJJ | 59,800.00 |

| 48" SAMSUNG SMART TV |              |                 |
|----------------------|--------------|-----------------|
| NO                   | SERIAL NO    | COST AS AT 2016 |
| 1                    |              | 77,998.40       |
| 2                    |              | 77,998.40       |
| 3                    |              | 77,998.40       |
| 4                    |              | 77,998.40       |
| 5                    |              | 77,998.40       |
| 6                    |              | 77,998.40       |
| 7                    |              | 77,998.40       |
|                      |              | 545,988.80      |
| 1                    | 611KCLHOB152 | 67,860          |
| 2                    | 611KCUKOB134 | 67,860          |
| 3                    | 611KCNLOB63  | 67,860          |

|    |               |        |
|----|---------------|--------|
| 4  | 611KCXMOA586  | 67,860 |
| 5  | 611KCBDOB141  | 67,860 |
| 6  | 611KCYQOB146  | 67,860 |
| 7  | 611KCBNOB142  | 67,860 |
| 8  | 611KCSFOA574  | 67,860 |
| 9  | 611KCXMOB090  | 67,860 |
| 10 | 611KCVUOB143  | 67,860 |
| 11 | 611KCWCOA585  | 67,860 |
| 12 | 607KCMR39635  | 67,860 |
| 13 | 607KCRN38590  | 67,860 |
| 14 | 607KCMR38579  | 67,860 |
| 15 | 607KCAS3A000  | 67,860 |
| 16 | 607KCLH39656  | 67,860 |
| 17 | 607KCFT38587  | 67,860 |
| 18 | 607KCZP38573  | 67,860 |
| 19 | 607KCMR39995  | 67,860 |
| 20 | 607KCLH39584  | 67,860 |
| 21 | 607KCKJ39997  | 67,860 |
| 22 | 607KCCYQ39722 | 67,860 |
| 23 | 607KCCPY38592 | 67,860 |
| 24 | 607KCCMR39659 | 67,860 |
| 25 | 607KCCYQ39746 | 67,860 |
| 26 | 607KCCNL38583 | 67,860 |
| 27 | 607KCCHE39985 | 67,860 |
| 28 | 607KCCEA38580 | 67,860 |
| 29 | 607KCSFBO75   | 67,860 |
| 30 | 607KCCWC39665 | 67,860 |
| 31 | 607KCCHE39721 | 67,860 |
| 32 | 607KCCHE39745 | 67,860 |
| 33 | 607KCCEA38604 | 67,860 |

| CPU | Serial Number | Cost As at 2017 |  |
|-----|---------------|-----------------|--|
|     | 705zw         | 80,000.00       |  |
|     | 70600         | 80,000.00       |  |
|     | 70601         | 80,000.00       |  |
|     | 7060h         | 80,000.00       |  |
|     | 7060s         | 80,000.00       |  |
|     | 705zf         | 80,000.00       |  |
|     | 7052w         | 80,000.00       |  |
|     | 705zz         | 80,000.00       |  |
|     | 70602         | 80,000.00       |  |

|     |              |                       |  |
|-----|--------------|-----------------------|--|
|     | 705z2        | 80,000.00             |  |
|     | 7060g        | 80,000.00             |  |
| TFT | 3CQ129B001   | to be insured with PC |  |
|     | 3CQ1140LXX   | to be insured with PC |  |
|     | 3CQ114SWN    | to be insured with PC |  |
|     | 3CQ129BCW5   | to be insured with PC |  |
|     | 3CQ11506TQ   | to be insured with PC |  |
|     | 3CQ11506VC   | to be insured with PC |  |
|     | 3CQ124BLYS   | to be insured with PC |  |
|     | 3CQ129BCTV   | to be insured with PC |  |
|     | 3CQ129BBNI   | to be insured with PC |  |
|     | 3CQ129BCW7   | to be insured with PC |  |
|     | 3CQ129BBKD   | to be insured with PC |  |
| UPS | 4B1118220364 | to be insured with PC |  |
|     | 4B1118220621 | to be insured with PC |  |
|     | 4B1118220622 | to be insured with PC |  |
|     | 4B1118220381 | to be insured with PC |  |
|     | 4B1118220726 | to be insured with PC |  |
|     | 4B1118220694 | to be insured with PC |  |
|     | 4B1118220724 | to be insured with PC |  |
|     | 4B1118220725 | to be insured with PC |  |
|     | 4B1118220674 | to be insured with PC |  |
|     | 4B1118220668 | to be insured with PC |  |
|     | 4B1118220683 | to be insured with PC |  |
|     | 4B1118220696 | to be insured with PC |  |

| Laptops         | SNO        | Cost as at 2013 |
|-----------------|------------|-----------------|
| Toshiba C50     | 5D1588995  | 135,000.00      |
| HpPavillion DV7 | 5CR1211D75 | 135,000.00      |
| Toshiba C50     | 5DI58934S  | 135,000.00      |
| HpPavillion DV7 | SCR1312EDI | 135,000.00      |
| HpPavillion DV7 | 2CE218294V | 135,000.00      |
| HpPavillion DV7 | 2CE218293X | 135,000.00      |
| HpPavillion DV7 | 5CR1391CLH | 135,000.00      |
| HpPavillion DV7 | 5C31390YY5 | 135,000.00      |
| HpPavillion DV7 | 2CE218294D | 135,000.00      |
| Toshiba C50     | 5D158918S  | 135,000.00      |
| HpPavillion DV7 | 2CE218294Z | 135,000.00      |
| HpPavillion DV7 | 2CE218294H | 135,000.00      |
| HpPavillion DV7 | 5CR1321C8N | 135,000.00      |
| HpPavillion DV7 | 2CE2182967 | 135,000.00      |
| Toshiba U500    | 1A041135R  | 135,000.00      |
| Toshiba         | 1A24614R   | 135,000.00      |

|                 |            |            |
|-----------------|------------|------------|
| Toshiba U400    | X807922210 | 135,000.00 |
| Toshiba C50     | 5D066069S  | 135,000.00 |
| HpPavillion DV7 | 5CR1300R5J | 135,000.00 |
| Toshiba U500    | 1A041095R  | 60,000.00  |

|          |            |         |            |           |
|----------|------------|---------|------------|-----------|
| Desktops |            |         |            |           |
| HP CPU   | TRF147052F | Monitor | 3CQ12QBCW5 | 80,000.00 |
| HP CPU   | 3CQ11506VC | Monitor |            | 80,000.00 |
| HP CPU   | TRF1470524 | Monitor | 3CQ11506VC | 80,000.00 |
| HP CPU   | TRF1470602 | Monitor | 3CQ129BCW7 | 80,000.00 |
| HP CPU   | HUB7421QBN | Monitor | CNN7042DCM | 80,000.00 |
| HP CPU   | 3CQ1140LXX | Monitor |            | 80,000.00 |
| HP CPU   | TRF3250JLH | Monitor | 6CM308028X | 80,000.00 |

|        |                              |         |           |
|--------|------------------------------|---------|-----------|
| Camera |                              |         |           |
|        | Sony Digital Camera dsc-W530 | 386082  | 20,000.00 |
|        | Sony Digital Camera dsc-W530 | 3385123 | 20,000.00 |

|                           |                       |            |
|---------------------------|-----------------------|------------|
| Multi-functional Printers |                       | VALUE      |
|                           | Kyocera Copier 5550ci | N291800740 |
|                           | Kyocera Copier 5550ci | N291800737 |

|    | MONITORS      |                |            |        |
|----|---------------|----------------|------------|--------|
|    | SERIAL NUMBER | RED CROSS CODE | NACC CODE  | COST   |
| 1  | 6CM224189B    | KRCS 4602      | NACC 04043 | 22,000 |
| 2  | 6CM224190B    | KRCS 4579      | NACC 04052 | 22,000 |
| 3  | 6CM2241909    | KRCS 4559      | NACC 04093 | 22,000 |
| 4  | 6CM224190Z    | KRCS 4553      | NACC 04087 | 22,000 |
| 5  | 6CM22414JN    | KRCS 4562      | NACC 04056 | 22,000 |
| 6  | 6CM224186M    | KRCS 4607      | NACC 04054 | 22,000 |
| 7  | 6CM2241BDC    | KRCS 4587      | NACC 04055 | 22,000 |
| 8  | 6CM224186W    | KRCS 4605      | NACC 04072 | 22,000 |
| 9  | 6CM2241BDB    | KRCS 4598      | NACC 04064 | 22,000 |
| 10 | 6CM224191P    | KRCS 4589      | NACC 04063 | 22,000 |
| 11 | 6CM224186X    | KRCS 4577      | NACC 04059 | 22,000 |
| 12 | 6CM2241190K   | KRCS 4564      | NACC 04086 | 22,000 |
| 13 | 6CM2241BHC    | KRCS 4597      | NACC 04051 | 22,000 |
| 14 | 6CM2241BH3    | KRCS 4599      | NACC 04090 | 22,000 |
| 15 | 6CM224189D    | KRCS 4588      | NACC 04081 | 22,000 |

|    |            |           |            |        |
|----|------------|-----------|------------|--------|
| 16 | 6CM22414JK | KRCS 4599 | NACC 04078 | 22,000 |
| 17 | 6CM224189F | KRCS 4580 | NACC 04076 | 22,000 |
| 18 | 6CM2241BHN | KRCS 4594 | NACC 04071 | 22,000 |
| 19 | 6CM2241904 | KRCS 4561 | NACC 04097 | 22,000 |
| 20 | 6CM22418BN | KRCS 4555 | NACC 04067 | 22,000 |
| 21 | 6CM2241913 | KRCS 4590 | NACC 04095 | 22,000 |
| 22 | 6CM2241BDJ | KRCS 4582 | NACC 04070 | 22,000 |
| 23 | 6CM2241BD7 | KRCS 4596 | NACC0409   | 22,000 |
| 24 | 6CM224186T | KRCS 4591 | NACC 04089 | 22,000 |
| 25 | 6CM224189C | KRCS 4568 | NACC 03152 | 22,000 |
| 26 | 6CM2241918 | KRCS 4606 | NACC 03155 | 22,000 |
| 27 | 6CM224189Q | KRCS 4570 | NACC 03164 | 22,000 |
| 28 | 6CM224190H | KRCS 4610 | NACC 03184 | 22,000 |
| 29 | 6CM22418BG | KRCS 4609 | NACC 03185 | 22,000 |
| 30 | 6CM2241BHH | KRCS 4569 | NACC 03173 | 22,000 |
| 31 | 6CM22414JM | KRCS 4600 | NACC 03170 | 22,000 |
| 32 | 6CM22418B8 | KRCS 4563 | NACC 03183 | 22,000 |
| 33 | 6CM224191N | KRCS 4574 | NACC 03175 | 22,000 |
| 34 | 6CM2241BHQ | KRCS4572  | NACC 03171 | 22,000 |
| 35 | 6CM2241B3K | KRCS 4560 | NACC 03179 | 22,000 |
| 36 | 6CM2241BHK | KRCS4586  | NACC 03174 | 22,000 |
| 37 | 6CM22418B2 | KRCS 4608 | NACC 03182 | 22,000 |
| 38 | 6CM2241BH6 | KRCS 4575 | NACC 03180 | 22,000 |
| 39 | 6CM224189Y | KRCS 4558 | NACC 03161 | 22,000 |
| 40 | 6CM224190L | KRCS 4584 | NACC 03176 | 22,000 |
| 41 | 6CM2241901 | KRCS 4556 | NACC 03160 | 22,000 |
| 42 | 6CM224189H | KRCS 4583 | NACC 03181 | 22,000 |
| 43 | 6CM2241BH9 | KRCS 4573 | NACC 03169 | 22,000 |
| 44 | 6CM224190R | KRCS 4585 | NACC 03172 | 22,000 |
| 45 | 6CM22418BM | KRCS 4566 | NACC 03115 | 22,000 |
| 46 | 6CM224191X | KRCS 4578 | NACC 03114 | 22,000 |
| 47 | 6CM22414MZ | KRCS 4576 | NACC 03109 | 22,000 |
| 48 | 6CM22418BF | KRCS 4592 | NACC 03112 | 22,000 |
| 49 | 6CM224186P | KRCS 4557 | NACC 03116 | 22,000 |
| 50 | 6CM2241BHB | KRCS 4581 | NACC 03118 | 22,000 |
| 51 | 6CM22418B5 | KRCS 4595 | NACC 03117 | 22,000 |
| 52 | 6CM224191Z | KRCS 4571 | NACC 03111 | 22,000 |
| 53 | 6CM224191K | KRCS 4554 | NACC 03119 | 22,000 |
| 54 | 6CM224189G | KRCS 4565 | NACC 03123 | 22,000 |

CPU

|    | SERIAL NUMBER | RED CROSS CODE | NACC CODE  |        |
|----|---------------|----------------|------------|--------|
| 1  | TRF2400Q50    | KRCS 4679      | NACC 04040 | 88,000 |
| 2  | TRF2400Q53    | KRCS 4726      | NACC 04006 | 88,000 |
| 3  | TRF2400Q55    | KRCS 4724      | NACC 04044 | 88,000 |
| 4  | TRF 2400Q59   | KRCS 4711      | NACC 04037 | 88,000 |
| 5  | TRF 2400Q41   | KRCS 4729      | NACC 04005 | 88,000 |
| 6  | TRG2400QGL    | KRCS 4712      | NACC 04015 | 88,000 |
| 7  | TRF2400QFG    | KRCS 4792      | NACC 04036 | 88,000 |
| 8  | TRF2400QF5    | KRCS 4687      | NACC 04004 | 88,000 |
| 9  | TRF2400QFQ    | KRCS 4696      | NACC 04039 | 88,000 |
| 10 | TRF2400QGT    | KRCS 4718      | NACC 04031 | 88,000 |
| 11 | TRF2400QJD    | KRCS 4710      | NACC 04069 | 88,000 |
| 12 | TRF2400QG2    | KRCS 4674      | NACC 04053 | 88,000 |
| 13 | TRF2400QHZ    | KRCS 4682      | NACC 04068 | 88,000 |
| 14 | TRF2400QH9    | KRCS4715       | NACC 04001 | 88,000 |
| 15 | TRF2400G58    | KRCS 4717      | NACC 04096 | 88,000 |
| 16 | TRF2400QFR    | KRCS 4707      | NACC 04032 | 88,000 |
| 17 | TRF2400QH2    | KRCS 4688      | NACC 04033 | 88,000 |
| 18 | TRF2400QHF    | KRCS 4691      | NACC 04034 | 88,000 |
| 19 | TRF2400QGY    | KRCS 4690      | NACC 04018 | 88,000 |
| 20 | TRF2400QGF    | KRCS 4701      | NACC 04017 | 88,000 |
| 21 | TRF2400QFP    | KRCS 4716      | NACC 04098 | 88,000 |
| 22 | TRF2400QFM    | KRCS 4725      | NACC 04099 | 88,000 |
| 23 | TRF2400QJJ    | KRCS 4730      | NACC 04079 | 88,000 |
| 24 | TRF2400QGK    | KRCS 4721      | NACC 04007 | 88,000 |
| 25 | TRF2400QJC    | KRCS 4675      | NACC 04016 | 88,000 |
| 26 | TRF2400QJH    | KRCS 4720      | NACC 04100 | 88,000 |
| 27 | TRF2400QH7    | KRCS 4702      | NACC 04088 | 88,000 |
| 28 | TRF2400QF3    | KRCS 4676      | NACC 04065 | 88,000 |
| 29 | TRF2400QHX    | KRCS 4728      | NACC 04066 | 88,000 |
| 30 | TRF2400QGS    | KRCS 4680      | NACC 04045 | 88,000 |
| 31 | TRF2400QG3    | KRCS4681       | NACC 04058 | 88,000 |
| 32 | TRF2400QHD    | KRCS 4714      | NACC 04074 | 88,000 |
| 33 | TRF2400QFX    | KRCS 4704      | NACC 04083 | 88,000 |
| 34 | TRF2400QHW    | KRCS 4695      | NACC 0460  | 88,000 |
| 35 | TRF2400QH5    | KRCS 4705      | NACC 04025 | 88,000 |
| 36 | TRF2400QG5    | KRCS 4623      | NACC 04024 | 88,000 |
| 37 | TRF2400QGB    | KRCS 4703      | NACC 04022 | 88,000 |
| 38 | TRF2400QGP    | KRCS 4723      | NACC 04023 | 88,000 |
| 39 | TRF2400QHG    | KRCS 4709      | NACC 04021 | 88,000 |
| 40 | TRF2400QF8    | KRCS 4694      | NACC 04008 | 88,000 |

|    |            |           |            |        |
|----|------------|-----------|------------|--------|
| 41 | TRF2400QGX | KRCS 4708 | NACC 04026 | 88,000 |
| 42 | TRF2400QHN | KRCS 4677 | NACC 04019 | 88,000 |
| 43 | TRF2400QGH | KRCS 4693 | NACC 04014 | 88,000 |
| 44 | TRF2400QF7 | KRCS 4727 | NACC 04020 | 88,000 |
| 45 | TRF2400QG4 | KRCS 4731 | NACC 04028 | 88,000 |
| 46 | TRF2400QFD | KRCS 4698 | NACC 04009 | 88,000 |
| 47 | TRF2400QJN | KRCS 4713 | NACC 04027 | 88,000 |
| 48 | TRF2400QHJ | KRCS 4700 | NACC 04030 | 88,000 |
| 49 | TRF2400QFL | KRCS 4699 | NACC 04011 | 88,000 |
| 50 | TRF2400QFS | KRCS 4719 | NACC 04035 | 88,000 |
| 51 | TRF2400QFH | KRCS 4722 | NACC 04010 | 88,000 |
| 52 | TRF2400QJB | KRCS 4686 | NACC 04012 | 88,000 |
| 53 | TRF2400QGV | KRCS 4697 | NACC 04029 | 88,000 |
| 54 | TRF2400QH4 | KRCS 4673 | NACC 04013 | 88,000 |

UPS

|    | SERIAL NUMBER | RED CROSS CODE | NACC CODE  |       |
|----|---------------|----------------|------------|-------|
| 1  | 5B1148T11057  | KRCS 4635      | NACC 04038 | 7,000 |
| 2  | 5B1130T22995  | KRCS 4671      | NACC 04049 | 7,000 |
| 3  | 5B1148T10856  | KRCS 4619      | NACC 04073 | 7,000 |
| 4  | 5B1148T10748  | KRCS 4612      | NACC 04048 | 7,000 |
| 5  | 5B1148T10851  | KRCS 4649      | NACC 04094 | 7,000 |
| 6  | 3B1146X11698  | KRCS 4669      | NACC 04041 | 7,000 |
| 7  | 5B1148T10934  | KRCS 4665      | NACC 04084 | 7,000 |
| 8  | 5B1148T10863  | KRCS 4630      | NACC 04077 | 7,000 |
| 9  | 5B1148T09279  | KRCS 4663      | NACC 04057 | 7,000 |
| 10 | 5B1148T07472  | KRCS 4634      | NACC 04062 | 7,000 |
| 11 | 5B1148T10689  | KRCS 4611      | NACC 04085 | 7,000 |
| 12 | 5B1148T10837  | KRCS 4618      | NACC 04042 | 7,000 |
| 13 | 5B1148T07497  | KRCS 4642      | NACC 04061 | 7,000 |
| 14 | 5B1148T11080  | KRCS 4621      | NACC 04046 | 7,000 |
| 15 | 5B1148T10760  | KRCS 4626      | NACC 04052 | 7,000 |
| 16 | 5B1148T07226  | KRCS 4639      | NACC 04080 | 7,000 |
| 17 | 5B1148T10887  | KRCS 4657      | NACC 04047 | 7,000 |
| 18 | 5B1148T11052  | KRCS 4636      | NACC 03167 | 7,000 |
| 19 | 5B1148T11139  | KRCS 4627      | NACC 03178 | 7,000 |
| 20 | 5B1148T10688  | KRCS 4656      | NACC 03154 | 7,000 |
| 21 | 5B1148T10752  | KRCS 4641      | NACC 03163 | 7,000 |
| 22 | 5B1148T10855  | KRCS 4628      | NACC 03162 | 7,000 |
| 23 | 5B1148T10935  | KRCS 4659      | NACC 03158 | 7,000 |
| 24 | 5B1148T10728  | KRCS 4646      | NACC 03165 | 7,000 |

|    |               |           |            |       |
|----|---------------|-----------|------------|-------|
| 25 | 5B1148T07441  | KRCS 4640 | NACC 03156 | 7,000 |
| 26 | 5B1148T09273  | KRCS 4655 | NACC 03159 | 7,000 |
| 27 | 5B1148T10735  | KRCS 4616 | NACC 03167 | 7,000 |
| 28 | 5B1148T10839  | KRCS 4664 | NACC 03168 | 7,000 |
| 29 | 5B1148TT10945 | KRCS 4662 | NACC 03166 | 7,000 |
| 30 | 5B1148T10750  | KRCS 4668 | NACC 03153 | 7,000 |
| 31 | 5B1148T11044  | KRCS 4613 | NACC 03151 | 7,000 |
| 32 | 5B1130T21551  | KRCS 4672 | NACC 03150 | 7,000 |
| 33 | 5B1148T07223  | KRCS 4622 | NACC 03194 | 7,000 |
| 34 | 5B1148T10680  | KRCS 4651 | NACC 03187 | 7,000 |
| 35 | 5B1148T09543  | KRCS 4623 | NACC 03192 | 7,000 |
| 36 | 5B1148T10857  | KRCS 4625 | NACC 03138 | 7,000 |
| 37 | 5B1148T10865  | KRCS 4653 | NACC 03141 | 7,000 |
| 38 | 5B1148T10758  | KRCS 4637 | NACC 03140 | 7,000 |
| 39 | 3B1146X11710  | KRCS 4652 | NACC 03142 | 7,000 |
| 40 | 5B1148T10847  | KRCS 4666 | NACC 03147 | 7,000 |
| 41 | 5B1148T11077  | KRCS 4633 | NACC 03144 | 7,000 |
| 42 | 5B1148T10707  | KRCS 4643 | NACC 03146 | 7,000 |
| 43 | 5B1148T10844  | KRCS 4624 | NACC 03125 | 7,000 |
| 44 | 5B1148T07498  | KRCS 4617 | NACC 03121 | 7,000 |
| 45 | 5B1148T11050  | KRCS 4620 | NACC 03126 | 7,000 |
| 46 | 5B1148T10690  | KRCS 4647 | NACC 03110 | 7,000 |
| 47 | 5B1148T09145  | KRCS 4645 | NACC 03122 | 7,000 |
| 48 | 5B1148T10850  | KRCS 4648 | NACC 03124 | 7,000 |
| 49 | 5B1148T10917  | KRCS 4661 | NACC 03137 | 7,000 |
| 50 | 3B1146X12530  | KRCS 4638 | NACC 03188 | 7,000 |
| 51 | 5B1148T11085  | KRCS 4667 | NACC 03193 | 7,000 |
| 52 | 5B1148T10698  | KRCS 4660 | NACC 03113 | 7,000 |
| 53 | 5B1148T07496  | KRCS 4654 | NACC 03130 | 7,000 |
| 54 | 5B1148T10726  | KRCS 4650 | NACC 03135 | 7,000 |

**Annex 5: List of Servers**

| No. | Brand                              | Value      | Serial number | Location |
|-----|------------------------------------|------------|---------------|----------|
| 1   | HP RACK SERVER                     | 300,000.00 | DEH483770V    | NACC HQ  |
| 2   | RACK SERVER HP                     | 800,000.00 | SGB4819002F   | NACC HQ  |
| 3   | RACK SERVER HP                     | 500,000.00 | SGB47200005   | NACC HQ  |
| 4   | SERVER HP COMPAQ<br>PROLIANT ML350 | 150,000.00 | 7J27JZP3S044  | NACC HQ  |
| 5   | SERVER HP COMPAQ<br>PROLIANT ML350 | 150,000.00 | 7J27JZP5S056  | NACC HQ  |



|    |   |               |                |                |
|----|---|---------------|----------------|----------------|
| 6  | SERVER HP PROLIANT ML370                      | 150,000.00    | USE540N7TG     | NACC HQ        |
| 7  | SERVER HP PROLIANT ML570                      | 150,000.00    | GB8723HXA9     | NACC HQ        |
| 8  | Cisco UCS BLADE SERVER                        | 13,812,055.00 | FOX1916GC9M    | NACC HQ        |
| 9  | HP SERVER                                     | 1,200,000.00  | C2242625XD     | NACC HQ        |
| 10 | EMC <sup>2</sup> DATA DOMAIN BACKUP APPLIANCE | 3,232,600.00  | FCNSD15050076  | NACC HQ        |
| 11 | EMC <sup>2</sup> VNX 5600                     | 12,609,800.00 | CKM00152201189 | NACC HQ        |
| 12 | EMC <sup>2</sup> DATA DOMAIN BACKUP APPLIANCE | 3,232,600.00  |                | NAIROBI OFFICE |
| 13 | SAN SWITCH                                    | 1,086,000.00  |                | NACC HQ        |
| 14 | SAN SWITCH                                    | 1,086,000.00  |                | NACC HQ        |

#### Annex 6: List of Printers

| No. | Brand                       | Serial Number | Location | Cost   |
|-----|-----------------------------|---------------|----------|--------|
| 1   | PRINTER 2015P               | CNBW7490YJ    | NACC HQ  | 40,000 |
| 2   | PRINTER HP LASERJET 1320    | CNMJR22581    | NACC HQ  | 40,000 |
| 3   | PRINTER HP LASERJET 1320    | CNHJ59004Z    | NACC HQ  | 40,000 |
| 4   | PRINTER HP LASERJET 1320    | CNHJ590059    | NACC HQ  | 40,000 |
| 5   | PRINTER HP LASERJET 1320    | CNHJ594057    | NACC HQ  | 40,000 |
| 6   | PRINTER HP LASERJET 1320    | CNMJR38401    | NACC HQ  | 40,000 |
| 7   | PRINTER HP LASERJET 1320    | CNHJ59405D    | NACC HQ  | 40,000 |
| 8   | PRINTER HP LASERJET 1320    | CNHJ5932W1    | NACC HQ  | 40,000 |
| 9   | PRINTER HP LASERJET P2015   | CNBW87K1SG    | NACC HQ  | 40,000 |
| 10  | PRINTER HP LASERJET P2015d  | CB367A        | NACC HQ  | 40,000 |
| 11  | PRINTER HP LASERJET P2015d  | CNCJ836938    | NACC HQ  | 40,000 |
| 12  | PRINTER HP LASERJET P2015dn | CNBW87K1X3    | NACC HQ  | 40,000 |
| 13  | PRINTER HP LASERJET P2015dn | CNCJ458234    | NACC HQ  | 40,000 |
| 14  | PRINTER HP LASERJET P2015dn | CNCJ361079    | NACC HQ  | 40,000 |
| 15  | PRINTER HP P2055            | CNBW7450LY    | NACC HQ  | 40,000 |
| 16  | HP LaserJet 2055            | CNCKG32941    | NACC HQ  | 40,000 |
| 17  | HP LaserJet 2015            | CNBW87K1SN    | NACC HQ  | 40,000 |
| 18  | HP LaserJet 2015            | CNBW87K1VL    | NACC HQ  | 40,000 |
| 19  | HP LaserJet 2015            | CNCJ836938    | NACC HQ  | 40,000 |
| 20  | HP LaserJet Pro 600         | CNC8F7B7GH    | NACC HQ  | 70,000 |
| 21  | HP LaserJet 2015            | CNBW85H76D    | NACC HQ  | 40,000 |

|    |                   |             |             |        |
|----|-------------------|-------------|-------------|--------|
| 22 | HP LASERJET P2055 | SCNCKD05652 | NACC HQ     | 40,000 |
| 23 | HP LASERJET P2055 | SCNCKG09812 | Nyanza      | 40,000 |
| 24 | HP LASERJET P2055 | SCNCKG11565 | Coast       | 40,000 |
| 25 | HP LASERJET P2055 | SCNCKG40335 | N. Eastern  | 40,000 |
| 26 | HP LASERJET P2055 | SCNCKG40340 | Eastern     | 40,000 |
| 27 | HP LASERJET P2055 | SCNCKG40466 | Nyayo House | 40,000 |
| 28 | HP LASERJET P2055 | SCNCKG47078 | N. Rift     | 40,000 |
| 29 | HP LASERJET P2055 | SCNCKG71170 | S.Rift      | 40,000 |
| 30 | HP LASERJET P2055 | SCNCKH43822 | Western     | 40,000 |

| PRINTER TYPE                  | SERIAL NO. | Cost   |
|-------------------------------|------------|--------|
| HP LaserJet pro 400 MFP 425dn | CNF8H2TB66 | 89,000 |
| HP LaserJet pro 400 MFP 425dn | CND8FDMGJV | 89,000 |
| HP LaserJet pro 400 MFP 425dn | CNF8H2TCB4 | 89,000 |
| HP LaserJet pro 400 MFP 425dn | CNF8H36F8S | 89,000 |
| HP LaserJet pro 400 MFP 425dw | CNF8H36F35 | 89,000 |
| LaserJet pro 400 M451dn       | CNFF268552 | 89,000 |
| LaserJet pro 400 MFP 425dw    | CNF8H36DVW | 89,000 |
| LaserJet pro 400 MFP 425dw    | CNF8H36F2P | 89,000 |
| LaserJet pro 400 MFP 425dw    | CNF8H36DRG | 89,000 |
| HP LaserJet pro 400 MFP 425dn | CNF8H2TCBH | 94,000 |
| LaserJet Pro 400 MFP 425dn    | CNF8H376B8 | 89,000 |

|   | PRINTERS             | Issued to   | Cost in Kshs as at 2017 |
|---|----------------------|-------------|-------------------------|
| 1 | HP Office Pro 8620 e | CN65HET26GF | 36,192                  |
| 2 | HP Office Pro 8620 e | CN65HET26S  | 36,192                  |
| 3 | HP Office Pro 8620 e | CN65HET26T  | 36,192                  |
| 4 | HP Office Pro 8620 e | CN65HET26Y  | 36,192                  |
| 5 | HP Office Pro 8620 e | CN65HET270  | 36,192                  |
| 6 | HP Office Pro 8620 e | CN65HET271  | 36,192                  |

|    |                      |            |        |
|----|----------------------|------------|--------|
| 7  | HP Office Pro 8620 e | CN65HET275 | 36,192 |
| 8  | HP Office Pro 8620 e | CN65HET27G | 36,192 |
| 9  | HP Office Pro 8620 e | CN65HET27P | 36,192 |
| 10 | HP Office Pro 8620 e | CN65HET282 | 36,192 |
| 11 | HP Office Pro 8620 e | CN65HET28F | 36,192 |
| 12 | HP Office Pro 8620 e | CN65HET2C0 | 36,192 |
| 13 | HP Office Pro 8620 e | CN65HET2C1 | 36,192 |
| 14 | HP Office Pro 8620 e | CN65HET2CH | 36,192 |
| 15 | HP Office Pro 8620 e | CN65HET2CT | 36,192 |
| 16 | HP Office Pro 8620 e | CN65HET2CV | 36,192 |
| 17 | HP Office Pro 8620 e | CN65HET2D3 | 36,192 |
| 18 | HP Office Pro 8620 e | CN65HET2D7 | 36,192 |
| 19 | HP Office Pro 8620 e | CN65HET2DC | 36,192 |
| 20 | HP Office Pro 8620 e | CN65HET2DG | 36,192 |
| 21 | HP Office Pro 8620 e | CN65HET2DP | 36,192 |
| 22 | HP Office Pro 8620 e | CN65HET2DR | 36,192 |
| 23 | HP Office Pro 8620 e | CN65HET2DT | 36,192 |
| 24 | HP Office Pro 8620 e | CN65HET2DV | 36,192 |
| 25 | HP Office Pro 8620 e | CN65HET2DX | 36,192 |
| 26 | HP Office Pro 8620 e | CN65HET2DZ | 36,192 |
| 27 | HP Office Pro 8620 e | CN65HET2FO | 36,192 |
| 28 | HP Office Pro 8620 e | CN65HET2F1 | 36,192 |
| 29 | HP Office Pro 8620 e | CN65HET2F2 | 36,192 |
| 30 | HP Office Pro 8620 e | CN65HET2F3 | 36,192 |
| 31 | HP Office Pro 8620 e | CN65HET2F5 | 36,192 |
| 32 | HP Office Pro 8620 e | CN65HET2F6 | 36,192 |
| 33 | HP Office Pro 8620 e | CN65HET2F7 | 36,192 |
| 34 | HP Office Pro 8620 e | CN65HET2F8 | 36,192 |
| 35 | HP Office Pro 8620 e | CN659E3128 | 36,192 |
| 36 | HP Office Pro 8620 e | CN659E312B | 36,192 |
| 37 | HP Office Pro 8620 e | CN659E312Q | 36,192 |
| 38 | HP Office Pro 8620 e | CN63EBMOBY | 36,192 |
| 39 | HP Office Pro 8620 e | CN659E312C | 36,192 |
| 40 | HP Office Pro 8620 e | CN63EBMO41 | 36,192 |
| 41 | HP Office Pro 8620 e | CN64EE309F | 36,192 |
| 42 | HP Office Pro 8620 e | CN63EBMOC2 | 36,192 |
| 43 | HP Office Pro 8620 e | CN63EBMOBG | 36,192 |
| 44 | HP Office Pro 8620 e | CN65HET26T | 36,192 |

|    |                      |            |        |
|----|----------------------|------------|--------|
| 45 | HP Office Pro 8620 e | 65HETT26G  | 36,192 |
| 46 | HP Office Pro 8620 e | CN63EBMO4S | 36,192 |
| 47 | HP Office Pro 8620 e | CN659E311V | 36,192 |

WIBA SCHEDULE the list is as per the attached

**SUMMARY OF THE CLASS OF POLICIES**

| S/N | PARTICULARS OF INSURANCE                                   | VALUE TO BE INSURED IN KSH      | RISKS TO BE COVERED |
|-----|--|---------------------------------|---------------------|
| 1.  | Group Personal Accident (Senior Management Staff) NACC 1-3 | 8 times the basic salary        | Accident            |
| 2.  | Group Personal Accident (Middle Management) NACC 4-5       | 7 times the basic salary        | Accident            |
| 3.  | Group Personal Accident (Support Staff) NACC 6-9           | 6 times the basic salary        | Accident            |
| 4.  | Group Life Insurance                                       | To be determined by underwriter | Life                |
| 5.  | Work Injury Compensation Act (WIBA)                        | As per law                      | Injury              |

| STAFF SALARIES |                  |              |
|----------------|------------------|--------------|
| S/NO           | JOB GROUP/ GRADE | BASIC SALARY |
| 1.             | NACC "1"         | 339,405.00   |
| 2.             | NACC "2"         | 280,345.00   |
| 3.             | NACC "2"         | 280,345.00   |
| 4.             | NACC "2"         | 280,345.00   |
| 5.             | NACC "2"         | 220,412.50   |
| 6.             | NACC "3"         | 210,257.00   |
| 7.             | NACC "3"         | 190,710.00   |
| 8.             | NACC "3"         | 190,710.00   |

|     |          |            |
|-----|----------|------------|
| 9.  | NACC "3" | 173,354.72 |
| 10. | NACC "3" | 173,354.72 |
| 11. | NACC "3" | 173,354.72 |
| 12. | NACC "3" | 210,257.00 |
| 13. | NACC "3" | 210,257.00 |
| 14. | NACC "3" | 157,595.20 |
| 15. | NACC "3" | 210,257.00 |
| 16. | NACC "3" | 130,244.00 |
| 17. | NACC "3" | 157,595.20 |
| 18. | NACC "4" | 100,500.00 |
| 19. | NACC "4" | 100,500.00 |
| 20. | NACC "4" | 133,765.50 |
| 21. | NACC "4" | 133,765.50 |
| 22. | NACC "4" | 133,765.50 |
| 23. | NACC "4" | 100,500.00 |
| 24. | NACC "4" | 157,694.00 |
| 25. | NACC "4" | 110,550.00 |
| 26. | NACC "4" | 133,765.50 |
| 27. | NACC "4" | 157,694.00 |
| 28. | NACC "4" | 157,694.00 |
| 29. | NACC "4" | 100,500.00 |
| 30. | NACC "4" | 143,033.00 |
| 31. | NACC "4" | 110,550.00 |

|     |          |            |
|-----|----------|------------|
| 32. | NACC "4" | 110,550.00 |
| 33. | NACC "4" | 143,033.00 |
| 34. | NACC "4" | 143,033.00 |
| 35. | NACC "4" | 110,550.00 |
| 36. | NACC "4" | 110,550.00 |
| 37. | NACC "4" | 157,694.00 |
| 38. | NACC "5" | 66,330.00  |
| 39. | NACC "5" | 72,963.00  |
| 40. | NACC "5" | 80,442.00  |
| 41. | NACC "5" | 80,442.00  |
| 42. | NACC "5" | 80,442.00  |
| 43. | NACC "5" | 60,300.00  |
| 44. | NACC "5" | 60,300.00  |
| 45. | NACC "5" | 72,963.00  |
| 46. | NACC "5" | 80,442.00  |
| 47. | NACC "5" | 80,442.00  |
| 48. | NACC "5" | 80,442.00  |
| 49. | NACC "5" | 80,442.00  |
| 50. | NACC "5" | 80,442.00  |
| 51. | NACC "5" | 80,442.00  |
| 52. | NACC "5" | 80,442.00  |
| 53. | NACC "5" | 40,221.00  |
| 54. | NACC "5" | 66,330.00  |

|     |          |           |
|-----|----------|-----------|
| 55. | NACC "5" | 66,330.00 |
| 56. | NACC "5" | 80,442.00 |
| 57. | NACC "5" | 80,442.00 |
| 58. | NACC "5" | 80,442.00 |
| 59. | NACC "5" | 66,330.00 |
| 60. | NACC "5" | 66,330.00 |
| 61. | NACC "6" | 43,114.50 |
| 62. | NACC "6" | 43,114.50 |
| 63. | NACC "6" | 59,135.00 |
| 64. | NACC "6" | 52,168.50 |
| 65. | NACC "6" | 59,135.00 |
| 66. | NACC "6" | 59,135.00 |
| 67. | NACC "6" | 52,168.50 |
| 68. | NACC "6" | 59,135.00 |
| 69. | NACC "6" | 39,195.00 |
| 70. | NACC "6" | 39,195.00 |
| 71. | NACC "6" | 47,425.95 |
| 72. | NACC "6" | 47,425.95 |
| 73. | NACC "6" | 43,114.50 |
| 74. | NACC "6" | 43,114.50 |
| 75. | NACC "6" | 53,637.00 |
| 76. | NACC "6" | 47,425.95 |
| 77. | NACC "6" | 47,425.95 |

|      |          |           |
|------|----------|-----------|
| 78.  | NACC "6" | 47,425.95 |
| 79.  | NACC "6" | 47,425.95 |
| 80.  | NACC "6" | 23,712.97 |
| 81.  | NACC "6" | 47,425.95 |
| 82.  | NACC "6" | 47,425.95 |
| 83.  | NACC "6" | 47,425.95 |
| 84.  | NACC "6" | 59,135.00 |
| 85.  | NACC "6" | 59,135.00 |
| 86.  | NACC "6" | 59,135.00 |
| 87.  | NACC "6" | 59,135.00 |
| 88.  | NACC "6" | 59,135.00 |
| 89.  | NACC "6" | 59,135.00 |
| 90.  | NACC "6" | 59,135.00 |
| 91.  | NACC "6" | 39,195.00 |
| 92.  | NACC "7" | 44,350.00 |
| 93.  | NACC "7" | 44,350.00 |
| 94.  | NACC "7" | 44,350.00 |
| 95.  | NACC "7" | 44,350.00 |
| 96.  | NACC "7" | 34,491.60 |
| 97.  | NACC "7" | 34,491.60 |
| 98.  | NACC "7" | 34,491.60 |
| 99.  | NACC "7" | 34,491.60 |
| 100. | NACC "7" | 34,491.60 |



|      |          |           |
|------|----------|-----------|
| 101. | NACC "7" | 40,228.00 |
| 102. | NACC "7" | 40,228.00 |
| 103. | NACC "8" | 33,264.00 |
| 104. | NACC "8" | 33,264.00 |
| 105. | NACC "8" | 33,264.00 |
| 106. | NACC "8" | 33,264.00 |
| 107. | NACC "8" | 33,264.00 |
| 108. | NACC "8" | 33,264.00 |
| 109. | NACC "8" | 33,264.00 |
| 110. | NACC "8" | 26,558.30 |
| 111. | NACC "8" | 26,558.30 |
| 112. | NACC "8" | 26,558.30 |
| 113. | NACC "8" | 26,558.30 |
| 114. | NACC "8" | 26,558.30 |
| 115. | NACC "8" | 24,143.90 |
| 116. | NACC "8" | 21,949.00 |
| 117. | NACC "8" | 21,949.00 |
| 118. | NACC "8" | 21,949.00 |
| 119. | NACC "8" | 21,949.00 |
| 120. | NACC "8" | 21,949.00 |
| 121. | NACC "8" | 21,949.00 |
| 122. | NACC "8" | 21,949.00 |
| 123. | NACC "8" | 21,949.00 |

|      |              |                      |
|------|--------------|----------------------|
| 124. | NACC "8"     | 21,949.00            |
| 125. | NACC "8"     | 30,171.00            |
| 126. | NACC "8"     | 30,171.00            |
| 127. | NACC "9"     | 24,947.00            |
| 128. | NACC "9"     | 24,947.00            |
| 129. | NACC "9"     | 24,947.00            |
| 130. | NACC "9"     | 24,947.00            |
| 131. | NACC "9"     | 21,246.40            |
| 132. | NACC "9"     | 19,314.90            |
| 133. | NACC "9"     | 19,314.90            |
| 134. | NACC "9"     | 19,314.90            |
|      | <b>TOTAL</b> | <b>10,628,637.08</b> |

## SECTION VI- STANDARD FORMS

### Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

**Form Of Tender**

To:  
Name and address of procuring entity

Date  
\_\_\_\_\_  
Tender No.  
Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) ..... the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of .....[Total Tender amount in words and figures]  
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of .....[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 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.) | Remarks   |
|----------|--------------------------------|-----------------------|---|
| Year 1   |                                |                       | AGPO registered firms will be given 10% preferential bias in the financial evaluation |
| 2.       |                                |                       |   |
| 3.       |                                |                       |   |
| 4.       |                                |                       |   |
| 5.       |                                |                       |   |

| ITEM NO. | DESCRIPTION OF INSURANCE COVER | TOTAL PREMIUM (KSHS.) | Remarks   |
|----------|--------------------------------|-----------------------|---|
| Year 2   |                                |                       | AGPO registered firms will be given 10% preferential bias in the financial evaluation |
| 2.       |                                |                       |   |
| 3.       |                                |                       |   |
| 4.       |                                |                       |   |
| 5.       |                                |                       |   |

Signature

Name

Date

**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 particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

*Part 1 General*

Business Name .....

Location of Business Premises .....

Plot No, ..... Street/Road.....

Postal 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  
.....

*Part 2 (b) – Partnership*

Given details of partners as follows

| Name    | Nationality | Citizenship details | Shares |
|---------|-------------|---------------------|--------|
| 1. .... | .....       | .....               | .....  |
| 2. .... | .....       | .....               | .....  |
| 3. .... | .....       | .....               | .....  |
| 4. .... | .....       | .....               | .....  |

*Part 2 (c) – Registered Company*

Private or Public

State the nominal and issued capital of company

Nominal Kshs.

Issued Kshs.

Given details of all directors as follows

| Name    | Nationality | Citizenship details | Shares |
|---------|-------------|---------------------|--------|
| 1. .... | .....       | .....               | .....  |
| 2. .... | .....       | .....               | .....  |
| 3. .... | .....       | .....               | .....  |
| 4. .... | .....       | .....               | .....  |

Date.....Signature of Candidate.....

SELF DECLARATION FORMS (r 62)

*REPUBLIC OF KENYA*

*PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)*

*FORM SD1*

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

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 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 hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp



**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)**

**SELF-DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

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 corrosive practice with other bidders  
participating in the subject tender

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

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

**BANK DETAILS FORM- MANDATORY**

*Provide the following bank details for electronic transfer purposes*

*Name of the Bidder:.....*

*Bank Name :.....*

*Bank branch name ;.....*

*Bank code :.....*

*Bank account :.....*

*PIN Number :.....*

*VAT Number :.....*

*Bank signatory(s) :.....*

.....

*Signed/ date.....*

## 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]

*(Amend accordingly if provided by Insurance Company)*

**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

**FORM RB 1**  
**REPUBLIC OF KENYA**

**PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

.....APPLICANTAND

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

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

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

- 1.
- etc.

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

- 1.
- etc

SIGNED .....(Applicant)

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

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**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary