



NATIONAL AIDS CONTROL COUNCIL
TENDER FOR PROVISION OF GENERAL INSURANCE SERVICES

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
P. O. Box 61307 - 00200
NAIROBI (KENYA)
TEL: +254-020-2715109/2711261/2715144
FAX: +254-20- 2711072

Contents

INTRODUCTION 3

SECTION I - TENDER NOTICE..... 4

 INVITATION FOR TENDERS 5

SECTION II - INSTRUCTION TO TENDERERS..... 6

 Table of Clauses..... 6

SECTION II - INSTRUCTIONS TO TENDERERS..... 7

 Appendix to Instructions to Tenderers..... 18

 Notes on the Appendix to the Instruction to Tenderers 18

 Table of Clauses..... 20

PAGE..... 20

SECTION III GENERAL CONDITIONS OF CONTRACT 21

SECTION IV -SPECIAL CONDITIONS OF CONTRACT 26

 Notes on Special Conditions of Contract..... 26

 (Details of Insurance Covers) GENERAL INSURANCE BROKERAGE SERVICES
..... 27

 4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY- MANDATORY 28

 CONDITIONS TO BE MET BY THE INSURANCE BROKERS – MANDATORY 29

SECTION V - SCHEDULE OF REQUIREMENTS..... 31

SECTION VI- STANDARD FORMS..... 67

 NOTES ON THE STANDARD FORMS 67

 Form Of Tender 68

 Contract Form 70

 CONFIDENTIAL BUSINESS QUESTIONNAIRE 71

 SELF DECLARATION FORMS (r 62) 72

 SELF DECLARATION FORMS (r 62) 73

 BANK DETAILS FORM- MANDATORY 74

 TENDER SECURITY FORM..... 75

 PERFORMANCE SECURITY FORM 76

SIGNATURE AND SEAL OF THE GUARANTORS 76

 LETTER OF NOTIFICATION OF AWARD 77

 FORM RB 1 78

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 8th 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 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 9th 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 9th 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 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 9th floor Landmark Plaza Opposite the Nairobi Hospital on 9th 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,

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

SECTION II- INSTRUCTION TO TENDERERS

Table of Clauses

	Page
2.1 Eligible Tenderers.....	6
2.2 Cost of Tendering.....	6
2.3 Contents of Tender document.....	6
2.4 Clarification of Tender document.....	7
2.5 Amendments of Tender document.....	7
2.6 Language of Tenders.....	8
2.7 Documents Comprising the Tender.....	8
2.8 Tender Form.....	8
2.9 Tender Prices.....	8
2.10 Tender Currencies.....	9
2.11 Tenderers Eligibility and Qualifications.....	9
2.12 Tender Security.....	9
2.13 Validity of Tenders.....	10
2.14 Format and Signing of Tenders.....	11
2.15 Sealing and Marking of Tenders.....	11
2.16 Deadline for Submission of Tenders.....	12
2.17 Modification and Withdrawal of Tenders.....	12
2.18 Opening of Tenders.....	13
2.19 Clarification of Tenders.....	13
2.20 Preliminary Examination.....	13
2.21 Conversion to Single Currency.....	14
2.22 Evaluation and Comparison of Tenders.....	14
2.23 Contacting the Procuring Entity.....	15
2.24 Post-Qualification.....	16
2.25 Award Criteria.....	16
2.26 Procuring Entity's Right to Vary Quantities	16
2.27 Procuring Entity's Right to Accept or Reject any or all Tenders.....	16
2.28 Notification of Award.....	17
2.29 Signing of Contract.....	17
2.30 Performance Security.....	17
2.31 Corrupt or Fraudulent Practices.....	18

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

Table of Clauses

	Page
3.1 Definitions.....	22
3.2 Application.....	22
3.3 Standards.....	22
3.4 Use of Contract Documents and Information.....	23
3.5 Patent Rights.....	23
3.6 Performance Security.....	23
3.7 Delivery of Services and Documents.....	24
3.8 Payment.....	24
3.9 Prices.....	24
3.10 Assignment.....	24
3.11 Termination for Default.....	25
3.12 Termination for Insolvency.....	25
3.13 Termination for Convenience.....	25
3.14 Resolution of Disputes.....	26
3.15 Governing Language.....	26
3.16 Applicable law.....	26
3.17 Force Majeure.....	26
3.18 Notices.....	27

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

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

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
PERIOD	24 Months	
CATEGORY OF POLICY	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	

VALUE	As Per the Attached Schedule	
COVER	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	
CLAUSES	☐ 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	
ANNUAL PREMIUM		Limit
INSURER		
NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively		

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.			
CATEGORY OF POLICY	Commercial Vehicle Insurance			
PERIOD	24 Months			
VALUE	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

COVER	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	
CLAUSES	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	
ANNUAL PREMIUM		LIMIT
INSURER		
NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively		

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
CATEGORY OF POLICY	Motor Cycle Insurance	
PERIOD	12 Months	

VALUE	As Per the Attached Schedule			Kshs.2 00,000 each
	NACC MOTORCYCLES BY REGION			
S/N O	NUMBER 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	
COVER	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				
CLAUSES	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	
ANNUAL PREMIUM		Limit
INSURER		
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.	
CATEGORY OF POLICY	Fire and Perils	
PERIOD	24 Months	
COVER	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	
Interest and sum Insured	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	
ANNUAL PREMIUM		LIMIT
INSURER		
NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively		

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
CATEGORY OF POLICY	Fidelity Guarantee	
PERIOD	24 Months	
COVER	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	
LIMIT	□ Amount per claim - KSh 200, 000	
	□ Claim amount per year KSh 2, 000, 000	
CLAUSES	□ Excess	
	□ Automatic Reinstatement Clause	
	□ Discovery period of 6 months	
	□ Employee collusion clause	
	□ Automatic addition and deletion clause	
ANNUAL PREMIUM		
INSURER		
NB Insurance Companies and Brokers Must be registered by the Insurance Regulatory Authority and AKIB Respectively		

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
CATEGORY OF POLICY	Public Liability	
PERIOD	24 Months	
COVER	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.	
LIMITS OF INDEMNITY	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	

SPECIAL CLAUSES	☐ 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	
ANNUAL PREMIUM		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.	
CATEGORY OF POLICY	Employer's Liability	
PERIOD	24 Months	
COVER	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	
CATEGORIES OF STAFF	☐ Management/Administration Staff	

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

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
CATEGORY OF POLICY	Money (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”)	
PERIOD	24 Months	
COVER	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	
	Exclusions; insurer to provide	

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

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

INSURED	National AIDS Control Council P.O Box 61307 NAIROBI.	
CATEGORY OF POLICY	Computers and Accessories, Ipads and Tablets Schedule	
PERIOD	24 Months	
COVER	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	
INTEREST AND SUMS INSURED	Computers and Accessories as per attached Schedule	
	Total sum to be insured	
LOCATION	Countrywide	
INSURER		
	APPENDIX 1: SCHEDULE OF EQUIPMENT	

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 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 PROLIANT ML350	150,000.00	7J27JZP3S044	NACC HQ
5	SERVER HP COMPAQ 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 ² DATA DOMAIN BACKUP APPLIANCE	3,232,600.00	FCNSD15050076	NACC HQ
11	EMC ² VNX 5600	12,609,800.00	CKM00152201189	NACC HQ
12	EMC ² 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
	TOTAL	10,628,637.08

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*) ofdated
the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

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

- 1.
- etc.

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

- 1.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

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

SIGNED
Board Secretary