



NATIONAL AIDS CONTROL COUNCIL

TENDER

FOR PROVISION OF STAFF IN AND OUT PATIENT MEDICAL INSURANCE COVER

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TENDER NO. NACC/015/ 2016-2017

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

CLOSING DATE APRIL 20, 2017

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## INTRODUCTION

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

SECTION I - INVITATION FOR TENDERS

Date **28/3/2017**

TENDER REF. NO NACC/015/ 2016-2017

TENDER FOR PROVISION OF IN AND OUT PATIENT MEDICAL INSURANCE COVER FOR THE PERIOD FOR **TWO YEARS** WITH ANNUAL PREMIUMS

The **National AIDS Control Council** invites sealed tenders from eligible candidates for the supply of **provision of Staff In and Out Patient Medical Insurance Cover**

- 1.1 Interested eligible candidates may obtain further information from and inspect the tender documents at Landmark Plaza 8<sup>th</sup> floor Opp. Nairobi Hospital at the office of **PROCUREMENT DIVISION**,
- 1.2 A complete tender document may be obtained by interested candidates by downloading for free from NACC website [www.nacc.or.ke](http://www.nacc.or.ke) under Tenders OR upon payment of a non-refundable fee of Kshs. 1,000 in cash or bankers cheque payable to The Director, **National AIDS Control Council** for hard copy documents.
- 1.3 Prices quoted should be net inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for period of (120) days from the closing date of the tender.
- 1.4** Tenders must be accompanied by a bid security in the form of bankers cheque or bank guarantee of **Kshs. 500,000/** and must be deposited in the Tender Box on 9<sup>th</sup> Floor or be delivered to the Director National AIDS Control Council on **9<sup>th</sup> Floor of Landmark Plaza situated on AgwingsKodhek Rd Opposite Nairobi Hospital or before April 20<sup>th</sup>, 2017 at 10.00 AM**
- 1.5 Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at **6<sup>th</sup> Floor Boardroom of Landmark Plaza situated on AgwingsKodhek Rd Opposite Nairobi Hospital**

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

For *Director*, NACC

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## SECTION II - INSTRUCTIONS TO TENDERERS

### 2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### 2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.1 The price to be charged for the tender document shall not exceed Kshs.1,000/= (Free if downloaded and Kshs. 1,000 for purchase of hard copies)
- 2.2.2 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) Invitation to Tender
  - (ii) Instructions to tenderers
  - (iii) General Conditions of Contract
  - (iv) Special Conditions of Contract
  - (v) Schedule of requirements
  - (vi) Technical Specifications
  - (vii) Tender Form and Price Schedules
  - (viii) Tender Security Form

- (ix) Contract Form
- (x) Performance Security Form
- (xi) Bank Guarantee for Advance Payment Form
- (xii) Confidential Business Questionnaire
- (xiii) Letter of Notification of Award
- (xiv) Form RB 1
- (xv) Tender Securing Declaration
- (xvi) Declaration not to engage in corruption
- (xvii) Bank Details Form

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

## 2.4 Clarification of Tender Documents

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

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

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

## 2.5 Amendment of Tender Documents

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

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

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

## 2.6 Language of Tenders

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed

literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## 2.7. Documents Comprising the Tender

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

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

## 2.8. Form of Tender

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

## 2.9. Tender Prices

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

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

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

## 2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

## 2.11. Tenderers Eligibility and Qualifications

2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

## 2.12. Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.



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

## 2.13. Validity of Tenders

- 2.13.1 Tenders shall remain valid for 120days 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. Submission, Receipt, and Opening of Proposals

- 2.14.1 The original proposal (Technical Proposal and, if required, Financial Proposal; see para. 1.2) shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.

- 2.14.2 For each proposal, the consultants shall prepare the number of copies indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.14.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “TECHNICAL PROPOSAL,” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “FINANCIAL PROPOSAL” and warning: “DO NOT OPEN WITH THE TECHNICAL PROPOSAL”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “ITC” and is clearly marked, “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OPENING COMMITTEE”.
- 2.14.4 The completed Technical and Financial Proposals must be delivered at the submission address on or before the time and date stated in the Appendix “ITC”. Any proposal received after the closing time for submission of proposals shall be returned to the respective bidder unopened.
- 2.14.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.
- 2.15.1 The inner and outer envelopes shall:
- (a) Be addressed to the Procuring entity at the address given in the Invitation to Tender.
- 2.15.2 Bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE April 20, 2017 at 10.00 AM”. 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”.
- 2.15.3 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 20, 2017 at 10.00 AM
- 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 20, 2017** at **10.00 AM** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.
- 2.19 Clarification of Tenders
- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison, or contract award decisions may result in the rejection of the tenderers' tender.
- 2.20 Preliminary Examination and Responsiveness
- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, the Procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22. Evaluation and Comparison of Tenders

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

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

(a) Operational plan proposed in the tender;

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

2.22.3 Pursuant to paragraph 2.22.2. The following evaluation methods will be applied.

(a) Operational Plan

(i) The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

(i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 15 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

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	<i>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS</i>
2.1	<i>Registered underwriter with IRA</i>
2.14.1	<i>Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope</i>
	<p>(a) The original proposal and the Financial Proposal; shall contain no interlineations or overwriting, except as necessary to correct errors made by the bidder themselves. The person who signed the proposal must initial such corrections.</p> <p>(b) An authorized representative of the bidder shall initial all pages of the original Technical and Financial Proposals. The authorization shall be in the form of a written power of attorney accompanying the Proposal or in any other form demonstrating that the representative has been dully authorized to sign. The signed Technical and Financial Proposals shall be marked “ORIGINAL”.</p> <p>(c) The Technical Proposal shall be marked “ORIGINAL” or “COPY” as appropriate. The Technical Proposals shall be sent to the addresses referred to in Section I para. 1.5 (Invitation to tenders) and in the number of copies indicated in the Appendix to instructions to Tenderers. All required copies of the Technical Proposal are to be made from the original. If there are discrepancies between the original and the copies of the Technical Proposal, the original governs.</p> <p>(d) The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “<b>TECHNICAL PROPOSAL</b>” Similarly, the original Financial Proposal shall be placed in a sealed envelope clearly marked “<b>FINANCIAL PROPOSAL</b>” followed by the Tender Number and the item description and with a warning “<b>DO NOT OPEN WITH THE TECHNICAL PROPOSAL.</b>” The envelopes containing the Technical and Financial Proposals shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address, reference number and tender, and be clearly marked “DO NOT OPEN, EXCEPT IN PRESENCE OF THE OFFICIAL APPOINTED, BEFORE, <b>April 20, 2017 at 10.00 AM</b>”. The NACC shall not be responsible for misplacement, losing or premature opening if the outer envelope is not sealed and/or marked as stipulated. This circumstance may be case for Proposal rejection. If the Financial Proposal is not submitted in a separate sealed envelope duly marked as indicated above, this will constitute grounds for declaring the Proposal non-responsive.</p>
	<p>(e) The Proposals must be sent to the address/addresses indicated in the Appendix to instructions to Tenderers and received by the NACC no later than <b>April 20, 2017 at 10.00 AM</b>. Any proposal</p>



	<p>received by the Client after the deadline for submission shall be returned unopened.</p> <p>(f) The Client shall open the Technical Proposal immediately after the deadline for their submission. The envelopes with the Financial Proposal shall remain sealed and securely stored. No Financial Proposal shall be included in the Technical Proposal failure to comply with this requirement will lead to automatic disqualification.</p>
	<p>(g) From the time the Technical Proposals are opened to the time the Contract is awarded, the bidders should not contact the Client on any matter related to its Technical and/or Financial Proposal. Any effort by bidders to influence the Client in the examination, evaluation, ranking of tenders, and recommendation for award of Contract may result in the rejection of the bids tender.</p> <p>(h) Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation is concluded.</p>
	<p>(I ) The evaluation committee shall evaluate the Technical Proposals on the basis of their responsiveness to the Risk Notes and mandatory requirements, applying the evaluation criteria, sub criteria, and point system specified in the bidding document. Each responsive tender will be given a technical score (St). A Proposal shall be rejected at this stage if it does not respond to important aspects of the Risk Notes and mandatory requirements, or if it fails to achieve the minimum technical score indicated in the bidding document.</p>
	<p>(j) After the technical evaluation is completed and the NACC shall inform all the Tenderers who have submitted tenders the outcome of the Technical Proposals. The tenderers whose Proposals did not meet the Risk Notes and mandatory requirements, or were considered non responsive to the tender, that their Financial Proposals will be returned unopened after completing the tendering process. The NACC shall simultaneously notify in writing tenderers that have met the Risk Notes and mandatory requirements, the date, time and location for opening the Financial Proposals. The opening date should allow bidders sufficient time to make arrangements for attending the opening. Bidders' attendance at the opening of Financial Proposals is optional.</p> <p>(k) Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The Financial proposals opened are for bidders who have met the requirements of the risk note only. The name of the bidder who met Risk Notes and mandatory requirements shall be read aloud. The 1 Financial Proposal of the bidders who met the Risk Notes and mandatory requirements will then be inspected to confirm that they have remained sealed and unopened. These Financial Proposals shall be then opened, and the total prices read aloud and recorded.</p>

	<p>(l) The Evaluation Committee will <b>NOT</b> correct any computational errors. When correcting computational errors, in case of discrepancy between a partial amount and the total amount, or between word and figures the formers will prevail.</p> <p>(m) The bidder meeting the Risk Notes and mandatory requirements with the best premium cover devoid of exclusions and with least cost financial proposal and meeting the Commercial Evaluation criteria will be considered for award of tender</p>
2.15.2 (b)	The closing and opening date shall be <b>April 20, 2017 at 10.00 AM</b>
2.16.1	The closing and opening date shall be <b>April 20, 2017 at 10.00 AM</b>
2.18.1	The closing and opening date shall be <b>April 20, 2017 at 10.00 AM</b>
2.22	<p>The evaluation and comparison of tenders shall be as follows;</p> <p><b>STAGE 1</b> Confirmation of compliance with mandatory requirements</p> <ul style="list-style-type: none"> <li>• Bidders who fail to comply with any of the mandatory requirements shall be treated as non-responsive and rejected at this stage</li> </ul> <p><b>STAGE 2</b></p> <ul style="list-style-type: none"> <li>• Technical Evaluation <ul style="list-style-type: none"> <li>- Bidders who will be responsive under the Risk Notes and mandatory requirements without exclusions will qualify for stage 3</li> </ul> </li> </ul> <p><b>STAGE 3</b></p> <ul style="list-style-type: none"> <li>• Financial Evaluation <ul style="list-style-type: none"> <li>- The quotation received from the responding bidders shall be evaluated and ranked from the lowest to the highest.</li> <li>- The Financial Evaluation shall also take into consideration any conditions attached to the quotations.</li> </ul> </li> </ul>

## SECTION III - GENERAL CONDITIONS OF CONTRACT

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## SECTION III GENERAL CONDITIONS OF CONTRACT

### 3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

### 3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

### 3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

### 3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Procuring entity’s prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

### 3.5. Patent Rights

3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

### 3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

### 3.7. Delivery of services and Documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

### 3.8. Payment

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

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

### 3.9. Prices

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

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

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

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

3.10. Assignment

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

3.11. Termination for Default

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

- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contractor in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13. Termination for Convenience

3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.
- 3.15. Governing Language
- 3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in the same language.
- 3.16. Applicable Law
- 3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.
- 3.17 Force Majeure
- 3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.
- 3.18 Notices
- 3.18.1 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

## MANDATORY EVALUATION CRITERIA /CONDITIONS TO BE MET BY THE INSURANCE COMPANY

No	Criteria	Document Reference and Page Number
	<b>Serialization of the bid document from the top page to the last page in numerical format</b>	
1	Must be a member of Association of Kenya Insurance (AKI) (Copy of Certificate to be attached)	
2	Must be registered with the IRA for 2017 Copy of 2017 Certificate to be attached	
3	Original Tender Security (Bid Bond of Kshs 500,000 filled in the format provided and valid for 120 days )	
4	The Insurance Company must provide evidence proving that; they are licensed as Medical Insurance Service provider and have been underwriting Medical Insurance for a minimum period of ten (10) years	
5	Must have done annual gross premium in previous year of Kshs 900 million excluding motor vehicle portfolio	
6	Provide evidence for gross premiums for last 2 years against claims lodged and settled	
7	Proof of having worked with 5 reputable clients in the last two years and the total clients' premium for the previous year should not be less than 50 million.	
8	Must submit a copy of the audited accounts for the last 3 years	
9	Provide CVs of at least 5 senior management staff together with a list of staff in other cadres	
10	Must submit copies of the following documents	
	(i) PIN from KRA	
	(ii) Tax Compliance Certificate	
	(iii) Certificate of Registration/ Incorporation	
	(iv) Duly filled, signed and stamped Confidential Business Questionnaire	
11	Self-declaration that the bidder has not been debarred from participating in government tenders (MUST be certified by an advocate/commissioner of Oath)	
12	Self-declaration that the bidder has not and shall not engage in corrupt and fraudulent practices (MUST be certified by an advocate/commissioner of Oath)	
13	Must indicate claims settlement procedures. Attach evidence of 5 highest paid In Patient and Out Patient Claims	
14	The insurance company should provide proof of dedicated 24/7/365 help line	
15	Indicate the bank details	
16	Proof of contractual agreements with Emergency Air and Road Ambulance Services	



17	Power of Attorney from Commissioner of Oath for persons authorized sign and transact on behalf the underwriter	
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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	Schedule of insured attached
3.8 Payment	As shall be agreed
3.9 Price adjustment	N/A
3.16 Applicable law	Kenyan law
3.18 Notices	<p>Client :</p> <p>National AIDS Control Council offices Landmark Plaza 9<sup>th</sup> Floor- Argwings Kodhek Road Opp. Nairobi Hospital - P.O.BOX 61307-00200 NAIROBI</p> <p>Underwriter:</p>

**SECTION V SCHEDULE OF REQUIREMENTS/RISK NOTE FOR IN & OUT PATIENT MEDICAL COVER 2 YEARS**

REQUIREMENTS	DETAILS OF REQUIREMENTS	Remarks by Underwriter
CLAIMS	Claims reporting period (indicate the duration within which period members can make claims when visiting a consultant not in the panel list)	
REIMBURSEMENT PERIOD	Indicate how soon reimbursements for claims are made (in Days)	
CANCELLATION	Cancellation by either party - 14 days' notice	
INTERNATIONAL TREATMENT	Visits abroad - indicate duration allowed in any one year	
JOINING PERIOD	There should be no waiting period for existing or new members including children born to a principal member.	
SPECIALISTS	Provide the list of direct specialists in the panel who members can visit without referral (non-referrals to be visited directly without pre authorization)	
NEW MEMBERS PREMIUMS	Additional or new staff members shall be covered on pro rata basis.	
FORMS	Claim forms and Pre Authorization forms shall be provided to the Client preferably through the Human Resources office for issuance to staff on request.	
UTILIZATION STATEMENTS	The Insurer shall provide the Client's Human Resources and Administration Department with quarterly statements of staff in connection with the utilization of the cover and shall notify the Client's said Department of staff who exceed 75% of their limit of the cover.	
LAST EXPENSE BENEFIT	The Insurance Provider will pay a <u>minimum</u> of Kshs. 100,000/= upon a members' death, inside or outside of hospital, to meet funeral expenses.	
OVERSEAS TREATMENT	The benefit is available if the required treatment is not available locally, subject to overall cover limit.	
EVACUATION	Cost related to evacuation is covered under the overall limit of cover. The provider/ underwriter must indicate the procedure of accessing this benefit	
PATIENT TRANSFER	A hospitalized patient who needs to be transferred to another superior panel hospital can inform the Medical Service Provider to make necessary arrangements for the transfer (Subject to cover limits and doctor's advice).	
EXCLUSION	Underwriter must indicate any exclusions that have not been outlined in this scope of cover	
NHIF REBATE	Amount (rebate) recoverable from NHIF.	
EXISTING CONDITIONS	Cover for pre-existing, congenital and chronic conditions including HIV/AIDS in full cover under Outpatient limit.	
CHRONIC ILLNES	Chronic illness up to Kshs. 750,000/= within the inpatient benefit including cover of HIV AIDS and related illnesses and without any limitations	
LODGE FEE	Hospital stay (Lodge fee ) of mother/father with child up to a minimum of eight (8) years of age	
DENTAL	Dental Outpatient cover (minimum of Kshs 50,000/= per	

	family) as a stand-alone cover separate from the outpatient & optical	
<b>OPTICAL</b>	Dental Outpatient cover (minimum of Kshs 50,000/=) as a stand-alone cover separate from the outpatient & dental	
	Treatment for congenial conditions -up to Kshs. 200,000/=	
Cataract operation	Minimum Limit - Kshs. 60,000/=	
<b>COUNTRYWIDE NETWORK</b>	Wide Coverage of Consultant and/or referral doctors panel specializing in all areas (to be indicated in the application) and must include key hospitals in different parts of the country and city of Nairobi for both in and outpatient.	
<b>BABY CLINIC</b>	Well baby clinic to cover up to a minimum of 2 years. The vaccinations must clearly be indicated by underwriter.	
<b>AGE LIMIT</b>	Age limit 1 day (from birth) to 70 years old. This age limit eligibility is identified as follows: Lower age limit from 1 day - 21 years old	
	Upper age limit - 70 years.	
<b>MATERNITY COVER</b>	Maternity limit of KSh. 200,000/= within the Inpatient limit covering normal delivery as well as first <b>Caesarian</b> , subsequent <b>Caesarian</b> and emergency <b>Caesarian</b> section delivery with no exclusion. In addition the scheme shall cover the ante natal and post natal care under Outpatient limits within the employment cadres.	

RISK NOTE FOR IN & OUT PATIENT MEDICAL COVER FOR 2 YEARS

<b>INSURED</b>	National AIDS Control Council	
	P.O Box 61307	
	NAIROBI.	
<b>CLASS OF POLICY</b>	IN AND OUT PATIENT MEDICAL COVER	
	BENEFITS LIMITS - PER FAMILY PER ANNUM	
<b>PERIOD</b>	24 MONTHS	
<b>INSURED PERSONS</b>	Select Board Members, All Employees and their Dependents	
<b>GRADE</b>	<b>In Patient Limit - Kshs.</b>	<b>Outpatient Limit - Kshs.</b>
Board Members	2,000,000/= Per Member Bed Limit 15,000	100,000 Per Member Consultation - 3,000
NACC 1 - 2	4 ,000,000/= per family Bed limit - 15,000/=	Single (M) - 200,000/= Families - 450,000/= Consultation - 3,000/=
NACC- 3 - 4	4,000,000/= per family Bed Limit - 15,000/=	Single (M) - 150,000/= Consultation - 3,000/= M+1 - 200,000/= per family M+2 - 250,000/= per family M+3 Up to - M+5 - 300,000/= per family Consultation limit for M+2 up to M+5 - 3,000/=

NACC- 5	2,500,000/= per family <b>Bed limit - 10,000/=</b>	Single (M) - 120,000/= <b>Consultation - 2,500/=</b> M+1 - 150,000/= per family M+2 - 200,000/= per family M+3 - 240,000/= M+4 Up to - M+5 - 300,000/= per family <b>Consultation limit for M+2 up to M+5 - 2,500/=</b>
NACC- 6 - 7	2,500,000/= per family <b>Bed limit - Ward Bed</b>	Single (M) - 100,000/= <b>Consultation - 2,500/=</b> M+1 - 120,000/= per family M+2 - 150,000/= per family M+3 - 200,000/= per family M+4 - 250,000/= per family M+5 - 300,000/= per family <b>Consultation limit for M+1 up to M+5 - 2,500/=</b>
NACC 8- 9	2,000,000/= per family <b>Bed limit - Ward Bed</b>	Single (M) - 80,000/= M+1 - 100,000/= per family <b>Consultation - M up to M+1 - 2,500/=</b> M+2 - 120,000/= per family M+3 - 160,000/= per family M+4 - 200,000/= per family M+5 - 300,000/= per family <b>Consultation limit for M+2 up to M+5 - 2,500/=</b>
POPULATION	Breakdown of employees and dependants per Category - As per the attached schedule. Any additional staff to be covered on Pro rata basis and premium charged on pro-rata basis.	

S.No	GRADE	SURNAME	OTHER NAMES	GENDER
1.	Board Chair	Siparo	Angeline Yiamiton	Female
2.	Board Member	Gimose	Alice N. Wanyonyi	Female
3.	Board Member	Shabaan	Latiff	Male
4.	Board Member	Mutegi	Jacinta	Female
5.	Board Member	Onyango	Dorothy	Female
6.	Board Member	Muiu	Rahab Mwikali,	Female
7.	Board Member	Gitahi	Linus	Female
8.	Board Member	Ngolo	Robert Mwadime	Male
9.	Board Member	Kipkazi	Wilson	Male
10.	Board Member	Mbogo	Rosemary	Female

NO	P/NO	GRADE	SURNAME	OTHER NAMES	D.O.B	GENDER	RELATION
1	1187	NACC "1"	KILONZO	DR. SALLY NDUKU	30-07-74	F	PRINCIPAL
				KIMANTHI OINDO	22-07-09	M	SON
2	146	NACC "2"	MWANGI	JOHN KAMIGWI	20-01-61	M	PRINCIPAL
			KAMIGWI	RACHEL NJERI	17-11-64	F	SPOUSE
			KAMIGWI	SAMUEL MWANGI	03-08-01	M	SON
3	1013	NACC "2"	KAMUREN	DENNIS KIPTUI	22-05-69	M	PRINCIPAL
			KAMUREN	JELIBINA J.	20-05-67	F	SPOUSE
			KIPTUI	VIVIAN JEBICHII	30-12-94	F	DAUGHTER
			KIPTUI	IAN KIPCHUMBA	08-07-97	M	SON
			KIPTUI	BRIAN TOMNO	10-06-02	M	SON
4	386	NACC "2"	OMBAM	REGINA AKOTH	24-11-68	F	PRINCIPAL
				CAREY OKWIRI	08-05-55	M	SPOUSE
				PHOBE LOISE ACHIENG	25-03-93	F	DAUGHTER
				BRIAN DENNIS OSII	28-11-94	M	SON
				STEPHEN MANOAH OCHIENG	26-09-95	M	SON
				MEGAN LAURA AGOLA	20-03-06	F	DAUGHTER
5	1151	NACC "2"		EMMY JEPTOO CHESIRE	23-03-65	F	SELF
				BENJAMIN C. CHEBOI	21-07-58	M	HUSBAND

				MICHELLE J. CHESIRE	01-12-00	F	DAUGHTER
				KEITH K. CHESIRE	22-06-96	M	SON
6	026	NACC "3"	OSORO	BATHSHEBA KEREBI	04-10-58	F	PRINCIPAL
			OSORO	DANIEL MOSOTI	15-02-51	M	SPOUSE
7	1138	NACC "3"	NYAMOLO	KENNETH OLUOCH	29-01-78	M	PRINCIPAL
			AGOO	ENID W.	15-11-81	F	SPOUSE
			KENNETH	SONIA ROSS	09-02-09	F	DAUGHTER
			KENNETH	SANDRA JATNE	27-01-11	F	DAUGHTER
			KENNETH	SASHA SCOTT	02-10-11	F	DAUGHTER
			KENNETH	JERMAINE SYLVAN SINCLAIR	10-07-14	M	SON
8	1023	NACC "3"	WEERE	GREGORY JOBURA	12-01-72	M	PRINCIPAL
			NDAMBO	MIRIAM NJERI	31-05-78	F	SPOUSE
			WEERE	AMY HAWI	20-07-07	F	DAUGHTER
			WEERE	SHAUN LERR	29-07-10	M	SON
	1203	NACC "3"	GITHINJI	JANE WANJIKU	06-01-80	F	PRINCIPAL
9	432	NACC "3"	M'MAITA	JOSHUA GITONGA	19-04-70	M	PRINCIPAL
			MUGAMBI	EVELYN MAKENA	22-01-77	F	SPOUSE
			GITONGA	LEMMY MUNENE	12-09-05	M	SON
			GITONGA	SHEKINAH WENDOH	14-05-11	F	DAUGHTER
				SHAMIRA ZAWADI			
				LEVI BARAKA			
10	1196	NACC "3"	MUGAMBI	CELESTINE KARANGI	09-08-78	F	PRINCIPAL
			MUGAMBI	DAVID N.	28-04-78	M	SPOUSE
			MUGAMBI	RYAN JOHN	24-04-08	M	SON
			MUGAMBI	NATHAN C.	20-12-10	M	SON

			MUGAMBI	NKATHA	02-10-13	F	DAUGHTER
11	421	NACC "3"	KIMUTAI	EDWIN CHUMO	20-04-65	M	PRINCIPAL
			KIMUTAI	JULIE JEPTOO	24-08-72	F	SPOUSE
			KIMUTAI	STAYSHER JELAGAT	18-01-97	F	DAUGHTER
			KIMUTAI	JINARO KIPROTICH	12-01-99	M	SON
			KIMUTAI	RYAN KIPYEGO MWOGOI	21-01-09	M	SON
11	804	NACC "3"	MUSI	CLAUDER N.	24-11-69	M	PRINCIPAL
			MUSI	JUDITH M'MAITSI	12-12-73	F	SPOUSE
			MUSI	ED MUSI	02-06-99	M	SON
			MUSI	NATALIE ATUVANA	06-07-03	F	DAUGHTER
			MUSI	ELIN NANDAHA	10-01-07	F	DAUGHTER
			MUSI	LYN AQUILAH INGANJI	30-09-09	F	DAUGHTER
12	1087	NACC "3"	NKARI	GABRIEL MUTEMBEI	05-11-65	M	PRINCIPAL
			MUTEMBEI	PAULINE THIRIBUA	05-03-70	F	SPOUSE
			MUTEMBEI	ELIAS MUTHOMI	02-03-95	M	SON
			MUTEMBEI	ANNRITA KAGWIRIA	22-01-00	F	DAUGHTER
13	153	NACC "3"	KINOTI	CAROLINE NKATHA	14-07-77	F	PRINCIPAL
			KABURI	PATRICK MURIITHI	01-01-74	M	SPOUSE
			MURIITHI	ALLEN W.	09-03-10	M	SON
			MURIITHI	AMARAH WAIRIMU	16-05-13	F	DAUGHTER
14	1270	NACC "3"	OHAGA	JOHN BYRON	23-02-80	M	PRINCIPAL
				DUROH OMONDI	12-07-09	M	SON
15	1299	NACC "3"		VERNON MOCHACHE	29-03-82	M	PRINCIPAL
			IRUNGU	NELIUS NYAMBURA	18-04-83	F	SPOUSE
				ABIGAEL BONARERI	06-09-09	F	DAUGHTER

				AMY SYOKAU	27-09-15	F	DAUGHTER
16	393	NACC "4"	MWANGI	PETER KINUTHIA	12-04-68	M	PRINCIPAL
			KINUTHIA	MARGARET WAWIRA	16-10-68	F	SPOUSE
			KINUTHIA	STELLA WAMBUI	20-05-00	F	DAUGHTER
			KINUTHIA	ERIC MWANGI	12-11-04	M	SON
			KINUTHIA	DAVID MURIMI	08-05-12	M	SON
17	1201	NACC "4"	LANGAT	ANGELA NYAGACHI	10-08-72	F	PRINCIPAL
			LANGAT	CHARLES KIPNGETICH	01-06-73	M	SPOUSE
			LANGAT	ELIZABETH CHELANGAT	15-12-06	F	DAUGHTER
			LANGAT	MARK KIBET	27-07-03	M	SON
18	1014	NACC "4"	ONYANGO	SALOME A. OCHOLA	12-07-67	F	PRINCIPAL
				RICHARD OCHOLA	20-10-50	M	SPOUSE
				LAVENDA AGURE	14-11-95	F	DAUGHTER
19	1079	NACC "4"	WAINAINA	PURITY KABURA	17-11-80	F	PRINCIPAL
			GITONGA	ESSIE MAKENA	06-11-15	F	DAUGHTER
20	1125	NACC "4"	MACHARIA	FAITH WANJIKU	29-02-64	F	PRINCIPAL
			KARANJA	CHARLES	01-06-58	M	SPOUSE
			KARANJA	MELISSA NYAMBURA	12-11-95	F	DAUGHTER
21	417	NACC "4"	ONYANGO	HANNINGTON OTIENO	11-04-75	M	PRINCIPAL
			IMBO	ELIZABETH A.	18-11-81	F	SPOUSE
			OTIENO	KAYLA H. AWUOR	11/03/2009	F	DAUGHTER
22	1000	NACC "4"	MUINDE	FRIDAH NDINDA	25-05-78	F	PRINCIPAL
			MBATHA	CLEMENT MUINDE	14-10-76	F	SPOUSE
			MUINDE	MARTHA MWIKALI	03-06-04	F	DAUGHTER
			MUINDE	CHARLES MUENDO	03-03-10	M	SON



23	415	NACC "4"	MACHARIA	SIMON MWANGI	16-03-78	M	PRINCIPAL
			MWANGI	MARTHA WANYIHA	14-03-78	F	SPOUSE
			MWANGI	TATIANA WANJIKU	22-08-07	F	DAUGHTER
			MWANGI	MACHARIA	06-02-12	M	SON
24	1049	NACC "4"	OWITI	OYUGI JOHN STEVEN	10/01/1973	M	PRINCIPAL
			ONYANGO	MELINE AWUOR	02/11/1985	F	SPOUSE
			OYUGI	NICOLE FAITH	06/08/2008	F	DAUGHTER
			OYUGI	EMMANUEL GAD HAWI	13-07-11	M	SON
			OYUGI	ESTHER MURRYALA ATIENO	22-09-14	F	DAUGHTER
25	1172	NACC "4"	MOSOTI	KENNEDY OMORO	28-12-64	M	PRINCIPAL
			KAYAGO	EVELEEN NYABOKE	1977	F	SPOUSE
			OMORO	LEVIS BARAKA ONDARI	04-12-07	M	SON
			OMORO	SHANICE TUMAINI KERUBO	12-06-09	F	DAUGHTER
			OMORO	COMFORT PENDO KEMUNTO	14-07-11	F	DAUGHTER
			OMORO	DESTINY IMANI	02-12-13	M	SON
26	1008	NACC "4"	OKIYA	BRYAN IBRAHIM	21-11-75	M	PRINCIPAL
			MUTUGI	JANE WAIRIMU	05-04-80	F	SPOUSE
				MARTIN OKIYA	05-04-09	M	SON
				MARCUS OKIYA	01-11-10	M	SON
27	1181	NACC "4"	KIMURI	CATHERINE NJERI	03-03-80	F	PRINCIPAL
28	134	NACC "4"	SHITERO	REUBEN TINGU M.	15-02-73	M	PRINCIPAL
			MUCHINA	IRENE N	18-07-73	F	SPOUSE
			MUSUNDI	BLESSING MUSIBEGA	1980	F	DAUGHTER
			MUSUNDI	WILFRED LAI	10-03-2006	M	SON
				KEZIAH MEYER	26-08-2011	F	DAUGHTER

			MUSUNDI	ISAAC FAVOUR	26-04-13	M	SON
29	408	NACC "4"	WEKESA	ESTHER J.K.	10-05-67	F	PRINCIPAL
			WEKESA	CYPRIAN	17-11-63	M	SPOUSE
			WEKESA	PETER M.	12-03-94	M	SON
			WEKESA	EMMA N.	12-01-97	F	DAUGHTER
			WEKESA	RICHARD S.	21-05-99	M	SON
30	"1080	NACC "4"	CHOGE	NEWTON KIMUTAI	21-08-77	M	PRINCIPAL
			KOIMA	JANE JEPKOECH	10-02-77	F	SPOUSE
			KIMUTAI	BILL KIPKEMBOI	03/08/2001	M	SON
			KIMUTAI	BLESSED B. CHEBET	07-07-05	F	DAUGHTER
			KIMUTAI	AMANDA CHEPNGETICH	26/10/2007	F	DAUGHTER
31	49	NACC "4"	MBAI	LYDIA WAUSI	06-07-69	F	PRINCIPAL
			MATINGI	JORAM MUSYOKA	01-01-68	M	SPOUSE
			MUSYOKA	GRACE NZILANI	25-09-98	F	DAUGHTER
			MUSYOKA	JOHN KALUI	29-05-01	M	SON
			MUSYOKA	JOSHUA MUMO	24-08-07	M	SON
32	1005	NACC "4"		JOAB KHASEWA	21-06-73	M	PRINCIPAL
			MAUTI	PHENICE SARANGE		F	SPOUSE
			KHASEWA	FLEMING WILSON			
				LEON WASILWA			
33	1304	NACC "4"	MUTUKU	STEPHEN MUTINDA	28-04-79	M	PRINCIPAL
			ISEU	GLADYS MWONGELI	01-01-83	F	SPOUSE
				MARK MATEI	12-02-10	M	SON
				JOAN NDANU	08-09-11	F	DAUGHTER
				SHARON MUTHEU	18-01-16	F	DAUGHTER

34	1303	NACC "4"		KENNEDY KIPKOECH	14-11-84	M	PRINCIPAL
			TUM	JOYCE CHEROP	20-09-86	F	SPOUSE
			MUTAI	YVETTE CHEPKEMBOI	03-12-10	F	DAUGHTER
			MUTAI	CHLOE CHEBET	18-03-14	F	DAUGHTER
35	1313	NACC "4"	MOGENI	LINET KINTU	07-02-85	F	PRINCIPAL
				JARED OMBASA	28-12-82	M	SPOUSE
				LYNDEN ATAI	30-06-14		
36	411	NACC "5"	NJOGU	CHRISTINE NYAWIRA	04-01-76	F	PRINCIPAL
			MAUNGU	BENEDICT	16-11-73	M	SPOUSE
			MAUNGU	CELINE	03-06-01	F	DAUGHTER
			MAUNGU	CHARLES	13-11-03	M	SON
			KIBIWOT	EMMANUEL GITHAIGA	23-06-14	M	SON
37	140	NACC "5"	RANJI	LEONARD KIBE	11-02-74	M	PRINCIPAL
			NDOGO	ALICE MUMBI	28-09-80	F	SPOUSE
			KIBE	HARRIET NJAMBI	28-02-07	F	DAUGHTER
			KIBE	HARRIET WAMBUI	25-07-13	F	DAUGHTER
38	133	NACC "5"	LWANYA	EDWIN ONYANGO	12-09-73	M	PRINCIPAL
			OLWANDE	PAULINE J.	31-08-74	F	SPOUSE
			LWANYA	CLYDE E.	15-04-04	M	SON
			LWANYA	WARREN WALTER	01-01-07	M	SON
			LWANYA	LANCE ANTHONY			
39	998	NACC "5"	MARANGU	JULIUS KOOME	1975	M	PRINCIPAL
40	412	NACC "5"	CHEPSIROR	HILLARY KIPYEGO NGETICH	15-06-76	M	PRINCIPAL
			KIPYEGO	ELIZA BITOK JEROTICH	30-10-79	F	SPOUSE
			KIPYEGO	WAYNE KIPLETING	31-05-05	M	SON

			NGETICH	WHITNEY JEPKORIR	23-06-09	F	DAUGHTER
41	119	NACC "5"	ONYANGO	GEORGE ELVIS	15-09-76	M	PRINCIPAL
			ONYANGO	ISABELLA N.	12-09-77	F	SPOUSE
			ONYANGO	CHRISTIAN O.	28-02-04	M	SON
			ONYANGO	JEREMIAH N.	23-03-06	M	SON
42	433	NACC "5"	JUMA	MWANJAMA OMARI	03-07-75	M	PRINCIPAL
43	1006	NACC "5"	LUKOBA	BERNARD KHALUMBA	12-01-78	M	PRINCIPAL
			MASSAWE	CHRISANTHA JOHN	1987	F	SPOUSE
			LUKOBA	ADEL MAKOKHA	30-06-13	F	DAUGHTER
44	413	NACC "5"	MOHAMED	IBRAHIM GEDI	15-05-74	F	PRINCIPAL
			MOHAMED	RAHIMA DIIS	1988	M	SPOUSE
			IBRAHIM	ABDI HAFID	14-05-08	M	SON
			IBRAHIM	NAWAL	21-03-11	F	DAUGHTER
			IBRAHIM	ABDIMALIK	06-05-15	M	SON
			IBRAHIM	NAJWA	27-07-16	F	DAUGHTER
45	1178	NACC "5"	RIANY	CHRISTA ONUNDO	18-11-88	F	PRINCIPAL
46	1142	NACC "5"	ORIARO	SHADRACK ONYANGO	20-03-82	M	PRINCIPAL
			MUTUA	EUNICE MWIKALI	06-09-84	F	SPOUSE
			ONYANGO	ISRAEL HAWI ORIARO	14-12-13	M	SON
			ORIARO	ISHMAEL TENDAI		M	SON
47	1147	NACC "5"	SWALEH	LUCY ANISA	20-08-86	F	PRINCIPAL
			OTUNGA	MICHAEL MWANGALE	12-07-84	M	SPOUSE
			MWANGALE	KEZIAH LAEL	29-08-11	F	DAUGHTER
			MWANGALE	LETICIA D. M.	29-01-15	F	DAUGHTER

48	1010	NACC "5"	OOYI	GEVONCE OTIENO	24-08-79	M	PRINCIPAL
			OPIYO	MOLLY ACHIENG	14-10-82	F	SPOUSE
			OTIENO	KIMBERLY LEVINAH	31-08-06	F	DAUGHTER
			OTIENO	CHRISTIAN A. OOOYI	18-05-09	M	SON
			ANDREW	STEPHEN OMONDI			
49	1002	NACC "5"	MUTUKU	CATHERINE WANZA	07-06-77	F	PRINCIPAL
			NZEKI	CIEL WEMA	17-06-08	M	SON
50	1150	NACC "5"	WASIKE	CYPHRENE MANYASI	01-04-84	M	PRINCIPAL
51	1193	NACC "5"	NGARI	CAROLINE WAMUYU	16-08-64	F	PRINCIPAL
			NGARI	TEDDY GEOFFREY	30-04-92	M	SON
			HIUHU	IAN EMMANUEL	26-01-98	M	SON
52	1179	NACC "5"		EVANCE OCHIENG	02-05-87	M	PRINCIPAL
			ONYANGO	JUDITH ACHIENG	27-05-90	F	SPOUSE
			OGONDI	BRENTON CHASYA	16-07-15	F	DAUGHTER
53	88	NACC "5"	MONG'ARE	JOYCE MORAA M.	23-11-74	F	PRINCIPAL
			MOGAKA	KENNEDY MONGARE	04-12-68	M	SPOUSE
			MONG'ARE	NATALIE KERUBO	21-06-01	F	DAUGHTER
			MONG'ARE	ELIKANA MOGAKA	20-12-03	M	SON
54	1321	NACC "5"	KOSKEI	FAITH CHEPKEMOI	22-08-83	F	PRINCIPAL
			KAMAR	PATRICK	14-12-84	M	SPOUSE
			KAMAR	SEAN KIPROP	19-01-13	M	SON
			KAMAR	RACHEL JEPCHIRCHIR	20-01-13	F	DAUGHTER
55	985	NACC "5"	KHASIANI	MERCY CHIYUMBA	21/11/1979	F	PRINCIPAL
			OMOKE	JAYDEN OCHOLLA		M	SON
			OMOKE	DIANA AMANI		F	DAUGHTER

			OMOKE	JUDGE OMOLO		M	SON
			OMOKE	GRACE NEEMA		F	DAUGHTER
56	1257	NACC "5"	KARIUKI	ANTHONY KIARIE	27-04-87	M	PRINCIPAL
57	61	NACC "6"	KITHUKU	MERCY KAVENGI	05-05-70	F	PRINCIPAL
			KITHI	JACKSON KISUMBI	23-12-61	M	SPOUSE
			KISUMBI	ALVIN KITHI	07-12-93	M	SON
			KISUMBI	BRADLEY MULI	25-04-97	M	SON
58	165	NACC "6"	MWENDA	MOSES GITONGA M.	06-02-80	M	PRINCIPAL
59	116	NACC "6"	OBATH	PAMELA OKWATTA	20-06-58	F	PRINCIPAL
			OBATH	MARVIN OMONDI	09-11-92	M	SON
60	4	NACC "6"	MUMO	ROSEMARY MBULA	27-07-68	F	PRINCIPAL
			YUMBYA	AUGASTINE S.	01-01-65	M	SPOUSE
			SILA	DAVID MUMO	21-01-93	M	SON
			SILA	KEVIN YUMBYA	22-04-98	M	SON
61	431	NACC "6"	KEMOLI	VINCENT TOM	01-11-81	M	PRINCIPAL
			KOGO	MAUREEN CHELAGAT	28-08-83	F	SPOUSE
			KEMOLI	CHRISTIAN JUSTIN	22-11-09	M	SON
			KEMOLI	DANTE KIPLAGAT	10-05-13	M	SON
62	1057	NACC "6"	METOH	ISAAC KIPYEGO	11-12-64	M	PRINCIPAL
			METOH	HELLEN JEPCHIRCHIR	06-08-69	F	SPOUSE
			METOH	YEGO JUNIOR KIPLIMO	06-06-95	M	SON
			METOH	ISABELA JEPTOO	03-08-96	F	DAUGHTER
			METOH	IMMACULATE JEMELI	30-03-98	F	DAUGHTER
			METOH	HASENNAH KIPRONO	31-08-04	M	SON

63	1108	NACC "6"	OCHIENG	PHILIP APIYO	09-05-71	M	PRINCIPAL
			MIRUKA	JUDITH AUMA	08-08-80	F	SPOUSE
			OCHIENG	JOEL APIYO	24-07-02	M	SON
			OCHIENG	NATASHA ATIENO	26-12-03	F	DAUGHTER
			OCHIENG	FAIZA ACHIENG	31-03-06	F	DAUGHTER
			OCHIENG	KIMBERLY HOPE	07-01-12	F	DAUGHTER
64	1109	NACC " 6"	NJOROGE	MONICAH MUTHONI	10-10-67	F	PRINCIPAL
			MWANGI	JOHN NJOROGE	17/111959	M	SPOUSE
			NJOROGE	GRACE W.	14-11-91	F	DAUGHTER
			NJOROGE	ELIZABETH W.	13-10-94	F	DAUGHTER
			NJOROGE	SAMUEL M.	08-12-96	M	SON
			NJOROGE	ISAAC M.	18-08-03	M	SON
65	89	NACC "6"	MABUKA	MARYSTELLA HEDWIG	23-11-66	F	PRINCIPAL
			LUMUMBA	BILDAD E.	18-08-93	M	SON
			LUMUMBA	DAISY MARLEEN	22-08-94	F	DAUGHTER
66	1320	NACC "6"		MARCELLA MARIITA	30-01-79	F	PRINCIPAL
			MBUYA	HUSSEIN RUBEN	24-04-70	M	SPOUSE
			HUSSEIN	LESTER MARIITA	17-03-00	M	SON
			HUSSEIN	NOELA MORAA	14-05-04	F	DAUGHTER
			HUSSEIN	REUBEN MBUYA	15-08-07	M	SON
67	1317	NACC "6"	ALUOCH	ERICK OMONDI	15-01-86	M	PRINCIPAL
			OMALA	BEATRICE ACHIENG	08-11-86	F	SPOUSE
			ALUOCH	LIRA ROSEMARY	12-10-16	F	DAUGHTER
68	1322	NACC "6"	OPIYO	DAVID OCHIENG	08-08-88	M	PRINCIPAL
			OKELLO	EMILLY AKOTH	19-11-88	F	SPOUSE
				MONICA AMANDA	13-12-15	F	DAUGHTER

69	1318	NACC "6"	NJERU	ILLUMINATA MBUYA	09-04-87	F	PRINCIPAL
			MUTEGI	DENNIS MUGENDI	23-12-82	M	SPOUSE
			MUGENDI	NATALIE KENDI	27-11-15	F	DAUGHTER
70	1319	NACC "6"	LUSEYIO	MUSTAFA MUSA	07-12-86	M	PRINCIPAL
			MWASYA	BRIDGIT MWIKALI	15-01-92	F	SPOUSE
				LEILA MUSTAFA	05-06-14	F	DAUGHTER
71	1308	NACC "6"	MWADIME	EZEKIEL MWABILI	26-08-81	M	PRINCIPAL
			BOSIRE	LILLIAN KERUBO	23-05-84	F	SPOUSE
			MWABILI	CARLTON M.	15-07-15	M	SON
72	1174	NACC "6"	CHEPTOO	JULIA NJERI	21-11-81	F	PRINCIPAL
			NYAKONE	AUSTIN KIPKOECH	06-05-11	M	SON
			NYAKONE	RITA CHEBET	06-05-11	F	DAUGHTER
73	1175	NACC "6"	ALUOCH	JANNET ATIENO	03-11-76	F	PRINCIPAL
			OKOTH	GEORGE OYWER	16-12-70	M	SPOUSE
			OYWER	NICOLE CECILY	22-02-01	F	DAUGHTER
			OYWER	TERENCE PETER	16-12-04	M	SON
74	1173	NACC "6"	WANJIKU	SAMUEL MWAURA	13-07-85	M	PRINCIPAL
			MBOGO	ESTHER WAIRIMU	20-05-87	F	SPOUSE
			MWAURA	PETER GITHUA	28-08-10	M	SON
			MWAURA	HOPE WANJIKU	08-08-13	F	DAUGHTER
75	1256	NACC "6"	OTIENO	KEVIN MUMBO	06-07-89	M	PRINCIPAL
76	1190	NACC "6"	SANG	GLADYS CHEBET	02-07-82	F	PRINCIPAL
				THIERRY KIPTOO	14-06-15	M	SON



77	1095	NACC "6"	NDUNGU	BERNARD MWAURA	08-01-82	M	PRINCIPAL
78	1185	NACC "6"	MASSAWE	MARION MASHOO	23-05-90	F	PRINCIPAL
79	1096	NACC "6"	MARWANGA	DENNIS MOTANYA	10-08-83	M	SELF
				IRENE CHEPKURUI	07-11-90	F	WIFE
			MARWANGA	KIKI MORAA	10-11-15	F	DAUGHTER
80	1106	NACC "6"		WILLIS OCHAR	24-05-79	M	SELF
				DOROTHY BOSIBORI	20-11-79	F	WIFE
				JANELLE PRISI	21-07-15	F	DAUGHTER
				HAILEY AGOLA	19-06-11	F	DAUGHTER
				JAMMIE OCHAR	04-01-14	M	SON
				AIBEE AWUOR	28-10-08	F	DAUGHTER
81	1123	NACC "6"	MAKENI	ELIZABETH NAKHABI	12-12-84	F	PRINCIPAL
			AMBAJO	TIMOTHY OBUDHO	26-10-82	M	SPOUSE
			AMBAJO	ADEENA NAUTUTU	17-07-12	F	DAUGHTER
			AMBAJO	NURJENNA NABWIRE	22-09-14	F	DAUGHTER
82	1007	NACC "6"		JAMES K. KIIRU	16/5/1959	M	PRINCIPAL
			KAMAU	JANE WAIRIMU	01-01-1965	F	SPOUSE
			KAMAU	DENNIS MUIRURI	09-01-1995	M	SON
			KAMAU	PAM WAMBUI	04-10-1998	F	DAUGHTER
83	1105	NACC "6"	NJOGU	DAVID MURAGURI	27-12-75	M	PRINCIPAL
			GIKANDI	CATHERINE NJERI	25-12-81	F	SPOUSE
			MURAGURI	COLLINS GIKANDI	15-08-10	M	SON
			MURAGURI	ELVIS NJOGU	07-05-08	M	SON
84	1011	NACC "6"	KATHAKA	STEPHEN GICHOBI	24/08/1974	M	PRINCIPAL
			KAMAU	TERESIAH WANJERI	13/12/1975	F	SPOUSE

			GICHOBI	CALEB KATHAKA	08-07-2007	M	SON
			GICHOBI	ESTHER WANGECHI	23/06/2003	F	DAUGHTER
85	1103	NACC "6"	ROTICH	JONAH KIPKORIR	26-08-83	M	PRINCIPAL
			KIPYATICH	ANNOLYNE CHEMENJO	01-01-85	F	SPOUSE
				RAY KIPLAGAT	24-04-14	M	SON
				IVAN KEMBOI	10-12-12	M	SON
				GAVIN KIMUTAI	22-06-09	M	SON
86	1101	NACC "6"	CHEPTOO	ELIAS KIPRONO	07-10-78	M	PRINCIPAL
			MURKOMEN	VIVIAN JEPKOSKEI	31-12-84	F	SPOUSE
			KIPRONO	ABIGAE L J.	29-09-11	F	DAUGHTER
				BILHAH KIPRONO	20-07-09	F	DAUGHTER
				DELPHINE KIPRONO	31-12-02	F	DAUGHTER
			KIPRONO	IGNATIUS KIPLIMO	16-01-16	M	SON
87	1107	NACC "6"		MOMANYI OMENGE	1970	M	PRINCIPAL
			KILUNGU	CATHERINE K.	1977	F	SPOUSE
				JOY OMENGE	13-02-09	F	DAUGHTER
			OMENGE	STACEY KERUBO	24-10-02	F	DAUGHTER
			OMENGE	PHOEBE NYAMUSI	30-12-00	F	DAUGHTER
88	1001	NACC "6"	YATICH	MOSES CHEBII	31/12/1972	M	PRINCIPAL
			SANG	AGNES K.	31/12/1972	F	SPOUSE
			CHEBII	MERCY JEBIWOT	09-03-2000	F	DAUGHTER
			CHEBII	JOAN JEPCHUMBA	01-11-1997	F	DAUGHTER
			CHEBII	GLORIA JERRUTO	27/10/2005	F	DAUGHTER
			CHEBII	ISAACK KIBETT	23/11/2008	M	SON
89	1122	NACC "6"	SIMIYU	DENNIS NALYANYA	28-11-84	M	PRINCIPAL
			KHASACHA	JOYCE OMINA	05-12-85	F	SPOUSE

			SIMIYU	TARAJI NAMBUBA	19-08-14	F	DAUGHTER
90	1258	NACC "6"	ONUOKO	ESTHER AOKO	25-02-84	F	PRINCIPAL
			ABUOR	PAUL OGONDA	27-01-83	M	SPOUSE
			OGONDA	MICHAEL KAYA	23-11-10	M	SON
			OGONDA	HERON MATEO	29-06-14	M	SON
91	1104	NACC "6"		LEAH CHEPKIYENG	14-10-78	F	PRINCIPAL
			CHEKANGOR	SILAS KANDAGOR	30-12-76	M	SPOUSE
			KANDAGOR	ALLAN KIPLIMO	16-02-11	M	SON
			KANDAGOR	ALVIN KIPLAGAT	29-11-13	M	SON
92	44	NACC "7"	GITAH	ANNE WANJIKU	14-12-56	F	PRINCIPAL
			WANJOHI	CHARLES GITAH	01-01-50	M	SPOUSE
93	18	NACC "7"	NYAKITI	MARY AKINYI	13-05-62	F	PRINCIPAL
			TONGEH	JACOB OMONDI	14-12-60	M	SPOUSE
			OMONDI	STEVE	09-09-98	M	SON
			OMONDI	ANITA AWOUR	02-09-93	F	DAUGHTER
94	19	NACC "7"	NDEGWA	JENNIFER WANJIRU	10-03-69	F	PRINCIPAL
			NDEGWA	DUNCAN	13-05-99	M	SON
95	57	NACC "7"	MAINA	FLORENCE NJERI	13-12-60	F	PRINCIPAL
			MAHUGU	SAMSON MAINA	15-10-57	M	SPOUSE
			MAINA	ELIZABETH WANJIRU	04-03-98	F	DAUGHTER
			MAINA	DANIEL MAHUGU	12-09-99	M	SON
96	1037	NACC "7"	OSOO	JOHN S. ODHIAMBO	11-05-58	M	PRINCIPAL
			OSOO	ROSELYNE GRACE	16-05-63	F	SPOUSE
			OSOO	HELLEN B. AKETCH	22-06-00	F	DAUGHTER
			OSOO	HARON COLLINS OMONDI	26-06-04	M	SON

97	1051	NACC "7"	GATHOGO	LYDIA MUGURE	29/03/1974	F	PRINCIPAL
				GABRIEL GACHAGO	21/04/2005	M	SON
98	1052	NACC "7"	OLUM	SUSAN J. AKINYI	08/07/1976	F	PRINCIPAL
			MUTUKU	MYLES OLUM	07/11/2007	M	SON
99	1053	NACC "7"	KIOGE	STEPHEN KANJA	29/11/1984	M	PRINCIPAL
			WAMBUI	MAUREEN MUMBI	18-04-88	F	SPOUSE
			KANJA	STEPHANIE WAMBUI	25-05-11	F	DAUGHTER
			KANJA	CLARE MUTHONI	28-10-13	F	DAUGHTER
100	1139	NACC "7"	WACHIRA	ESTHER WANGUI	1974	F	PRINCIPAL
			WAMBUI	ANNE CHRISTINE	11-06-99	F	DAUGHTER
			WACHIRA	JOY NJERI	10-12-15	F	DAUGHTER
101	75	NACC "7"	CHESANG	FRANCIS KIMURSOI	01-01-60	M	PRINCIPAL
			ROTICH	MARTHA J.	01-01-63	F	SPOUSE
			SANG	VERONICA CHEPKOECH	01-01-94	F	DAUGHTER
			SANG	LABAN KIBET	01-01-02	M	SON
			SANG	BENARD KANGOGO	19-06-09	M	SON
102	48	NACC "7"	MWANIKI	FLORENCE .K.	24-12-57	F	PRINCIPAL
			MWANIKI	FREDRICK	01-01-52	M	SPOUSE
103		NACC "7"	APONO	JECINTA INGATI	17-05-86	F	SELF
			AJISANGA	GRIFFINE	04-12-83	M	SPOUSE
			ISENDI	LAUREEN	02-03-07	F	DAUGHTER
			KHANGUHA	ABIGAEL	09-11-10	F	DAUGHTER
104	8	NACC "8"	OMWEGA	WILLIAM NYEGA	01-01-54	M	PRINCIPAL
			NYEGA	GRACE NYANCHAMA	01-01-62	F	SPOUSE

			NYEGA	ANNE KERUBO	01-01-97	F	DAUGHTER
			NYEGA	MIRIAM KEMUNTO	01-01-99	F	DAUGHTER
			NYEGA	YUSUF OKEO	01-01-04	M	SON
105	30	NACC "8"	NJEHIA	DAVID THIONG'O	11-11-57	M	PRINCIPAL
			WAWERU	NANCY W.	02-01-61	F	SPOUSE
106	118	NACC "8"	NDUBAI	FRANCIS MUGAMBI	28-11-61	M	PRINCIPAL
			MUGAMBI	KERAN NYAGOGHA	01-01-63	F	SPOUSE
			MUGAMBI	RACHAEL KAWIRA	11-09-97	F	DAUGHTER
107	52	NACC "8"	MBUGUA	JOSEPH KIHARA	04-03-60	M	PRINCIPAL
			KIHARA	EVA WANGARI	19-01-69	F	SPOUSE
			KIHARA	MARVINS M.	10-03-95	M	SON
			KIHARA	PETER N.	26-11-96	M	SON
			KIHARA	TONY NJOROGE	26-10-99	M	SON
108	381	NACC "8"	SALATON	BONFACE PARMASAEN	22-09-65	M	PRINCIPAL
			NJOROGE	NAOMI NJERI	01-01-69	F	SPOUSE
			PARMASAEN	ESTHER NAREYIO	01-01-98	F	DAUGHTER
			PARMASAEN	CALEB PARMUAT	01-01-00	M	SON
			PARMASAEN	TONY T.	02-02-03	M	SON
			PARMASAEN	MIRIAM SAINAPEI	2009	F	DAUGHTER
109	125	NACC "8"	TUNGANI	LEUNCE ANUNDA	02-02-75	M	PRINCIPAL
			OMUKHOBERO	CAROLYNE OSIMBO	01-01-78	F	SPOUSE
			ANUNDA	MARGARET MUNYWERE	29-02-00	F	DAUGHTER
			ANUNDA	CALCINE MAINA	19-01-03	M	SON
			ANUNDA	HUMPHREY WERE	22-02-04	M	SON
			ANUNDA	INNOCENT MAINA			

110	387	NACC "8"	MUKOO	SILVESTER TIRIKWELL	01-01-76	M	PRINCIPAL
				SUSAN KAITUKO		F	SPOUSE
			TIRIKWELL	ABDALAH	01-01-98	M	SON
			TIRIKWELL	EDWIN	01-01-01	M	SON
			TIRIKWELL	AKURU	01-01-05		
			TIRIKWELL	KAPIRIA	01-01-06		
111	128	NACC "8"	KABUANA	GEORGE GACHANJA.	24-10-73	M	PRINCIPAL
			GITAH	CATHERINE NGIMA	07-03-80	F	SPOUSE
			GACHANJA	IAN KABUANA	08-11-08	M	SON
			GACHANJA	MICHAEL GITAH	27-05-13	M	SON
			GACHANJA	ALLAN KABUANA			
			GACHANJA	JOSEPH KIBIRA			
112	115	NACC "8"	NGATIA	AUGUSTINE MURIUKI	12-05-59	M	PRINCIPAL
				JOY WANGUI	27-05-74	F	SPOUSE
				GRORONNIE WANJA	22-06-05	F	DAUGHTER
				DAVID NGATIA	27-06-05	M	SON
113	143	NACC "8"	NJEMA	CYRUS KAMAU	16-06-81	M	PRINCIPAL
			KAMAU	EDITH NJERI	06-08-81	F	SPOUSE
			KAMAU	CLARE WANGECHI	04-08-05	F	DAUGHTER
			KAMAU	JOEL NJEMA	08/12/2009	M	SON
				TIMOTHY MWANGI	14-09-15	M	SON
114	1038	NACC "8"	KORIR	EDWARD	25-12-71	M	PRINCIPAL
			MWIKAMBA	PURITY NJOKI	06/09/1977	F	SPOUSE
			KORIR	NATASHA CHEBET	13-07-13	F	DAUGHTER
115	1195	NACC "8"	HASSAN	SUGOW FEISAL	19-01-86	M	PRINCIPAL
			KEINAN	SAADIA ABDI	1988	F	SPOUSE

			HASSAN	SUMEYA FISAL	19-03-14	M	SON
116	1120	NACC "8"	WANGA	CAROLINE ADHIAMBO	16-02-77	F	PRINCIPAL
			OMONDI	JOHN OWINO	13-08-76	M	SPOUSE
			OWINO	MOSES OTIENO	17-08-04	M	SON
			OWINO	FRANCIS APOLLO	13-08-05	M	SON
			OWINO	ABIGAEL ACHIENG		F	DAUGHTER
117	1119	NACC "8"		CAROLINE KOKONYA	21-07-73	F	PRINCIPAL
				CYNTHIA KOKONYA	26-08-93	F	DAUGHTER
				MICHELLE KOKONYA	01-03-97	F	DAUGHTER
118	1137	NACC "8"	MAULID	MAULID KIMOJINO	17-06-74	M	PRINCIPAL
			MAULID	MIZE BAKARI	23-05-82	F	SPOUSE
			MAULID	ATHUMANI MACHARIA	31-12-98	M	SON
			MAULID	ANGEL MUENI	12-10-07	F	DAUGHTER
			MAULID	ABDULMALIK KIMJINO	07-05-14	M	SON
			MAULID	MWANAISHA KIMOJINO	23-11-15	F	DAUGHTER
119	1287	NACC "8"	TANUI	ISAAC KIPKEMBOI	30-05-75	M	PRINCIPAL
				LILIAN CHEPKEMBOI	27-04-80	F	SPOUSE
				ERIC KIPKORIR	04-03-99	M	SON
				ABIGAEL CHEPKORIR	25-08-00	F	DAUGHTER
				EMMACULATE KIKEMBOI	17-12-04	F	DAUGHTER
				MARTIN KIPLAGAT	06-10-06	M	SON
120	1279	NACC "8"		GRACE NJERI GITHINJI		F	PRINCIPAL
				MARSHA WAKARIA		F	
				JANE WAIRIMU		F	DAUGHTER
121	1280	NACC "8"	KUDATE	NOAH OBIKI	11-08-73	M	PRINCIPAL

			KUDATE	MARY MUMBI	26-11-75	F	SPOUSE
			KUDATE	KELVIN KIHARA	04-06-04	M	SON
			KUDATE	SUSAN WANGUI	01-12-06	F	DAUGHTER
122	1281	NACC "8"	ONDIWA	WALDEN OTIENO	24-12-82	M	PRINCIPAL
			NYONGINDI	LINDA ANYANGO	20-10-85	F	SPOUSE
			WALDEN	ANN LEILAH	03-05-10	F	DAUGHTER
			WALDEN	JESSICAH HOPE	19-10-13	F	DAUGHTER
123	1282	NACC "8"	LETINA	BENSON OLTETIA	01-04-80	M	PRINCIPAL
			OLTETIA	MARY SAINKO	1987	F	SPOUSE
			OLTETIA	MILLAN MILANOI	27-10-10		
			OLTETIA	SHARON NOSIM	20-11-14	F	DAUGHTER
124	1283	NACC "8"	KAKU	GEOFFREY KYALO	08-08-76	M	PRINCIPAL
			MUTIE	ELIZABETH K.	26-11-79	F	SPOUSE
			KYALO	FAITH MWIKALI	08-05-96	F	DAUGHTER
			KYALO	KENNEDY M.	27-12-99	M	SON
			KYALO	ANGELA KAMENE	19-11-05	F	DAUGHTER
			KYALO	PEACE MWENDE	01-04-15	F	DAUGHTER
125	1286	NACC "8"	CHEPTOO	DOMINIC KIPKEMBOI	07-07-80	M	PRINCIPAL
			SAMBU	JUDY JELAGAT	1986	F	SPOUSE
			KEMBOI	ROY KIBET	2006	M	SON
			KEMBOI	SANDRAH JEPCHIRCHIR	2007	F	DAUGHTER
			KEMBOI	RAY KIBIWOTT	2013	M	SON
			KEMBOI	REMMY KIPNGETICH	2015	M	SON
126	1288	NACC "8"		ABRAHAM EMASE	01-07-80	M	PRINCIPAL
				LILLIAN S. MWABAKA	26-07-82	F	SPOUSE
			NAOMI	JOY BLESSED	11-01-04	F	DAUGHTER



			OBADIAH	ROHI PAPA	18-04-11		
				RUTH CHEPLETING	22-10-01	F	DAUGHTER
127	1290	NACC "8"	LOMOSI	WYCLIFFE LUMURA	23-10-81	M	PRINCIPAL
			WAMANI	ROBAI NAFULA	25-04-86	F	SPOUSE
				CHRISTIANO KATVASIKA	19-01-07		
				LAUREEN KIRISIA	15-11-09		
128	43	NACC "9"	TUMBO	HANNA MBULWA	17-03-60	F	PRINCIPAL
			KAMAU	JAMES IRUNGU	01-01-59	M	SPOUSE
129	60	NACC "9"	ONGWAE	LILLIAN KEMUMA	21-03-73	F	PRINCIPAL
			KEMUNTO	BRENDA	13-01-93	F	DAUGHTER
			OMONDI	GRIFFINS COUFAX	30-06-05	M	SON
130	007	NACC "9"	MWORORO	JOSEPH NJOROGE	12-10-64	M	PRINCIPAL
			NJOROGE	JULIA NGOIRI	01-01-74	F	SPOUSE
			NJOROGE	FRANCIS WAWERU	01-01-95	M	SON
			NJOROGE	JOHN NGANGA	01-01-94	M	SON
			NJOROGE	AGNES WARIMU	01-01-01	F	DAUGHTER
			NJOROGE	JAMES NGANGA	01-01-03	M	SON
131	160	NACC "9"	MALABII	MILLICENT NETONDO	13-08-78	F	PRINCIPAL
92	170	NACC "9"	ALI	FAHAAN BARKALE	07-06-85	F	SELF
			GAB	OMAR ABDIRIZAK	30-01-72	M	HUSBAND
			OMAR	AMIN	12-12-09	M	SON
			OMAR	NAZLIN	27-04-11	F	DAUGHTER
			OMAR	KHALID	13-05-13	M	SON
			ABDIRIZAK	SUMEYA OMAR	20-09-14	F	DAUGHTER
133	1116	NACC "9"	KARIMI	ROLLAINE WANJIKU	02-11-87	F	PRINCIPAL

			NGUNGA	URBANUS NGUTA	28-06-74	M	SPOUSE
			NGUTA	ANDRIA I. MUKAI	19-11-12	F	DAUGHTER
			NGUTA	GABRIEL MANSA	15-06-15	M	SON
134	1117	NACC "9"	OREGO	IRENE NAFULA	11-05-85	F	PRINCIPAL
			ORARE	FELIX MOCHERE	1984	M	SPOUSE
			MOCHERE	LEROY LEE ORARE	01-03-13	M	SON
135	1118	NACC "9"	AREBA	LYDIAH NYAMUSI	24-12-83	F	PRINCIPAL
			MOHAMMED	JEREMIAH NYARANG'O	06-04-82	M	SPOUSE
			NYARANG'O	MARCUS TAI	07-08-08	M	SON
			NYARANG'O	CHELSEA NYANCHAMA	04-12-11	F	DAUGHTER

S/NO	P/NO.	GRADE	SURNAME	OTHER NAMES	DOB	GENDER	RELATION
136	1186	NACC 7	Gomba	Irene Akoth	21/03/1981	F	Principal
			Malombo	Karl	15/04/2006	M	Son
137	1191	NACC 7	Kibegwa	Dennis Maosa	04/04/1988	M	Principal
			Kibegwa	Rael Bitutu	21/04/1988	F	Spouse
			Kibegwa	Reagan Maosa	23/06/2016	M	Son
138	1099	NACC 7	Choge	Innocent Kipchirchir	21/078/1984	M	Principal
			Kipchirchir	PeninahChepkoech	28/01/1988	F	Spouse
			Chirchir	Ryan Kipkemboi	26/11/2012	M	Son
			Chirchir	Kyle Kipruto	03/07/2016	M	Son
139	1035	NACC 7	Yussuf	Nasri Mohamed	1977	F	Principal
			Ali	Adan Diis	1987	M	Spouse
			Diis	Suheiba Adan	2014	F	Daughter
			Diis	MohamedAmin Adan	2015	M	Son

140	1182	NACC 7	Wangari	Naomi	09/02/1989	F	Principal
			Ochieng	Edwin Michael	15/04/1983	M	Spouse
			Magak	Maya Nicole	06/01/2015	F	Daughter
141	1098	NACC 7	Okatch	Lucy Awuor	08/08/1979	F	Principal
			Ochieng	Michael	03/11/1976	M	Spouse
			Ochieng	Arnold Okach	24/01/2003	M	Son
142	1100	NACC 7	Kiprono	Clement Kiprotich	06/05/1983	M	Principal
			Chepkonga	Belinda J.		F	Spouse
			Rotich	Joy Jerono		F	Daughter
			Rotich	Allan Kibor		M	Son
143	1183	NACC 7	Kipngetch	KenndyMwogoi	02/08/1986	M	Principal
			Chepleting	Rebecca	22/05/1989	F	Spouse
			Jepchumba	Ruby	25/05/2015	F	Daughter
144	1323	NACC 7	Ingati	JecintaApono	17/05/1986	F	Principal
			Ajisanga	Griffine	04/12/1983	M	Spouse
			Isendi	Laureen	02/03/2007	F	Daughter
			Khanguha	Abigael	09/11/2010	F	Daughter
145	1324	NACC 7	Simiyu	Joseph Mukhwana	07/04/1984	M	Principal
			Limo	Alice Jepkoech	23/06/1990	F	Spouse
			Mukhwana	Ashley Nasimuyu	07/11/2014	F	Daughter
			Mukhwana	Joy Nafula	24/11/2014	F	Daughter
146	1325	NACC 7	Egehiza	Nelly Asena	'27/08/1993	F	Principal

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.

## 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:
  - (i) the Tender Form and the Price Schedule submitted by the tenderer;
  - (j) the Schedule of Requirements
  - (k) the Details of cover
  - (l) the General Conditions of Contract
  - (m) the Special Conditions of Contract; and
  - (n) 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 ..... E mail .....

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. ....			

**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. ....			

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

- If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

*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



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

FORM SD2

*SELF DECLARATION FORMS (r 62)*

*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)  
Bidder's Official Stamp

(Signature)

(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

.....APPLICANT

AND

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

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

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
2. etc

SIGNED .....(Applicant)

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

---

FOR OFFICIAL USE ONLY

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

SIGNED Board Secretary



**DOCUMENTS TO BE ENCLOSED IN THE FINANCIAL PROPOSAL**

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 \_\_\_\_\_ 2017

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

Price Schedule Form



## FINANCIAL PROPOSAL

INSURED	National AIDS Control Council			
	P.O Box 61307			
	NAIROBI.			
CLASS OF POLICY	IN AND OUT PATIENT MEDICAL COVER			
	BENEFITS LIMITS - PER FAMILY PER ANNUM			
PERIOD	24 MONTHS			
INSURED PERSONS	Select Board Members, All Employees and their Dependents			
GRADE	In Patient Limit - Kshs.	Outpatient Limit - Kshs.	Premimum in Kshs Year 1	Premimum in Kshs Year 2
Board Members	2,000,000/= Per Member Bed Limit 15,000	100,000 Per Member Consultation - 3,000		
NACC 1 - 2	4,000,000/= per family Bed limit - 15,000/=	Single (M) - 200,000/= Families - 450,000/= Consultation - 3,000/=		
NACC- 3 - 4	4,000,000/= per family Bed Limit - 15,000/=	Single (M) - 150,000/= Consultation - 3,000/= M+1 - 200,000/= per family M+2 - 250,000/= per family M+3 Up to - M+5 - 300,000/= per family Consultation limit for M+2 up to M+5 - 3,000/=		
NACC- 5	2,500,000/= per family Bed limit - 10,000/=	Single (M) - 120,000/= Consultation - 2,500/= M+1 - 150,000/= per family M+2 - 200,000/= per family M+3 - 240,000/= M+4 Up to - M+5 - 300,000/= per family Consultation limit for M+2 up to M+5 - 2,500/=		
NACC- 6 - 7	2,500,000/= per family Bed limit - Ward Bed	Single (M) - 100,000/= Consultation - 2,500/= M+1 - 120,000/= per family M+2 - 150,000/= per family M+3 - 200,000/= per family		

		M+4 - 250,000/= per family M+5 - 300,000/= per family <b>Consultation limit for M+1 up to M+5 - 2,500/=</b>		
NACC 8-9	2,000,000/= per family <b>Bed limit - Ward Bed</b>	Single (M) - 80,000/= M+1 - 100,000/= per family <b>Consultation - M up to M+1 - 2,500/=</b> M+2 - 120,000/= per family M+3 - 160,000/= per family M+4 - 200,000/= per family M+5 - 300,000/= per family <b>Consultation limit for M+2 up to M+5 - 2,500/=</b>		
POPULATION	Breakdown of employees and dependants per Category - As per the attached schedule. Any additional staff to be covered on Pro rata basis and premium charged on pro-rata basis.			
	<b>Grand Total IN Kshs</b>			

Amount in words Year 1 Kshs .....

Amount in words Year 2 Kshs .....

Nb: Bidders quoting ONLY for one year will be deemed non responsive and shall be disqualified

Date..... Signature ..... 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) :.....

.....