



TENDER DOCUMENT

FOR

PROVISION OF GENERAL INSURANCE COVER

TENDER NO. NACC/T/013/2018-2019

CLOSING MAY 21, 2019 at 10:00 AM

LANDMARK PLAZA,
ARGWINGS KODHEK ROAD

P.O. BOX 61307 – 00200

TEL: 020-2896000/2715144

NAIROBI, KENYA.

E-mail: communication@nacc.or.ke

Website: www.nacc.or.ke

Contents

SECTION II - INSTRUCTIONS TO TENDERERS	2
2.1 Eligible tenderers	2
2.2 Cost of tendering.....	2
2.3 Contents of tender documents.....	2
2.4 Clarification of Documents.....	3
2.5 Amendment of documents	3
2.6 Language of tender	3
2.7 Documents Comprising the Tender	4
Form of Tender	4
2.9 Tender Prices	4
2.10 Tender Currencies.....	4
2.11 Tenderers Eligibility and Qualifications.	5
2.12 Tender Security	5
2.13 Validity of Tenders.....	6
2.14 Format and Signing of Tender.....	6
2.15 Sealing and Marking of Tenders	6
2.16 Deadline for Submission of Tenders.....	7
2.17 Modification and withdrawal of tenders	7
2.18 Opening of Tenders	7
2.19 Clarification of tenders.....	8
2.20 Preliminary Examination and Responsiveness	8
2.21 Conversion to a single currency	9
2.22 Evaluation and comparison of tenders.....	9
2.23. Contacting NACC.....	10
2.24 Award of Contract.....	10
2.25 Notification of award.....	11
2.26 Signing of Contract	11
2.27 Performance Security	11
2.28 Corrupt or Fraudulent Practices	12
APPENDIX TO INSTRUCTIONS TO THE TENDERERS	13
12	13
SECTION IV – SPECIAL CONDITIONS OF CONTRACT	16
CONDITIONS TO BE MET BY THE INSURANCE COMPANY- MANDATORY	17
SECTION V - SCHEDULE OF REQUIREMENTS	19

SECTION VI -DESCRIPTION OF SERVICES	22
9. COMPREHENSIVE MOTOR INSURANCE COVER	30
TECHNICAL EVALUATION RESPONSE FORM	33
4.2 PRICE SCHEDULE OF SERVICES	61
SECTION VII - STANDARD FORMS	67
4. FORMAT OF TENDER SECURITY INSTRUMENT	71
5. PERFORMANCE SECURITY FORM	72
FORM SD1: Self-Declaration That The Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015.	73
FORM SD2: Self-Declaration Forms (r 62): self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.....	74
8. BANK DETAILS FORM- MANDATORY	75

May 7, 2019

TENDER NO. TENDER NO. NACC/T/013/2018-2019

TENDER NAME: PROVISION OF GENERAL INSURANCE COVER BY INSURANCE BROKERS

The National AIDS Control Council (NACC) invites sealed tenders from eligible candidates for the Provision of General Insurance Covers for NACC. The contract will be for a period of two years subject annual Satisfactory Performance review in the first year.

The tender document may be viewed and downloaded from the NACC's website www.nacc.or.ke or in public procurement information portal in www.tenders.go.ke for free or at Kshs 1,000 for printed copy payable through a banker's cheque addressed to Chief Executive Officer, National AIDS Control Council.

Prices quoted should be net inclusive of all taxes, must be in Kenya Shillings and should remain valid for **150 days**.

Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender name and number and be deposited in the tender box provided at the NACC Offices, 9th floor, Landmark Plaza, Argwings Kodhek Road , Nairobi addressed to:

The Chief Executive Officer,
National AIDS Control Council,
P. O. Box 61307 - 00200
NAIROBI

To be received on or before **May 21, 2019 at 10:00 AM**.

Tenders must be accompanied by a Tender Security of **Kshs. 200,000** in form of a bank guarantee from a reputable bank or an insurance company approved by the Public Procurement Regulatory Authority (PPRA) payable to the Chief Executive Officer, National AIDS Control Council (*No self-insured tender security*). Tenders will be opened immediately thereafter in the presence of the tenderers representatives who choose to attend the opening at the **6th floor Board Room, Landmark Plaza, Argwings Kodhek Road**.

CHIEF EXECUTIVE OFFICER
NATIONAL AIDS CONTROL COUNCIL

SECTION II - INSTRUCTIONS TO TENDERERS

2.1 Eligible tenderers

- 2.1.1. This Invitation to tender is open to all tenderers eligible as described in the 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. NACC's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate.
- 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 NACC to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and NACC, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 NACC shall allow the tenderer to review the tender document free of charge before in the website.

2.3 Contents of tender documents

- 2.3.1. The tender document comprises of the documents listed below and addenda issued in accordance with clause 5 of these instructions to tenders
 - i) Instructions to tenderers
 - ii) General Conditions of Contract
 - iii) Special Conditions of Contract
 - iv) Schedule of Requirements
 - v) Details of service
 - vi) Form of tender
 - vii) Price schedules
 - viii) Contract form
 - ix) Confidential business questionnaire
 - x) Performance security form
 - xi) Bank details

2.3.2. The Tenderer is expected to examine all instructions, forms, terms, and specifications 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 Documents

2.4.1. A prospective candidate making inquiries of the tender document may notify NACC in writing or by post, fax or email at the entity's address indicated in the Invitation for tenders. NACC will respond in writing to any request for clarification of the tender documents, which it receives no later than seven (7) days prior to the deadline for the submission of tenders, prescribed by NACC. 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 prospective tenderers who have received the tender documents.

2.4.2. NACC 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 NACC may waive any minor informality or nonconformity 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

2.5 Amendment of documents

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

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

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

2.6 Language of tender

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 NACC, 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

The tender prepared by the tenderer shall comprise the following components: 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 Clause 2.11 that the tenderer is eligible to Tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished is in accordance with Clause 2.12 (d) Confidential business questionnaire

Form of Tender

2.8.1 The tenderers shall complete the Form of Tender and the appropriate Price Schedule furnished in the tender documents, indicating the services to be performed.

2.9 Tender Prices

2.9.1 The tenderer shall indicate on the Price schedule the unit prices where applicable and total tender prices 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 2.22.

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

2.9.5 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price.

2.9.6 Price variation requests shall be processed by NACC within 30 days of receiving the request.

2.10 Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the appendix to in Instructions to Tenderers

2.11 Tenderers Eligibility and Qualifications.

2.11.1 Pursuant to Clause 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 its tender is accepted.

2.11.2 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall establish to NACC'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 Invitation to tender.

2.12.2 The tender security shall be in the amount not exceeding 2 per cent of the tender price.

2.12.3 The tender security is required to protect NACC against the risk of Tenderers conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in a Kenya Shillings or in another freely convertible currency and shall be in the form of:

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

2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by NACC as non-responsive, pursuant to paragraph 2.20

2.12.6 Unsuccessful tenderers security will be discharged or returned as promptly as possible as but not later than thirty (30) days after the expiration of the period of tender validity prescribed by NACC.

2.12.7 The successful tenderers tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.26, and furnishing the performance security, pursuant to paragraph 2.37.

2.12.8 The tender security may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity specified by NACC on the Tender Form; or
- (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 2.26.

or

(ii) To furnish performance security in accordance with paragraph 2.27.

(c) If the tenderer rejects, correction of an error in the tender.

2.13 Validity of Tenders

2.13.1 Tenders shall remain valid for **150 days** or as specified in the invitation to tender after date of tender opening prescribed by NACC, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by NACC as nonresponsive.

2.13.2 In exceptional circumstances, NACC 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 may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tender

2.14.1 The tenderer shall prepare one copy of the tender, clearly marked "ORIGINAL TENDER" as appropriate.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original of the tender in an envelope, duly marking the envelope as "ORIGINAL" The envelope shall:

(a) Be addressed to NACC at the address given in the invitation to tender

(b) Bear, tender number and name in the invitation to tender and the words: "DO NOT OPEN BEFORE **May 21, 2019 at 10:00 AM**."

2.15.2 The envelope shall indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.15.3 If the envelope is not sealed and marked as required by paragraph 2.15.1, NACC 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 NACC at the address specified in the appendix to instructions to tenderers no later than **May 21, 2019 at 10:00 AM.**

2.16.2 NACC may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 5, in which case all rights and obligations of NACC 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 in the tender box shall be received by NACC 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 tender's is received by NACC prior to the deadline prescribed for the 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 cable, but followed by a signed confirmation copy, post marked 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 specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.8.

2.17.5 NACC may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.17.6 NACC 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.

2.18 Opening of Tenders

2.18.1 NACC will open all tenders in the presence of tenderers' representatives who choose to attend, on **May 21, 2019 at 10:00 AM** in the location specified in the invitation to tender. 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 NACC, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 NACC will prepare minutes of the tender opening which will be submitted to the 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 NACC 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 shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence NACC in the 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 NACC will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required securities 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 may be forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 NACC may waive any minor informality or nonconformity 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 2.22, NACC 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. NACC'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 NACC and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21 Conversion to a single currency

2.21.1 Where other currencies are used, NACC 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 NACC will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The comparison shall be of the price including all costs as well as duties and taxes payable on all the materials to be used in the provision of the services.

2.22.3 NACC'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 2.22.4 and in the technical specifications:

- (a) Operational plan proposed in the tender;
- (b) Deviations in payment schedule from that specified in the Special Conditions of Contract;

2.22.4 Pursuant to paragraph 2.2.3 the following evaluation methods will be applied:

(a) Operational Plan.

NACC 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 NACC's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule.

Tenderers shall state their tender price for the payment on a 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. NACC may consider the alternative payment schedule offered by the selected tenderer.

2.22.5 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.22.6 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.

2.23. Contacting NACC

2.23.1 Subject to paragraph 2.19, no tenderer shall contact NACC 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 NACC in its decisions on tender evaluation tender comparison or contract award may result in the rejection of the tenderers tender.

2.24 Award of Contract

- a) Post qualification

2.24.1 In the absence of pre-qualification, NACC will 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's 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 2.1.2, as well as such other information as NACC 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 NACC will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

Award Criteria

2.24.4 Subject to paragraph 2.29 NACC 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.

2.24.5 NACC 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 NACC's action. If NACC determines that none of the tenderers is responsive; NACC shall notify each tenderer who submitted a tender.

2.24.6 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.

2.25 Notification of award

2.25.1 Prior to the expiration of the period of tender validity, NACC will notify the successful tenderer in writing that its tender has been accepted.

2.25.2 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and NACC pursuant to clause 2.26. Simultaneously the other tenderers shall be notified that their tenders have not been successful.

2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 27, NACC will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.26 Signing of Contract

2.26.1 At the same time as NACC notifies the successful tenderer that its tender has been accepted, NACC will simultaneously inform the other tenderers that their tenders have not been successful.

2.26.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to NACC.

2.26.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.27 Performance Security

2.27.1 Within thirty (30) days of the receipt of notification of award from NACC, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to NACC.

2.27.2 Failure of 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 NACC may make the award to the next lowest evaluated or call for new tenders.

2.28 Corrupt or Fraudulent Practices

- 2.28.1 NACC 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.
- 2.28.2 NACC 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;
- 2.28.3 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 THE 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'.

Instructions to tenderers	Particulars of appendix to instructions to tenderers
2.1	Particulars of eligible tenderers: Proposed underwriter / Brokerage firm Licensed by the Insurance Regulatory Authority to do business in Kenya
2.9	Price to be charged for tender documents. The tender document shall be downloaded free of charge from www.nacc.or.ke or www.tenders.go.ke
2.10	Particulars of other currencies allowed. None
2.11	Particulars of tender security if applicable. Kshs. 200,000 valid for 150 days after date of tender opening.
2.8	Form of Tender Security: The Tender Security shall be in the form of a Guarantee from a reputable bank or an insurance company approved by PPRA. Self-guaranteed tender security not allowed.
2.1.3	Validity of Tenders: Tenders Shall remain valid for 150 days after date of tender opening.
2.16	Bulky tenders which do not fit in the tender box shall be delivered to the Chief Executive Officer's office on 9 th Floor, Landmark Plaza. Argwings Kodhek Road.
2.20	PRELIMINARY EVALUATION CRITERIA Tenderers are required to meet the following MANDATORY REQUIREMENTS which will be used during Preliminary Examination to determine responsiveness

	1. Must be registered with the Insurance Regulatory Authority for the year 2019. In addition License or membership of Association of Insurance Brokers of Kenya for Insurance Brokers	Evidence to be availed is the valid certificate
	2. Submit copy of Certificate of Registration/Incorporation from the Registrar of Companies.	Evidence to be availed is the valid certificate
	3. Submit Valid Tax Compliance Certificate from Kenya Revenue Authority.	Evidence to be availed is the valid certificate
	4. Must submit completed Confidential Business Questionnaire form in the format provided.	Evidence to be availed is a duly filled Confidential Business Questionnaire.
	5. Submit membership certificate for year 2019 from the Association of Kenya Insurers (AKI) for underwriters and AIBK for Insurance Brokers	Evidence to be availed is the valid certificate
	6. Must Submit sample policy documents for all the covers	Evidence to be availed is the sample policy documents.
	7. Must Submit a Tender Security of Kshs. 200,000 valid for 150 days after date of tender opening	Evidence to be availed is a valid tender security
	8. Must fill the form of tender in the format provided	Evidence to be availed is a completed form of tender in the format provided.
	9. Must fill the price schedule in the format provided	Evidence to be availed is a completed price schedule in the format provided.
	10. Must tender to provide all the covers required	Evidence to be availed is comprehensive quotation for all policies.
2.24	Particulars of post – qualification if applicable. NACC may inspect the premises and confirm details	
2.22	FINANCIAL EVALUATION 1. The financial evaluation and final ranking of the bids will take into consideration the scope of the cover in	

	<p>relation to the premium, Exclusion Clauses, and other pertinent terms and conditions of tender.</p> <p>2. The evaluation committee will determine whether the financial proposals are complete. The cost of items not priced shall be assumed to be Included in other costs in the proposal. In all cases, the total price of the bid as submitted shall prevail.</p>
2.24	<p>Award Criteria:</p> <p><i>Award will be made to the overall lowest evaluated bidder of all the policies sought. The contract will be for a period of two years and subject to annual Satisfactory Performance review.</i></p>
2.27	<p>Particulars of performance security, 10% of contract sum</p>
Others necessary aspects	<p>Complete as necessary.</p> <p>Negotiations may be held with the tenderer with the lowest evaluated bidder, and upon successful negotiations will be awarded the contract. If negotiations fail with the tenderer with the lowest evaluated bidder, the bidder with the second lowest evaluated bidder will be invited by NACC for negotiations, and upon successful negotiations, be awarded the tender.</p>

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

	Special Condition of Contract
2.7	Performance Security: Specify performance security if applicable: 10% of tender sum
2.7	Payments: Specify as necessary: Annual premium to be paid upfront upon signing of the contract and delivery of policy documents/endorsements.
2.7	Price adjustment: Specify price adjustments: None

2.7	Applicable law: Specify resolution of disputes allowed: Disputes to be settled as per the Arbitration Laws of Kenya
2.7	Notices: Indicate full address of Client: NATIONAL AIDS CONTROL COUNCIL, Land Mark Plaza, 9 th Floor, Argwings Kodhek Road. P. O. Box 61307-00200, Nairobi

CONDITIONS TO BE MET BY THE INSURANCE COMPANY- MANDATORY

No	Criteria	
	Serialization of the bid document from the top page to the last page in numerical format	Document Reference and Page Number
	Underwriter	
1	Must be registered with the IRA for current year and a certified copy of valid/current license be submitted with the tender documents-	
2	Must have done annual General insurance premium in previous year of Ksh 5 billion excluding motor vehicle portfolio	
	Must have a Global credit rating	
	ISO certified	
	Technical expertise & Operations Methodology	
3	Must have paid at least Kshs 700 million in claims	
4	Must provide a list of 5 reputable clients and the combined total clients' premium for the previous year should not be less than 100 million.	
5	Must submit a copy of the audited accounts for the last 3 years with proof of profitability and evidence of claims settlement as provided in financial statement	
6	Must have 5 senior management staff with at least 50 staff population in other cadre	
7	Must submit copies of the following documents	
	(I) PIN from KRA	
	(II) Tax Compliance Certificate	
	(III) Certificate of Registration/ Incorporation	
8	Must provide at least 5 Government institutions, departments/state corporations the insurance company has covered in the last 2 years with the accompanied premiums paid	
9	Must indicate claims settlement procedures and attach evidence of 5 recently settled claims	
10	The insurance company should have wide and reliable branch network	
11	Evidence of Global Credit Rating	

CONDITIONS TO BE MET BY THE INSURANCE BROKERS - MANDATORY

	Serialization of the bid document from the top page to the last page in numerical format	Document Reference and Page Number
1	Bid bond of Kshs 200,000	
2	Registered with the IRA for the current year	
3	Copy of the current license	
4	Have a Bank or Insurance guarantee of 3 million deposited with the Central Bank of Kenya, or a bank on behalf of the IRA	
5	Have a certified professional Indemnity of Insurance Cover of at least KSh 150 Million and copy of PI policy document attached	
6	Have at least (5) reputable clients with recommendation letters	
	Must have 5 senior management staff .Principal officer Must be a fellow of the chartered institute of London (FCII) or Fellow of the Chartered Insurance Institute of Kenya and Masters. Top Management should have Degrees and ACII qualifications. All documents should be certified.	
7	Total premiums for the previous year of not less than 100 million.	
8	Submitted copy of audited accounts for the previous three years.	
9	Must be a current member of the Association of Insurance Brokers (AIBK)	
10	KRA Pin Certificate	
	<i>VAT Certificate from KRA</i>	
	Tax Compliance	
	Certified NHIF & NSSF compliance certificates	
	Registration Incorporation	
11	Original quotations for insurance cover under consideration for two (2) years July 2019 – June 2020 and July 2020 to June 2021 from the underwriters with duly signed letters from the proposed underwriters	
12	Must attach letters of authorization from the recommended underwriters.	

SECTION V - SCHEDULE OF REQUIREMENTS

(1) GENERAL

NACC seeks to engage an Insurance Underwriting Company to provide insurance covers listed below as per the details provided in section VI – Description of services:-

1. Burglary Insurance
2. Fidelity Guarantee Insurance
3. Money insurance
4. All Risks (Computers and Electronic Equipment) Insurance
5. Fire, Earthquake and special perils insurance
6. Public liability Insurance
7. Travel insurance
8. Directors and Officers Liability Insurance.
9. Motor Vehicle (Private
10. Motor Cycles

The contract will be for a period of two years effective July 1, 2019 subject to annual Satisfactory Performance review in the first year. During this period, the insurer will be required to maintain all the required licenses.

(2) SPECIFIC DETAILS OF SERVICE (SDS)

Below are the specific details of cover (SDS) required by NACC

(a) Air Travel Insurance

- i. Ensure that travel cards, cover schedules and letters where applicable are received within six (6) hours of request for cover.
- ii. Ensure requests for cover amendments and cancellations are effected within six (6) hours of request.
- iii. Ensure submission of premium reconciliation statements and corresponding invoices on a quarterly basis.

(b) Public/Products Liability (with Consequential Loss) Insurance

- i. Ensure immediate appointment of loss adjustor upon notification of a claim. The loss adjustor shall conduct a site visit within 48 hours of appointment.
- ii. Ensure a copy of loss adjustors' preliminary report is submitted to NACC within 7 days of site visit.
- iii. Ensure appointment of a defense advocate by the recommended underwriter and submit copy of appointment letter within three (3) days of notification of a litigation claim by NACC.
- iv. Ensure entering of appearance by the appointed advocate and submit memo to enter appearance within seven (7) days of receipt of summonses from NACC.
- v. Prepare and submit to NACC updated litigation schedules of upcoming court appointments on a quarterly basis.

- vi. Prepare and submit to NACC litigation claim status summary reports on a quarterly basis.
- vii. Advise amount of claims reserves for notified claims within 7 days of claim notification.

(c) Asset Based Insurances

- (i) Ensure appointment of loss adjustor within 12 hours after notification of a claim. The loss adjustor shall conduct a site visit within 48 hours of appointment.
- (ii) Ensure copy of loss adjustors' preliminary reports are submitted to NACC within 7 days of site visit.

(3) OTHERS DETAILS

- (i) Structuring policy covers in accordance with the tenders submitted.
- (ii) Confirmation to NACC in writing of receipt of premiums remitted within 7 days of remittance.
- (iii) Ensure Policy Document and any Endorsement there-in is as in the Tender document and should not restrict cover by way of warranties or endorsements or special conditions subsequent to award.
- (iv) Ensure the policy document or endorsement is deposited with the NACC within fifteen (15) days of inception of cover.
- (v) Ensure travel Certificates are received in NACC's offices, within twelve (12) hours of request.
- (vi) Ensure prompt settlement of claims as provided hereunder:
 - (a) All fully documented Public Liability claims - within twenty one (21) days.
 - (b) All documented property claims - within twenty one (21) days
- (vii) Ensure that the sums insured under the policy are adjusted accordingly as directed by NACC from time to time.
- (viii) Negotiate amicably on any other pertinent aspects that may arise during the term of the policy.
- (ix) Carry out Loss control surveys and make appropriate risk improvement recommendation to NACC.
- (x) Such other services as may be related or ancillary to the due performance of the above work.

(4) FACILITIES TO BE PROVIDED BY NACC

- (i) Provide information required for the assignment within reasonable time of request.
- (ii) Provide timely comments and or documents prepared for the Assignment.

- (iii) Provide any such details as may be requested tenderer/underwriter from time to time.
- (iv) Provide premises and facilitate meetings.
- (v) Facilitate and co-ordinate Loss Control Surveys.

SECTION VI -DESCRIPTION OF SERVICES

COVERS REQUIRED BY NACC

1. Burglary Insurance
2. Fidelity Guarantee insurance
3. Money insurance
4. All Risks Insurance (Computers and Electronic Equipment) Insurance
5. Fire, Earthquake and special perils insurance
6. Public liability Insurance
7. Travel insurance
8. Directors and Officers Liability Insurance.
9. Motor Vehicle (Private)
10. Motor Cycles

SPECIFIC DETAILS OF SERVICES

The Specific Details of Services will include:

1. BURGLARY INSURANCE

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Burglary Insurance	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against loss, destruction, or damage to stock arising from entry and or exit from NACC premises.	
INTEREST	On stock, material and equipment	
SUMS INSURED AND LIMITS OF LIABILITY	Total Stock Value in Ksh 12,500,000	
EXCESS	Less than 10% Above 10% Above 15%	INDICATE
EXTENSIVE CLAUSES	1. Average for full value	
	2. All other contents – Kshs.1 million	
	3. Including long term agreement – 2years	
	4. Automatic reinstatement	
	5. Books and Safe	
	6. Designation of property	
	7. Including collusion	
	8. Including goods in open/out building	
	9. Goods held in trust or on commission	
	10. Hold up or threat of assault	
	11. Internal removal elsewhere	
	12. Other tenants	
	13. Reinstatement of value	
	14. Including riot, strike and civil commotion	
	15. Temporary removal elsewhere	
	16. Political risks	
CANCELLATION NOTICE	Sixty (60) Days	
ADDITIONAL REMARKS		

2. FIDELITY GUARANTEE

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Fidelity Guarantee insurance	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against loss of money and/or stock through fraud or dishonesty of employees. Covers officers whose functions include raising bills/invoices, signing of procurement and disposal documents, revenue collections, physical handling of cash and authorization of expenditure and signatories to the bank accounts and external contracts.	
SUM INSURED	Any one claim Kshs.5,000,000	
	Any one person Kshs.5,000,000	
	Any one period Kshs.20, 000,000/=	
EXCESS	10% each and every loss Maximum Kshs.25,000	
CANCELLATION NOTICE	Sixty (60) Days	
EXTENSIVE CLAUSES	1. Automatic additions/deletions	
	2. Automatic reinstatement of loss	
	3. Collusion	
	4. Discovery period – 12 months after termination of employment and or 18 months after the lapse of policy	
	5. Claim preparation cost Kshs.200,000	
	6. Legal action against employee if required by insurers	
	7. Jurisdiction – East Africa	
	8. Loss of store, stocks and any pecuniary loss by employee.	
	9. Goods held in trust	
ADDITIONAL REMARKS		

3. MONEY

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Money insurance	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against loss of money and securities in premises or in transit and damage to safes as declared. Money includes, cash, negotiable instruments, unaddressed and bearer cheques. Covers loss or damage to safes, strong room or till containing money by theft or attempted theft.	
SUM INSURED	<ul style="list-style-type: none"> • Estimated Cash in hands of staff- Ksh 100,000.00 • Estimated Cash in transit Ksh 2,000,000 • Estimated Cash in premises during business hours Ksh 50,000.00 • Estimated Cash outside premises during business hours Ksh NIL • Estimated Damage to safe Ksh 100,000.00 (Cost of safe) • Estimated annual Carry Ksh NIL (Collections deposited directly to NACC account by customers) 	•
EXCESS	10% Maximum Kshs.100,000	
CANCELLATION NOTICE	Sixty(60)Days	
EXTENSIVE CLAUSES	1. Loss or damage to employees clothing and personal effects due to assault, Kshs.100,000 per employee	
	2. Fire, explosion, earthquake and special perils, strike, riot and civil commotion	
	3. Infidelity of employees-discovery period one (1) year after theft	
	4. Escort warranty/transit Kshs.1 million	
ADDITIONAL REMARKS		

4. ELECTRONIC EQUIPMENT

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	All Risks Insurance (Computers and Electronic Equipment)	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against accidental physical loss of or damage to computers, accessories, allied equipment and other electronic equipment including hand held radio and communication sets, cameras and survey equipment, from any causes whatsoever at various locations countrywide and worldwide when on official travel.	
SUM INSURED	Value in Ksh– Computer and Equipment CHECK ANNEX 4 Computer Software Ksh 14,221,055	
EXCESS	Kshs.10,000	
CANCELLATION NOTICE	Sixty(60)Days	
EXTENSIVE CLAUSES	1. Automatic additions/deletions	
	2. Automatic reinstatement of loss	
	3. Reinstatement value-3years	
	4. Agreed value basis	
	5. Riot, strike, civil commotion	
	6. Theft	
	7. Transit risks	
	8. Mechanical and electrical breakdown subject to satisfactory Maintenance agreement with manufacturers and or agents.	
	9. Fire and lightning	
	10. Landslide	
	11. Mobile and portable equipment	
	12. Airfreight	
	13. Overtime, night work, express freight	
	14. Full replacement value(fire and perils)	
	15. Data recovery	
ADDITIONAL REMARKS		

5. FIRE, EARTHQUAKE AND SPECIAL PERILS

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Fire, Earthquake and special perils insurance	

PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against loss or damage occasioned by fire, lightning, earthquake, explosion, volcanic eruption, bush fire, riots and strikes, Malicious damage including impact from any source and special perils (A-H) on all buildings and any other NACC structures of whatever nature. To include cover as a result of power surge & short circuit.	
SUM INSURED	Total Stock Value in Ksh-12,500,000	
EXCESS	NIL	
CANCELLATION NOTICE	Sixty (60) Days	
EXTENSIVE CLAUSES	1. 72 hours	
	2. Accidental error or omission	
	3. Adjoining building	
	4. All other contents – Kshs. 1,000,000/=	
	5. Alterations	
	8. Automatic increase	
	9. Automatic reinstatement of loss	
	10. Breach of conditions	
	11. Bush fire	
	12. Capital addition – 15%	
	13. Computer system records	
	14. Contract works – Kshs. 10,000,000/=	
	15. Cost of re-erection	
	16. Cross liability	
	17. Debris removal costs	
	18. Designation of property	
	19. Expediting expenses	
	20. Fines and damages	
	21. Fire brigade charges	
	22. General interest	
	23. Goods in trust and or on commission or fees	
	24. Hazardous goods	
	25. Import duty clause	
	26. Landlords fixtures and fittings	
	27. Mis-description	
	28. Municipal plans and scrutiny fees	
	29. Parking of vehicles	
	30. Property of employees and visitors – Kshs. 100,000/= per event.	
	31. Reinstatement memorandum	
	32. Reinstatement value up to 24 months	
	33. Riot, strike and civil commotion	
	34. Spontaneous combustion	

	35. Subrogation waiver	
	36. Suppliers extension	
	37. Temporary removal	
	38. Political and Terrorism risks	
ADDITIONAL REMARKS		

6. PUBLIC LIABILITY

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Public liability Insurance	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Indemnity against NACC's legal liability to third parties in respect of accidental death, bodily injury or illness and loss or damage to property arising out NACC's operations. All operational incidences including negligence should be covered. Report, intimation or notification of any incident by the public shall be deemed as proper and sufficient claim notification and shall be covered.	
LIMITS OF LIABILITY	Any one occurrence Kshs.10,000,000/=	
	Any one period of insurance Kshs.50,000,000/=	
EXCESS	Nil	
CANCELLATION NOTICE	Sixty (60) Days	
EXTENSIVE CLAUSES	A. Car park	
	B. Customers' equipment	
	C. Employees/guests effects	
	D. Flood, fumes and pollution	
	E. Food and drinks	
	F. Goods held in trust	
	G. Lease premises	
	H. Lifts and hoists	
	I. Loading and unloading	
	J. Subrogation waiver	
	K. Late claims notification	
	L. Plant and machinery hired in/out	
	M. Claims made basis	
ADDITIONAL REMARKS		

7. TRAVEL INSURANCE

COVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Travel insurance	

PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Provide cover to employees while travelling abroad on official duties. Cover: Worldwide cover taken to provide insurance abroad for employees and or Board members while traveling overseas on official business. Coverage to include. Estimated No of travelers 20 annually	
	<input type="checkbox"/> Emergency repatriation	
	<input type="checkbox"/> Extra accommodation expenses	
	<input type="checkbox"/> Emergency cash	
	<input type="checkbox"/> Legal advice and expenses	
	<input type="checkbox"/> Missed departures on outward journeys	
	<input type="checkbox"/> Personal accident/liability	
	<input type="checkbox"/> Delayed travel and luggage	
	<input type="checkbox"/> Cancellation/curtailed trip	
	<input type="checkbox"/> Loss of luggage, and/or money	
	<input type="checkbox"/> Passport replacement	
<input type="checkbox"/> Personal injury and hijack while abroad		
INTEREST/SUMS INSURED	Indicate benefit limits on: Personal accident, Medical expenses, Hospital Benefits, Loss of checked baggage, Delay of checked baggage, Personal liability, Travel Delay, Hijack, Any other benefit.	
EXCESS	Specify	
CANCELLATION NOTICE	Sixty(60)Days	
	COVER DETAILS	
ADDITIONAL REMARKS		

8. DIRECTORS' & OFFICERS' LIABILITY

OVER DETAILS		BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
POLICY	Directors and Officers Liability Insurance	
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
SCOPE OF COVER	Provide indemnity for claims against the NACC Board, Board Members, Executive Senior Management (NACC 1-2) and Senior Management (NACC 3) for their wrongful decisions and acts attributable to negligence, errors, omissions and commissions in executing their mandate in their official capacity.	

INTEREST/SUM ASSURED	Kshs.25,000,000/= per director/officer/Board Number of Directors and Managers: 20	
EXCESS	10% of claim amount, Max Kshs,1,000,0000	
CANCELLATION NOTICE	Sixty(60)Days	
EXTENSIVE CLAUSES	1. Advancement of defense and claim costs	
	2. Past, present and future directors	
	3. Loss of documents	
	4. Spousal interest	
	5. Discovery period – 12 months	
	6. Employment practices liability	
	7. Discrimination – race, creed, sex, age or sexual preference	
	8. Libel and slander	
	9. Liquidator/receiver actions(direct or derivative)	
	10. Claims by former directors, officers or employees	
ADDITIONAL REMARKS		

9. COMPREHENSIVE MOTOR INSURANCE COVER

VALUE	As Per the Attached Schedule	BIDDERS REMARKS /OFFER AGAINST EVERY ITEM
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
POLICY	Comprehensive Insurance for Motor Vehicles	
VALUE	As Per the Annex 2	
SCOPE OF COVER	Protection and removal – Not less than Ksh 10 000	
	Repair Authority - Not Less than Ksh 10 000	
	Liability to third parties – death or bodily injury	
	i. Any Person in/upon or entering or getting onto or alighting from the motor vehicle – Ksh 2 000 000.	
	ii. In Respect of any other person – Unlimited	
	iii. Medical Expenses Ksh 10 000	

CLAUSES	Excess – 2.5 % of claim value minimum Ksh 10 000	
	Accidental damage to the vehicle - 2.5% of claim value	
	Theft Clause	
	Windscreen and Window Glass – Ksh 30 000	
	Young and Inexperienced drivers	
	Radio Cassettes	
	Towing Charges – Ksh 30 000	
	Riot Strike and Civil Commotion	
	Loss by Fire/Lightning	
	Loss by external explosion and self-ignition.	
	Loss or damage by malicious Act	
	Loss or damage by Flooding	
ADDITIONAL REMARKS		

10. COMPREHENSIVE INSURANCE FOR MOTORCYCLES

COVER	Comprehensive Insurance	
VALUE	As Per the Attached Schedule	BIDDERS REMARKS/ OFFER AGAINST EVERY ITEM
PERIOD	1.7.2019 – 30.6.2021, Renewable annually subject to Satisfactory Performance	
POLICY	Comprehensive Insurance for Motor Cycles	
VALUE	As Per the Annex 3	
	Protection and removal – Not less than KSh 10 000	
	Repair Authority - Not Less than KSh 10 000	
	Liability to third parties – death or bodily injury	
	Any Person in/upon or entering or getting onto or alighting from the motor vehicle – KSh 2 000 000.	
	In Respect of any other person – Unlimited	
	Medical Expenses KSh 10 000	
CLAUSES	Excess – 2.5 % of claim value minimum KSh 10 000	
	Accidental damage to the Motor Cycle - 2.5% of claim value	
	Theft Clause	
	Young and Inexperienced riders	
	Towing Charges - KSh 20 000	

	Riot Strike and Civil Commotion	
	Loss by Fire/Lightning	
	Loss by external explosion and self-ignition.	
	Loss or damage by malicious Act	
	Loss or damage by Flooding	
	Cover for Helmet and Leather	
	Personal Accident cover to the Riders to	
	Include.	
	i. death,	
	ii. loss of limbs and body parts,	
	iii. loss of sights	
	iv. total disablement	
ADDITIONAL REMARKS		

TECHNICAL EVALUATION RESPONSE FORM

In this section tenderers are expected to provide information to enable NACC assess their capability to provide the covers.

Each tenderer is therefore expected to provide comprehensive responses in the last column headlined "BIDDERS REMARKS/OFFER AGAINST EVERY ITEM".

For the other details, Marks will be awarded as indicated in each cover detail (Item).

The details given are minimum requirements and bidders whose offers are less than the minimum will score Zero (0) for the particular item while those whose offers equal or exceed the minimum will score the full marks indicated for each item.

The Tenderers are also expected to provide the following information and they will also be awarded marks:-

ANNEX 1; LIST OF STAFF MEMBERS

S.NO	DATE OF BIRTH	AGE	POSITION NAME	GRADE
1	30-7-1974	44	CEO	NACC 1
2	20-1-1961	58	Deputy Director	NACC 2
3	24-11-1968	50	Deputy Director	NACC 2
4	1-1-1969	50	Deputy Director	NACC 2
5	23-3-1965	54	Deputy Director	NACC 2
6	10/08/1972	46	BZ Coordinator	NACC 2
7	14-7-1977	41	Head, County Support	NACC 3
8	17-5-1965	53	Head Performance	NACC 3
9	19-4-1970	48	Head M&E	NACC 3
10	24-11-1969	49	Head Procurement	NACC 3
11	1-12-1972	46	Head HR & Admin	NACC 3
12	5-11-1965	53	Head Internal A	NACC 3
13	29-1-1978	41	Head Finance	NACC 3
14	9-8-1978	40	Head Technical support	NACC 3
15	6-1-1980	39	Head Legal Services	NACC 3
16	2-8-1979	39	Head MIS	NACC 3
17	9-11-1979	39	Head, Policy and Strategy	NACC 3
18	6-4-1979	39	Head Communication	NACC 3
19	6-7-1969	49	Principal Accountant	NACC 4
20	15-2-1973	46	Programme Officer	NACC 4
21	12-4-1968	50	Programme Officer	NACC 4
22	10-5-1967	51	PA to Director	NACC 4
23	14-1-1976	43	Programme Officer	NACC 4
24	16-3-1978	41	Principal Accountant	NACC 4
25	11-4-1975	43	Programme Officer	NACC 4
26	21-11-1979	39	Proramme Office	NACC 4
27	25-5-1978	40	Programme Officer	NACC 4
28	21-6-1973	45	Programme Officer	NACC 4
29	21-11-1975	43	Programme Officer	NACC 4
30	7-12-1967	51	PO Public Sector	NACC 4
31	10-1-1973	46	PO IEC	NACC 4
32	21-8-1977	41	Senior Procurement	NACC 4
33	29-2-1964	55	PO Capacity Building	NACC 4
34	28-6-1964	54	Legal Officer	NACC 4
35	3-3-1980	39	Legal Officer	NACC 4
36	14-11-1984	34	Programme Officer	NACC 4
37	28-4-1979	39	Programme Officer	NACC 4
38	7-2-1985	34	Human Resource	NACC 4

39	23-11-1974	44	Chief Assistant Office Administrator	NACC 5
40	15-9-1976	42	Systems Admin.	NACC 5
41	12-9-1973	45	Regional HIV Coordinator	NACC 5
42	11-2-1974	45	Regional HIV Coordinator	NACC 5
43	22-7-1971	47	Regional HIV Coordinator	NACC 5
44	3-7-1975	43	Regional HIV Coordinator	NACC 5
45	4-6-1975	43	Regional HIV Coordinator	NACC 5
46	1-1-1972	47	Regional HIV Coordinator	NACC 5
47	7-6-1977	41	Regional HIV Coordinator	NACC 5
48	1-12-1978	40	Senior Accountant	NACC 5
49	16-5-1959	59	Regional HIV Coordinator	NACC 5
50	24-8-1979	39	Regional HIV Coordinator	NACC 5
51	24-8-1974	44	Regional HIV Coordinator	NACC 5
52	8-1-1982	37	Regional HIV Coordinator	NACC 5
53	10-8-1983	35	Regional HIV Coordinator	NACC 5
54	1-4-1984	34	Communication Officer	NACC 5
55	2-5-1987	31	Data Base Administrator	NACC 5
56	23-5-1990	28	Regional HIV Coordinator	NACC 5
57	7-2-1982	37	Regional HIV Coordinator	NACC 5
58	16-8-1968	50	PO Development partners	NACC 5
59	27-4-1987	31	Internal Auditor	NACC 5
60	22-2-1983	36	Regional HIV Coordinator	NACC 5
61	18-11-1991	27	Programme Officer	NACC 5
62	29-7-1967	51	Regional HIV Coordinator	NACC 5
63	23-2-1985	34	Internal Auditor	NACC 5
64	24-9-1983	35	Systems Analyst	NACC 5
65	16-10-1983	35	Program Officer	NACC 5
66	4-7-1978	40	Administration Officer	NACC 5
67	17-7-1991	27	Regional HIV Coordinator	NACC 5
68	27-7-1968	50	Senior Assistant Office Administrator	NACC 6
69	13-12-1960	58	Administration Officer	NACC 6
70	5-5-1970	48	Records Management Officer	NACC 6
71	23-11-1967	51	Senior Assistant Office Administrator	NACC 6
72	6-2-1980	39	Accountant 1	NACC 6
73	11-1-1981	38	Administration officer	NACC 6
74	11-12-1964	54	Accountant 1	NACC 6
75	7-10-1978	40	Accountant 1	NACC 6
76	26-8-1983	35	Accountant 1	NACC 6
77	14-10-1978	40	Accountant 1	NACC 6

78	27-12-1975	43	Accountant 1	NACC 6
79	5-9-1971	47	Accountant 1	NACC 6
80	10-10-1967	51	Accountant 1	NACC 6
81	28-11-1984	34	Accountant 1	NACC 6
82	12-12-1984	34	Accountant 1	NACC 6
83	21-11-1981	37	Senior Assistant Office Administrator	NACC 6
84	3-11-1976	42	Senior Assistant Office Administrator	NACC 6
85	6-7-1989	29	Internal Auditor	NACC 6
86	25-2-1984	35	Internal Auditor	NACC 6
87	26-8-1981	37	Communication Officer	NACC 6
88	15-1-1986	33	Accountant 1	NACC 6
89	9-4-1987	31	Accountant 1	NACC 6
90	7-12-1986	32	Accountant 1	NACC 6
91	30-1-1979	40	Accountant 1	NACC 6
92	8-8-1988	30	Accountant 1	NACC 6
93	21-7-1986	32	Accountant 1	NACC 6
94	2-1-1987	32	Accountant 1	NACC 6
95	15-2-1992	27	ICT Service Desk Officer	NACC 6
96	6-6-1986	32	Procurement Officer	NACC 6
97	13-5-1962	56	Assistant Office Administrator	NACC 7
98	10-3-1969	50	Assistant Office Administrator	NACC 7
99	14-12-1956	62	Assistant Office Administrator	NACC 7
100	12-12-1960	58	Senior Driver	NACC 7
101	1-1-1965	54	Senior Driver	NACC 7
102	28-8-1977	41	Regional Data Officer	NACC 7
103	29-3-1974	45	Office Administrator	NACC 7
104	8-7-1976	42	Office Administrator	NACC 7
105	29-11-1984	34	Procurement Officer	NACC 7
106	8-8-1979	39	Regional Data Officer	NACC 7
107	21-7-1984	34	Regional Data Officer	NACC 7
108	6-5-1983	35	Regional Data Officer	NACC 7
109	16-2-1977	42	Front Office Ex	NACC 7
110	8-4-1974	44	Secretary	NACC 7
111	2-8-1986	32	Regional Data Officer	NACC 7
112	21-3-1981	38	Data Officer	NACC 7
113	4-4-1988	30	Regional Data Officer	NACC 7
114	23-10-1981	37	Senior Driver	NACC 7
115	17-5-1986	32	Records Management Officer	NACC 7
116	7-4-1984	34	Regional Data Officer	NACC 7
117	27-8-1993	25	Regional Data Officer	NACC 7

118	5-6-1994	24	PO - Adolescents	NACC 7
119	5-1-1992	27	Records Management Officer	NACC 7
120	4-3-1960	59	Driver	NACC 8
121	1-1-1961	58	Driver	NACC 8
122	2-2-1975	44	Driver	NACC 8
123	24-10-1973	45	Driver	NACC 8
124	16-6-1981	37	Driver	NACC 8
125	19-2-1976	43	Driver	NACC 8
126	25-12-1971	47	Driver	NACC 8
127	23-8-1972	46	Driver	NACC 8
128	2-11-1987	31	Receptionist	NACC 8
129	21-7-1973	45	Receptionist	NACC 8
130	10-1-1972	47	Driver	NACC 8
131	17-6-1974	44	Driver	NACC 8
132	19-1-1986	33	Driver	NACC 8
133	3-6-1983	35	Driver	NACC 8
134	25-5-1973	45	Driver	NACC 8
135	9-3-1982	37	Driver	NACC 8
136	11-8-1973	45	Driver	NACC 8
137	24-12-1982	36	Driver	NACC 8
138	4-4-1980	38	Driver	NACC 8
139	8-8-1976	42	Driver	NACC 8
140	7-7-1980	38	Driver	NACC 8
141	30-5-1975	43	Driver	NACC 8
142	1-7-1980	38	Driver	NACC 8
143	27-3-1977	42	Driver	NACC 8
144	31-12-1979	39	Driver	NACC 8
145	1-1-1993	26	Driver	NACC 8
146	2-1-1980	39	Driver	NACC 8
147	25-7-1982	36	Driver	NACC 8
148	12-10-1963	55	Support Staff	NACC 9
149	13-5-1960	58	Support Staff	NACC 9
150	21-3-1973	46	Support Staff	NACC 9
151	13-8-1978	40	Support Staff	NACC 9
152	11-5-1985	33	Support Staff	NACC 9
153	24-12-1983	35	Support Staff	NACC 9
154	20-2-1974	45	Support Staff	NACC 9
155	10-8-1996	22	Office Assistant	NACC 9
156	30-5-1993	25	Office Assistant	NACC 9
157	3-5-1995	23	Office Assistant	NACC 9

ANNEX 2: LIST OF MOTOR VEHICLES AND CURRENT VALUATION

VEHICLES VALUATION AS AT 1ST MARCH 2019.

S/NO	VEHICLE REG. NO.	MAKE AND MODEL	ESTIMATED VALUE (KSH)
1.	KBZ043D	TOYOTA COROLLA	1,800,000.00
2.	KBZ046D	TOYOTA COROLLA	1,800,000.00
3.	KBZ047D	TOYOTA COROLLA	1,800,000.00
4.	KBZ048D	TOYOTA COROLLA	1,700,000.00
5.	KBZ039D	TOYOTA HIACE	4,700,000.00
6.	KBZ071D	TOYOTA HIACE	4,700,000.00
7.	KBZ024D	TOYOTA D/CAB	3,300,000.00
8.	KBL436G	TOYOTA D/CAB	600,000.00
9.	KBR549U	TOYOTA HILUX D/CAB	1,400,000.00
10.	KBZ023D	TOYOTA HILUX D/CAB	3,000,000.00
11.	KBZ025D	TOYOTA HILUX D/CAB	3,300,000.00
12.	KBZ026D	TOYOTA D/CAB	3,100,000.00
13.	KBR455U	TOYOTA LAND CRUISER	3,100,000.00
14.	KBZ029D	TOYOTA LAND CRUISER	3,700,000.00
15.	KBZ032D	TOYOTA LAND CRUISER	4,200,000.00
16.	KBZ030D	TOYOTA LAND CRUISER	3,900,000.00
17.	KBZ031D	TOYOTA LAND CRUISER	3,200,000.00
18.	KBZ028D	TOYOTA LAND CRUISER	4,200,000.00
19.	KBZ065D	TOYOTA FORTUNER	3,500,000.00
20.	KBZ044D	TOYOTA FORTUNER	3,300,000.00
21.	KBZ042D	TOYOTA FORTUNER	3,900,000.00
22.	KBZ033D	TOYOTA FORTUNER	3,500,000.00
23.	KBZ038D	TOYOTA FORTUNER	4,700,000.00
24.	KBZ063D	TOYOTA FORTUNER	3,100,000.00
25.	KBZ061D	TOYOTA FORTUNER	3,800,000.00
26.	KBZ062D	TOYOTA FORTUNER	3,300,000.00
27.	KBZ037D	TOYOTA FORTUNER	2,900,000.00
28.	KBZ726D	TOYOTA FORTUNER	2,900,000.00
29.	KBZ727D	TOYOTA FORTUNER	3,600,000.00
30.	KBR958U	TOYOTA FORTUNER	1,700,000.00
31.	KBZ034D	TOYOTA FORTUNER	3,800,000.00
32.	KBZ035D	TOYOTA FORTUNER	3,100,000.00
33.	KBZ040D	TOYOTA FORTUNER	4,100,000.00
34.	KBZ728D	TOYOTA FORTUNER	3,800,000.00
35.	KBZ200D	TOYOTA FORTUNER	3,100,000.00

36.	KBZ064D	TOYOTA FORTUNER	3,100,000.00
37.	KBZ053D	TOYOTA FORTUNER	3,100,000.00
38.	KBZ054D	TOYOTA FORTUNER	3,400,000.00
39.	KBZ041D	TOYOTA FORTUNER	3,100,000.00
40.	KBZ045D	TOYOTA FORTUNER	3,000,000.00
41.	KBZ036D	TOYOTA FORTUNER	3,100,000.00
42.	KBZ706D	TOYOTA FORTUNER	3,400,000.00
43.	KBZ067D	TOYOTA FORTUNER	3,400,000.00
44.	KBR863U	NISSAN V37 D/CAB	1,400,000.00
45.	KBR862U	NISSAN X37 HARDBODY D/CAB	1,100,000.00

ANNEX 3: LIST OF MOTOR CYCLES

S/N O	NUMBER PLATES	CONSTITUENCY	Approximate cost in Kshs
1	KBL 068G	Gatundu North	Kshs. 150,000
2	KBL 070G	Nyeri Town	Kshs. 150,000
3	KBL 071G	Gatundu South	Kshs. 150,000
4	KBT 064N	Ol Karau	Kshs. 150,000
5	KBT 079N	Kiharu/Ndaragwa	Kshs. 150,000
6	KBT 081N	Kandara	Kshs. 150,000
7	KBT 085N	Lari	Kshs. 150,000
8	KBT 090N	Tetu	Kshs. 150,000
9	KBT 094N	Ndia	Kshs. 150,000
10	KBT 100N	Mathira	Kshs. 150,000
11	KBT 101N	Mwea	Kshs. 150,000
12	KBT 102N	Kinangop	Kshs. 150,000
13	KBL 090G	Matuga	Kshs. 150,000
14	KBL 091G	Kinango	Kshs. 150,000
15	KBL 093G	Magarini	Kshs. 150,000
16	KBL 094G	Taveta	Kshs. 150,000
17	KBT 066N	Msambweni	Kshs. 150,000
18	KBT 067N	Lamu East	Kshs. 150,000
19	KBT 068N	Malindi	Kshs. 150,000
20	KBT 069N	Kaloleni	Kshs. 150,000
21	KBT 095N	Galole	Kshs. 150,000
22	KBT 097N	Likoni	Kshs. 150,000
23	KBT 098N	Voi	Kshs. 150,000
24	KBT 115N	Garsen	Kshs. 150,000
25	KBJ 947U	Gachoka	Kshs. 150,000
26	KBJ 948U	Saku	Kshs. 150,000
27	KBJ 949U	Isiolo North	Kshs. 150,000
28	KBJ 950U	Mbooni	Kshs. 150,000
29	KBJ 951U	Kitui South	Kshs. 150,000
30	KBJ 952U	Makueni	Kshs. 150,000
32	KBJ 953U	Laisamis	Kshs. 150,000
33	KBT 072N	South Imenti	Kshs. 150,000
34	KBT 075N	Tharaka	Kshs. 150,000
35	KBT 076N	Kilome	Kshs. 150,000
36	KBT 077N	Masinga	Kshs. 150,000
37	KBT 078N	Mwala	Kshs. 150,000

38	KBT 080N	Mwingi South	Kshs. 150,000
39	KBT 082N	Yatta	Kshs. 150,000
40	KBT 083N	Kitui Central	Kshs. 150,000
41	KBT 099N	Moyale	Kshs. 150,000
42	KBT 111N	Kathiani	Kshs. 150,000
43	KBL 062G	Mandera West	Kshs. 150,000
44	KBL 063G	Wajir South	Kshs. 150,000
45	KBL 064G	Ijaara	Kshs. 150,000
46	KBL 065G	Dujis	Kshs. 150,000
47	KBL 066G	Lagdera	Kshs. 150,000
48	KBL 067G	Mandera Central	Kshs. 150,000
49	KBT 093N	Mandera East	Kshs. 150,000
50	KBT 119N	Wajir North	Kshs. 150,000
51	KBT 121N	Wajir East	Kshs. 150,000
52	KAY 776V	Turkana North	Kshs. 150,000
53	KBL 080G	Marakwet West	Kshs. 150,000
54	KBL 081G	Saboti	Kshs. 150,000
55	KBL 082G	Baringo	Kshs. 150,000
56	KBL 083G	Turkana Central	Kshs. 150,000
57	KBL 084G	Turkana South	Kshs. 150,000
58	KBT 065N	Eldoret South	Kshs. 150,000
59	KBT 070N	Marakwet East	Kshs. 150,000
60	KBT 074N	Kacheliba	Kshs. 150,000
61	KBT 091N	Sigor	Kshs. 150,000
62	KBT 106N	Emgwen	Kshs. 150,000
63	KBT 109N	Tindiret	Kshs. 150,000
64	KBT 131N	Keiyo South	Kshs. 150,000
65	KBT 135N	Mosop	Kshs. 150,000
66	KBL 072G	Uriri	Kshs. 150,000
67	KBL 073G	Kitutu Chacha\e	Kshs. 150,000
68	KBL 074G	Rarienda	Kshs. 150,000
69	KBT 088N	Kuria West	Kshs. 150,000
70	KBT 092N	South Mugirango	Kshs. 150,000
71	KBT 096N	Kisumu Rural	Kshs. 150,000
72	KBT 103N	Bomachoge	Kshs. 150,000
73	KBT 104N	Mbita	Kshs. 150,000
74	KBT 116N	Ndhiwa	Kshs. 150,000
75	KBT 118N	Kitutu Masaba	Kshs. 150,000
76	KBT 120N	Ugenya	Kshs. 150,000
77	KBT 123N	Nyakatch	Kshs. 150,000

78	KBT 124N	North Mugirango	Kshs. 150,000
79	KBL 086G	Samburu East	Kshs. 150,000
80	KBL 087G	Samburu West	Kshs. 150,000
81	KBL 088G	Chepalungu	Kshs. 150,000
82	KBL 089G	Rongai	Kshs. 150,000
83	KBT 110N		Kshs. 150,000
84	KBT 112N	Bomet	Kshs. 150,000
85	KBT 113N	Kuresoi	Kshs. 150,000
86	KBT 125N	Narok South	Kshs. 150,000
87	KBT 126N	Kilgoris	Kshs. 150,000
88	KBT 127N	Konoin	Kshs. 150,000
89	KBT 128N	Kajiado South	Kshs. 150,000
90	KBT 134N	Kajiado North	Kshs. 150,000
91	KBL 076G	Lurambi	Kshs. 150,000
92	KBL 077G	Hamisi	Kshs. 150,000
93	KBL 078G	Bumula	Kshs. 150,000
94	KBT 086N	Luragi	Kshs. 150,000
95	KBT 087N	Mt. Elgon	Kshs. 150,000
96	KBT 107N	Butula	Kshs. 150,000
97	KBT 108N	Ikolomani	Kshs. 150,000
98	KBT 114N	Khwisero	Kshs. 150,000
99	KBT 122N	Amagoro	Kshs. 150,000
100	KBT 129N	Vihiga	Kshs. 150,000
101	KBT 130N	Butere	Kshs. 150,000
102	KBT 132N	Webuye	Kshs. 150,000

ANNEX 4: ICT Equipment
Ipads Schedule

S/N	DESCRIPTION	SERIAL NUMBER	Cost (Purchase Price 2012)
1.	APPLE IPADS III, 64GB	SDYTJ 351P DVGM	109, 500.00
2.	APPLE IPADS III, 64GB	SDYTJ 33LM DVGM	109, 500.00
3.	APPLE IPADS III, 64GB	SDYTJ 47D3 DVGM	109, 500.00
4.	APPLE IPADS III, 64GB	SDYTJ 33QU DVGM	109, 500.00
5.	APPLE IPADS III, 64GB	SDYTJ 35J4 DVGM	109, 500.00
6.	APPLE IPADS III, 64GB	SDYTJ 35RF DVGM	109, 500.00
7.	APPLE IPADS III, 64GB	SDYTJ 355E DVGM	109, 500.00
8.	APPLE IPADS III, 64GB	SDLXH8 DLA DVGM	109, 500.00
9.	APPLE IPADS III, 64GB	SDLXH8 HBZ DVGM	109, 500.00
10.	APPLE IPADS III, 64GB	SDLXH8 BOO DVGM	109, 500.00
11.	APPLE IPADS III, 64GB	SDMPH J47AF DVGM	109, 500.00
12.	APPLE IPADS III, 64GB	SDMPH XiZi DVGM	109, 500.00
13.	APPLE IPADS III, 64GB	SDYTJ 36AD DVGM	109, 500.00
14.	APPLE IPADS III, 64GB	SDMPH J47A2 DVGM	109, 500.00
15.	APPLE IPADS III, 64GB	SDYTJ 46LH DVGM	109, 500.00
16.	APPLE IPADS III, 64GB	SDYTJ 35EK DVGM	109, 500.00
17.	APPLE IPADS III, 64GB	SDLXH8 CH7 DVGM	109, 500.00
18.	APPLE IPADS III, 64GB	SDYTJ 483P DVGM	109, 500.00
19.	APPLE IPADS III, 64GB	SDYTJ 3503 DVGM	109, 500.00
20.	APPLE IPADS III, 64GB	SDMPH W9LK DVGM	109, 500.00
21.	APPLE IPADS III, 64GB	SDYTJ 47D5 DVGM	109, 500.00
22.	APPLE IPADS III, 64GB	SDYTJ 34F7 DVGM	109, 500.00
23.	APPLE IPADS III, 64GB	SDLXH8 EB6 DVGM	109, 500.00
24.	APPLE IPADS III, 64GB	SDLXH8 E83 DVGM	109, 500.00

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

Tablets Schedule

SERIAL NUMBER	IMEI NO	Cost (Purchase Price 2013)
RFID37562J4	355695055287542/01	64,500
RFID30HRQ2B	355848/05/085370/7	64,500
RFID303280M	355848/05/081209/1	64,500
RFID34KY3HT	355695054646268/01	64,500
RFID55294TR	355695/05/856808/8	64,500
RFID34KY4BN	3556956464653/2	64,500
RFID34KYEJH	355695054649890/01	64,500
RFID37RLVHR	35569505540/01	64,500
RFICC5E41P	35431405658948/01	64,500
RFI1058657EH	355695/882955/5	64,500
RFID33KZF4X	355848/05/6812/1	64,500
RFID34KYEQD	355695054649965/01	64,500
RFID34KYOF4	355695/05/464954/4	64,500
RFID34KYFK	355695/05/464624/3	64,500
RFID359562J	355695/05/486601/5	64,500
RFID5529VMN	355695/05/857593/5	64,500
RFID37RPQRB	355695055434342	64,500

RFID34KKYIBT	355695/05/464554/2R	64,500
RVID33KZ2ZV	355848/05/116411/2	64,500
RFID34ky9LM	355695/05/464827/2	64,500
RFID 5529VGF	355695/05/85788/5	64,500
RFID37RQIYA	355695/05/543770/9	64,500
RFID34KYDEJ	355695/05/464953/6	64,500
RFID5865RFG	355695/05/883551/1	64,500
RFID5865R9E	35565/05/883544/6	64,500
RFID5865RFG	355695/05/883551/1	64,500
RFID5529VNB	355695/05/857594/3	64,500
RFID37RPRDN	355695/05/5434/649	64,500
RFID34KY27D	355695/05/464583/1	64,500
RFID34KYDXV	35695/05/464969/2	64,500
RFID37RPR3D	355695/05/5434/4	64,500
RVI1D33KYQHT	355848/05/116033/4	64,500
RFID26ATIRB	355695/05/246760/0	64,500
RF1D5529VWK	355695/05/87601/6	64,500

Laptops

Model	Serial No.	Cost
HP Compaq 620	CNU1062QHD	25,000.00
HP Compaq 620	CNU1062RSO	25,000.00
HP Compaq 620	CNU1062Q7L	25,000.00
HP Compaq 620	CNU1062R9C	25,000.00
HP Compaq 620	CNU1062R3N	25,000.00
HP Compaq 620	CNU1062R4B	25,000.00
HP Compaq 620	CNU1062R31	25,000.00
HP Laptop Notebook	CNo6315DHQ	59,800.00
HP Laptop Notebook	CNo6315RF6	59,800.00
HP Laptop Notebook	CNo6315S30	59,800.00
HP Laptop Notebook	CNo6315SN7	59,800.00
HP Laptop Notebook	CNo6315RF1	59,800.00
HP Laptop Notebook	CNo6315SJY	59,800.00
HP Laptop Notebook	CNo6315RC5	59,800.00
HP Laptop Notebook	CNo6315RFF	59,800.00
HP Laptop Notebook	CNo6315SLL	59,800.00
HP Laptop Notebook	CNo6315RCT	59,800.00
HP Laptop Notebook	CNo6315U6V	59,800.00
HP Laptop Notebook	CNo6315RJJ	59,800.00

LAPTOPS

- | | | |
|----|------------|-------------|
| 1. | 5CD9093NO3 | Ksh 125,900 |
| 2. | 5CD9093M20 | Ksh 125,900 |
| 3. | 5CD9135LFG | Ksh 125,900 |
| 4. | 5CD9135LHW | Ksh 125,900 |
| 5. | 5CD9135LJJ | Ksh 125,900 |
| 6. | 5CD9093MWB | Ksh 125,900 |
| 7. | 5CD9093MX5 | Ksh 125,900 |
| 8. | 5CD9093MXR | Ksh 125,900 |
| 9. | 5CD9093MVR | Ksh 125,900 |

10.	5CD9093MTS	Ksh 125,900
11.	5CD9093MV6	Ksh 125,900
12.	5CD9093MXo	Ksh 125,900
13.	5CD9093MSB	Ksh 125,900
14.	5CD9093MZI	Ksh 125,900
15.	5CD9093NOT	Ksh 125,900
16.	5CD9093MZQ	Ksh 125,900
17.	5CD9093MXY	Ksh 125,900
18.	5CD9093MSP	Ksh 125,900
19.	5CD9093MSR	Ksh 125,900
20.	5CD9093MWZ	Ksh 125,900
21.	5CD9093MVN	Ksh 125,900
22.	5CD9093MXX	Ksh 125,900
23.	5CD9093MVG	Ksh 125,900
24.	5CD9093MVK	Ksh 125,900
25.	5CD9093MTO	Ksh 125,900
26.	5CD9093MSS	Ksh 125,900
27.	5CD9093MSF	Ksh 125,900
28.	5CD9093NOFV	Ksh 125,900

TVS

48" SAMSUNG SMART TV		
NO	SERIAL NO	COST (Purchase Price 2017)
1		77,998.40
2		77,998.40
3		77,998.40
4		77,998.40
5		77,998.40
6		77,998.40
7		77,998.40
		545,988.80

CPU	Serial Number	Cost	
	705ZW	80,000.00	
	70600	80,000.00	
	70601	80,000.00	

	7060h	80,000.00	
	7060s	80,000.00	
	705zf	80,000.00	
	7052w	80,000.00	
	705zz	80,000.00	
	70602	80,000.00	
	705z2	80,000.00	
	7060g	80,000.00	
TFT	3CQ129B001	to be insured with PC	
	3CQ1140LXX	to be insured with PC	
	3CQ114SWN	to be insured with PC	
	3CQ129BCW5	to be insured with PC	
	3CQ11506TQ	to be insured with PC	
	3CQ11506VC	to be insured with PC	
	3CQ124BLYS	to be insured with PC	
	3CQ129BCTV	to be insured with PC	
	3CQ129BBNI	to be insured with PC	
	3CQ129BCW7	to be insured with PC	
	3CQ129BBKD	to be insured with PC	
UPS	4B1118220364	to be insured with PC	
	4B1118220621	to be insured with PC	
	4B1118220622	to be insured with PC	
	4B1118220381	to be insured with PC	
	4B1118220726	to be insured with PC	
	4B1118220694	to be insured with PC	
	4B1118220724	to be insured with PC	
	4B1118220725	to be insured with PC	
	4B1118220674	to be insured with PC	

	4B1118220668	to be insured with PC
	4B1118220683	to be insured with PC
	4B1118220696	to be insured with PC

Laptops	SNO	Cost
Toshiba C50	5D1588995	135,000.00
Hp Pavillion DV7	5CR1211D75	135,000.00
Toshiba C50	5DI58934S	135,000.00
Hp Pavillion DV7	SCR1312EDI	135,000.00
Hp Pavillion DV7	2CE218294V	135,000.00
Hp Pavillion DV7	2CE218293X	135,000.00
Hp Pavillion DV7	5CR1391CLH	135,000.00
Hp Pavillion DV7	5C31390YY5	135,000.00
Hp Pavillion DV7	2CE218294D	135,000.00
Toshiba C50	5D158918S	135,000.00
Hp Pavillion DV7	2CE218294Z	135,000.00
Hp Pavillion DV7	2CE218294H	135,000.00
Hp Pavillion DV7	5CR1321C8N	135,000.00
Hp Pavillion DV7	2CE2182967	135,000.00
Toshiba U500	1A041135R	135,000.00
Toshiba	1A24614R	135,000.00
Toshiba U400	X807922210	135,000.00
Toshiba C50	5D066069S	135,000.00
Hp Pavillion DV7	5CR1300R5J	135,000.00
Toshiba U500	1A041095R	60,000.00

Desktops				
----------	--	--	--	--

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

Camera			
	Sony Digital Camera dsc-W530	386082	20,000.00
	Sony Digital Camera dsc-W530	3385123	20,000.00
	Sony Camera Digital		1,800,000

Multi-functional Printers		VALUE
Kyocera Copier 5550ci	N291800740	1,200,000
Kyocera Copier 5550ci	N291800737	1,200,000
Kyocera CS 2002IKX	1600011-17	1,329,000

	MONITORS			
	SERIAL NUMBER	RED CROSS CODE	NACC CODE	COST
1	6CM224189B	KRCS 4602	NACC 04043	22,000
2	6CM224190B	KRCS 4579	NACC 04052	22,000
3	6CM2241909	KRCS 4559	NACC 04093	22,000
4	6CM224190Z	KRCS 4553	NACC 04087	22,000
5	6CM22414JN	KRCS 4562	NACC 04056	22,000

6	6CM224186M	KRCS 4607	NACC 04054	22,000
7	6CM2241BDC	KRCS 4587	NACC 04055	22,000
8	6CM224186W	KRCS 4605	NACC 04072	22,000
9	6CM2241BDB	KRCS 4598	NACC 04064	22,000
10	6CM224191P	KRCS 4589	NACC 04063	22,000
11	6CM224186X	KRCS 4577	NACC 04059	22,000
12	6CM2241190K	KRCS 4564	NACC 04086	22,000
13	6CM2241BHC	KRCS 4597	NACC 04051	22,000
14	6CM2241BH3	KRCS 4599	NACC 04090	22,000
15	6CM224189D	KRCS 4588	NACC 04081	22,000
16	6CM22414JK	KRCS 4599	NACC 04078	22,000
17	6CM224189F	KRCS 4580	NACC 04076	22,000
18	6CM2241BHN	KRCS 4594	NACC 04071	22,000
19	6CM2241904	KRCS 4561	NACC 04097	22,000
20	6CM22418BN	KRCS 4555	NACC 04067	22,000
21	6CM2241913	KRCS 4590	NACC 04095	22,000
22	6CM2241BDJ	KRCS 4582	NACC 04070	22,000
23	6CM2241BD7	KRCS 4596	NACC0409	22,000
24	6CM224186T	KRCS 4591	NACC 04089	22,000
25	6CM224189C	KRCS 4568	NACC 03152	22,000
26	6CM2241918	KRCS 4606	NACC 03155	22,000
27	6CM224189Q	KRCS 4570	NACC 03164	22,000
28	6CM224190H	KRCS 4610	NACC 03184	22,000
29	6CM22418BG	KRCS 4609	NACC 03185	22,000
30	6CM2241BHH	KRCS 4569	NACC 03173	22,000
31	6CM22414JM	KRCS 4600	NACC 03170	22,000
32	6CM22418B8	KRCS 4563	NACC 03183	22,000
33	6CM224191N	KRCS 4574	NACC 03175	22,000

34	6CM2241BHQ	KRCS4572	NACC 03171	22,000
35	6CM2241B3K	KRCS 4560	NACC 03179	22,000
36	6CM2241BHK	KRCS4586	NACC 03174	22,000
37	6CM22418B2	KRCS 4608	NACC 03182	22,000
38	6CM2241BH6	KRCS 4575	NACC 03180	22,000
39	6CM224189Y	KRCS 4558	NACC 03161	22,000
40	6CM224190L	KRCS 4584	NACC 03176	22,000
41	6CM2241901	KRCS 4556	NACC 03160	22,000
42	6CM224189H	KRCS 4583	NACC 03181	22,000
43	6CM2241BH9	KRCS 4573	NACC 03169	22,000
44	6CM224190R	KRCS 4585	NACC 03172	22,000
45	6CM22418BM	KRCS 4566	NACC 03115	22,000
46	6CM224191X	KRCS 4578	NACC 03114	22,000
47	6CM22414MZ	KRCS 4576	NACC 03109	22,000
48	6CM22418BF	KRCS 4592	NACC 03112	22,000
49	6CM224186P	KRCS 4557	NACC 03116	22,000
50	6CM2241BHB	KRCS 4581	NACC 03118	22,000
51	6CM22418B5	KRCS 4595	NACC 03117	22,000
52	6CM224191Z	KRCS 4571	NACC 03111	22,000
53	6CM224191K	KRCS 4554	NACC 03119	22,000
54	6CM224189G	KRCS 4565	NACC 03123	22,000

CPU

**SERIAL
NUMBER**

CODE

NACC CODE

KSHS

1	TRF2400Q50	KRCS 4679	NACC 04040	88,000
2	TRF2400Q53	KRCS 4726	NACC 04006	88,000
3	TRF2400Q55	KRCS 4724	NACC 04044	88,000
4	TRF 2400Q59	KRCS 4711	NACC 04037	88,000

5	TRF 2400Q41	KRCS 4729	NACC 04005	88,000
6	TRG2400QGL	KRCS 4712	NACC 04015	88,000
7	TRF2400QFG	KRCS 4792	NACC 04036	88,000
8	TRF2400QF5	KRCS 4687	NACC 04004	88,000
9	TRF2400QFQ	KRCS 4696	NACC 04039	88,000
10	TRF2400QGT	KRCS 4718	NACC 04031	88,000
11	TRF2400QJD	KRCS 4710	NACC 04069	88,000
12	TRF2400QG2	KRCS 4674	NACC 04053	88,000
13	TRF2400QHZ	KRCS 4682	NACC 04068	88,000
14	TRF2400QH9	KRCS4715	NACC 04001	88,000
15	TRF2400G58	KRCS 4717	NACC 04096	88,000
16	TRF2400QFR	KRCS 4707	NACC 04032	88,000
17	TRF2400QH2	KRCS 4688	NACC 04033	88,000
18	TRF2400QHF	KRCS 4691	NACC 04034	88,000
19	TRF2400QGY	KRCS 4690	NACC 04018	88,000
20	TRF2400QGF	KRCS 4701	NACC 04017	88,000
21	TRF2400QFP	KRCS 4716	NACC 04098	88,000
22	TRF2400QFM	KRCS 4725	NACC 04099	88,000
23	TRF2400QJJ	KRCS 4730	NACC 04079	88,000
24	TRF2400QGK	KRCS 4721	NACC 04007	88,000
25	TRF2400QJC	KRCS 4675	NACC 04016	88,000
26	TRF2400QJH	KRCS 4720	NACC 04100	88,000
27	TRF2400QH7	KRCS 4702	NACC 04088	88,000
28	TRF2400QF3	KRCS 4676	NACC 04065	88,000
29	TRF2400QHx	KRCS 4728	NACC 04066	88,000
30	TRF2400QGS	KRCS 4680	NACC 04045	88,000
31	TRF2400QG3	KRCS4681	NACC 04058	88,000
32	TRF2400QHD	KRCS 4714	NACC 04074	88,000

33	TRF2400QFX	KRCS 4704	NACC 04083	88,000
34	TRF2400QHW	KRCS 4695	NACC 0460	88,000
35	TRF2400QH5	KRCS 4705	NACC 04025	88,000
36	TRF2400QG5	KRCS 4623	NACC 04024	88,000
37	TRF2400QGB	KRCS 4703	NACC 04022	88,000
38	TRF2400QGP	KRCS 4723	NACC 04023	88,000
39	TRF2400QHG	KRCS 4709	NACC 04021	88,000
40	TRF2400QF8	KRCS 4694	NACC 04008	88,000
41	TRF2400QGX	KRCS 4708	NACC 04026	88,000
42	TRF2400QHN	KRCS 4677	NACC 04019	88,000
43	TRF2400QGH	KRCS 4693	NACC 04014	88,000
44	TRF2400QF7	KRCS 4727	NACC 04020	88,000
45	TRF2400QG4	KRCS 4731	NACC 04028	88,000
46	TRF2400QFD	KRCS 4698	NACC 04009	88,000
47	TRF2400QJN	KRCS 4713	NACC 04027	88,000
48	TRF2400QHQ	KRCS 4700	NACC 04030	88,000
49	TRF2400QFL	KRCS 4699	NACC 04011	88,000
50	TRF2400QFS	KRCS 4719	NACC 04035	88,000
51	TRF2400QFH	KRCS 4722	NACC 04010	88,000
52	TRF2400QJB	KRCS 4686	NACC 04012	88,000
53	TRF2400QGV	KRCS 4697	NACC 04029	88,000
54	TRF2400QH4	KRCS 4673	NACC 04013	88,000

UPS

	SERIAL NUMBER	RED CROSS CODE	NACC CODE	
1	5B1148T11057	KRCS 4635	NACC 04038	7,000
2	5B1130T22995	KRCS 4671	NACC 04049	7,000
3	5B1148T10856	KRCS 4619	NACC 04073	7,000

4	5B1148T10748	KRCS 4612	NACC 04048	7,000
5	5B1148T10851	KRCS 4649	NACC 04094	7,000
6	3B1146X11698	KRCS 4669	NACC 04041	7,000
7	5B1148T10934	KRCS 4665	NACC 04084	7,000
8	5B1148T10863	KRCS 4630	NACC 04077	7,000
9	5B1148T09279	KRCS 4663	NACC 04057	7,000
10	5B1148T07472	KRCS 4634	NACC 04062	7,000
11	5B1148T10689	KRCS 4611	NACC 04085	7,000
12	5B1148T10837	KRCS 4618	NACC 04042	7,000
13	5B1148T07497	KRCS 4642	NACC 04061	7,000
14	5B1148T11080	KRCS 4621	NACC 04046	7,000
15	5B1148T10760	KRCS 4626	NACC 04052	7,000
16	5B1148T07226	KRCS 4639	NACC 04080	7,000
17	5B1148T10887	KRCS 4657	NACC 04047	7,000
18	5B1148T11052	KRCS 4636	NACC 03167	7,000
19	5B1148T11139	KRCS 4627	NACC 03178	7,000
20	5B1148T10688	KRCS 4656	NACC 03154	7,000
21	5B1148T10752	KRCS 4641	NACC 03163	7,000
22	5B1148T10855	KRCS 4628	NACC 03162	7,000
23	5B1148T10935	KRCS 4659	NACC 03158	7,000
24	5B1148T10728	KRCS 4646	NACC 03165	7,000
25	5B1148T07441	KRCS 4640	NACC 03156	7,000
26	5B1148T09273	KRCS 4655	NACC 03159	7,000
27	5B1148T10735	KRCS 4616	NACC 03167	7,000
28	5B1148T10839	KRCS 4664	NACC 03168	7,000
29	5B1148TT10945	KRCS 4662	NACC 03166	7,000
30	5B1148T10750	KRCS 4668	NACC 03153	7,000
31	5B1148T11044	KRCS 4613	NACC 03151	7,000

32	5B1130T21551	KRCS 4672	NACC 03150	7,000
33	5B1148T07223	KRCS 4622	NACC 03194	7,000
34	5B1148T10680	KRCS 4651	NACC 03187	7,000
35	5B1148T09543	KRCS 4623	NACC 03192	7,000
36	5B1148T10857	KRCS 4625	NACC 03138	7,000
37	5B1148T10865	KRCS 4653	NACC 03141	7,000
38	5B1148T10758	KRCS 4637	NACC 03140	7,000
39	3B1146X11710	KRCS 4652	NACC 03142	7,000
40	5B1148T10847	KRCS 4666	NACC 03147	7,000
41	5B1148T11077	KRCS 4633	NACC 03144	7,000
42	5B1148T10707	KRCS 4643	NACC 03146	7,000
43	5B1148T10844	KRCS 4624	NACC 03125	7,000
44	5B1148T07498	KRCS 4617	NACC 03121	7,000
45	5B1148T11050	KRCS 4620	NACC 03126	7,000
46	5B1148T10690	KRCS 4647	NACC 03110	7,000
47	5B1148T09145	KRCS 4645	NACC 03122	7,000
48	5B1148T10850	KRCS 4648	NACC 03124	7,000
49	5B1148T10917	KRCS 4661	NACC 03137	7,000
50	3B1146X12530	KRCS 4638	NACC 03188	7,000
51	5B1148T11085	KRCS 4667	NACC 03193	7,000
52	5B1148T10698	KRCS 4660	NACC 03113	7,000
53	5B1148T07496	KRCS 4654	NACC 03130	7,000
54	5B1148T10726	KRCS 4650	NACC 03135	7,000

Annex 5: List of Servers

No.	Brand	Purchase Price 2015	Serial number	Location
1	HP RACK SERVER	300,000.00	DEH483770V	NACC HQ
2	RACK SERVER HP	800,000.00	SGB4819002F	NACC HQ

3	RACK SERVER HP	500,000.00	SGB47200005	NACC HQ
4	SERVER HP COMPAQ PROLIANT ML350	150,000.00	7J27JZP3S044	NACC HQ
5	SERVER HP COMPAQ PROLIANT ML350	150,000.00	7J27JZP5S056	NACC HQ
6	SERVER HP PROLIANT ML370	150,000.00	USE540N7TG	NACC HQ
7	SERVER HP PROLIANT ML570	150,000.00	GB8723HXA9	NACC HQ
8	Cisco UCS BLADE SERVER	13,812,055.00	FOX1916GC9M	NACC HQ
9	HP SERVER	1,200,000.00	C2242625XD	NACC HQ
10	EMC ² DATA DOMAIN BACKUP APPLIANCE	3,232,600.00	FCNSD1505007 6	NACC HQ
11	EMC ² VNX 5600	12,609,800.00	CKM0015220118 9	NACC HQ
12	EMC ² DATA DOMAIN BACKUP APPLIANCE	3,232,600.00		NAIROBI OFFICE
13	SAN SWITCH	1,086,000.00		NACC HQ
14	SAN SWITCH	1,086,000.00		NACC HQ

Annex 6: List of Printers

No.	Brand	Serial Number	Location	Cost
1	PRINTER 2015P	CNBW7490YJ	NACC HQ	40,000
2	PRINTER HP LASERJET 1320	CNMJR22581	NACC HQ	40,000
3	PRINTER HP LASERJET 1320	CNHJ59004Z	NACC HQ	40,000
4	PRINTER HP LASERJET 1320	CNHJ590059	NACC HQ	40,000

5	PRINTER HP LASERJET 1320	CNHJ594057	NACC HQ	40,000
6	PRINTER HP LASERJET 1320	CNMJR38401	NACC HQ	40,000
7	PRINTER HP LASERJET 1320	CNHJ59405D	NACC HQ	40,000
8	PRINTER HP LASERJET 1320	CNHJ5932W1	NACC HQ	40,000
9	PRINTER HP LASERJET P2015	CNBW87K1SG	NACC HQ	40,000
10	PRINTER HP LASERJET P2015d	CB367A	NACC HQ	40,000
11	PRINTER HP LASERJET P2015d	CNCJ836938	NACC HQ	40,000
12	PRINTER HP LASERJET P2015dn	CNBW87K1X3	NACC HQ	40,000
13	PRINTER HP LASERJET P2015dn	CNCJ458234	NACC HQ	40,000
14	PRINTER HP LASERJET P2015dn	CNCJ361079	NACC HQ	40,000
15	PRINTER HP P2055	CNBW7450LY	NACC HQ	40,000
16	HP LaserJet 2055	CNCKG32941	NACC HQ	40,000
17	HP LaserJet 2015	CNBW87K1SN	NACC HQ	40,000
18	HP LaserJet 2015	CNBW87K1VL	NACC HQ	40,000
19	HP LaserJet 2015	CNCJ836938	NACC HQ	40,000
20	HP Laserjet Pro 600	CNC8F7B7GH	NACC HQ	70,000
21	HP LaserJet 2015	CNBW85H76D	NACC HQ	40,000
22	HP LASERJET P2055	SCNCKD05652	NACC HQ	40,000
23	HP LASERJET P2055	SCNCKG09812	Nyanza	40,000
24	HP LASERJET P2055	SCNCKG11565	Coast	40,000

25	HP LASERJET P2055	SCNCKG40335	N. Eastern	40,000
26	HP LASERJET P2055	SCNCKG40340	Eastern	40,000
27	HP LASERJET P2055	SCNCKG40466	Nyayo House	40,000
28	HP LASERJET P2055	SCNCKG47078	N. Rift	40,000
29	HP LASERJET P2055	SCNCKG71170	S.Rift	40,000
30	HP LASERJET P2055	SCNCKH43822	Western	40,000

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

Summary marks

No.	Insurance Cover	Marks
1	Burglary (Stock) Insurance	
	Fidelity Guarantee Insurance	

	Money insurance	
	All Risks Insurance (Computers and Electronic Equipment) Insurance	10
	Fire, Earthquake and special perils insurance	
	Public liability Insurance	
	Travel insurance	
	Comprehensive motor Insurance	
	Comprehensive motor Cycles Insurance	
	Directors and Officers Liability Insurance.	
2	i) Rated by a reputable rating agency like, AIBK or AKI within the last 18 months.	5
3	Industry or peer awards	5
4	ii) Establishment and implementation of a Quality Management System e.g. ISO 9001:2008.	5
5	iii) List of 5 (five) reputable clients excluding NACC for whom they have handled insurance business.	5
6	Evidence of claims settlement procedure	5
7	Evidence of Claims Settled in line with Audited Accounts for the last two years	5
8	Evidence of Credit Rating by the proposed underwriter for all the proposed policies	10
	TOTAL	50
The minimum technical score to proceed to financial evaluation is 70% and only tenderers who secure the minimum technical score will be financially evaluated. In addition, tenderers must submit bids for all the classes of insurance.		

4.2 PRICE SCHEDULE OF SERVICES

Name of Tenderer:.....

Tender Number:

Based on the information contained in the Description of Services, Tenderers should provide a breakdown of costs in the format shown below. The cost should include applicable taxes.

i. INSURANCE PREMIUMS

No.	Insurance Cover	Premium in Ksh inclusive of all taxes and levies
1.	Burglary Insurance	
2.	Fidelity Guarantee Insurance	
3.	Money insurance	
4.	All Risks Insurance (Computers and Electronic Equipment) Insurance	
5.	Fire, Earthquake and special perils insurance	
6.	Public liability Insurance	
7.	Directors and Officers Liability Insurance.	
8	Motor Vehicle (Private)	
9	Motor Cycles	
	TOTAL (amount to be transferred to the form of tender)	

ii. TRAVEL INSURANCE

No.	Insurance Cover	Deposit for Travel Insurance in Ksh
1.	Travel insurance Deposit	
	TOTAL (amount to be transferred to the form of tender)	

Signature and Rubber Stamp of tenderer _____

SECTION III - GENERAL CONDITIONS OF CONTRACT

3.1 Definitions

In this contract the following terms shall be interpreted as indicated:

- a) "The contract" means the agreement entered into between NACC 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 contractor including materials and incidentals which the tenderer is required to provide to NACC under the Contract.
- d) "NACC" means the organization sourcing for the services under this Contract.
- e) "The contractor means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

3.2 Application

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

3.3 Standards

3.3.1 The services provided under this Contract shall conform to the 7 standards mentioned in the Schedule of requirements

3.4 Patent Right's

The tenderer shall indemnify NACC 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.

3.5 Performance Security

3.5.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to NACC the performance security where applicable in the amount specified in Special Conditions of Contract.

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

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

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

3.5.4 The performance security will be discharged by NACC and returned to the candidate not later than thirty (30) days following the date of completion of the tenderer's performance of obligations under the contract, including any warranty obligations under the contract.

3.6 Inspections and Tests

3.6.1 NACC or its representative shall have the right to inspect and/or to test the services to confirm their conformity to the Contract specifications. NACC shall notify the tenderer in writing, in a timely manner, of the identity of any representatives retained for these purposes.

3.6.2 The inspections and tests may be conducted on the premises of the tenderer or its subcontractor(s). If conducted on the premises of the tenderer or its subcontractor(s), all reasonable facilities and assistance, including access to drawings and production data, shall be furnished to the inspectors at no charge to NACC.

3.6.3 Should any inspected or tested services fail to conform to the Specifications, NACC may reject the services, and the tenderer shall either replace the rejected services or make alterations necessary to meet specification requirements free of cost to NACC.

3.6.4 Nothing in paragraph 3.7 shall in any way release the tenderer from any warranty or other obligations under this Contract.

3.7 Payment

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

3.8 Prices

3.8.1 Prices charged 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

by the tenderer in its tender or in NACC's request for tender validity extension as the case may be. No variation in or modification to the terms of the contract shall be made except by written amendment signed by the parties.

3.9 Assignment

3.9.1 The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with NACC's prior written consent.

3.10 Termination for Default

3.10.1 NACC may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

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

3.10.2 In the event NACC terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to NACC for any excess costs for such similar services.

3.11 Termination of insolvency

NACC may at the anytime 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 produce or affect any right of action or remedy, which has accrued or will accrue thereafter to NACC.

3.12 Termination for convenience

3.12.1 NACC 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 NACC convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.12.2 For the remaining part of the contract after termination NACC may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

3.13 Resolution of disputes

3.13.1 NACC's and the contractor shall make every effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

3.13.2 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.

3.14 Governing Language

3.14.1 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.

3.15 Force Majeure

3.15.1 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.

3.16 Applicable Law.

The contract shall be interpreted in accordance with the laws of Kenya unless otherwise specified in the SCC

3.17 Notices

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 E-mail and confirmed in writing to the other party's address specified in the SCC

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1 Special conditions of contract shall supplement the general conditions of contract, wherever there is a conflict between the GCC and the SCC, the provisions of the SCC herein shall prevail over those in the GCC.

4.2 Special conditions of contract with reference to the general conditions of contract.

General conditions of contract reference	Special conditions of contract
3.5	Specify performance security if applicable: 10% of Contract Sum
3.7	Specify method Payments. Payments to be made on monthly basis after the services have been rendered.
3.8	Specify price adjustments allowed. None
3.14	Specify resolution of disputes. Disputes to be settled as per the Arbitration Laws of Kenya
3.16	Specify applicable law. Laws of Kenya
3.17	Indicate addresses of both parties. Client: National Aids Control Council Landmark plaza, 9 th Floor P. O. Box 61307-00200 Nairobi
Other's as necessary	Complete as necessary

SECTION VII - 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. Format of Tender Security Instrument - When required by the tender document the tenderer shall provide the tender security in the form included hereinafter.
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 NACC.
7. List of Clients - The form is to be filled in the format provided

29. FORM OF TENDER

Date _____

Tender No. NACC /007/2018-2019

To: The Chief Executive Officer
National Aids Control Council
P. O. Box 61307-00200
NAIROBI

Sir/Madam:

1. Having examined the Tender documents including Addenda Nos. [insert addenda numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to Provide
General Insurance Covers in conformity with the said Tender documents 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.

i. Insurance Premiums

ii. Travel insurance Deposit

- 2. We undertake, if our Tender is accepted, to deliver the Services in accordance with the delivery schedule specified in the Schedule of Requirements.
- 3. We agree to abide by this Tender for the Tender validity period specified in Clause 2.13 of the Appendix to Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
- 4. We are not participating, as Tenderers, in more than one Tender in this Tendering process.
- 5. Our firm, its affiliates or subsidiaries – including any subcontractors or suppliers for any part of the contract – has not been declared ineligible by the Government of Kenya under Kenyan laws.
- 6. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.
- 7. We understand that you are not bound to accept the lowest or any tender you may receive.
- 8. We certify/confirm that we comply with the eligibility requirements as per ITT Clause 3 of the Tender documents

Dated this _____ day of _____ 20_____.

(Name)

[Signature] [in the capacity of]

Duly authorized to sign Tender for and on behalf of _____

2. **CONTRACT FORM THIS AGREEMENT** made the ___ day of _____ 20__ between.....[National Aids Control Council] of P.o Box 61307-00200,Nairobi,KENYA (hereinafter called "NACC") of the one part and[name of tenderer] of[city and country of tenderer](hereinafter called "the tenderer") of the other part.

WHEREAS NACC invited tenders for certain materials and spares.

Viz.....[brief description of materials and spares] and has accepted a tender by the tenderer for the supply of those materials and spares in the sum of[contract price in words and figures]

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
 - a) the Tender Form and the Price Schedule submitted by the tenderer;
 - b) the Schedule of Requirements;
 - c) the Technical Specifications;
 - d) the General Conditions of Contract;
 - e) the Special Conditions of Contract; and
 - f) NACC's Notification of award.
3. In consideration of the payments to be made by NACC to the tenderer as hereinafter mentioned, the tenderer hereby covenants with NACC to provide the materials and spares and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. NACC hereby covenants to pay the tenderer in consideration of the provision of the materials and spares 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 NACC) Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____.

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE s.33

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business.

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

Part 1 General

Business Name.....

Location of Business Premises

Plot No,..... Street/Road

Postal address Tel No. Fax Email.....

Nature of Business

Registration Certificate No.

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers.....

Branch.....

Part 2 (a) – Sole Proprietor			
Your name in full.....Age.....			
Nationality.....Country of Origin.....			
Citizenship details.....			
Part 2 (b) – Partnership			
Given details of partners as follows			
Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.
Part 2 (c) – Registered Company			
Private or Public			
State the nominal and issued capital of company			
Nominal Kshs.			
Issued Kshs.			
Given details of all directors as follows			
Name	Nationality	Citizenship details	Shares
1.
2.
3.
4.
Date.....Signature of Candidate.....			

4. FORMAT OF TENDER SECURITY INSTRUMENT

Whereas [Name of the tenderer] (Hereinafter called “the tenderer”) has submitted its tender dated [Date of submission of tender] for the [Name and/or description of the tender] (Hereinafter called “the Tender”)

KNOW ALL PEOPLE by these presents that WE of [Name of Insurance Company / Bank] having our registered office at (Hereinafter called “the Guarantor”), are bound unto [Name of Procuring Entity] (Hereinafter called “NACC”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors, and assigns by these presents.

Sealed with the Common Seal of the said Guarantor this ___day of _____ 20 __.

THE CONDITIONS of this obligation are:

1. If after tender opening the tenderer withdraws his tender during the period of tender validity specified in the instructions to tenderers, Or
2. If the tenderer, having been notified of the acceptance of his tender by the Employer during the period of tender validity:
 - (a) fails or refuses to execute the form of Agreement in accordance with the Instructions to Tenderers, if required; or
 - (b) fails or refuses to furnish the Performance Security, in accordance with the Instructions to Tenderers;

We undertake to pay to NACC up to the above amount upon receipt of its first written demand, without NACC having to substantiate its demand, provided that in its demand NACC will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This 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 Guarantor not later than the said date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

5. PERFORMANCE SECURITY FORM

To: [Name of NACC]

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 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 the 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 or sums 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 or financial institution]

_____ [address]

_____ [date]

(Amend accordingly if provided by Insurance Company)

6. 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

7. REPUBLIC OF KENYA

PUBLIC PROCUREMENT REGULATORY AUTHORITY (PPRA)

FORM SD2: Self-Declaration Forms (r 62): self-declaration that the person/tenderer will not engage in any corrupt or fraudulent practice.

I,of P. O. Box being a resident of

..... in the Republic of ----- do hereby make a statement as follows:-

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

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

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

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

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

.....

(Title)

(Signature)

(Date)

Bidder's Official Stamp

8. BANK DETAILS FORM- MANDATORY

Provide the following bank details for electronic transfer purposes

Name of the Bidder:.....

Bank Name :.....

Bank branch name ;.....

Bank code :.....

Bank account :.....

PIN Number :.....

VAT Number :.....

Bank signatory(s) :.....

.....

Signed/ date.....