



**RUIRU-JUJA WATER & SEWERAGE COMPANY LTD**

**TENDER FOR PROVISION OF GENERAL INSURANCE  
SERVICES**

**RUJWASCOT/57/2020-2021**

**MAY 2020**

**AG. MANAGING DIRECTOR**

**RUIRU-JUJA WATER & SEWERAGE COMPANY LTD**

**P.O BOX 1165-00232**

**RUIRU**

## Table of Contents

	<b>Page</b>
INTRODUCTION.....	3
Section I INVITATION FOR TENDERS.....	4
Section II INSTRUCTION TO TENDERERS Appendix to instructions to tenderers .....	5
Section III GENERAL CONDITIONS OF CONTRACT.....	22
Section IV SPECIAL CONDITIONS OF CONTRACT .....	29
Section V SCHEDULE OF REQUIREMENTS .....	31
Terms of Reference .....	40
Section VI STANDARD FORMS .....	40
1. FORM OF TENDER .....	40
2. PRICE SCHEDULES.....	41
3. CONTRACT FORM.....	43
4. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM ...	44
5. TENDER SECURITY FORM .....	47
6. PERFORMANCE SECURITY FORM.....	48
7. INSURANCE COMPANY’S AUTHORIZATION FORM ...	48

## INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Disposal Act 2005.
- 1.2 The following general directions should be observed when using the document;
  - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
  - (b) The instructions to tenderers and the General conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
  - (a) Information contained in the invitation to tender shall conform to the data and information in the tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
  - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.
- 1.4 The cover of the tender document should be modified to include:
  - I. Tender number.
  - II. Tender name.
  - III. Name of procuring entity.

## SECTION I - INVITATION FOR TENDERS

**TENDER NO.: RUJWASCOT/57/2020-2021**

**TENDER NAME: PROVISION OF GENERAL INSURANCE SERVICES**

- 1.1 The **RUJWASCO** invites sealed tenders from eligible candidates for **Provision of General Insurance cover.**
- 1.2 Interested eligible candidates can obtain tender documents by downloading from the company's website [www.ruiruwater.co.ke](http://www.ruiruwater.co.ke). Interested bidders who download the tenders and registration documents shall email their Company names, Contact details, and tender/registration number or numbers to;rujwascopeurement@gmail.com and copy to rujwasco2017@gmail.com.
- 1.3 Tenders must be accompanied by a Bid Security in the form and amount specified in the tender. Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at the RUJWASCO Office Located adjacent to Kenyatta University Ruiru Campus, Opposite Kenya Power Ruiru Office addressed to the Ag. Managing Director, Ruiru-Juja Water & Sewerage Company, P.O Box 1165-00232 Ruiru, so as to be received on or before **17<sup>th</sup> June 2020 at 11.00 a.m.**
- 1.4 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the Ruiru-Juja Water & Sewerage Company Office.
- 1.5 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for **120 days** from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the bidders' representatives who choose to attend at the **Ruiru-Juja Water & Sewerage Company (RUJWASCO) Office.**

**Ag. MANAGING DIRECTOR**  
**RUIRU-JUJA WATER & SEWERAGE COMPANY LTD**

## SECTION I - INSTRUCTION TO TENDERERS

### Table of Clauses

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

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

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

### **2.2 Cost of Tendering**

The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the procuring entity, will in no case be responsible or liable for those costs, Regardless of the conduct or outcome of the tendering process.

The price to be charged for the tender document shall be KShs.1, 000/= (Kenya Shillings One Thousand Only)

The procuring entity shall allow the tenderer to review the tender document free of Charge before purchase.

### **2.3 Contents of Tender Document**

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender

- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form

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

## **2.4 Clarification of Tender Documents**

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

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

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

## **2.5 Amendment of Tender Documents**

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

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

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

## **2.6 Language of Tenders**

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

## **2.7. Documents Comprising the Tender**

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

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

## **2.8. Form of Tender**

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

## **2.9. Tender Prices**

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

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

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



## **2.10. Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings

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

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

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

## **2.12. Tender Security**

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

2.12.2 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

**2.12.3** The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of bank guarantee.

2.12.4 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

2.12.5 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity

2.12.6 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.7 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity.
- (b) in the case of a successful tenderer, if the tenderer fails:
  - (i) to sign the contract in accordance with paragraph 2.29 or
  - (ii) to furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

## **2.13. Validity of Tenders**

2.13.1 Tenders shall remain valid for **120 days** after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.14. Format and Signing of Tenders**

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each "**ORIGINAL TENDER**" and "**COPY OF TENDER,**" as appropriate. In the event of any discrepancy between them, the original shall govern.

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

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

## **2.15 Sealing and Marking of Tenders**

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "**ORIGINAL TENDER**" and "**COPY OF TENDER**". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

(a) be addressed to the Procuring entity at the address given in the Invitation to Tender.  
bear tender number and name in the invitation to tender and the words, "**DO NOT OPEN BEFORE 17th June 2020 at 11.00 a.m.**"

(b) The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared "late".

2.15.3 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under Paragraph 2.15.2 not later than **17th June 2020 at 11.00 a.m.**

The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.1 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

## **2.17. Modification and Withdrawal of Tenders**

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

1.7 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, on **17th June 2020 at 11.00 a.m.**

2.18.1 And in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance

2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.20 Preliminary Examination and Responsiveness**

2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

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

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

## **2.21. Conversion to single currency**

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

## **2.22. Evaluation and Comparison of Tenders**

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

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

(a) Operational plan proposed in the tender;

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

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

(a) Operational Plan

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

(b) Deviation in payment schedule

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

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

## **2.23. Contacting the Procuring entity**

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

## **2.24 Post-qualification**

2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

## **2.25 Award Criteria**

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.25.2 To qualify for contract awards, the tenderer shall have the following: -

- a. Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- b. Legal capacity to enter into a contract for procurement
- c. Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- d. Shall not be debarred from participating in public procurement.

## **2.26. Procuring entity's Right to accept or Reject any or all Tenders**

- 2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that non of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.
- 2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.26.3 A tenderer who gives false information in the tender document about is qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

- 2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.29 Performance Security**

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

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



## APPENDIX TO INSTRUCTIONS TO TENDER

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

Instruction to tender reference	<i>Particulars of Appendix to instructions to tenderers</i>
2.1.1. <b>Eligible tenderers</b>	<ul style="list-style-type: none"> <li>• Registered Insurance Brokers who have appropriate and valid accreditations <b>only</b>.</li> <li>• Duration of contract will be one year, renewal for a further one-year maximum subject to satisfactory performance.</li> </ul>
2.13	Declaration of No Conflict of Interest is provided for in the confidential Business Questionnaire
2.1.4	An Anti-corruption Affidavit is to be provided along with the Bidding documents
2.2 <b>Cost of tendering</b>	N/A
2.6 <b>Language of Tender</b>	The English language shall apply
2.8 <b>Form of Tender</b>	Completion and signing of the form of tender is mandatory
2.10 <b>Tender Currencies</b>	Prices quoted shall be in Kenya Shillings
2.11 <b>Tenderers eligibility and qualifications</b>	<ul style="list-style-type: none"> <li>• Copies of valid certificate of incorporation and registration by insurance regulatory authority to be submitted.</li> <li>• Annual turnover of KSh. 50 million</li> <li>• Paid up capital of KSh. 50 million</li> <li>• Evidence of experience in providing similar services in nature and magnitude</li> <li>• List of at least ten (10) Corporate General Insurance policies currently served and documentary proof attached.</li> </ul>
2.12 <b>Tender security</b>	<p>A tender security in the form of a Bank Guarantee is required.</p> <p><b>The amount of tender security required is one hundred thousand Kenya Shillings (Ksh. 100,000.00)</b></p>
2.13 <b>Validity of Tender</b>	The tender validity is <b>120 days</b> from the tender opening date

2.16.2	The bidder must provide an appropriate written power of attorney establishing the authorization of the signatory to the tender documents to bind the bidder.
2.14 Format and signing of tender	This tender is based on the two-envelope bid system. The bidder must submit a bid which has a technical proposal in one envelope and a financial proposal in another envelope. These two envelopes are then placed in one envelope to form a complete bid. Bids must be submitted in TWO copies.
2.16 Deadline for Submission of tenders	Tenders to be received by <b>17<sup>th</sup> June 2020 at 11.00 a.m.</b> Bulky tenders which cannot be placed in the tender box shall be received at the <b>Ag. Managing Directors Office located RUJWASCO Office located adjacent to Kenyatta University Ruiru Campus, Opposite Kenya Power Ruiru Office.</b>
2.18 Opening of tenders	Tenders will be opened immediately after the closing date with controlled attendance during opening and strict adherence to government directives on mitigation of COVID 19.
2.20	Opening of tenders will be done in public at the time of closing the tender.
2.22	Bidders are expected to examine all instructions, forms, terms, specifications, and other information in the bidding documents. Failure to furnish all information required by the bidding documents or to submit a bid not substantially responsive in every respect will be at the bidder's risk and may result in the rejection of its bid.
2.24	The bid evaluation will take into account technical factors in addition to cost factors.
2.29	The performance security required will be 10% of the Contract Value and in form of <b>Bank guarantee from reputable banks in kenya.</b>

**SECTION III - GENERAL CONDITIONS OF CONTRACT**

**Table of Clauses**

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

## **SECTION III: GENERAL CONDITIONS OF CONTRACT**

### **3.1. Definitions**

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

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

### **3.2. Application**

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

### **3.3. Standards**

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

### **3.4. Use of Contract Documents and Information**

3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the

Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

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

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

### **3.5. Patent Rights**

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

### **3.6 Performance Security**

3.6.1 Within seven (7) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC

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

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

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

### **3.7. Delivery of services and Documents**

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

### **3.8. Payment**

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

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

### **3.9. Prices**

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

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

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

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

### **3.10. Assignment**

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

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

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

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

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

### **3.12. Termination for Insolvency**

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

### **3.13. Termination for Convenience**

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

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

### **3.14 Resolution of Disputes**

3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15. Governing Language**

3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.16. Applicable Law**

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

### **3.17 Force Majeure**

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.18 Notices**

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

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



## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

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

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

- 4.1.1 Must be registered with the IRA for the current year and a copy of the current license be submitted.
- 4.1.2 Furnish the company with at least ten (10) corporate clients and the total clients premiums for the previous year. Documentary proof must be attached.
- 4.1.3 Have working experience of at least 5 years as a General Insurance Broker.
- 4.1.4 Must submit a copy of the audited accounts for the last 3 years.
- 4.1.5 Must have total number of management staff at least 10 (ten) no.
- 4.1.6 Submit the list of key staff with their curriculum vitae for the purpose of verifying relevant skills and experience.
- 4.1.7 Have Professional Indemnity Insurance Cover of for the current period of KShs.10 million or more and a copy must be submitted
- 4.1.8 Annual premium written in respect to General insurance covers for the last two (2) years broken down in annual premiums
- 4.1.9 Must submit copies of the following documents;
  - (a) PIN Certificate
  - (b) Valid tax Compliance Certificate
  - (c) Certificate of Registration/Incorporation
- 4.1.10 Submit copy of current business license.
- 4.1.11 Submit copy of Company profile
- 4.1.12 Must be a member of the Professional Association of Kenya Insurance Brokers

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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Applicable-10% of contract price in form of bank guarantee
3.7 Delivery of Services	As per the Terms of Reference
3.8 Payment	-Provision of insurance Brokerage services shall be for a period of <b>one (1) year</b> starting after signing of the contract <b>renewable for another one-year subject to satisfactory performance.</b> Payments to be made on signing of the contract and submission of an official invoice.
3.9 Price adjustment	As per GCC
3.16 Applicable law	Law of Kenya
3.18 Notices	Ag. Managing Director Ruiru-Juja Water & Sewerage Company, P.O Box 1165-00232 Ruiru.

## SECTION V - SCHEDULE OF REQUIREMENTS

### Notes for preparing Schedule of Requirements.

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

### 5.1 General

**Ruiru-Juja Water and Sewerage Company Ltd (RUJWASCO)** is a Water Services Provider (WSP) owned by the County Government of Kiambu to provide water and sewerage services in Ruiru and Juja Sub counties

### 5.2 Submission of Bids

i) The tenderer must submit a two envelope bid in the following format:

**Technical:** Comprising of the following documents

- Tender Notice
- Invitation for Tender
- Valid Tender security
- Duly completed confidential Business Questionnaire
- Supporting documents as requested in the Tender evaluation criteria
- Schedule of requirements
- Insurers authorization to cover the Risk
- 

**Financial:** comprising of

- Tender form and price schedule only

ii) Sealing and marking of Bids:

The inner envelope should be clearly marked as follows:

**ORIGINAL TECHNICAL**

**COPY TECHNICAL**

**ORIGINAL FINANCIAL**  
**COPY FINANCIAL**

The envelopes shall then be sealed in an outer envelope  
The inner and outer envelope shall be addressed to:

**MANAGING DIRECTOR**  
**RUIRU-JUJA WATER & SEWERAGE CO LTD**  
**P.O BOX 1165-00232**  
**RUIRU**

## SECTION E

### TECHNICAL RESPONSIVENESS CRITERIA

#### 1) TENDER EVALUATION CRITERIA

- a) **Mandatory requirements** will determine the satisfactory responsiveness of a Tenderer, failure to meet any of these set requirements as noted hereunder Will render a tender non responsive and will automatically be disqualified.
- b) The cut off score for the technical evaluation is 70%.

The following documents are **MANDATORY: Preliminary Evaluation**

	<b>Item</b>
1	Original Tender Security as indicated in the special conditions of the contract.
2	Tender Form
3	Copy of Valid Single Business Permit from Local Authority
4	Copy of Company or Firm's Registration/Incorporation Certificate
5	Copies of PIN and VAT Registration Certificates
6	Copy of Valid Tax Compliance Certificate
7	Audited Financial Statements for the last three (3) years The audit certificate must be properly signed in accordance with ICPAK guidelines indicating the name and the practicing number of the engagement partner.
8	Proof of provision of similar services. Attach Ten (10) letters of recommendation from other reputable organizations.
9	Resumes for preferred staff.
10	Contractual Liability Insurance Policy Cover with a minimum liability of Kshs 10,000.000.00 per event per year. Attach a valid copy of the Contractual Liability Insurance Policy document.

## Technical Evaluation Criteria

### **TECHNICAL EVALUATION REQUIREMENTS SCHEDULE:**

	<b>Description Of Criteria</b>	<b>Requirement</b>	<b>Confirm submission Yes/ No</b>
<b>Physical Facilities</b>			
<b>1</b>	Evidence of physical address. Attach copies of title, lease or rental agreement. Completed confidential Business Questionnaire. <b>(6 marks)</b>	Copy of title/ lease agreement	.....Y/N
<b>Insurance Provider Suitability</b>			
<b>2</b>	Suitability of the Insurance provider; Assess the responsiveness on the following: <ul style="list-style-type: none"> <li>• Certificate of incorporation</li> <li>• Memorandum and Articles of Association</li> <li>• Valid certificate of registration with Insurance Regulatory Authority</li> <li>• Must be a current member of the Association of Insurance Brokers. (AIB)</li> </ul> <b>(4 marks)</b>	Attach <b>valid copies</b> of the required documents	.....Y/N
<b>Company Profile</b>			
<b>3</b>	Number of years that the firm has been providing General Insurance Brokerage services. <ul style="list-style-type: none"> <li><b>a.</b> more than 10 years – (10 marks)</li> <li><b>b.</b> 5 years and above – (6 marks)</li> <li><b>c.</b> below 5years – (2 marks)</li> </ul> <b>(10 marks)</b>	<b>Avail a copy of Certificate of Registration /Incorporation</b>	..... Yrs
<b>4</b>	Minimum company annual turn-over <ul style="list-style-type: none"> <li>1. 100 million &amp; above – (10 marks)</li> <li>2. 50 million &amp; above – (5 marks)</li> <li>3. 10 million &amp; above – (3 marks)</li> <li>4. Below 10 million – (0 marks)</li> </ul> <b>(10 marks)</b>	<b>From Audited Accounts for last 3 yrs. (Copies of Audited Financial Statements to be provided)</b>	<b>Previous yr but2</b> ..... <b>Previous yr</b> ..... <b>Last yr</b> .....

5	<p>Indicate the current assignments at least <b>10 contracts</b> of <b>similar</b> service in the <b>last two years</b>.</p> <p>c) more than 10 Contracts – (15 marks)  d) Ten (10) Contracts – (10 marks)  e) Below 10 contracts – (0 marks)</p> <p><b>(15 marks)</b></p>	<p><b>Ten (10) copies of Contracts assignments of similar magnitude.</b></p>	<p>.....Y/N</p>
6	<p>Proof of Contractual Liability Cover with a minimum limit per event.</p> <p>0 – 5 million – (0 marks)  5 – 10 million – (4 marks)  10 Million and above – (10 marks)</p> <p><b>(10 marks)</b></p>	<p><b>Copy of Policy</b></p>	<p>.....Y/N</p>
<b>Personnel Competency Profiles</b>			
7.	<p>Submit evidence of academic qualification and experience for Team leader and Supervisors</p> <p>Attach CV's and Copies of Certificate(s) of the Key staffs. <b>(10 marks)</b></p>	<p><b>Minimum Six (6) CV's and Certificate(s) for Key Staff</b></p>	<p>.....Y/N</p>
<b>Approach, Methodology and Proposed Cover</b>			
8.	<p>Proposed cover detailing:</p> <ul style="list-style-type: none"> <li>• Detailed policy enhancement clauses</li> <li>• Complete, terms and conditions of the insurance contracts.</li> </ul> <p><b>(10 marks)</b></p>	<p><b>Enhancement clauses.</b></p>	<p>.....Y/N</p>
<b>Reputation of the Underwriter</b>			
9.	<p>Submit evidence of at least five <b>(5)</b> major clients and the value of business held by the underwriter.</p> <p><b>(15 marks)</b></p>	<p><b>Attach certified Copy of relevant policies.</b></p>	<p>.....Y/N</p>

<b>10.</b>	Underwriter relevant experience in providing similar service as required by RUJWACO (10 Marks)	<b>Avail 5 contracts handled in the last one year.</b>	.....Y/N
------------	--	--	----------

**Any inconsistencies noted in any of the above requirements shall lead to automatic disqualification. Note that you may be required to produce original Certificates for ease of verification. The procuring entity reserves the right to carryout independent investigations to verify the accuracy of information provided.**

Any tenderer who does not meet the **cut-off score set at 70%** in the Technical will not be eligible for financial evaluation.



## SECTION VI DESCRIPTION OF SERVICES: PRICE SCHEDULE SUMMARY

### 6.1 Particulars

This tender covers the provision of comprehensive General Insurance cover for all Rujwasco Insurable Assets i.e. building, furniture's, and machineries as appended below in a summarized table for each category:

### 6.2 SUMMARY OF REQUIRED GENERAL INSURANCE SERVICES

#### E1) FIRE AND PERILS

- ▶ The policy is based on Gross Current Replacement Cost, i.e. new for old. The cover extends to all assets of **RUJWASCO** including the RUJWASCO Office, Juja Water Treatment Stations, Jacaranda water intake, jacaranda water treatment, and Ruiru treatment as per the following description and valuation. (See schedule 1 below).

#### Schedule 1

Station	Building	Rate	Furniture	Rate	Pumps & Machinery	Rate	Lab Equipments	Rate	Calculated premium
Rujwasco office	13,000,000.00		3,000,000.00				2,000,000.00		
Ruiru Treatment plant	-		-		400,000.00		-		
Jacaranda water treatment	5,000,000.00		75,000.00		400,000.00		1,500,000.00		
Jacaranda water intake	1,500,000.00		-		16,000,000.00		-		
Juja Water treatment plant	1,850,000.00		110,000.00		2,800,000.00		-		
Kibendera Sewerage Treatment Plant	5,000,000.00		115,000.00		3,500,000.00		1,500,000.00		
<b>TOTAL</b>	<b>26,350,000.00</b>		<b>3,300,000.00</b>		<b>23,100,000.00</b>		<b>5,000,000.00</b>		

SITUATION: Ruiru Office, Ruiru Sewage Treatment Plant, Ruiru and Juja Waterworks

BASIS OF VALUATION: Reinstatement/Replacement

EXCESS DEDUCTIBLES:

EXCLUSIONS:

SPECIAL CONDITIONS/EXTENSIVE CLAUSES:

UNDERWRITERS:

E2) **BURGLARLY**

Station	Furniture	Rate	Pumps & machinery	Rate	Laboratory equipment	Rate	Motorcycles & Motor Vehicle	Rate	Calculated premium
Rujwasco office	3,000,000.00				2,000,000.00		10,895,925.00		
Ruiru Treatment plant	-		400,000.00		-				
Jacaranda water treatment	75,000.00		400,000.00		1,500,000.00				
Jacaranda water intake	-		16,000,000.00		-				
Juja Water treatment plant	110,000.00		2,800,000.00		-				
Kibendera Sewerage Treatment Plant	115,000.00		3,500,000.00		1,500,000.00				
<b>TOTAL</b>	<b>3,300,000.00</b>		<b>23,100,000.00</b>		<b>5,000,000.00</b>		<b>10,895,925.00</b>		

**Schedule 2**

SITUATION: Ruiru Office, Ruiru Sewage Treatment Plant, Ruiru and Juja Waterworks

BASIS OF VALUATION: Reinstatement/Replacement

EXCESS DEDUCTIBLES:

EXCLUSIONS:

SPECIAL CONDITIONS/EXTENSIVE CLAUSES:

UNDERWRITERS:

**E3) FIDELITY GUARANTEE**

**Cover:** Indemnity against direct pecuniary loss resulting from fraud or dishonesty of employees. The Policy is to cover one staff who handles cash for and collusion of RUJWASCO employees.

The schedule is made of: -

**CURRENT STAFF-ONE**

**Schedule 3**

<b>NO.</b>	<b>LIMITS OF GUARANTEE</b>	<b>RATE %</b>	<b>PREMIUM (KSHS.)</b>
1	<b>KShs. 2,000,000.00</b>		

SITUATION : Anywhere in Kenya

EXCESS DEDUCTIBLES:

EXCLUSIONS:

SPECIAL CONDITIONS / EXTENSIVE CLAUSES:

UNDER WRITER.....

Rate% ..... Premium .....



DISABILITY COVER RIDER

CRITICAL ILLNESS RIDER

ANNUAL PREMIUM .....

EXCLUSIONS .....

**E5) MONEY INSURANCE**

**Cover:** Indemnity against loss of money and damage to safe/ strong room directly associated with theft or attempted theft.

**Schedule 5**

Items

Money in premises during business hours	<b>KShs. 200,000.00</b>
<b>Estimated annual carry</b>	<b>KShs. 2,000,000.00</b>

SITUATION: RUJWASCO OFFICES

EXCESS / DEDUCTIBLES:

EXCLUSIONS:

SPECIAL CONDITIONS / EXTENSIVE CLAUSES:

UNDER WRITER.....

**Rate% ..... Premium .....**

**E6) COMPUTERS (All risks)**

This covers computer hardware and accessories, all electronic and office equipment and machinery. Total sum insured is **KSh. 4,100,000.00**

Station	Computers	Rate	Calculated premium
RUJWASCO OFFICE	<b>4,100,000.00</b>		
<b>TOTAL</b>	<b>4,100,000.00</b>		

**E7) Work Injuries Benefit Act**

STATION	Benefit Offered	RATE	PREMIUM (%)
		<u><b>KSHS</b></u>	
Within RUJWASCO's area of jurisdiction.	Insurance against injury at a work place in line with Work Men Compensation Act for 102 No. workers (quoted as a rate per person against in respect of the following: <ul style="list-style-type: none"> <li>• Death</li> <li>• Disablement</li> <li>• Temporary total/ partial disablement</li> <li>• Medical Expenses</li> <li>• Funeral Expenses</li> </ul>		

**MOTOR CYCLE/MOTORVEHICLE INSURANCE**

<b>S/NO</b>	<b>MAKE/MODEL</b>	<b>REGISTRATION</b>	<b>VALUE</b>
1	TOYOTA HILUX D/CAB	KCP 674K	6,263,565.00
2	YAMAHA-YBR125	KBN 456E	30,340.00
3	YAMAHA-YBR125	KBN 457E	30,340.00
4	YAMAHA-YBR125	KBN 458E	30,340.00
5	HERO-DAWN	KBZ 556D	30,340.00
6	HERO-DAWN	KBZ 557D	30,340.00
7	HERO-DAWN	KBZ 558D	30,340.00
8	HERO-DAWN	KBZ 559D	30,340.00
9	HONDA-CGX125	KCD 609G	104,310.00
10	HONDA-CGX125	KCD 610G	104,310.00
11	HONDA-CGX125	KCD 611G	104,310.00
12	HONDA-CGX125	KCD 612G	104,310.00
13	HONDA-CGX125	KCD 617G	104,310.00
14	HONDA-CGX125	KCD 618G	104,310.00
15	HONDA-CGX125	KCD 619G	104,310.00
16	TVS ZT-125CC	KCK 241U	167,200.00
17	TVS ZT-125CC	KCK 242U	167,200.00
18	TVS ZT-125CC	KCK 243U	167,200.00
19	TVS ZT-125CC	KCK 244U	167,200.00
20	TVS ZT-125CC	KCK 245U	167,200.00
21	TVS ZT-125CC	KCK 246U	167,200.00
22	TVS ZT-125CC	KCK 247U	167,200.00
23	TVS ZT-125CC	KCK 248U	167,200.00
24	TVS ZT-125CC	KCK 249U	167,200.00
25	TVS ZT-125CC	KCK 250U	167,200.00
26	HERO-DAWN	KCK 322U	92,530.00
27	HERO-DAWN	KCK 323U	92,530.00
28	HERO-DAWN	KCK 324U	92,530.00
29	HERO-DAWN	KCK 325U	92,530.00
30	HERO-DAWN	KCK 326U	92,530.00
31	HERO-DAWN	KCK 328U	92,530.00
32	HERO-DAWN	KCK 329U	92,530.00
33	HERO-DAWN	KCK 330U	92,530.00
34	HERO-DAWN	KCK 331U	92,530.00
35	HERO-DAWN	KCK 332U	92,530.00
36	HERO-DAWN	KCK 333U	92,530.00
37	KIBO-K150	KCK 418U	199,996.00
38	KIBO-K150	KCK 420U	199,996.00

<b>39</b>	<b>KIBO-K150</b>	<b>KCK 419U</b>	<b>199,996.00</b>
<b>40</b>	<b>KIBO-K150</b>	<b>KCK 416U</b>	<b>199,996.00</b>
<b>41</b>	<b>KIBO-K150</b>	<b>KCK 417U</b>	<b>199,996.00</b>



## SECTION VIII - STANDARD FORMS

### Notes on the sample 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. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
3. **Tender Security Form** - When required by the tender documents the tender shall provide the tender security either in the form included herein or in another format acceptable to the procuring entity.
4. **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.
5. **Performance Security Form** - The performance security form should not be completed by the tenderers at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.
6. **Bank Guarantee for Advance Payment Form** - When Advance payment is requested for by the successful bidder and agreed by the procuring entity, this form must be completed fully and duly signed by the authorized officials of the bank.
7. **Manufacturers Authorization Form**- When required by the tender documents this form must be completed and submitted with the tender documents. This form will be completed by the manufacturer of the goods where the tenderer is an agent.

8.1 **FORM OF TENDER**

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

To: \_\_\_\_\_  
\_\_\_\_\_  
*[Name and address of procuring entity]*

Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos. .... *[Insert numbers]*. the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply deliver, install and commission (..... *(Insert equipment description)*) 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.

2. We undertake, if our Tender is accepted, to deliver install and commission the equipment in accordance with the delivery schedule specified in the Schedule of Requirements.

3. If our Tender is accepted, we will obtain the guarantee of a bank in a sum of equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by ..... *(Procuring entity)*.

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

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

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

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

## 8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business  
 You are advised that it is a serious offence to give false information on this form

*Part 1 – General:*

Business Name .....

Location of business premises. ....

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

Postal Address ..... Tel No. .... Fax ..... E mail .....

Nature of Business ,.....

Registration Certificate No. ....

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

Name of your bankers ..... Branch .....

Part 2 (a) – Sole Proprietor			
Your name in full .....		Age .....	
Nationality .....		Country of origin .....	
<ul style="list-style-type: none"> <li>• Citizenship details .....</li> <li>• .....</li> </ul>			
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.....	.....	.....	.....
5.....	.....	.....	.....
Date .....		Signature of Candidate .....	

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

### 8.3 TENDER SECURITY FORM

Whereas ..... [*Name of the tenderer*]  
(Hereinafter called “the tenderer”) has submitted its tender dated .....  
[*Date of submission of tender*] for the supply, installation and  
commissioning of ..... [*Name and/or description*  
*of the equipment*]  
(Hereinafter called “the Tender”) .....  
KNOW ALL PEOPLE by these presents that WE .....  
..... of ..... having our  
registered office at ..... (Hereinafter called “the Bank”), are  
bound unto ..... [*Name of procuring entity*] (Hereinafter called “the  
Procuring entity”) in the sum of ..... For which  
payment well and truly to be made to the said Procuring entity, the Bank  
binds itself, its successors, and assigns by these presents. Sealed with the  
Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_.

THE CONDITIONS of this obligation are: -

1. If the tenderer withdraws its Tender during the period of tender validity specified by the tenderer on the Tender Form; or
2. If the tenderer, having been notified of the acceptance of its Tender by the Procuring entity during the period of tender validity:
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) fails or refuses to furnish the performance security in accordance with the Instructions to tenderers;

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

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above date.

\_\_\_\_\_  
[*Signature of the bank*]

(Amend accordingly if provided by Insurance Company)

## 8.4 CONTRACT FORM

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_ between ..... [*name of Procurement entity*] of ..... [*Country of Procurement entity*] (Hereinafter called “the Procuring entity) of the one part and ..... [*Name of tenderer*] of ..... [*City and country of tenderer*] (Hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of ..... [*Contract price in words and figures*] (Hereinafter called “the Contract Price).

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) The Procuring Entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the tenderer in the presence of \_\_\_\_\_

*(Amend accordingly if provided by Insurance Company)*

**8.5 PERFORMANCE SECURITY FORM**

To .....

*[Name of procuring entity]*

WHEREAS ..... *[Name of tenderer]*

(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract

No. \_\_\_\_\_ *[Reference number of the contract]* dated \_\_\_\_\_

20 \_\_\_\_\_ to supply .....

*[Description of goods]* (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 figure]* 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 you 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 \_\_\_\_\_

Signed and seal of the Guarantors

\_\_\_\_\_  
*[Name of bank or financial institution]*

\_\_\_\_\_  
*[Address]*

\_\_\_\_\_  
*[Date]*

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To .....  
[Name of procuring entity]

[Name of tender] .....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends the General Conditions of Contract to provide for advance payment, ..... [Name and address of tenderer] (hereinafter called “the tenderer”) shall deposit with the Procuring entity a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of ..... [Amount of guarantee in figures and words].

We, the ..... [bank or financial institutions], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the Procuring entity on its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding ..... [Amount of guarantee in figures and words]

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there-under or of any of the Contract documents which may be made between the Procuring entity and the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid in full effect from the date of the advance payment received by the tenderer under the Contract until ..... [Date].

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[Name of bank or financial institution]

\_\_\_\_\_  
[Address]

\_\_\_\_\_  
[Date]

## 8.7 MANUFACTURER'S AUTHORIZATION FORM

To *[name of the Procuring entity]* .....

WHEREAS ..... *[Name of the manufacturer]* who are established and reputable manufacturers of ..... *[Name and/or description of the goods]* having factories at ..... *[Address of factory]* do hereby authorize ..... *[Name and address of Agent]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. .... *[Reference of the Tender]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the goods offered for supply by the above firm against this Invitation for Tenders.

---

*[Signature for and on behalf of manufacturer]*

*Note:* This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent.



**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

**Ag. MANAGING DIRECTOR  
RUIRU-JUJA WATER & SEWERAGE COMPANY LTD**