



**KENYA REVENUE  
AUTHORITY**

**TENDER DOCUMENT**

**PROVISION OF PROPERTY INSURANCE  
BROKERAGE SERVICES FOR USHURU  
PENSION TOWERS (FORMERLY CBC)  
AND USHURU PENSION PLAZA  
(FORMERLY FORTIS OFFICE PARK)  
FOR TWO YEARS**

**TENDER NO. KRA/HQs/NCB-037/2019-2020**

**TIMES TOWER BUILDING  
P.O. BOX 48240 – 00100,  
TEL: +254 02 310900  
EMAIL: [eprocurement@kra.go.ke](mailto:eprocurement@kra.go.ke)  
NAIROBI, KENYA.**

**PREBID DATE: 29<sup>TH</sup> OCTOBER, 2019 AT 11.00 AM**  
**CLOSING DATE: 05<sup>TH</sup> NOVEMBER, 2019 AT 11.00AM**

**OCTOBER 2019**

<b>TABLE OF CONTENTS</b>		
		PAGE
SECTION I: INVITATION TO TENDER.....		3
SECTION II: INSTRUCTIONS TO TENDERERS.....		6
Appendix to Instructions to Tenderers .....		17
SECTION III: GENERAL CONDITIONS OF CONTRACT.....		20
SECTION IV: SPECIAL CONDITIONS OF CONTRACT.....		24
SECTION V: SCHEDULE OF REQUIREMENTS .....		25
SECTION VI: DESCRIPTION OF SERVICES .....		30
SECTION VII: PRICE SCHEDULE FOR SERVICES.....		32
SECTION VIII: STANDARD FORMS.....		34
8.1 FORM OF TENDER.....		35
8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRES FORM.....		36
8.3 TENDER SECURITY FORM.....		40
8.4 CONTRACT FORM.....		41
8.5 PERFORMANCE SECURITY FORM.....		42
8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM.....		43
8.7 LETTER OF NOTIFICATION OF AWARD .....		44



### Tender Notice

1. The Kenya Revenue Authority invites sealed bids from only eligible candidates for the following tender:

NO	DESCRIPTION	ELIGIBILITY	PRE BID- DATE, TIME AND VENUE	CLOSING DATE AND TIME AND VENUE
1	<b>KRA/HQS/NCB-037/2019-2020: PROVISION OF PROPERTY INSURANCE BROKERAGE SERVICES FOR USHURU PENSION TOWERS (CBC) AND USHURU PENSION PLAZA (FORTIS OFFICE PARK) FOR TWO YEARS</b>	OPEN	<b>29<sup>TH</sup> OCTOBER , 2019</b> <b>11.00 AM</b> 5 <sup>th</sup> Floor, Convention Centre, TIMES TOWER BUILDING	<b>05<sup>TH</sup> NOVEMBER, 2019</b> <b>11.00 AM</b> 5 <sup>th</sup> Floor, Convention Centre, TIMES TOWER BUILDING

Interested eligible candidates may obtain further information and inspect the tender documents with detailed Requirements at the office of the:

**Deputy Commissioner - Supply Chain Management**  
Times Tower Building, 25th Floor,  
P.O Box 48240– 00100 GPO,  
Tel. +254 020 310900  
Fax No. +254 020 215809  
Nairobi, Kenya.  
website: [www.kra.go.ke](http://www.kra.go.ke)

A complete set of tender documents may be viewed and downloaded from the Authority's website ([www.kra.go.ke](http://www.kra.go.ke)) at **no fee**. Bidders who download the documents must forward their particulars immediately for records and communication of any further clarifications to [eprocurement@kra.go.ke](mailto:eprocurement@kra.go.ke)

Prices quoted must be inclusive of all taxes and should remain valid for at least **Three Hundred and Sixty-five (365) days** after the deadline of submission of the tenders.

**Tenders must be accompanied by a Tender Security valued at Kshs. 150,000 (One Hundred and Fifty Thousand Kenya Shillings) in the form and amount specified in the tender documents, and deposited in the Tender Box located on the Ground Floor, Times Tower Building, Haile Selassie Avenue, Nairobi on or before 11.00am on the closing date as indicated. Tenders will be opened immediately thereafter in the Convention Centre on the 5<sup>th</sup> floor, Times Tower Building in the presence of candidates' representatives, who choose to attend.**

**Tender Documents submitted after 11.00 am, 05<sup>th</sup> NOVEMBER 2019 shall not be accepted for evaluation irrespective of circumstances.**

Completed Tender documents should be submitted in plain sealed envelopes and clearly marked "**KRA/HQS/NCB-037/2019-2020**" and addressed to:

**The Commissioner General,**  
Kenya Revenue Authority ,  
Times Tower,  
P.O. Box 48240 - 00100 GPO,  
Nairobi.

Any canvassing or giving of false information will lead to automatic disqualification.

This form has been provided to help bidders in preparation of their bids ensuring that all the tender mandatory requirements are in place. Bidders are therefore required to tick once they attach or fill/sign the documents that the tender has requested

<b>Description of Criteria – Mandatory documents</b>	
<b>Submission of Tender Documents</b>	
Duly filled, Signed and Stamped Form of Tender	
Bid security of Kshs 150,000.00 valid for 365 days i.e. 04 <sup>th</sup> November 2020	
Duly Filled, Signed and Stamped Confidential Business Questionnaire	
Power of Attorney (Sole Proprietors exempted).	
Attach a copy of Certificate of Incorporation or Business Registration Certificate	
Letter of Reference from a bank (at least within the last six (6) months	
Valid Tax Compliance Certificate	
<b>Site Visit - Mandatory for BOTH SITES.</b>	

**Note**

Mandatory site visit is scheduled for **29<sup>th</sup> October 2019** and **30<sup>th</sup> October 2019** at **12.00 noon** at Ushuru Pension Towers (Upperhill) and Ushuru Pension Plaza (Westlands), **respectively.**

## SECTION II - INSTRUCTIONS TO TENDERERS

	<b>Table of Clauses</b>	<b>Page</b>
2.1	Eligible Tenderers.....	5
2.2	Eligible Goods.....	5
2.3	Cost of Tendering.....	5
2.4	Contents of Tender Document.....	5
2.5	Clarification of Documents.....	6
2.6	Amendment of Documents.....	6
2.7	Language of Tender.....	7
2.8	Documents Comprising the tender.....	7
2.9	Tender Forms.....	7
2.10	Tender Prices.....	7
2.11	Tender Currencies.....	8
2.12	Tenderers Eligibility and Qualifications.....	8
2.13	Goods' Eligibility and conformity to Tender Documents.....	8
2.14	Tender Security.....	9
2.15	Validity of Tenders.....	9
2.16	Format and Signing of Tenders.....	10
2.17	Deadline for Submission of Tender .....	10
2.18	Modification and Withdrawal of Tenders.....	10
2.19	Opening of Tenders.....	11
2.20	Clarification of Tenders.....	11
2.21	Preliminary Examination.....	11
2.22	Conversion to Single Currency.....	12
2.23	Evaluation and Comparison of Tenders.....	12
2.24	Preference.....	12
2.25	Contacting the Procuring Entity.....	12
2.26	Award of Contract.....	13
(a)	Post qualification.....	13
(b)	Award criteria.....	13
(c)	Procuring Entity's Right to Vary Quantities.....	13
(d)	Procuring entity's Right to Accept or Reject any or all Tenders.....	13
(e)	Notification of Award.....	14
2.27	Signing of Contract.....	14
2.28	Performance Security.....	14
2.29	Corrupt or Fraudulent Practices.....	14

## **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 Invitation to Tender. Successful tenderers shall complete the provision of services by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The Kenya Revenue Authority's employees, committee members, board members and their relative (spouse and children) are not eligible to participate in the tender.
- 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 Kenya Revenue Authority (KRA) 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 shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the KRA, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2.2 The bid document shall be downloaded from the KRA website free of charge.

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

- 2.3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 6 of these Instructions to Tenderers;

- (i) Invitation to Tender
- (ii) Instructions to Tenderers
- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of Requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Contract Form
- (ix) Performance Security Form
- (x) Bank Guarantee for Advance Payment Form
- (xi) Confidential Business Questionnaire.

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 tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. 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 tenders, prescribed by the procuring entity. Written copies of the KRA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.
- 2.4.2 The KRA 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.

## **2.5 Amendment of 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 amendment.
- 2.5.2 Any addendum issued shall be part of the tender document and shall be communicated on the KRA Website and via electronic mail to all registered bidders.
- 2.5.3 In order to allow prospective Tenderers reasonable time in

which to take the amendment into account in preparing their tenders, the KRA, 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 the KRA, 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 of Tender**

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

- (a) (a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 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) documentary evidence established in accordance with paragraph 2.2.1 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
- (d) tender security furnished in accordance with paragraph 2.12
- (e) Confidential business questionnaire.

**2.8 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 be fixed during the Tenderer's performance of the contract and not subject to variation on any account. 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 15% of the original contract price.

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

2.9.7 The validity period of the tender shall be **335 days** from the date of opening of the tender.

## **2.10 Tender Currencies**

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

## **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 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 the KRA'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 the KRA against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7.

- 2.12.4 The tender security shall be denominated in 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.
  - d) Letter of Credit.
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1 and 2.12.3 will be rejected by the KRA as non-responsive, pursuant to paragraph 2.20.
- 2.12.6 Unsuccessful Tenderer's security will be discharged or returned as promptly as soon as possible but not later than thirty (30) days after the expiration of the period of tender validity prescribed by the KRA.
- 2.12.7 The successful Tenderer's tender security will be discharged upon the Tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30.
- 2.12.8 The tender security may be forfeited:
- (a) If a Tenderer **withdraws** its tender **during** the period of tender validity specified by the KRA 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 30
- or**
- (ii) to furnish performance security in accordance with paragraph 31.
  - (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 **335 days** or as specified in the Invitation to Tender after the date of tender opening prescribed by the KRA, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the KRA as non-responsive.
- 2.13.2 In exceptional circumstances, the KRA 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 two copies 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 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 and each copy of the tender in separate envelopes, duly marking the envelopes as “**ORIGINAL**” and “**COPY**.” The envelopes shall then be sealed in an outer envelope. The inner and outer envelopes shall:
  - (a) be addressed to the KRA 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 TUESDAY, 05<sup>TH</sup> NOVEMBER, 2019**”
- 2.15.2 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 KRA 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 KRA at the address specified under paragraph 2.15.2 no later than “**TUESDAY, 05<sup>TH</sup> NOVEMBER, 2019**” at **11.00 AM**.
- 2.16.2 The KRA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 6, in which case all rights and obligations of the KRA 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 the KRA 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 the KRA 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, postmarked no 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 2.12.7.
- 2.17.5 The KRA may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.17.6 The KRA 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 The KRA will open all tenders in the presence of Tenderers' representatives who choose to attend, at 11.00 a.m. on **"TUESDAY, 05<sup>TH</sup> NOVEMBER, 2019"** and in the location specified in the invitation to tender. The Tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.3 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 KRA, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.4 The KRA will prepare minutes of the tender opening.

## **2.19**

### **Clarification of Tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the KRA 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 the KRA in the KRA'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 KRA 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 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The KRA 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 23, the KRA 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 KRA'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 KRA 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, KRA 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 KRA 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 The KRA'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 2.22.3 the following evaluation methods will be applied:
- (a) ***Operational Plan***  
The KRA requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the KRA'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. The KRA 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 the KRA**

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

2.23.1 Any effort by a Tenderer to influence the KRA 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, the KRA 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 the KRA 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 KRA will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **(b) Award Criteria**

2.24.4 Subject to paragraph 2.29 the KRA 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 The KRA 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 KRA's action.

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, the KRA will notify the successful Tenderer in writing that its tender has been accepted.
- 2.25.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties.
- 2.25.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 31, the KRA 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 the KRA notifies the successful Tenderer that its tender has been accepted, the KRA will simultaneously inform the other Tenderers that their tenders have not been successful.
- 2.26.2 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.
- 2.26.3 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 Performance security of 10% shall be required for this tender.

## **2.28**

### **Corrupt or Fraudulent Practices**

- 2.28.1 The KRA requires that tenderers' observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
  - (i) "corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Kenya Revenue Authority, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Kenya Revenue Authority of the benefits of free and open competition.

- 2.28.2 The Kenya Revenue Authority 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.

## **2.29**

### **Preference**

- 2.29.1 Kenya Revenue Authority does not allow any margin of preference.

## Appendix to Instructions to Tenderers

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.

INSTRUCTIONS TO TENDERERS REFERENCE	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
2.1.1	The tender is open to all Insurance Brokerage Firms, who have appropriate and valid accreditations to provide Property Insurance Brokerage Services for a period of Two (2) years.
2.1.3	Declaration of No Conflict of Interest is provided for in the Confidential Business Questionnaire.
2.3.2	The bid document shall be downloaded from the KRA website free of charge.
2.10.4	Tender Validity Period <b>335</b> days from closing date of the tender.
2.11.1	The technical specifications are given in pages <b>31-33</b> .
2.13.3	<b>Tenders security of Kshs 150,000.00</b> is required and should be valid till <b>04<sup>th</sup> November, 2020</b>
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.
2.17	This tender is based on one-envelope bid system. The bidder must submit a bid which has a combined technical proposal and a financial proposal in one envelope. Bids must be submitted in <b>TWO copies</b> marked <b>“ORIGINAL”</b> and <b>“COPY.”</b>
2.18.1	Time, date, and place for bid opening are: <b>12:00 hours, local time, on TUESDAY, 05<sup>TH</sup> NOVEMBER, 2019.”</b> Place: <i>Convention Centre, 5<sup>th</sup> Floor, Times Tower Building.</i> Street: <i>Haile Selassie Avenue</i> City: <i>Nairobi</i> Country: <i>Kenya.</i>
2.20	Opening of Bid documents 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 to the Bidding Documents in every respect will be at the Bidder’s risk and may result in the rejection of its bid.

## SECTION III - GENERAL CONDITIONS OF CONTRACT

### Table of Clauses

3.1	Definitions	20
3.2	Application	20
3.3	Standards	20
3.4	Use of Contract Documents and Information	20
3.5	Patent Rights	20
3.6	Performance Security	21
3.7	Inspection and Tests	21
3.8	Payment	21
3.9	Price	22
3.10	Assignments	22
3.11	Termination for Default	22
3.12	Termination for Insolvency	22
3.13	Termination for Convenience	22
3.14	Resolution of Disputes	23
3.15	Governing Language	23
3.16	Force Majeure	23
3.17	Applicable Law	23
3.18	Notices	23

## **SECTION IV 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 KRA 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 the KRA under the Contract.
- (d) “The KRA” means Kenya Revenue Authority (KRA), the organization purchasing the Goods 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**

3.2.1 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 standards mentioned in the Schedule of requirements

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

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

3.4.2 The Tenderer shall not, without the KRA’s prior written consent, make use of any document or information enumerated in paragraph 3.5.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 3.5.1 shall remain the property of the KRA and shall be returned (all copies) to the KRA on completion of the Tenderer’s performance under the Contract if so required by the KRA.

**3.5****Patent Rights**

The Tenderer shall indemnify the KRA 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 Tender performance Security of 10% is required.

**3.7****Inspection and Tests**

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

3.7.2 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 the KRA.

3.7.3 Should any inspected or tested services fail to conform to the Specifications, the KRA 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 the KRA.

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

**3.8****Payment**

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

**3.9****Prices**

3.9.1 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 the KRA'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.

**3.10****Assignment**

3.10.1 The Tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the KRA's prior written consent.

**3.11****Termination for Default**

- 3.11.1 The KRA 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 the KRA.
  - (b) if the Tenderer fails to perform any other obligation(s) under the Contract.
  - (c) if the Tenderer, in the judgment of the KRA has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.
- 3.11.2 In the event the KRA 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 the KRA for any excess costs for such similar services.

**3.12 Termination for Insolvency**

The KRA may at 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 the KRA.

**3.13 Termination for Convenience**

- 3.13.1 The KRA 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 KRA 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 KRA may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

**3.14 Resolution of Disputes**

- 3.14.1 The KRA'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.
- 3.14.2 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 adjudication in an agreed national or international forum, and/or international arbitration.

**3.15 Language and Law**

- 3.15.1 The language of the contract and the law governing the contract shall be English language and the Laws of Kenya respectively unless otherwise stated.

**3.16 Force Majeure**

- 3.16.1 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.

**3.17 Applicable Law**

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

**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 E-mail 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.

**3.19 Liquidated Damages**

- 3.19.1 If the tenderer fails to deliver any or all of the services within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed services up to a maximum deduction of 10% of the delayed services. After this the tenderer may consider termination of the contract.

## 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.

REFERENCE OF GCC	SPECIAL CONDITIONS OF CONTRACT
3.1	Provision of Property Insurance Brokerage Services for Ushuru Pension Towers (Formerly CBC) And Ushuru Pension Plaza (Formerly Fortis Office Park) for Two (2) Years
3.6	<b>Performance Bond</b> Performance bond is <b>required</b> for this tender which is 10%.
3.8	<b>Payment Terms</b> The Kenya Revenue Authority (KRA) payment terms are that payment shall be made within thirty (30) days from the date of delivery and provision of all supporting documents. However, KRA may negotiate mutually acceptable payment terms with the successful tenderer.
3.9	<b>Prices</b> Prices charged by the tenderer for services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender. No Contract shall be varied upwards with twelve (12) months from the date of signing of the Contract.
3.19.1	<b>Liquidated Damages</b> If the tenderer fails to deliver any or all of the services within the period(s) specified in the contract, the procuring entity shall, without prejudice to its other remedies under the contract, deduct from the contract prices liquidated damages sum equivalent to 0.5% of the delivered price of the delayed services up to a maximum deduction of 10% of the delayed services. After this the tenderer may consider termination of the contract.
3.14	<b>Resolutions of Disputes</b> Any dispute, controversy or claim between the Parties arising out of this Contract or the breach, termination or invalidity thereof, unless settled amicably under the preceding paragraph of this Article within sixty (60) days after receipt by one Party of the other Party's request for such amicable settlement, shall be referred by either Party to arbitration in accordance with the UNCITRAL Arbitration Rules then obtaining. <i>The place of</i>

	<p><i>arbitration shall be Nairobi.</i> The arbitral tribunal shall have no authority to award punitive damages. In addition, unless otherwise expressly provided in this Contract, the arbitral tribunal shall have no authority to award interest. The parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.</p>
3.19	<p><b>Language and Law</b></p> <p>The language of all correspondence and documents related to the bid is: <b><i>English.</i></b> Unless explicitly specified in the Technical Requirements section, the key passages of all accompanying printed literature in any other language must be translated into the above language.</p>

## SECTION V - SCHEDULE OF REQUIREMENTS

(a) **Procurement Item**

No.	Description	Delivery schedule
1	Provision of Property Insurance Brokerage Services for Ushuru Pension Towers (Formerly CBC) And Ushuru Pension Plaza (Formerly Fortis Office Park) for Two (2) Years	Immediately after signing of contract.

(b) **Instructions on Submission of Bids**

- (i) The Tenderer must submit a one (1) envelope bid in the following format:  
Proposal comprising of the following documents presented in the order given:

<i>Section</i>	<i>Document</i>
A	Tender Notice/Invitation to Tender
B	Confidential Business Questionnaire
C	Power of Attorney
D	Business Registration Certificate/ Certificate of Incorporation
E	Key Staff Competency Profiles
F	Details of Four Major Clients
G	Tender Security
H	Valid Tax Compliance Certificate
I	Reference Letter from Bank
J	Clause-by-Clause response to the requirements in Section V
K	Combined Technical and Financial Proposal

(ii) **Sealing and Marking of Bids:**

The inner envelopes should be clearly marked as follows:

**ORIGINAL TENDER (Combined Technical & Financial) A KRA/HQS/NCB-037/2019-2020**  
**COPY OF TENDER (Combined Technical & Financial) B KRA/HQS/NCB-037/2019-2020**

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

**Commissioner General  
 Kenya Revenue Authority  
 P.O Box 48240 – 00100,  
 Nairobi.**

**(c) Tender Responsiveness Criteria**

The following criteria will be used in the evaluation of all bids. The submission of the required documents will be used in the determination of the Completeness and suitability of the Bid. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

	<b>Description of Criteria</b>
<b>1.</b>	<b>Submission of Tender Documents</b> <ul style="list-style-type: none"><li>▪ Power of Attorney<sup>1</sup>( exempt for sole proprietors)</li></ul>
<b>2.</b>	<b>Company Profile</b> <ul style="list-style-type: none"><li>▪ Attach copy of Registration of Business/Certificate of Incorporation</li><li>▪ Duly filled and signed and Stamped Confidential Business Questionnaire</li></ul>
<b>3.</b>	<b>Reference from the Bank</b> Reference Letter from the Bank within the last 6 months
<b>4.</b>	<b>Social Obligations</b> Submit Valid Tax Compliance Certificate <sup>2</sup>
<b>5.</b>	<b>Professional Registration</b> Must be registered with Insurance Regulatory Authority.
<b>6.</b>	Current membership of the Association of Insurance Brokers of Kenya (AIBK)
<b>7.</b>	<b>Professional Indemnity Cover of at least Ksh. 30 Million</b>
<b>8.</b>	<b>Audited financial statements for the last 3 years (2016, 2017 and 2018)</b>

---

<sup>1</sup>Bidder to attach documentary proof of authority to sign the bid documents on behalf of the bidder.

<sup>2</sup> A Current Certificate of Compliance should be sought from the KRA in the case of local suppliers or agents. International bidders will be required to swear an affidavit to the effect that they have complied with taxation requirements in their country.

**(c) Vendor Evaluation Criteria**

The following criteria will be used in the evaluation of all potential property managers.

	<b><u>Description of Criteria</u></b>	<b>Max. Score</b>
<b><u>1.</u></b>	<p align="center"><b><u>Company Profile</u></b></p> <p>Suitability of Service Provider; Experience of the firm;</p> <ul style="list-style-type: none"> <li>• Below 1 year- <b>1 mark</b></li> <li>• 1-4 years- <b>2 marks</b></li> <li>• Over 4 years- <b>4 marks</b></li> </ul>	<b>4</b>
<b><u>2.</u></b>	<p align="center"><b><u>Managerial and Key Personnel Competency Profiles (Attach CV and Copies of Certificates)</u></b></p> <p>a) Relevant Qualifications and Experience of the Director in charge of operations regarding the procurement item and the ability to manage the contract.</p> <ul style="list-style-type: none"> <li>• Experience : <b>(5 years &amp; above- 3 marks, below 5 years-1.5 marks)</b></li> <li>• Academic Qualification (<b>Degree or Higher -2 marks, Diploma -1 marks, Certificate -0.5 marks</b>)</li> <li>• Professional Qualification from CII or equivalent professional Insurance body (<b>Diploma – 2 marks, Certificate – 1 mark</b>)</li> <li>• Current membership of the Association of Insurance Brokers (AIBK) – <b>1 mark</b></li> </ul> <p>b) Qualification and Experience of at least <b>TWO</b> key staff to be involved in the management of the contract. (Attach CV and Copies of Certificates)</p> <ul style="list-style-type: none"> <li>• Experience: <b>(5 years &amp; above- 2 marks for each staff, below 5 years- 1 mark for each staff)</b></li> <li>• Academic Qualifications (<b>Degree /Diploma and above -2 mark for each key staff, Certificate -1 marks</b>)</li> <li>• Professional Qualification from CII or equivalent professional Insurance body – (<b>Diploma – 2 marks, Certificate – 1 mark</b>)</li> </ul>	<b>3</b>
		<b>4</b>
		<b>1</b>
		<b>4</b>
<b><u>3.</u></b>	<p align="center"><b><u>Experience/Reputation</u></b></p> <p>Provide evidence of at least <b>4 reputable clients</b> whose annual premiums are above Kshs. 5 million each for years 2016, 2017 and 2018 (<b>1 mark for each</b>)</p>	<b>4</b>
<b><u>4.</u></b>	<p align="center"><b><u>Proof of Annual Premium Turnover</u></b></p> <p>Must have done minimum annual premium turnover of KES 50 Million each of the years 2016, 2017 and 2018 (Attach Schedule of Clients with corresponding Annual Premium and with a reference letter or award letter) – 4 clients (<b>4 marks per client</b>)</p>	<b>16</b>
	<b><u>Total Score</u></b>	<b>40</b>

The documents submitted will be evaluated for suitability and awarded marks against a total score of 50 with a cut-off score of 40 marks.

The bidder must score 40 out of 50 marks on vendor evaluation to be considered for financial evaluation.

**(d) Tender Evaluation Criteria**

The tender evaluation criteria is weighted as follows; -

<b>Criteria</b>	<b>Maximum Score/Requirement</b>	<b>Cut Off Mark</b>
Tender Responsiveness	<b>Mandatory</b>	
Vendor Evaluation	40	<b>30</b>
Financial Evaluation	<b>Lowest Evaluated Price</b>	



ISO 9001:2015 CERTIFIED

**KRA / HQS / NCB - 037 / 2019 - 2020**  
**PROVISION OF PROPERTY INSURANCE BROKERAGE**  
**SERVICES FOR USHURU PENSION PLAZA AND USHURU**  
**PENSION TOWERS (TWO YEARS)**

**SITE VISIT DECLARATION FORM**

I/We.....of.....  
..... do hereby declare that I/We have visited the site in the company of the below mentioned and fully understand the scope and sequence of works.

Signed ..... Sign.....

Date ..... Date.....

**Tenderer**

**KRA Representative**

## **SECTION VI – DESCRIPTION OF SERVICES**

### **Particulars**

This tender covers the Provision of Property Insurance Brokerage Services for Ushuru Pension Towers and Ushuru Pension Plaza for a period of two (2) years.

#### **1. Ushuru Pension Towers, Upper Hill**

The commercial building located within Upper Hill area comprises of five (5) towers. Tower I comprises of 11 floors while the other towers each comprise of seven (7) floors, Basement 1, Basement 2 and Lower ground floor. The total lettable space is approximately 122,000 square feet and 241 parking bays.

#### **2. Ushuru Pension Plaza, Muthangari Drive, off Waiyaki way**

The commercial property located in Westlands comprises of two (2) towers of five floor levels, Basement 1, Basement 2 and Basement 3. The total lettable space is approximately 100,000 square feet and about 317 parking bays.

### **Technical Requirements:**

This tender covers procurement of Insurance Brokerage Services.

The Table overleaf gives a breakdown of the premium payable in Kenya Shillings and the premium rate applied per annum.

**1. Ushuru Pension Towers (formerly CBC, LR No. 209/11122, Elgon Road, Upper Hill)**

S/No.	Category of Risk	Risk to be Covered	Sum Insured (KES.)	Annual Premium Payable (KES.)	Premium Rate Applied
1	Property, Sabotage, Terrorism and Political Risks	Material Damage	2,328,566,250.00		
		Business Interruption (Loss of Rent)	288,169,995.00		
2	Fire, Earthquake and Special Perils	Material Damage	2,328,566,250.00		
		Business Interruption (Loss of Rent)	288,169,995.00		
3	Machine Breakdown Material Damage	Generators	25,729,386.00		
		Lifts	36,375,000.00		
4	Plate Glass	Limit of Indemnity including Fitting & Delivery Charge	64,400,000.00		
5	General Public Liability	Limit of Indemnity	5,000,000.00		

**2. Ushuru Pension Plaza (formerly Fortis Office Park, LR No. 209/21599, Muthangari Drive, Muthangari, Westlands)**

S/No.	Category Risk	Risk Covered	Sum Insured (KES.)	Annual Premium Payable (KES.)	Premium Rate Applied
1	Property, Sabotage, Terrorism and Political Risks	Material Damage	2,450,000,000.00		
		Business Interruption (Loss of Rent)	300,604,000.00		
2	Fire, Earthquake and Special Perils	Material Damage	2,450,000,000.00		
		Business Interruption (Loss of Rent)	300,604,000.00		
3	Machine Breakdown Material Damage	Generators	13,030,860.00		
		Lifts	55,072,598.00		
4	Plate Glass	Limit of Indemnity including Fitting & Delivery Charge	46,269,000.00		
5	General Public Liability	Limit of Indemnity	5,000,000.00		

## **PRICE SCHEDULE**

Bidders shall fill, sign and stamp below price schedule.

### **PRICE SCHEDULE FOR INSURANCE BROKERAGE SERVICES**

<b>S/No.</b>	<b>Name of Property</b>	<b><u>Annual Premium Charged</u> <b>(KES.) incl. of Taxes/Levies</b></b>
<b>1.</b>	<b>Ushuru Pension Towers (Formerly CBC)</b>	
<b>2.</b>	<b>Ushuru Pension Plaza (Formerly Fortis Office Park)</b>	
<b>GRAND TOTAL*</b>		

#### **Note:**

**\*Bidders to carry the Grand Total to the Form of Tender**

**Bidder's Signature ----- Official Stamp -----**

**Date -----**

## 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 securing declaration r in the form included herein any 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 *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.
- 6 *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.

<b>8.1 FORM OF TENDER</b>
Date _____
Tender No. _____
To: KENYA REVENUE AUTHORITY
P. O. BOX 48240 – 00100, NAIROBI.
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 provide Property Insurance Brokerage Services for Ushuru Pension Plaza and Ushuru Pension Towers 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 .....( <i>Procuring entity</i> ).
4. We agree to abide by this Tender for a period of <b>335</b> 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 _____



ISO 9001:2015

**8.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1; either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business; and Part 3.

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

	<b>Part 1 – General</b>
1.1	Business Name ..... .....
1.2	Location of Business Premises. ..... .....
1.3	Plot No..... Street/Road .....
	Postal Address ..... Tel No. .... Fax ..... E mail .....
1.4	Nature of Business.....
1.5	Registration Certificate No. ..... .....
1.6	Maximum Value of Business which you can handle at any one time – Kshs. .....
1.7	Name of your Bankers ..... Branch .....
	<b>Part 2 (a) – Sole Proprietor</b>
2a.1	Your Name in Full ..... Age .....
2a.2	Nationality ..... Country of Origin .....

	<ul style="list-style-type: none"> <li>• Citizenship Details  .....  .....</li> </ul>
	<b>Part 2 (b) Partnership</b>
2b.1	Given details of Partners as follows:
2b.2	Name Nationality Citizenship Details Shares
	1..... .....
	2..... .....
	3..... .....
	4..... .....
	<b>Part 2 (c ) – Registered Company</b>
2c.1	Private or Public ..... .....
2c.2	State the Nominal and Issued Capital of Company-
	Nominal Kshs. .....
	Issued Kshs. .....
2c.3	Given details of all Directors as follows
	Name Nationality Citizenship Details Shares
	1..... .....
	2. ..... .....
	3. ..... .....
	4. ..... .....
	5 ..... .....
	<b>Part 3 – Eligibility Status</b>

3.1	Are you related to an Employee, Committee Member or Board Member of Kenya Revenue Authority? <b>Yes</b> _____ <b>No</b> _____
3.2	If answer in '3.1' is <b>YES</b> give the relationship. ..... ..... .....
3.3	Does an Employee, Committee Member, Board Member of Kenya Revenue Authority sit in the Board of Directors or Management of your Organization, Subsidiaries or Joint Ventures? <b>Yes</b> _____ <b>No</b> _____
3.4	If answer in '3.3' above is <b>YES</b> give details. ..... ..... ..... .....
3.5	Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of it's affiliates that have been engaged by Kenya Revenue Authority to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? <b>Yes</b> _____ <b>No</b> _____
3.6	If answer in '3.5' above is <b>YES</b> give details. ..... ..... ..... .....
3.7	Are you under a declaration of ineligibility for corrupt and fraudulent practices? <b>YES</b> _____ <b>No</b> _____
3.8	If answer in '3.7' above is <b>YES</b> give details: ..... ..... ..... .....

3.9	<p>(a) Have you offered or given anything of value to influence the procurement process?  <b>Yes _____ No _____</b></p> <p>Have you been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority, which is the procuring entity?  <b>Yes _____ No _____</b></p> <p>(c) Have your servants and/or agents offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Revenue Authority.  <b>Yes _____ No _____</b></p>
3.10	<p>If answer in '3.9' a, b or c above is YES give details:  .....  .....</p>
	<p>Date ..... Signature of Candidate  .....</p>

- 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 Provision of Property Insurance Brokerage Services 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)

<b>8.4 CONTRACT FORM</b>
<b>TENDER REF No: KRA/HQS/NCB-037/2019-2020</b>
<b>PROVISION OF PROPERTY INSURANCE BROKERAGE SERVICES FOR USHURU PENSION PLAZA AND USHURU PENSION TOWERS (TWO YEARS FRAMEWORK)</b>
THIS AGREEMENT made the _____ day of _____ 20 _____ between <b>Kenya Revenue Authority</b> [ <i>name of Procurement entity</i> ] of <b>Kenya</b> [ <i>country of Procurement entity</i> ] (hereinafter called “the Procuring entity) of the one part and .....[ <i>name of tenderer</i> ] of ..... ..[ <i>city and country of tenderer</i> ] (hereinafter called “the tenderer”) of the other part;
WHEREAS the Procuring entity invited tenders (supply of clean drinking water ] and has accepted a tender by the tenderer for the supply of those clean drinking water in the sum of .....[ <i>contract price in words and figures</i> ] (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 _____
41
<i>(Amend accordingly if provided by Insurance Company)</i>

**8.5 PERFORMANCE SECURITY FORM**

To Kenya Revenue Authority

WHEREAS.....

.....[name of Tenderer]

(hereinafter called “the Tenderer”) has undertaken, in pursuance of Contract No. \_\_\_\_\_ [reference number of the contract] dated \_\_\_\_\_ 20\_\_\_\_ to provide Property Insurance Brokerage Services for Ushuru Pension Plaza and Ushuru Pension Towers.....

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

.....*[am*

*ount 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]*

**8.6 BANK GUARANTEE FOR ADVANCE PAYMENT FORM**

To Kenya Revenue Authority

*[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 LETTER OF NOTIFICATION OF AWARD**

**Kenya Revenue Authority  
P.O Box 48240 – 00100,  
Nairobi.**

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.

Deputy Commissioner,  
Supply Chain Management,  
Haile Selassie Avenue, Times Tower, 25<sup>th</sup> Floor  
Telephone: +254-020-2817022  
Facsimile: +254-020-215809

FOR: **Commissioner-General**