



**PROVISION OF INSURANCE BROKERAGE
SERVICES UNDER
GENERAL INSURANCE POLICIES
(PUBLIC LIABILITY, OFFICERS
& DIRECTORS LIABILITY AND PENSION
TRUSTEES LIABILITY)**

TENDER No. KAA/OT/FIN/0005/2023-2024

AUGUST 2023

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TABLE OF CONTENTS

Contents

PREFACE.....	..
APPENDIX 2 TO THE PREFACE.....	
PART 1 - TENDERING PROCEDURES	6
SECTION I - INSTRUCTIONS TO TENDERERS	6
SECTION II - TENDER DATA SHEET (TENDER DATA SHEET)	23
SECTION IV- TENDERING FORMS	42
A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE	45
ii) Conflict of interest disclosure.....	46
B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION.....	48
SELF-DECLARATION FORMS.....	50
SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015	50
SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.	51
DECLARATION AND COMMITMENT TO THE CODE OF ETHICS.....	52
SCHEDULE OF PRICES FORM	62
TENDERER INFORMATION FORM	63
QUALIFICATION INFORMATION	64
1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.....	64
6 LETTER OF AWARD.....	68
Form of Contract	70
FORM OF TENDER-SECURING DECLARATION	73
PART II – SCHEDULE OF INSURANCE REQUIREMENTS	2
3. SCHEDULE OF REQUIREMENTS	9
PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS.....	10
APPENDIX TO THE CONTRACT	18
BENEFICIAL OWNERSHIP DISCLOSURE FORM.....	18

INVITATION TO TENDER

CONTRACT NO. KAA/OT/FIN/0005/2023-2024

DATE: 15th August 2023

CONTRACT NO: PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)

1. Kenya Airports Authority invites sealed tenders from eligible and competent Insurance Brokers for the **PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)** for an initial period of one-year renewable for further One-year subject to Satisfactory Performance.
2. Tendering will be conducted under Open Tendering Process using a standardized tender document
3. A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://kaa.go.ke/corporate/procurement/> and in KAA's website (www.kaa.go.ke). Tender documents are therefore obtained electronically free of charge.
4. Tender documents may be viewed and downloaded for free from the website (www.kaa.go.ke). Tenderers who download the tender document must forward their particulars immediately to tenders@kaa.go.ke to facilitate any further clarification or addendum. *No other communication channel shall be used except through this email address.*
5. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any attachments.
6. A Pre-bid meeting will take place on **23rd August 2023 at 2:30pm via zoom link**. Tenderers shall therefore be required to submit their email address to tenders@kaa.go.ke to enable them access this link.
7. The tender shall be submitted online on or before **30th August 2023 at 11.00 am**. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than three (3) days before tender closing date. A complete set of Tender documents are downloadable from the KAA supplier login screen using the link <https://kaa.go.ke/corporate/procurement/> KAA Website (www.kaa.go.ke)
 - i. Upon accessing the tender documents, you will be required to respond to the tender **online** using the following link <https://suppliers.kaa.go.ke/irj/portal>.
 - ii. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than three (3) days before tender closing date.
 - iii. A step by step manual/guide is available for downloading using the link <https://www.kaa.go.ke/corporate/procurement/manuals/>

Please submit your tender document with a TABLE OF CONTENTS as follows:

- (i) Preliminary/mandatory requirements as per Section III of the tender document – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal.
- (ii) Bill of Quantities/Price Schedule/Financial Proposals – in one (1) attachment – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal.
- (iii) Technical requirements in the tender document and All other submissions – to be attached under the Technical Rfx Response folder (C folder) in the KAA portal

Bidders should note that documents submitted for purposes of registration for login credentials do not form part of the tender document and where one encounters any error in the system while uploading their tender documents, you are required to screen shot the error and forward it to tenders@kaa.go.ke before the date of tender closing/opening date.

Note: Do not to attach your tender documents in the Collaboration folder

8. All Prices quoted should be inclusive of all costs and taxes; and must be in Kenya shillings and shall remain valid for 126 days from the closing date of Tender and time.
9. A tender surety/security/bid bond shall be submitted as stated in the tender data sheet and Section III of the tender document.
10. Tenders will be opened online immediately on **30th August 2023 at 11.00 am** at the Procurement Conference Room, 2nd Floor, Kenya Airports Authority Headquarters Complex Building. There shall be no physical attendance of the tender opening. However, a virtual link shall be provided to those tenderers who shall have submitted their interest to submit their tenders online and would wish to participate in the tender opening. Tenderers shall therefore be required to submit their email address to tenders@kaa.go.ke to enable them access this link during the tender opening.
11. Any additional information, addendums or clarifications in respect to this tender will be available in our website, www.kaa.go.ke and KAA portal <https://kaa.go.ke/corporate/procurement/> portal. You are advised to regularly check the website/KAA portal during the bidding period.
12. Bidders shall not have access to the eProcurement system after the official closing time of the tender.
13. The addresses referred to above are:
 - a. **Address for obtaining further information and for purchasing tender documents**
 - i. Name of Procuring Entity – KENYA AIRPORTS AUTHORITY
 - ii. Physical address - Kenya Airports Authority Headquarters complex building, Jomo Kenyatta International Airport, Airport North Road, 2nd Floor, Procurement & Logistics Department
 - iii. Postal Address – P.O Box 19001 – 00501 Nairobi
 - iv. Officer to be contacted. – General Manager, Procurement and Logistics, Email: tenders@kaa.go.ke

(1) Tenders shall be submitted through the eProcurement portal.

[Authorized Official (name, designation, Signature and date)]

Name; General Manager (Procurement & Logistics)

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

- 1.1 This tendering document is for the delivery of Insurance services, as specified in Section V, Procuring Entity's Schedule of Requirements. The name of the Procuring Entity, name and identification and number of this tender are specified in the tender Data Sheet.

2. Definitions

- 2.1 Throughout this tendering document:

- a) The term “in writing” means communicated in written form (e.g. by mail, e-mail, including if specified in the tender data sheet, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) If the contexts requires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

- 2.2 The successful Tenderer will be expected to commence providing the Insurance Services by Date provided in the tender data sheet. The insurance duration for each item will be one year or the period specified in the tender data sheet.

3. Fraud and Corruption

- 3.1 The Kenya Airports Authority requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

- 3.2 The Kenya Airports Authority requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civils actions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Kenya Airports Authority shall indicate in the tender data sheet and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

- 3.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Kenya Airports Authority to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.7 or any combination of such entities in the form of a joint venture (JV) under an existing agree mentor with the intent to enter into such an agreement supported by a letter of intent. Only Insurance service providers registered by Insurance Regulatory Authority are eligible to tender and sign contracts. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the tender data sheet.
- 4.2 Public Officers of the Procuring Entity, their spouse, child, parent, brother, sister, child, parent or sister of a spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) Directly or in directly controls, is controlled by or is under common control with another Tenderer; or
 - b) Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c) Has the same legal representative as another Tenderer; or
 - d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Kenya Airports Authority regarding this Tendering process; or
 - e) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Schedules of requirements, Performance Specifications, etc.) for the Insurance services that are the subject of this Tender; or
 - f) or any of its affiliates has been hired (or is proposed to be hired) by the Kenya Airports Authority for the Contract implementation; or
 - g) would be providing goods, works, or services resulting from or directly related to the insurance services specified in the tender data sheet ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h) has a close business or family relationship with a professional staff of the Kenya Airports Authority who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Kenya Airports Authority throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer shall not participate in more than one Tender, except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been debarred from participating in public procurement shall be

ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPRA www.ppra.go.ke.

- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) if they can establish that they are registered as insurance businesses.
- 4.8 A tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.
- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 The Insurance Act of Kenya (Revised 2017) requires that insurance companies that wish to offer insurance services in Kenya should be registered with the Insurance Regulatory Authority (IRA) of Kenya to allow them undertake insurance business in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before contract award and signature of contract. Details on application for registration with Insurance Regulatory Authority may be accessed from the website www.ira.go.ke
- 4.11 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Act. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.ira.go.ke
- 4.12 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5. Qualification of the Tenderer

- 5.1 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6. Sections of Tendering Document

- 6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.

PART 1: Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TENDER DATA SHEET)
- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV – Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V–Schedule of Requirements

PART 3: Contract

- vi) Section VI-General Conditions of Contract (GCC)
- vii) Section VII-Special Conditions of Contract (SCC)
- viii) Appendix to the Contract–Insurance Policy

6.2 The Invitation to Tender (ITT) or the notice to pre-qualify Tenderers, as the case may be, issued by the Kenya Airports Authority is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Kenya Airports Authority is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Kenya Airports Authority shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms of reference, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting

7.1 A Tenderer requiring any clarification of the Tender Document shall contact the Kenya Airports Authority in writing at the Procuring Entity's address specified in the tender data sheet or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Kenya Airports Authority will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the tender data sheet prior to the deadline for submission of tenders. The Kenya Airports Authority shall forward copies of its response to all tenderers who have acquired the Tender Documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the tender data sheet, the Kenya Airports Authority shall also promptly publish its response at the web page identified in the tender data sheet. Should the clarification result in changes to the essential elements of the Tender Documents, the Kenya Airports Authority shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.

7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) and items of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Sites shall be at the Tenderer's own expense. The Kenya Airports Authority shall specify in the tender data sheet if a pre-arranged Site visit and/or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

7.3 The Tenderer is requested to submit any questions in writing, to reach the Kenya Airports Authority not later than the period specified in the tender data sheet before the meeting.

7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.

7.5 The Kenya Airports Authority shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in the tender data sheet. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Kenya Airports Authority exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

8 Clarification of Tendering Document

8.1 A Tenderer requiring any clarification of the tendering document shall contact the Kenya Airports Authority in writing at the Procuring Entity's address specified in the tender data sheet. The Kenya Airports Authority will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified in the tender data sheet. The Kenya Airports Authority shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified in the tender data sheet, the Kenya Airports Authority shall also promptly publish its response at the web page identified in the tender data sheet. Should the clarification result in changes to the essential elements of the tendering document, the Kenya Airports Authority shall amend the tendering document following the procedure under ITT 9 and ITT 23.2.

9 Amendment of Tendering Document

9.1 At any time prior to the deadline for submission of Tenders, the Kenya Airports Authority may amend the Tendering document by issuing addenda.

9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Kenya Airports Authority in accordance with ITT 6.3. The Kenya Airports Authority shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.1.

9.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Kenya Airports Authority shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 23.2 below.

C. Preparation of Tenders

10. Cost of Tendering

10.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Kenya Airports Authority shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

11. Language of Tender

11.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Kenya Airports Authority shall be written in the English language. Supporting documents and printed literature that are part of the Tender maybe in another language provided they are accompanied by an accurate translation of the relevant passages in to the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

12 Documents Comprising the Tender

12.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 13;
- b) **Schedules:** priced Activity Schedule completed in accordance with ITT 13 and ITT 15;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 20.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 14;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3;
- f) **Qualifications:** documentary evidence in accordance with ITT 18 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 17, that the Services con

form to the tendering document;

- i) **Sample Insurance Policy** for each type of insurance required, and
- j) Any other document required in the tender data sheet.

12.2 The Tenderer shall furnish in the Tender Information Form on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to the is Tender.

13. Form of Tender and Schedule of Requirements

13.1 The Form of Tender and priced Schedule of Requirements shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

14. Alternative Tenders

14.1 Unless otherwise indicated in the tender data sheet, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the best Evaluated Tenderer shall be considered by the Procuring Entity.

15. Tender Prices and Discounts

15.1 The prices (or premiums) and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Schedule of Requirements shall conform to the requirements specified below.

15.2 The Contract shall be for the Insurance Services of the items described in the Schedule of Requirements submitted by the Tenderer.

15.3 The Tenderer shall quote any discounts in the Form of Tender in accordance with ITT 13.1.

15.4 All duties, taxes, and other levies payable by the Insurance Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

15.5 If provided for in the **TENDER DATA SHEET**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16. Currencies of Tender and Payment

16.1 The currency of the Tender and the currency of payments shall be Kenya Shillings, unless specified otherwise in the **TENDER DATA SHEET**.

17. Documents Establishing Conformity of Services

17.1 To establish the conformity of the Insurance Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the Procurement Entity's requirements specified in Section VII, Schedule of Requirements.

17.2 Standards for provision of the Insurance Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V, Schedule of Requirements.

17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information,

including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service provider's qualifies for a margin of preference. Further the information will enable the Kenya Airports Authority identify any actual or potential conflict of interest in relation to the procurement and / or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.

17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Kenya Airports Authority as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

17.5 The Tenderer shall provide further documentary proof, information or authorizations that the Kenya Airports Authority may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.

17.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.

17.7 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Kenya Airports Authority is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.

17.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Kenya Airports Authority (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:

- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
- ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
- iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.

17.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Kenya Airports Authority that any such act was not material, or was due to genuine error or which was not attributable to the intentional act, negligence or recklessness of the tenderer.

18. Documents Establishing the Eligibility and Qualifications of the Tenderer

18.1 To establish Tenderer's their eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, and all Tendering Forms included in Section IV.

18.2 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 meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

18.3 In the event that pre-qualification of Tenderers has been under taken as stated **in the TENDER DATA SHEET**, only Tenders from pre- qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

18.4 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

19. Period of Validity of Tenders

19.1 Tenders shall remain valid for the Tender Validity period specified **in the TENDER DATA SHEET**. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Kenya Airports Authority in accordance with ITT 23.1). A tender valid for a shorter period shall be rejected by the Kenya Airports Authority as non-responsive.

19.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Kenya Airports Authority may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for ac or responding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

20. Tender Security

20.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TENDER DATA SHEET**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TENDER DATA SHEET**.

20.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

20.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:

- i) cash;
- ii) a bank guarantee;
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

20.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Kenya Airports Authority as non-responsive.

20.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Kenya Airports Authority shall also promptly return the tender security to the tenderers where the procurement proceedings are terminated, all tenders were determined non responsive or a bidder declines to extend tender validity period.

20.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

20.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) If the successful Tenderer fails to:
 - i) Sign the Contract in accordance with ITT 45; or
 - ii) Furnish a performance security in accordance with ITT 46.

20.8 Where tender securing declaration is executed, the Kenya Airports Authority shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

20.9 A tenderer shall not issue a tender security to guarantee itself.

21. Format and Signing of Tender

21.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TENDER DATA SHEET**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

21.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

21.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TENDER DATA SHEET** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

21.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

22. Sealing and Marking of Tenders

22.1 The Tenderer shall deliver the Tender in a single, sealed envelope. Within the single envelope the Tenderer shall place the following separate, sealed envelopes:

- a) In an envelope marked "ORIGINAL", all documents comprising the Tender, as described in ITT 12; and
- b) in an envelope marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT14, and if relevant:
 - i) in an envelope marked "ORIGINAL-ALTERNATIVE TENDER", the alternative Tender; and
 - ii) in the envelope marked "COPIES –ALTERNATIVE TENDER" all required copies of the alternative Tender.

22.2 The inner envelopes shall:

- a) Bear the name and address of the Tenderer;
- b) Be addressed to the Kenya Airports Authority in accordance with ITT 23.1;
- c) Bear the specific identification of this Tendering process specified in accordance with **TENDER DATA SHEET 1.1**; and
- d) Bear a warning not to open before the time and date for Tender opening.

22.3 The outer-envelopes shall:

- a) Be addressed to the Kenya Airports Authority in accordance with ITT 23.1;
- b) bear the specific identification of this Tendering process specified in accordance with **TENDER DATA SHEET** 1.1; and
- (c) Bear a warning not to open before the time and date for Tender opening.

22.4 If all envelopes are not sealed and marked as required, the Kenya Airports Authority will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will be not be accepted.

23 Deadline for Submission of Tenders

23.1 Tenders must be received by the Kenya Airports Authority at the address and no later than the date and time specified **in the TENDER DATA SHEET**. When so specified **in the TENDER DATA SHEET**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TENDER DATA SHEET**.

23.2 The Kenya Airports Authority may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Kenya Airports Authority and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Tenders

24.1 The Kenya Airports Authority shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Kenya Airports Authority after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

25 Withdrawal, Substitution and Modification of Tenders

25.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that withdrawal notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- b) Received by the Kenya Airports Authority prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

25.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

25.3 No Tender may be withdrawn, substituted, or modified 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 Form of Tender or any extension thereof.

26 Tender Opening

26.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Kenya Airports Authority shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the **TENDER DATA SHEET** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TENDER DATA SHEET**.

26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

26.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

26.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Kenya Airports Authority may consider appropriate.

26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Kenya Airports Authority attending Tender opening in the manner specified in the **TENDER DATA SHEET**.

26.7 The Kenya Airports Authority shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

26.8 The Kenya Airports Authority shall prepare a record of the Tender opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts; and
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
- e) Number of pages of each tender document submitted.

26.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a tenderer upon request.

E. Evaluation and Comparison of Tenders

27. Confidentiality

27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

27.2 Any effort by a Tenderer to influence the Kenya Airports Authority in the evaluation or contract award decisions may result in the rejection of its Tender.

27.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract

Award, if any Tenderer wishes to contact the Kenya Airports Authority on any matter related to the Tendering process, it should do so in writing.

28 Clarification of Tenders

28.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Kenya Airports Authority may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Kenya Airports Authority may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Kenya Airports Authority shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Kenya Airports Authority in the evaluation of the Tenders, in accordance with ITT 32.

28.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

29 Deviations, Reservations, and Omissions

29.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

30 Determination of Responsiveness

30.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

30.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
 - i) Affect in any substantial way the scope, quality, or performance of the Insurance Services specified in the Contract; or
 - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

30.3 The Procuring Entity shall examine the technical aspects of the Tender submitted in accordance with ITT17 and ITT 18, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

31 Non-conformities, Errors and Omissions

31.1 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Kenya Airports Authority and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions

31.2 Provided that a Tender is substantially responsive, the Kenya Airports Authority may waive any non-conformities in the Tender.

31.3 Provided that a Tender is substantially responsive, the Kenya Airports Authority may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

32. Arithmetical Errors

32.1 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.

32.2 Provided that the Tender is substantially responsive, the Kenya Airports Authority shall handle errors on the following basis:

- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
- b) Any errors in the submitted tender arising from any calculation of unit price, quantity, sub-total and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and
- c) If there is a discrepancy between words and figures, the amount in words shall prevail

32.3 Tenderers shall be notified of any error detected in their bid during the notification of award

33. Comparison of Tenders and Conversion to Single Currency

33.1 The Kenya Airports Authority shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 31.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost prices for each offered insurance service.

33.2 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified **in the TENDER DATA SHEET**. The source of exchange rate and the date of such exchange rate shall also be specified in the **TENDER DATA SHEET**.

34. Margin of Preference and Reservations

34.1 A margin of preference on local insurance providers may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/threshold specified in the Regulations.

34.2 A margin of preference shall not be allowed unless it is specified so in the **TENDER DATA SHEET**.

34.3 Contracts procured on basis of international competitive tendering shall not be subject to reservation exclusive to specific groups as provided in ITT 33.4.

34.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by a competent authority, a Kenya Airports Authority shall ensure that the invitation to tender specifically indicates that only businesses or firms belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

35. Evaluation of Tenders

35.1 The Kenya Airports Authority shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Kenya Airports Authority shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Kenya Airports Authority will determine for each Tender the Evaluated Tender Price by adjusting the Tender price as follows:

- b) Prices offered by the Tenderer, corrected appropriately in accordance with ITT 32;
- c) Price adjustment due to discounts offered in accordance with ITT 15.4;
- d) converting the amount resulting from applying (a) and (b) above, if allowed, to a single currency in accordance with ITT 33.2;
- e) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken in to account in Tender evaluation.

35.4 Where the tender involves multiple items, the tenderer will be allowed to tender for one or more items. Each item will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers will be based on each item and not a combination of items.

36. Comparison of Tenders

36.1 The Kenya Airports Authority shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37. Abnormally Low Tenders and Abnormally high tenders

Abnormally Low Tenders

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender price or that genuine competition between Tenderers is compromised.

37.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Kenya Airports Authority shall seek written clarifications from the Tenderer, including detailed price analysis of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

37.3 After evaluation of the price analyses, in the event that the Kenya Airports Authority determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the offered Tender Price, the Kenya Airports Authority shall reject the Tender.

Abnormally High Tenders

37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Kenya Airports Authority is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with

market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, the Kenya Airports Authority shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Kenya Airports Authority may also seek written clarification from the tenderer on the reason for the high tender price. The Kenya Airports Authority shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Kenya Airports Authority may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, cope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Kenya Airports Authority shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

37.6 If the Kenya Airports Authority determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Kenya Airports Authority shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38. Qualification of the Tenderer

38.1 The Kenya Airports Authority shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

38.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take in to consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Kenya Airports Authority shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

39.1 The Kenya Airports Authority 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 there by incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

40. Award Criteria

40.1 The Kenya Airports Authority shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

41. Notice of Intention to enter in to a Contract

41.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Kenya Airports Authority shall issue a Notification of Intention to Enter in to a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

42. Standstill Period

42.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

42.2 Where a Standstill Period applies, it shall commence when the Kenya Airports Authority has transmitted to each Tenderer the Notification of Intention to Enter into a Contract with the successful Tenderer.

43. Debriefing by the Procuring Entity

43.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Kenya Airports Authority for a debriefing on specific issues or concerns regarding their tender. The Kenya Airports Authority shall provide the debriefing within five days of receipt of the request.

43.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

44. Negotiations

44.1 The negotiations shall be held at the place indicated in the **TENDER DATA SHEET** with the Tenderer's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Tenderer. The Kenya Airports Authority will constitute a team to negotiate a contract and the terms of the Insurance Policy to be provided.

44.2 The negotiations shall start with discussions of the scope of the terms and conditions of the Policy, its conformity to the Procuring Entity's requirements, the conditions and circumstances under which the insured will be financially compensated, and the items that would need to be attended to before the contract is signed and an Insurance Policy issued. These discussions shall not substantially alter the original scope of the Procuring Entity's requirements. The items that would need to be attended to by the Kenya Airports Authority before the contract is signed and an Insurance Policy issued should not be so extended as to render the scope of the required service and its price different from the Procuring Entity's requirements.

44.3 The Kenya Airports Authority shall prepare minutes of negotiations that are signed by the Kenya Airports Authority and the Tenderers' authorized representative.

45. Letter of Award

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Kenya Airports Authority shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46. Signing of Contract

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract

and upon the parties meeting their respective statutory requirements, the Kenya Airports Authority shall send the successful Tenderer the Contract Agreement.

46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

47. Performance Security

47.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TENDER DATA SHEET**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Kenya Airports Authority has agreed in writing that a correspondent bank is not required.

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TENDER DATA SHEET** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Kenya Airports Authority may award the Contract to the Tenderer offering the next Best Evaluated Tender.

47.3 Performance security shall not be required for contracts estimated to cost less than the amount specified in the Regulations.

48. Publication of Procurement Contract

48.1 Within fourteen days after signing the contract, the Kenya Airports Authority shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49. Procurement Related Complaint and Administrative Review

49.1 The procedures for making Procurement-related Complaints are as specified in the **TENDER DATA SHEET**.

49.2 A request for administrative review shall be made in the form provided under contract forms.

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERERS
	A. General
ITT1.1	<p>The reference number is: KAA/OT/FIN/ 0005/2023-2024</p> <p>The Procuring Entity is Kenya Airports Authority</p> <p>The name of the contract is: PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)</p>
ITT 2.1 (a)	<p>Electronic – Procurement System KAA shall use Electronic procurement system: Enterprise Resource Planning (ERP) software (Systems Applications and Products in Data Processing)</p> <p>A complete set of Tender documents are downloadable from the KAA supplier login screen using the link https://kaa.go.ke/corporate/procurement/ KAA Website (www.kaa.go.ke)</p> <p>The tender shall be submitted online on or before 30th August 2023 at 11.00 am. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than three (3) days before tender closing date.</p> <p>A complete set of Tender documents login screen using the link https://kaa.go.ke/corporate/procurement/ KAA Website (www.kaa.go.ke)</p> <ol style="list-style-type: none"> i. Upon accessing the tender documents, you will be required to respond to the tender online using the following link https://suppliers.kaa.go.ke/irj/portal. ii. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than three (3) days before tender closing date. ii. A step by step manual/guide is available for downloading using the link https://www.kaa.go.ke/corporate/procurement/manuals/ <p>Please submit your tender document with a <u>TABLE OF CONTENTS</u> as follows:</p> <ol style="list-style-type: none"> i. Preliminary/mandatory requirements as per Section III of the tender document – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal. ii. Bill of Quantities/Price Schedule/Financial Proposals – in one (1)

attachment – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal.

- iii. Technical requirements in the tender document and All other submissions – to be attached under the Technical Rfx Response folder (C folder) in the KAA portal

Bidders should note that documents submitted for purposes of registration for login credentials do not form part of the tender document and where one encounters any error in the system while uploading their tender documents, you are required to screen shot the error and forward it to tenders@kaa.go.ke before the date of tender closing/opening date.

Note: Do not to attach your tender documents in the Collaboration folder

Below is the procedure for Registering and uploading of your tender documents in the KAA Portal:

(i) Procedure of Registering in the KAA Portal

If you have not registered before in our portal, please use this link address <https://suppliers.kaa.go.ke/opentenders#> to register. Choose any of the Open Tenders currently running for you to register as a bidder. After registering, the system will send you three emails including login credentials.

After obtaining the login credentials, please login and go to Administration tab and then select the vendor additional data and maintain the mandatory documents required in the registration process.

Once you obtain the login credentials please forward to us your user ID so that we can first clear for you the Technical Rfx Response (c folder) error through the email: tenders@kaa.go.ke. Please note that this shall be done early enough and not later than three (3) days before tender closing/opening date and time

(ii) Uploading of your tender documents

To upload your tender documents, please use the link, <https://suppliers.kaa.go.ke/irj/portal> and first login using your user ID (V-----) and password.

Then, go to RFX and Auctions tab and the system will display the different tenders that are running. Please click on the event number of this tender that you are participating which corresponds with the tender number.

After clicking on the event number, the system will give you another page where you shall click on the 'participate' tab. On clicking the 'participate tab' the system will activate the 'create response' tab. Click on the 'create response' tab and then choose the 'Technical RFX response (c folder)'. While you are in the Technical RFX response (c folder) click on 'Tech Bid' and choose the option 'create'. After clicking on 'create', the system will give you another page and you shall choose 'document'. After 'document' then select 'continue' after which the system will give you 'browse' to enable you select your tender documents from where you have saved. Once you have browsed and chosen your tender document, upload it and then save.

Please note that once you have completed uploading your tender documents, click on the 'submit' tab to ensure that you have submitted. Please note that if you want to resubmit you must always click on the 'submit' tab. The procedure of resubmitting is articulated in clause **XXXXXX** below.

	<p>Bidders are required to note that, if they encounter any error in the KAA portal system, they are required to screen shot the error and forward it to tenders@kaa.go.ke before the closing date and time of the tender.</p> <p>Completed Tender documents and its attachments shall be submitted online in the KAA portal before the closing date 30th August 2023 at 11.00 am</p>
ITT 2.2	<p>The intended date for commencing the Provision for Insurance Services is immediately the date the contract becomes effective, or at such earlier date as may be specified in the contract</p> <p>The Insurance duration will be 12 months (1 year) renewable for a further period of 1 year at sole discretion of KAA based on satisfactory performance.</p> <p>The performance of the Insurers and Brokers shall be evaluated annually with reference to the contract and the supplier evaluation criteria to be determined by KAA.</p>
ITT 3.3	The information made available on competing firms is as follows <u>N/A</u>
ITT 4.1	<p>1) Eligible Tenderers are Insurance Brokerage firms registered and operating in Kenya</p> <p>2) Joint Ventures are not applicable in this Tender</p>
	B. Contents of Tendering Document
ITT 7.1, 7.3 8.1	<p>For Clarification of Tender Purposes only, the Procuring Entity's address is:- Name of Procuring Entity: Kenya Airports Authority Postal Address and name of Officer to be intensioned: General Manager (Procurement & Logistics) P.O. BOX 19001-00501 Nairobi Email: tenders@kaa.go.ke</p> <p>The questions in writing to reach the Procurement Department not later than Three (3) days before Tender closing/Opening date</p>
ITT 7.2	A pre-tender meeting <i>shall not</i> take place on 23rd August 2023 at 2.30 pm via zoom link. Bidders shall therefore be required to submit their email addresses to tenders@kaa.go.ke to enable them access the link
ITT 7.5	The procuring Entity's website where minutes of the pre-tender meeting and the pre-arranged pretender will be published.
ITT 12.1 (j)	The tenderer shall submit the following additional documents in its tender as per the Evaluation Criteria provided These documents are mandatory.
ITT 14.1	Alternative tenders <u>shall not be</u> considered
ITT 15.5	The unit price and rates quoted by the tenderer <u>shall be fixed during the term of the contract</u>
ITT 16	<p>a) The Currency of the tender and the currency of payments shall be Kenya Shillings.</p> <p>b) Payment is thirty (30) days from completion of satisfactory performance and submission of invoice/ debit notes together with other required and related documents</p>
ITT 18.3	Prequalification <u>has not</u> been undertaken

ITT 19.1	The Tender validity period Shall be 126 days from the opening/closing date.
ITT 20.1	<p>Tender Surety/Security/Bid bond shall be Kenyan Shillings 180,000.00 and shall be valid for a period of 156 days from the opening/closing date.</p> <p>The tender security shall be in any of the following forms:</p> <ol style="list-style-type: none"> cash or banker's cheque, or a bank guarantee, or Letter of credit. <p>Bidders are required to note the following:</p> <p>(i) Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender security physically.</p> <p>(ii) Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2nd Floor on or before the closing/opening date and time.</p> <p>The Original Tender Security shall be kept in an envelope clearly labeled with the Tender Name and Number and shall be deposited at to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2nd Floor on or before the closing/opening date and time.</p> <p>Bidders are advised to note any changes in tender opening dates and extend their tender securities accordingly as per the Addendum/Clarification.</p>
ITT 21.1	Not Applicable
ITT 21.3	The written confirmation of Authorization to sign on behalf of the Tenderer Shall consist of: A written, Signed and Stamped Power of Attorney. However, this is not required for sole proprietorships and partnerships
	D. Submission and Opening of Tenders
ITT23.1	<p>For <u>Tender submission purposes</u> only, the procuring entity's address is:</p> <p>The tender shall be submitted online on or before 30th August 2023 at 11.00 am. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than three (3) days before tender closing date.</p> <p>A complete set of Tender documents login screen using the link https://kaa.go.ke/corporate/procurement/ KAA Website (www.kaa.go.ke)</p> <ol style="list-style-type: none"> Upon accessing the tender documents, you will be required to respond to the tender online using the following link https://suppliers.kaa.go.ke/irj/portal. Interested bidders who are not in KAA system and therefore do not have login credentials should contact KAA procurement through email: tenders@kaa.go.ke for login credentials early enough and not later than

	<p>three (3) days before tender closing date.</p> <p>ii. A step by step manual/guide is available for downloading using the link https://www.kaa.go.ke/corporate/procurement/manuals/</p> <p>Please submit your tender document with a <u>TABLE OF CONTENTS</u> as follows:</p> <p>i. Preliminary/mandatory requirements as per Section III of the tender document – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal.</p> <p>ii. Bill of Quantities/Price Schedule/Financial Proposals – in one (1) attachment – to be attached in one (1) attachment under the Notes and Attachments in the KAA portal.</p> <p>iii. Technical requirements in the tender document and All other submissions – to be attached under the Technical Rfx Response folder (C folder) in the KAA portal</p> <p>Bidders should note that documents submitted for purposes of registration for login credentials do not form part of the tender document and where one encounters any error in the system while uploading their tender documents, you are required to screen shot the error and forward it to tenders@kaa.go.ke before the date of tender closing/opening date.</p> <p>Note: Do not to attach your tender documents in the Collaboration folder</p>
ITT 23.1	<p>The deadline for tender submission is 30th August 2023</p> <p>Please note that all our tenders shall be submitted electronically via KAA Portal except the original tender security (as per ITT 20.1 above) which shall submitted to the office of the General Manager (Procurement & Logistics) on or before the closing time which is on 30th August 2023 at 11.00 am</p> <p>The original tender security shall be initialed by the opening committee members. The tender opening register shall be circulated to the bidders who have submitted their bids.</p>
ITT 25	<p>Withdrawals, substitution or modifications of bids shall be done through the KAA tendering portal before the tender closing date and time where one is resubmitting by sending a written notice indicating the revised/resubmitted final tender document.</p>
ITT 26.1	<p>Tenders will be opened online immediately on 30th August 2023 at 11.00 am at the Procurement Conference Room, 2nd Floor, Kenya Airports Authority Headquarters Complex Building. There shall be no physical attendance of the tender opening. However, a virtual link shall be provided to those tenderers who shall have submitted their interest to submit their tenders online and would wish to participate in the tender opening. Tenderers shall therefore be required to submit their email address to tenders@kaa.go.ke to enable them access this link during the tender opening.</p>
ITT 26.6	<p>Not applicable. This is an electronic tender</p>

	E. Evaluation and Comparison of Tenders
ITT33.2	The Currency of the tender and the currency of payments shall be Kenya Shillings.
ITT34.2	Not Applicable
ITT37.2	KAA reserves the right to confirm with Underwriters on recommended prices.
	F. Award of Contract
ITT 44.1	Not Applicable
ITT 47	The Performance Security shall be 10% of the contract sum for the first year renewable subject to satisfactory performance
ITT 49.1	<p>The procedure for making a procurement related complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website www.ppra.go.ke or email compliance@ppra.go.ke .</p> <p>If a Tenderer wishes to make a Procurement –related Complaint, the Tenderer should submit its complaint following these procedures within 14 days (w.e.f the notification) by hand delivery or email to:</p> <p>Request for debriefing General Manager, Procurement & Logistics Kenya Airports Authority Email address: tenders@kaa.go.ke or</p> <p>Making a procurement related complaint are detailed in the “Notice of Intention to Award the Contract” herein and are also available from the PPRA website www.ppra.go.ke or email compliance@ppra.go.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following: (i) The terms of the Tender Documents; and (ii) The Procuring Entity’s decision to award the contract</p>

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

- a) Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
 - a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
 - b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
 - c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- b) This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

c) Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part2–Procuring Entity’s Insurance Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

c) Preliminary/Mandatory Evaluation Criteria – Insurance Brokers

No	REQUIREMENTS TO BE MET BY THE INSURANCE BROKER	MUST MEET
1	Duly filled, signed and stamped form of tender	
2	<p>Submit a tender surety/security/bid bond of Kshs. 180,000/= from a bank registered by Central Bank of Kenya and must be valid for 156 days from the tender closing date.</p> <p>The tender security shall be in any of the following forms:</p> <ul style="list-style-type: none"> a) cash or banker's cheque, or b) a bank guarantee, or c) Letter of credit. <p>Bidders are required to note the following:</p> <p>(i) Those who have obtained a digital tender security must provide it online with their tender document in the KAA portal. The digital tender security must have a mechanism to verify such as use of quick response (QR) code or an online portal. They do not need to provide a hard copy of the tender security physically.</p> <p>(ii) Those who do not provide a digital tender security as per (i) above will be required to submit an original Tender Security physically to the office of the General Manager, Procurement and Logistics department, KAA Headquarters, 2nd Floor on or before the closing/opening date and time</p>	
3	Duly filled and signed Confidential Business Questionnaire Form	
3b.	Valid Business Permit for 2023	
4	Licenses of valid certificates of registration with Insurance Regulatory Authority (IRA) as a broker for Years 2019-2023.(copies of licenses to be submitted for the said period)	
5	Copy of the certificate of Registration/Incorporation	
6	Copy of a valid KRA Tax Compliance Certificate. This will be verified using online KRA Tax Compliance Checker.	
7	A Valid Copy of year 2023 membership with the Association of Insurance Brokers of Kenya.	
8	Copy of the current bank guarantee of Kshs.3 million deposited with the Insurance Regulatory Authority (IRA)	
9	Valid Professional Indemnity cover, minimum Kshs.200 Million from a reputable insurance company and territorial limit within Kenya.	
10	(a) Duly filled & signed self-declaration that the Person/Tenderer is not debarred in the Matter of the Public Procurement and Asset	

	Disposal Act 2015.	
	(b) Duly filled and signed Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.	
	(c) Duly filled Declaration and commitment to the Code of Ethics	
11	A written Power of Attorney signed and stamped by a Commissioner for Oaths. The person lawfully authorized by the Power of Attorney shall sign all forms and documents in the tender. A power of Attorney shall not be required where the bidder is a sole-proprietor or the only shareholder of a company	
12	Duly filled and signed Certificate of Independent Proposal Determination	
14	Gross Premium Turnover of Kshs. 250 Million in each of the last 3years (2020, 2021 and 2022). The reference shall be the submitted audited financial statements.	
15	Each Tenderer Must submit copies of Audited Financial statements for the last consecutive three (3) years (2020, 2021 and 2022) prepared and signed in accordance with International Financial Reporting Standards and incorporating audit opinions issued in accordance with ICPAK By- Law No. 38	
16	MUST attach a duly completed Authorization Form from the Insurance Underwriter authorizing the insurance broker to participate in the tender (Use form T2 attached)	
17	Provide copy of CR12 or equivalent from country of origin (in case of joint venture with a foreign company), providing a list of directors and shareholding status. Where one or more of the shareholders is a company (Beneficial Ownership), the CR12 or equivalent from country of origin of such a company shall be provided. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract. This requirement is not applicable to sole proprietorships and partnerships registered under Business Names.	
18	Current Curriculum Vitae of the proposed staff for assignment, signed by the respective staff. It must also be signed on all pages by the Principal Officer, supported by academic and professional certificates.	

d) Preliminary/Mandatory Evaluation Criteria – Insurance Underwriters

The underwriter recommended by broker MUST meet the following minimum criteria in order to be considered for placement of cover through insurance broker. These documents must be filed separately in a folder marked “Underwriter Mandatory Requirements”

No	Criteria	Bidder Name
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		Complied/Not Complied
2	Duly filled, signed and stamped Confidential Business Questionnaire Form	
3	Valid copy of license to operate as an Underwriter from the Insurance Regulatory Authority (IRA).	
4	Copy of the certificate of Registration/Incorporation	
5	Copy of a valid KRA Tax Compliance Certificate. This will be verified using online KRA Tax Compliance Checker.	
6	Valid Copy of year 2023 membership with the Association of Kenya Insurers (AKI).	
7	<p>a.) Duly filled signed and stamped self-declaration that the Person/Tenderer is not debarred in the Matter of the Public Procurement and Asset Disposal Act 2015.</p> <p>b.) Duly filled, signed and stamped Self Declaration that the Person/Tenderer will not engage in any corrupt or fraudulent practice.</p> <p>c.) Duly filled Declaration and commitment to the Code of Ethics form</p>	
8	Power of Attorney signed and stamped by a Commissioner for Oaths. The person lawfully authorized by the Power of Attorney shall sign all forms and documents in the tender. A power of Attorney shall not be required where the bidder is a sole-proprietor or the only shareholder of a company	
9	Duly filled Certificate of Independent Tender Determination form	
10	Must submit copies of Audited Financial statements for the last consecutive three (3) years (2020, 2021 and 2022) prepared and signed in accordance with International Financial Reporting Standards and incorporating audit opinions issued in accordance with ICPAK By- Law No. 38	
11	Provide copy of CR12 or equivalent from country of origin (in case of joint venture with a foreign company), providing a list of directors and shareholding status. Where one or more of the shareholders is a company (Beneficial Ownership), the CR12 or equivalent from country of origin of such a company shall be provided. However, where the CR12 of the beneficial shareholders is not available, as at the time of the tender submission, the successful bidder shall be required to submit it before execution of the contract. This requirement is not applicable to sole proprietorships and partnerships registered under Business Names.	

Tenderers who do not pass the Preliminary Evaluation for both Insurance Brokers and Underwriters will be considered non-responsive and will not be considered further.

- KAA reserves the right to confirm the authenticity of all documents submitted without notice to bidders as a due diligence process. Any attempt by bidders to misrepresent themselves by submitting documents that are not genuine will lead to automatic disqualification.
- Prices quoted should be inclusive of all taxes and levies and shall remain valid for at least **126 days** from the closing date of the tender.
- There shall be no correction of arithmetic errors. The completed Price Schedules shall match KAA requirements. Any amendments to the price schedule shall be considered non-responsive and result in disqualification of the bid.

d) Technical Evaluation Criteria – Insurance Brokers

The bids shall be evaluated on the basis of their responsiveness to the following requirements. Each responsive bid will be awarded marks.

No.	Requirement	Must Meet
	1) Broker's technical capability	40
1	<p>Provide documentary evidence of paid up capital of at least Kshs. 15,000,000.00 (Fifteen Million Shillings) as evidenced by books of account.</p> <p>Up to Kshs. 15,000,000.00 10 Marks.</p> <p>Up to Kshs. 10,000,000.00 7.5 Marks</p> <p>Up to Kshs. 5,000,000.00 5.0 Marks</p> <p>up to Kshs, 1,000,000.00 2.5 Marks</p>	
2	<p>Must have continuously operated as insurance broker for the last Ten (10) years (2012-2022) as evidenced by annual insurance certificates issued by IRA attached.</p> <ul style="list-style-type: none"> • 10 years' experience and above – 5 Marks • Below 10 years' Experience - 0 Marks 	
3	<p>Signed and Stamped recommendations letters from three (3) clients on the clients letterhead whose annual premium for each policy is above Kshs. 10 million placed within the last Five (5) years (2018,2019,2020,2021,2022) (Excluding motor vehicle portfolio) – Use Form T5</p> <ul style="list-style-type: none"> • Kshs. 10 Million and above (cumulative) – 20 Marks • Kshs. 5 Million and above (cumulative) – 15 Marks • Below Kshs. 5 Million – 5 Marks 	

4	<p>Must have an average annual gross underwritten premium of Kshs.250 million or more in general business for at least three (3) consecutive years from 2018 – 5 Marks</p> <ul style="list-style-type: none"> • Kshs. 250 Million and above (Cumulative) – 5 Marks • Below Kshs. 250 Million – 0 Marks 	
	3)Proposed Operational Plan and Methodology	10
8	<p>Proposed methodology to comply with scope of services use</p> <ul style="list-style-type: none"> • Scrutiny and review of policy document <i>2marks</i> • Claims review and management <i>4 marks</i> • Technical advisory services <i>2 Marks</i> • Updates of recent & future changes in Insurance <i>2 marks</i> 	
	4) Qualifications and competence of the key staff- Use Form T6 Attached	15

9	<p>Team leader and at least three staff have qualified as per the set criteria below.</p> <p>e) Principal Officer/Team Leader</p> <ul style="list-style-type: none"> • University Degree – 2 Marks • Ten (10) Years' experience & Above – 2 Marks • Below ten (10) Years' experience – 0 Marks • ACII/AIHK Qualification or equivalent – 4 Marks <p>f) Technical Staff</p> <p>At least three (3) other qualified staff as per below criteria</p> <ul style="list-style-type: none"> • University Degree – 2 Marks • Ten (10) Years' experience & Above – 2 Marks • Between Five (5) & Ten (10) Years' experience – 1 Marks • Below Five (5) Years' Experience – 0 Marks • Diploma in Insurance/ACII/AIHK Qualification – 2 Marks <p>This shall be evidence by attaching certified Curriculum vitae (CV), copies of academic and professional certificates. Bidders shall submit the following documents which shall be certified by the employer as true copies of the original to be used for evaluation:</p> <ul style="list-style-type: none"> • Certified copies of academic certificates • Certified copies of professional certificates • Certifies copies of current practicing license • Curriculum vitae signed by the nominee and employer • A written undertaking signed by the nominee confirming his/her availability to carry out the assignment upon winning the bid. The written undertaking shall be addressed to MD/CEO Kenya Airports Authority and must be specific to this tender 	
	5. Underwriter' Claims management and settlement	20
10	<p>Claims Management. Claims processed between financial years 2018/2019, 2019/2020, 2020/21 and 2021/2022 of at least 5 million (excluding group life). Provide evidence of proof of settlement for vouchers and remittance advice signed, dated, and stamped by the underwriters.</p> <p>Claims within one month -15 marks</p> <p>Claims settled within 1-2 months -5 marks</p> <p>Claims beyond 3 months - 0 marks</p>	
	6. Value Addition Services	5

11	<ul style="list-style-type: none"> The service provider should propose a training locally of KAA insurance personnel in insurance related matters (bidder to provide a one-page proposal schedule and timelines for the training) – 2 Marks Risk Management & Surveys (bidder to provide a one-page proposal on how they will carry out the assignment)- 3 Marks 	
	TOTAL	100

c) Technical Evaluation Criteria – Insurance Underwriters

No.	Criteria	YES/NO
1	<p>Must have written annual gross premiums as per IRA's latest annual reports: -</p> <ul style="list-style-type: none"> General business – minimum of Kshs.1 billion each (excluding motor insurance) for the last three (3) financial years from (2020, 2021 & 2022). <p>Submit copies of the certified audited financial statements (2020, 2021 & 2022).</p>	
2	Solvency margin of 150% as per IRA's latest annual reports for financial year 2022.	
3	Must provide letters of reference from 5 (five) reputable clients insured whose annual premium for each is above Kshs. 20 million during the last three (3) years (2020, 2021 & 2022).(Use Form T4)	
4	Must have paid up capital in General Insurance of at least Kshs.800 Million.	
5	Must submit Certificate of Incorporation. Must be a registered limited liability company and must have been in existence for at least 10 years.	
6	The Underwriter quotation shall indicate the premium per policy, rates applied, all taxes and applicable excess/deductibles duly signed by the CEO/Principal officer.	
7	Signed underwriters undertaking as per the requirements in the Tender document by the Principal Officer/CEO	
	Complied/Not Complied	

Tenders that do not score a minimum of 75% in Insurance Brokers Technical Evaluation and comply with all requirements in underwriter's Technical criteria will be considered

non-responsive and will not be considered further.

3. Financial Evaluation Criteria

- i. Prices indicated on the **schedule of price form** shall be the total cost of the services quoted including premium, deductible, brokerage remuneration, all customs duties, levies and other taxes.
- ii. Brokers shall express the costs in Kenya Shillings.
- iii. The broker's shall indicate their net proposed rates used to determine the premium proposed for the policy in their Price Schedule.
- iv. Failure to provide the schedule of prices will lead to disqualification.
- v. The Broker's price schedule shall be supported by price quotations from the proposed Underwriter. Where there is a price variation(s) between brokers' and Underwriters' quotations, this shall be accompanied by a letter from the Underwriter that they shall incept cover on the lower quotation.
- vi. Unit prices and rates quoted and indicated by the Broker shall be fixed during the term of the contract. Brokers shall ensure that the sums insured under the policies may be adjustable accordingly by suitable means at the discretion of the Client from time to time without changing the unit rates and not subject to variation on any account.
- vii. The evaluation committee will also determine whether the financial proposals are complete. In addition to price, a detailed analysis of the Special extensive clauses, Exclusions, Excess/deductibles shall be analyzed.
- viii. Only Brokers whose bids are responsive to all criteria including those listed under schedule of requirements will be selected. Contracts will be awarded to successful broker(s) whose tenders will have been determined to be the lowest evaluated for each LOT of class of Insurance
- ix. The Broker shall propose only one Underwriter per policy. Where a Broker furnishes quotations from more than one proposed Underwriter, the Authority shall be entitled to reject the Broker's bid as non-responsive.

4. General Provision

- a) Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
 - a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year

(in which the amounts for that year is to be converted) was originally established.

- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
 - c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.
- b) This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Kenya Airports Authority should use the Standard Tender Evaluation Report for Goods and Works for evaluating Tenders.

c) Evaluation and contract award Criteria

The Kenya Airports Authority shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (I) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

5. Preliminary examination for Determination of Responsiveness

The Kenya Airports Authority will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “Part2–Procuring Entity’s Insurance Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

[The Kenya Airports Authority will provide the preliminary evaluation criteria. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender].

6. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT -

N/A

7. 35.2 (a) – (c) the following criteria shall apply: **Other Criteria;** if permitted under ITT
- 35.2 (d):

8. Multiple Contracts

Multiple contracts will be not permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of items and the lowest evaluated tenderer identified for each item.

9. Alternative Tenders (ITT14.1)

An alternative if permitted under ITT 14.1, will be evaluated as follows:

The Kenya Airports Authority shall consider Tenders offered for alternatives as specified in Part 2- Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

10. MARGIN OF PREFERENCE

Apply Margin of Preference, if so allowed to all evaluated and accepted tenders as follows.

- a) If the **TENDER DATA SHEET** so specifies, the Kenya Airports Authority will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).
- b) Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.
- c) After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:
 - i) *Group A:* tenders offered by Kenyan insurers and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
 - ii) *Group B:* tenders offered by foreign insurers and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).
- d) All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 5.1(c) of the respective tender price, including unconditional discounts, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

11. Post Qualification Criteria (ITT 38) Post qualification and Contract award (ITT39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, un encumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow of Kenya Shillings .
 - ii) Minimum average annual turnover of Kenya Shillings *[insert amount]*, equivalent calculated as total certified payments received for contracts in progress and/or completed within the last *[insert of year] years.*
 - iii) At least _____ (*insert number*) of contract (s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime insurer, or joint vent u remember or sub-contractor each of minimum value Kenya shillings _____ equivalent.
 - iv) Other conditions depending on their seriousness.

a) History of non-performing contracts:

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last __(*specify years*). The required information shall be furnished in the appropriate form.

b) Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above i fall pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the

Tenderer, in the last
_____ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

SECTION IV- TENDERING FORMS

1. Form of Tender

INSTRUCTIONS TO TENDERERS

- i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address.*
- ii) *All italicized text is to help Tenderer in preparing this form.*
- iii) *Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION OF THE TENDERER and TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE all attached to this Form of Tender.*
- iv) *The Form of Tender shall include the following Forms duly completed and signed by the Tenderer.*
 - a) *Tenderer's Eligibility-Confidential Business Questionnaire*
 - b) *Certificate of Independent Tender Determination*
 - c) *Self-Declaration of the Tenderer*

Date of this Tender submission: _____ [insert date (as day, month and year) of Tender

submission] **ITT No.: KAA/OT/FIN/0005/2023-2024** [insert number of ITT process]

PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)

To: Kenya Airports Authority _____ [insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Kenya Airports Authority based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21;
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: [insert the list of items tendered for and a brief description of the Insurance Services];

SCHEDULE OF TENDERED ITEMS AND PRICES

1	2	3	4	5	6	7	8
---	---	---	---	---	---	---	---

No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Policy Rate	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
E ₁	Officers & Directors Liability						
E ₂	Pension Trustees Liability						
E ₃	Public Liability						

- e) **Discounts:** The discounts offered and the methodology for their application are:
- The discounts offered are: *[Specify in detail each discount offered.]*
 - The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- f) **Tender Validity Period:** Our Tender shall be valid for the period specified in TENDER DATA SHEET 19.1(as amended if applicable) from the date fixed for the Tender submission deadline (specified in TENDER DATA SHEET 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- h) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance Providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other]* *[We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, including Insurance Brokers, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity,]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive;
- (o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- (p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below; and
- (q) **Code of Ethical Conduct:** We under take to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from (specify website) during the procurement process and the execution of any resulting contract.
- (r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
 - (i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - (iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - (iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “Appendix 1-Fraud and Corruption” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **:..... [insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender:..... [insert complete title of the person signing the Tender] Signature of the person named above :..... [insert signature of person whose name and capacity are shown above]

Date signed:..... [insert date of signing] day of [insert month], [insert year].

A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE (FORM T1)

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	Kenya Airports Authority
2	Reference Number of the Tender	KAA/OT/FIN/0005/2023-2024
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full _____ Age _____
Nationality _____ Country of Origin _____
Citizenship _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company.....

ii) State the nominal and issued capital of the Company.....

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (*Name of Procuring Entity*) who has/ have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Kenya Airports Authority regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Kenya Airports Authority who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Kenya Airports Authority who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Kenya Airports Authority throughout the tendering process and execution of the Contract?		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____
_____ Kenya Airports Authority _____ [Name of
Procuring Entity] for: **KAA/OT/FIN/0005/2023-2024** [insert number of ITT process]

PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)

_____ [Name and number of tender] in
response to the request for tenders made by: _____ [Name of Tenderer] do hereby
make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document (s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required

by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name_____ Title_____

Date_____ *[Name, title and signature
of authorized agent of Tenderer and Date]*

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I,, of Post Office Box being a resident of
..... in the Republic of do hereby make a statement
as follows:-

THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender**

No. **KAA/OT/FIN/0005/2023-2024** [*insert number of ITT process*] **PROVISION OF**

INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES -

(PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES

LIABILITY)

1. (*Insert tender title/description*) forKenya Airports Authority..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title)
..... (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:
-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/ Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No. KAA/OT/FIN/0005/2023-2024** [*insert number of ITT process*]**PROVISION OF INSURANCE**

BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY) (Insert tender

title/description) for ...Kenya Airports Authority..... (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and /or employees and /or agents of.....Kenya Airports Authority..... (*Insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and /or employees and /or agents of.....Kenya Airports Authority..... (*Name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title) (Signature) (Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I,(person) on behalf of (*Name of the Business/ Company/ Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory

Sign.....

Position.....
.

Office address.....

Telephone..... E-mail

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date

FORM T2

INSURANCE COMPANY'S AUTHORIZATION FORM

To: Address of Procuring Entity

WHEREAS (*Name of Insurer/Underwriting Company*) who are established and reputable Insurance of (*Class/Scope of business*) having registered offices at (*Physical address of the insurer*) do hereby authorize (*Name of brokerage Firm*) to submit insurance services for(*insurance services*).

We hereby extend our full guarantee and warranty as per the General Conditions of Contract for the services to be provided against this Invitation for Tenders.

Signature of Authorized Official **Name**
and Designation of Authorized Official: **Company Stamp**
.....

RECOMMENDATION FORM T4

[To be completed on Client's letterhead]

Date:

To: Kenya Airports Authority
P.O. Box 19001 – 00501
NAIROBI, KENYA

This is to certify that:

..... who is participating in your pre-qualification of Insurance Brokerage Services Tender KAA/OT/FIN/0005/2023-2024 has provided us with Insurance Brokerage services as follows;

(i) Insurance Policies Handled:

Class of Insurance	Insurance Period Year 2022	Total Underwritten Premium in each class
	Total Premium Underwritten	

(ii) Insurance Claims Handled in the last two (2) years i.e 2021 & 2022

Class of Insurance for claims handled	Time the claim was reported	Time the claim was paid	Value of claims handled in Kshs.	Turnaround Time of Claim Settlement

(iii) Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the Services of above Insurance Broker in the following areas: -	Excellent 80-100	Good 50-79	Average 50	Poor Below 50
Claims Handling				
Underwriting Responsiveness				
General Customer Care				

Declaration

We confirm that the above Insurance Brokerage firm was engaged to provide insurance brokerage services for the said policies for the above said period.

Annual premium paid for during calendar year 2022 is approximately KShs.....

Name of Authorized Signatory.....

Title/Designation

Signature :.....

Date :.....

Official Stamp of the Insured:

Telephone Contacts:

RECOMMENDATION FORM T5

[To be completed on Client's letterhead]

Date:

To: Kenya Airports Authority
P.O. Box 19001 – 00501
NAIROBI, KENYA

This is to certify that:

..... who is participating in your pre-qualification of Insurance Brokerage Services Tender KAA/OT/FIN/0005/2023-2024 has provided us with Insurance Underwriting services as follows;

(ii) Insurance Policies Handled:

Class of Insurance	Insurance Period Year 2022	Total Underwritten Premium in each class
	Total Premium Underwritten	

(iv) Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the Services of above Insurance Broker in the following areas: -	Excellent 80-100	Good 50-79	Average 50	Poor Below 50
Claims Handling				
Underwriting Responsiveness				
General Customer Care				

Declaration

We confirm that the above Insurance Brokerage firm was engaged to provide insurance underwriting services for the said policies for the above said period.

Annual premium paid for during calendar year 2022 is approximately Kshs.....

Name of Authorized Signatory.....

Title/Designation

Signature :.....

Date :.....

Official Stamp of the Insured:

Telephone Contacts:

FORM T6 – PROFESSIONAL QUALIFICATIONS (Insurance Broker)

Officer's Name	Position Held	Professional Qualifications (list and attach copies of certificates)	Date of Qualification	Educational Qualification – Highest only e.g., University degree (Specify and attach copies of certificates)

Signature _____

Chief Executive Officer/Principal Officer

Date

D. APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents(whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- ii) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
- iv) The voiding of a contract by the Kenya Airports Authority under subsection (7) does not limit any legal remedy the Kenya Airports Authority may have;
- v) An employee or agent of the Kenya Airports Authority or a member of the Board or committee of the Kenya Airports Authority who has a conflict of interest with respect to a procurement—
 - a) Shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers of whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- vii) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
 - i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:
 - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:

"fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the Kenya Airports Authority or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the Kenya Airports Authority of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPR A determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
- d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (I e s) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
- e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub- consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
- f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹ For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

² Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Kenya Airports Authority to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

SCHEDULE OF PRICES FORM

[The Kenya Airports Authority shall fill in these Forms to indicate the List of Insurance Services required by the Kenya Airports Authority [Columns 1-4 and the Tenderer shall complete columns 5-7 as his /her Tender].

1	2	3		4	5	6	7	8	9
No. of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Total annual Premiums	Deductibles/Limits/excess where applicable	Price discount (if any)	Total Tender Price for Insurance Service (Col. 5,6,7)	Recommended one underwriter per policy
E ₁	Officers & Directors Liability			1 year renewable for a further 1 Year					
E ₂	Pension Trustees Liability								
E ₃	Public Liability								

Name of Tenderer*[insert complete name of Tenderer]*

Signature of Tenderer..... *[signature of person signing the Tender]*

Date..... *[insert date]*

TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:*[insert date (as day, month and year) of Tender submission]*

ITT No.:*[insert number of Tendering process]*

Alternative No.:*[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. <input type="checkbox"/> A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: <ul style="list-style-type: none">• Legal and financial autonomy• Operation under commercial law• Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

QUALIFICATION INFORMATION

- 1.1 Constitution or legal status of Tenderer:[attach copy]
Place of registration: [insert]
Principal place of business: [insert]
Power of attorney of signatory of Tender: [attach]
- 1.2 Total annual volume of services performed in five years, in the internationally traded currency specified in the **TENDER DATA SHEET**:[insert]
- 1.3 Services performed as prime Insurance Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services underway or committed, including expected completion date.

Item Insured and name of country	Name of Kenya Airports Authority and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
- 1.5 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.
- 1.6 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.
- Other party (ies) Cause of dispute Details of litigation award Amount involved
- a) _____
- b) _____
- 1.7 Statement of compliance with the requirements of ITT 4.2.
- 1.8 Any additional information required_____

1 NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.] [Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]

1) For the attention of Tenderer's Authorized Representative Name:

[insert Authorized Representative's name]

Address:*[insert Authorized Representative's Address]*

Telephone numbers:*[insert Authorized Representative's telephone/fax numbers]*

Email Address:*[insert Authorized Representative's email address]*

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time)

Procuring Entity:*[insert the name of the Procuring Entity]*

Contract title:*[insert the name of the contract]*

ITT No:*[insert ITT reference number from Procurement Plan]*

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

The successful Tenderers are listed below.

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

2) Other Tenderers **[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

3) How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on [insert date] (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:.....[insert full name of person, if applicable]

Title/position:[insert title/position]

Agency:.....[insert name of Procuring Entity]

Email address:.....[insert email address]

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

4) How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by [insert date and time].

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention:.....[insert full name of person, if applicable]

Title/position:.....[insert title/position]

Agency:.....[insert name of Procuring Entity]

Email address:.....[insert email address]

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke or info@ppra.go.ke)

5) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time). The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.
If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Procuring Entity:

Signature:_____ **Name:**_____
Title/position:_____ **Telephone:**_____
Email:_____

2 REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Kenya Airports Authority ofdated the...day of20.....in the matter of Tender No.....of20..... for(Tender description).

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of20.....

SIGNED

Board Secretary

3 LETTER OF AWARD

[Form head paper of the Procuring Entity]

.....[date]

To:.....[name and address of the Insurance Provider]

This is to notify you that your Tender dated.....[date] for execution of the.....[name of the Contract and identification number, as given in the Special Conditions of Contract] for the Contract Price of the equivalent of.....[amount in numbers and words] [name of currency], as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature

Name and Title of Signatory :.....

Name of Agency:

Attachment: Contract

4 FORM OF CONTRACT

[Form head paper of the Procuring Entity]

LUMP-SUM REMUNERATION

This CONTRACT (here in after called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Entity]* (here in after called the “Procuring Entity”) and, on the other hand, *[name of Insurance Provider]* (here in after called the “Insurance Provider”).

*[Note: In the text below text in brackets is optional; all notes should be deleted in final text. If the Insurance Provider consist of more than one entity, the above should be partially amended to read as follows: “... (here in after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Kenya Airports Authority for all the Insurance Provider's obligations under this Contract, namely, *[name of Insurance Provider]* and *[name of Insurance Provider]* (here in after called the “Insurance Provider”).]*

WHEREAS

- a) the Kenya Airports Authority has requested the Insurance Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (here in after called the “Services”);
- b) the Insurance Provider, having represented to the Kenya Airports Authority that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance;
 - b) The Insurance Provider's Tender
 - c) The General Conditions of Contract;
 - d) The Special Conditions of Contract;
 - e) The Priced Schedule of Requirements; and
 - f) The following Appendices: Appendix: Negotiated and Signed Insurance Policy (I e s)
2. The mutual rights and obligations of the Kenya Airports Authority and the Insurance Provider shall be as set forth in the Contract, in particular:
 - a) The Insurance Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Kenya Airports Authority shall make payments to the Insurance Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of..... *[name of Procuring Entity]* *[Authorized Representative]*

For and on behalf of *[name of Insurance Provider]* *[Authorized Representative]*

[Note: If the Insurance Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]

For and on behalf of each of the Members of the Insurance Provider.....*[name of member]* *[Authorized Representative]*
[name of member] *[Authorized Representative]*

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tender No: _____

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called" the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of _____ under Request for Tenders No. _____ (“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ____ day of _____ 20 ____.

3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.

then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.

4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Signature of the Guarantor]

[Witness]

[Seal]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORM OF TENDER-SECURING DECLARATION

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:.....*[insert number of tendering process]*

To:.....*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we– (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

Capacity / title (director or partner or sole proprietor, etc.)

Name:..... Duly

authorized to sign the bid for and on behalf of:*[insert complete name of Tenderer]*

Dated on.....day of.....*[Insert date of signing]*

Seal or stamp

PART II – SCHEDULE OF INSURANCE REQUIREMENTS

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

A. SCOPE OF SERVICES & DESCRIPTIONS OF SERVICES

The scope of services will include: -

1. Structuring and obtaining optimum insurance policy cover from the underwriters in accordance with the tenders submitted.
2. Research and negotiate preferential terms with underwriters to find the most suitable insurance policy for KAA, including but not limited to reduced premium rates/ best price and volume discount.
3. Arrange the immediate placement of our risk with insurers and undertake a periodic technical rating of such insurers and advise KAA accordingly;
4. Provide prompt and satisfactory service on the general management of the policy, correspondence and claim review meetings;
5. Analyzing, reviewing and scrutinizing the Policy document plus endorsements there-in, and if the entire policy document is found to be satisfactory, such documents to be deposited with the General Manager Finance not later than 15 days from inception of cover;
6. Review and monitor the performance of the policy and advise KAA in a timely manner aspects that may affect the policy renewal or amendments
7. Ensure preparation of quarterly claims bordereaux/report which must be submitted to Kenya Airports Authority by the 5th of the following month after end of quarter;
8. Negotiate with the qualified Underwriter any other pertinent aspects of the policy that may arise during the term of the policy;
9. Provide appropriate risk improvement recommendation;
10. Such other services as may be related or ancillary to the due performance of the above work
11. Prompt settlement and processing of claims, ensuring all fully documented claims are settled within fourteen (14) days. Cheques to be received not more than 15 days after execution of discharge voucher/Loss acceptance form.
12. Ensure that the Service Level Agreement between the broker and the underwriter is submitted to KAA within twenty one (21) days of commencement of coverage.

B. Additional Requirements

1. The Brokers must familiarize themselves with conditions prevailing in KAA and take them into account in preparing their proposals. To obtain further information on the assignment, Brokers are encouraged to send any queries through the office of the General Manager Procurement.
2. Please note that (i) the costs of preparing the proposals and of negotiating the Contract, including any visit to the KAA are NOT reimbursable and (ii) KAA is not bound to accept any of the proposals submitted.
3. Tenderers will be required to provide a summary of the policy outline, which should take the format of the appended forms and should enumerate all the exclusions, extensive and special clauses policy limitation and excess applicable under each of the policies. The place provided in the form should however not be a constraint to the amount of information that the tenders can submit.
4. Tenderers are requested to consider and quote for further One (1) year period in addition to the basic quote of one (1) year. The Tenderers should clearly indicate the applicable annual premium and the commensurate 1 year premium. Additionally, the fundamental conditions of the bid should be outlined.

C. Other requirements:

- 1) The Bidder shall provide accurate information on any litigation or arbitration or complaints pending before any Committee or any other forum resulting from his professional practice over the last five years. Kenya Airports Authority reserves the right to carry out an independent investigation to verify the accuracy of the information so provided.
- 2) The most responsive bidders evaluated as stated may be invited to make presentation of their proposals on the basis of the tender submitted.
- 3) Compliance with Scope of Services
- 4) The Insurance Broker shall recommend only one underwriter per policy, where a broker does not comply, Kenya Airports Authority shall be entitled to reject the broker's bid for the respective policy as non- responsive.
- 5) KAA shall take into consideration previous past claims and underwriting performance of underwriters in determining the substantial responsiveness at tender award. The factors to be considered shall include arbitrary rejection of disputed claims and failure to satisfactorily conclude claims and satisfy agreed performance benchmarks.
- 6) The bidder should note that the submission of a quotation for any policy does not necessarily constitute a compulsory evaluation and/or award of any or all quoted policies. The Procuring entity reserves the right to either award or reject any quotation as proposed by the bidders, and where there is an award, the same will be based on the most responsive tender.
- 7) Additions or Subtractions of sum insured will be based on the rates quoted at the tendering stage.

1 SCHEDULE OF REQUIREMENTS

All bidders are required to note that the value of the item to be insured is as indicated in the insurance policies required

1	2	3		4	5	6	7	8	9
No. of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Total annual Premiums	Deductibles/Limits /excess where applicable	Price discount (if any)	Total Tender Price for Insurance Service (Col. 5,6,7)	Recommended one underwriter per policy
E ₁	Officers & Directors Liability	See insurance policies required on E1 to E3 below		1 year renewable for a further 1 year					
E ₂	Pension Trustees Liability								
E ₃	Public Liability								

E1) CLASS OF POLICY: OFFICERS & DIRECTORS LIABILITY

SCOPE OF COVER: Personal legal liability of Directors and Officers in respect of claims made against them for actual or alleged wrongful acts and attributable to negligence, errors, omission and commission. Cover includes civil damages, claimant's costs awarded against the insured and costs of legal representations.

LIMITS OF LIABILITY	Limit of Liability per event and/or aggregate 12 months KSHS 150,000,000	Deductible/Excess	Rate %	Annual Premium (KSH)	2year LTA Premium (KSH)	

Annual Limit of Liability – KSHS 150,000,000

Insured: All employees of the insured including Executive and Non-Executive Directors

Cancellation Notice: Minimum sixty (60) days.

Claim Notification for Criminal cases shall be on acquittal and not arraignment.

Extensive Clauses

1. Advancement of defense and claim costs
2. Past, present and future directors
3. Loss of documents
4. Spousal interest
5. Discovery period – 36 months
6. Employment practices liability
7. Discrimination – race, creed, sex, age or sexual preference
8. Libel and slander
9. Insured versus insured for
10. Claims by former directors, officers or employees
11. Cross-Liability
12. Corporate/Entity Cover
13. Defamation
14. Emergency Costs
15. Corporate Manslaughter
16. Extradition proceedings
17. Public Relations Expenses

The tender is required to provide an outline of the policy by indicating the following: -

- a) Special conditions/extensive clauses
- b) Exclusions
- c) Excess/deductibles
- d) Jurisdiction Clause
- e) Underwriters

E2) CLASS OF POLICY: PENSION TRUSTEES LIABILITY

SCOPE OF COVER: Legal liability of Trustees to pay for loss arising under the applicable RBA Act, trusts, indemnity laws or agreements for a claim against a Trustee for wrongful act or any actual breach of trust, duty, statutory provision, or the consequence of negligent professional standards, error, omission, or misleading statement. Provided the claim(s) is/are first made against the Trustee during the policy period of discovery period.

NUMBER OF TRUSTEES: 8

FUND VALUE : Kshs. 10 Billion

LIMITS OF INDEMNITY

	Limit	Rate %	Annual Premium Kshs	2-year Premium Kshs	
Any one event	Kshs. 50,000,000/-				
Any one period (of insurance)	Kshs. 50,000,000/-				

The tender is required to provide an outline of the policy by indicating the following: -

- a) Special conditions/extensive clauses
- b) Exclusions
- c) Excess/deductibles
- d) Jurisdiction Clause
- e) Underwriters

E3) CLASS OF POLICY: PUBLIC LIABILITY

SCOPE OF COVER: Indemnity against legal liability to third parties in respect of: - a) Accidental death of or bodily injury or disease contracted by any person, b) Accidental loss of or damage to property, occurring through the fault or negligence of the Insured and in connection with the Insured's business at any time during the Period of Insurance or any subsequent period for which the Company may accept renewal of this Policy.

LIMITS OF LIABILITY:

PER EVENT (Kshs)	PER PERIOD (Kshs)
35,000,000	150,000,000

Extensive Clauses

1. Car park
2. Cross liability
3. Customers equipment
4. Defective sanitation
5. Employees/guests effects
6. Exhibitions and sign boards
7. Fire, lighting and explosion
8. First aid
9. Flood, fumes and pollution
10. Food and drink
11. Goods held in trust
12. Lease premises
13. Lifts and hoists
14. Re-instatement Clause
15. Motor contingent liability
16. Loading and unloading
17. Private dwellings
18. Sports/social activities
19. Sub-contractors and Contractors
20. Temporary visits worldwide
21. Tools of trade
22. Work away
23. Guest effects – Shs 500,000.00 per guest
24. Subrogation waiver
25. Private fire brigade
26. Plant and machinery hired in/out
27. Food/beverage sold
35. Property in custody/control of the insured
36. Public utilities
37. Tree felling
38. Directors' liability
39. Senior managers' liability
40. Delivery hand or pedal cycle

The tender is required to provide an outline of the policy by indicating the following: -

- a) Special conditions/extensive clauses
- b) Exclusions
- c) Excess/deductibles
- d) Jurisdiction Clause
- e) Underwriters

	Sums Insured (Kshs)	Rate %	Annual Premium (kshs.)	2 Year LTA Premium (Kshs)	
	150,000,000				

2 SCHEDULE OF REQUIREMENTS

[The Kenya Airports Authority shall fill in this Form to indicate the List of Insurance Services required by the Kenya Airports Authority [Columns 1-4 and the Tenderer shall complete columns 5- 7 as his/her Tender].

1	2	3	4	5	6	7	8
No of item to be insured	Description of item to be insured	Value of item to be insured (limit of liability)	Major contingencies requiring insurance	Insurance period	Insurance Premium per specified period (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service (Col. 6-7)
No 1	Officers & Directors Liability	USD. 15,000,000	N/A				
No 2	Pension Trustees Liability	Kshs 50,000,000	N/A				
No 3	Public Liability	Kshs 150,000,000	N/A				

Name of Tenderer.....*[insertcompletenameofTenderer]*

SignatureofTenderer.....*[signatureofpersonsigningtheTender]*

Date*[insert date]*

PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VI - GENERAL CONDITIONS OF CONTRACT

A. General Provisions

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Schedule of Requirements" is the priced and completed list of items of Services to be performed by the Insurance Provider forming part of his Tender;
- b) "Completion Date" means the date of completion of the Services by the Insurance Provider as certified by the Procuring Entity
- c) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- e) "Procuring Entity" means the Kenya Airports Authority or party who employs the Insurance Provider
- f) "Foreign Currency" means any currency other than the currency of Kenya;
- g) "GCC" means these General Conditions of Contract;
- h) "Government" means the Government of Kenya;
- i) "Local Currency" means Kenya shilling;
- j) "Party" means the Kenya Airports Authority or the Insurance Provider, as the case may be, and "Parties" means both of them;
- k) "Personnel" means persons hired by the Insurance Provider;
- l) "Insurance Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- m) "Insurance Provider's Tender" means the completed Tendering Document submitted by the Insurance Provider to the Procuring Entity
- n) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- o) "Services" means the work to be performed by the Insurance Provider pursuant to this Contract, as described in Schedule of Requirements included in the Insurance Provider's Tender.
- p) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.

1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Kenya Airports Authority may approve.

1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Kenya Airports Authority or the Insurance Provider may be taken or executed by the officials **specified in the SCC**.

1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2e. of Attachment1 to the General Conditions, the Insurance Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/ or persons appointed by PPRA to inspect the Site and/ or the accounts and records relating to the procurement process, selection and/ or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Insurance Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

1.8 Taxes and Duties, e t c

The Insurance Provider shall pay such taxes, duties, fees, levies and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

This Contract shall come in to effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

2.2 Duration and Commencement of Services the Commencement date and duration of the insurance cover shall be **specified in the SCC**.

2.3. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

2.4 Force Majeure

2.4.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

2.4.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

2.4.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

2.4.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Insurance Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

2.5. Termination

2.5.1 By the Procuring Entity

The Kenya Airports Authority may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Insurance Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through of this Sub-Clause 2.5.1:

- a) If the Insurance Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Kenya Airports Authority may have subsequently approved in writing;
- b) If the Insurance Provider become insolvent or bankrupt;
- c) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Insurance Provider, in the judgment of the Kenya Airports Authority has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment 1 to the GCC, in competing for or in executing the Contract

2.5.2 By the Insurance Provider

The Insurance Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.5.2:

- a) If the Kenya Airports Authority fails to pay any monies due to the Insurance Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Insurance Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

2.5.3 Payment upon Termination

Upon termination of this Contract pursuant to Sub-Clauses 2.5.1 or 2.5.2, the Kenya Airports Authority shall make the following payments to the Insurance Provider:

- a) remuneration pursuant to Clause 5 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.5.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
- c) The Insurance provider shall pay or refund to the Kenya Airports Authority any moneys paid but for which no consume rate services were provided.

3. Obligations of the Insurance Provider

3.1 General

The Insurance Provider shall perform the Services in accordance with the terms of the signed Insurance Policy and the Schedule of Requirements, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the

Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

3.2 Conflict of Interests

3.2.1 Insurance Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Insurance Provider pursuant to Clause 6 shall constitute the Insurance Provider's sole remuneration in connection with this Contract or the Services, and the Insurance Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Insurance Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

3.2.2 Insurance Provider and Affiliates Not to be Otherwise Interested in Services other than the insurance Services

The Insurance Provider agree that, during the term of this Contract and after its termination, the Insurance Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the insurance Services and any continuation thereof) for any contingency resulting from or closely related to the Services.

3.2.3 Prohibition of Conflicting Activities

Neither the Insurance Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities as signed to them under this Contract;
- b) during the term of this Contract, neither the Insurance Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

3.3 Confidentiality

The Insurance Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

3.4 Reporting Obligations

The Insurance Provider shall submit to the Kenya Airports Authority there ports and documents specified in Appendix B in the form, in the numbers, and within the periods set for thin the said Appendix.

3.5 Documents Prepared by the Insurance Provider to Be the Property of the Procuring Entity.

All reports, and other documents and software submitted by the Insurance Provider in accordance with Sub-Clause 3.4 shall become and remain the property of the Procuring Entity, and the Insurance Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Insurance Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

3.6 Liquidated Damages

3.6.1 Payments of Liquidated Damages

The Insurance Provider shall pay liquidated damages to the Kenya Airports Authority at the rate per day **stated in the SCC** for each day that the Insurance Provider fails to pay the agreed compensation costs beyond or later the agreed date when such compensation should be made. The date by when the compensation costs should be made is specified in **the SCC**. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Kenya Airports Authority may deduct liquidated damages from payments due to the Insurance Provider. Payment of liquidated damages shall not affect the Insurance Provider's liabilities.

3.6.2 Correction for Over-payment

The Kenya Airports Authority shall correct any overpayment of liquidated damages by the Insurance Provider by adjusting the next payment premium or certificate. The Insurance Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

3.7 Performance Security

The Insurance Provider shall not be required to provide any Performance Security to the Procuring Entity.

3.8 Fraud and Corruption

The Kenya Airports Authority requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Kenya Airports Authority requires the Insurance Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

4 Insurance Provider's Personnel

The Contract shall not obligate the Insurance Provider to provide any specific personnel for carrying out of the Services.

5 Obligations of the Procuring Entity

5.1 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Insurance Provider, then the remuneration and reimbursable expenses otherwise payable to the Insurance Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

6 Payments to the Insurance Provider

6.1 Lump-Sum Remuneration

The Insurance Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Sub-Clause 5.1, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.3 and 6.3.

6.2 Contract Price

The price payable is **set forth in the SCC**.

6.3 Terms and Conditions of Payment

Payments will be made to the Insurance Provider according to the payment schedule **stated in the SCC**.

6.4 Interest on Delayed Payments

If the Kenya Airports Authority has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Insurance Provider for each day of delay at the rate stated in **the SCC**.

7 Quality Control

The contract shall not have any quality control modalities as this is not envisaged in the industry

8 Settlement of Disputes

8.1 Amicable Settlement

Any party with dispute against the other party shall give notice to the other party, requesting the party to make Good the matters of the dispute. The Parties shall attempt to settle the dispute amicably. If the dispute cannot be settled amicably, the complaining party should move to commence arbitration after thirty days from the day on which a notice was given, even if no attempt at an amicable settlement has been made.

8.2 Arbitration if the Insurance Provider is a Kenyan firm

- 8.2.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.1 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.
- 8.2.2 The arbitrators shall have full power to open up, review all matters relevant to the dispute. Nothing shall disqualify representatives of the Parties from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 8.2.3 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the services.
- 8.2.4 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.
- 8.2.5 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following institutions the:
- i) Law Society of Kenya, or
 - ii) Chartered Institute of Arbitrators (Kenya Branch), or
 - iii) Insurance Institute of Kenya, or
 - iv) The Actuarial Society of Kenya.
- 8.2.6 The institution written to first by the aggrieved party shall take precedence over all other institutions.
- 8.2.7 The award of such Arbitrator shall be final and binding upon the parties.

8.3 Failure to Comply with Arbitrator's Decision

- 8.3.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other right it may have, refer the matter to a competent Court of law.

8.4 Arbitration if the Insurance Provider is a foreign firm

- 8.4.1 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	<p>The Parties to the Contract are:</p> <p>The Kenya Airports Authority is _____</p> <p>The Insurance Provider is _____</p> <p>The contract name is _____</p> <p>PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES - (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)</p> <p>KAA/OT/FIN/0005/2023-2024</p>
1.4	<p>Address of procuring entity is: Kenya Airports Authority, Kenya Airports Authority Headquarters, Airport North Road, P. O. Box 19001 – 00501 NAIROBI-KENYA, Tel: +254 20 6611000 Fax: +254 20 822078 E-mail: tenders@kaa.go.ke</p> <p>Authorized Representatives</p> <p>Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Client or the Broker may be taken or executed by the Authorized Representatives.</p> <p>For notices, the Procuring Entity's address shall be: Attention: <i>[insert full name of person, if applicable]</i> Postal address (full postal address) Physical Address (full Location Address- <i>insert city, street name, Building named floor number, room number</i>) Telephone: <i>[include telephone number, including country and city codes]</i> Electronic mail address: <i>[insert e-mail address, if applicable]</i></p>
1.6	<p>The Authorized Representatives are:</p> <p>For the Procuring Entity: Kenya Airports Authority.</p> <p>P.O.Box 19001-00501, Nairobi Kenya</p> <p>Email address; tenders@kaa.go.ke</p> <p>Telephon no. 020 6611000/6612000</p> <p><i>[Name, Postal Address, Email, Telephone Number]</i></p> <p>For the Insurance Provider: _____</p> <p><i>[Name, Postal Address, Email, Telephone Number]</i></p>
2.1	<p>The date on which this Contract shall come into effect as per the commencement date of the contract</p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
2.2	<p>The Commencement date and duration of the insurance cover shall be: The Broker/underwriter shall begin carrying out the Services immediately the date the Contract becomes effective, or at such other earlier date as may be specified in the Contract.</p> <p>Duration of the coverage _12 Months_ renewable for an additional 12 months subject to satisfactory performance_____</p>
3.2.3 (c)	<p>After the termination of this Contract, the activities are:</p> <p>_____</p> <p>_____</p>
3.6.1	<p>The liquidated damages per day is _____</p> <p>The date by when the compensation costs should be made is _____ days.</p> <p>The total amount of liquidated damages shall not exceed _____</p>
6.2 – 6.3	<p>Contract Price shall be paid in lump sum in accordance with the contract _____</p> <p>The price shall be made in one lump sum on contract signature</p> <p>or the price shall be made on monthly installments of _____</p>
6.4	<p>Interest shall be paid to the Insurance Provider for each day of delayed payment at the rate of __N/A_____% per month.</p>

APPENDIX TO THE CONTRACT

The Appendix to the contract shall be an **Insurance Policy** that shall provide a description of the Services, compensation procedure and all the contingencies that shall lead to the compensation claim. The Policy is an industry form (the norm) but would be negotiated before signature to ensure all parties concerns are taken into account. No provision or Clause in the Insurance Policy shall negate any Condition of Contract.

BENEFICIAL OWNERSHIP DISCLOSURE FORM

INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.

For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the Tenderer by meeting one or more of the following conditions:

- Directly or indirectly holding 25% or more of the shares.*
- Directly or indirectly holding 25% or more of the voting rights.*
- Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

Tender Reference No.: _____

_____ [insert identification no] Name of the

Assignment: _____ [insert name of

the assignment] to: _____ [insert complete name of Procuring Entity]

In response to your notification of award dated _____ [insert date of notification of award] to furnish additional information on beneficial ownership: [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

Details of beneficial ownership

Identity of Beneficial Owner	Directly or indirectly holding 25% or more of the shares (Yes / No)	Directly or indirectly holding 25 % or more of the Voting Rights (Yes / No)	Directly or indirectly having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer (Yes / No)
<i>[include full name (last, middle, first), nationality, country of residence]</i>			

OR

ii) *We declare that there is no Beneficial Owner meeting one or more of the following conditions: directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights. Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer.*

OR

We declare that we are unable to identify any Beneficial Owner meeting one or more of the following conditions. [If this option is selected, the Tenderer shall provide explanation on why it is unable to identify any Beneficial Owner]

Directly or indirectly holding 25% or more of the shares. Directly or indirectly holding 25% or more of the voting rights.

Directly or indirectly having the right to appoint a majority of the board of directors or equivalent governing body of the Tenderer]"

Name of the Tenderer:[insert complete name of the Tenderer]_____*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: ** [insert complete name of person duly authorized to sign the Tender]*

Title of the person signing the Tender: [insert complete title of the person signing the Tender]

Signature of the person named above: [insert signature of person whose name and capacity are shown above]

Date signed [insert date of signing] day of..... [Insert month], [insert year]