



MOI UNIVERSITY

TENDER NO. MUT/1/2019 - 2020

FOR

PROVISION OF INSURANCE SERVICES



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MU/ADM/13/5

25th September, 2019**TENDER NOTICE****RE: INVITATION TO TENDER**

Moi University invites sealed tenders from eligible bidders as stated below:-

S/No	Tender Description	Tender No	Bid Security Kshs.	Tender Document For Hardcopy Only Kes. Non refundable
1.	Provision of Insurance Brokerage Services for the year 2019/2020	MU/ONT/01/2019-20	250,000.00	1,000.00

Interested eligible candidates may inspect and buy tender documents from Moi University Procurement Office, Main Campus or Moi University, Nairobi Office, Bazaar Building, E Floor during normal working hours upon payment of the above charges. Payment should be made in cash or bankers cheques payable to the Cash Office. ***Documents can be downloaded from Moi University website www.mu.ac.ke free of charge.***

Applicants who download the Tender Document must email their names, contacts details and Tender number to supplies@mu.ac.ke

All bids must be submitted with the above mentioned security from a reputable financial institution or insurance company approved by Public Procurement Regulatory Authority and must remain valid for 150 days after the bid submission deadline.

Complete tender documents (one original & a copy) should be enclosed in plain, sealed envelope clearly marked with Tender Number & Tender Name and should be deposited in the Tender Box located on the Ground Floor of Administration and Senate Building, Moi University, Main Campus, Kesses so as to reach on or before **Monday 14th October, 2019 at 11.00 am** or sent to,

Deputy Vice Chancellor, Administration, Planning and Development
Moi University, Main Campus,
P.O. Box 3900
ELDORET.

TEL 053-43620, 0790940508, 0736138770, 0771336911

Tenders will be opened immediately thereafter at 11:00 am in the University Boardroom at Main Campus, Kesses in the presence of tenderers or their representatives who may choose to attend.

PROF. NATHAN O. OGECHI
AG. DEPUTY VICE CHANCELLOR, (A, P & D)



SECTION I - INVITATION FOR TENDERS

TENDER REF NO: MU/T/1/2019 – 2020

TENDER NAME: PROVISION OF INSURANCE SERVICES

- 1.1 The Moi University invites sealed bids from eligible candidates for Provision of Insurance Services.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Moi University, Main Campus Administration and Senate Block Ground Floor, Procurement Unit, and Moi University Nairobi Campus, Bazaar Building E Floor during normal working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of non-refundable fees of Kshs. One Thousand (1,000) in cash or Bankers cheque payable to Moi University, Cash Office.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and be deposited in the tender box provided at Moi University, Main Campus, Administration block at reception area or be addressed and posted to Moi University, Main Campus, Administration and Senate Block Ground Floor to be received on or before **Monday 14th October, 2019 at 11.00 a.m.**
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.6 Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at Moi University Boardroom.

PROF. NATHAN O. OGECHI
AG. DEPUTY VICE CHANCELLOR (A, P & D)

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.

2.1.2 The Moi University's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.

2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Moi University to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.

2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

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

2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/= - for hard copies only



2.2.3 The Moi University shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

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

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

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

2.4 Clarification of Tender Documents

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

inquiry) will be sent to all candidates who have received the tender documents.

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

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

2.5 Amendment of Tender Documents

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

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

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

2.6 Language of Tenders

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

2.7. Documents Comprising the Tender

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



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

2.8. Form of Tender

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

2.9. Tender Prices

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

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

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

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

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



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

2.12. Tender Security

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

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

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

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

- a. Cash;
- b. A bank guarantee;
- c. Such insurance company guarantee as may be approved by the Authority;
- d. A letter of credit; or

Guarantee by a deposit taking microfinance institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund.

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

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

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



2.12.8 The tender security may be forfeited:

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

2.13. Validity of Tenders

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

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

2.14. Format and Signing of Tenders

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

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

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

2.15 Sealing and Marking of Tenders

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

2.15.2 The inner and outer envelopes shall:

(a) be addressed to the Moi University at the address given in the Invitation to Tender.

2.15.3 bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **Monday 14th October, 2019 at 11.00 a.m.**”

2.15.4 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.15.5 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Moi University will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Moi University at the address specified under paragraph 2.15.2 not later than **Monday 14th October, 2019 at 11.00 a.m.**

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

2.16.3 Bulky tenders which will not fit the tender box shall be received by the Moi University as provided for in the appendix.



2.17. Modification and Withdrawal of Tenders

- 2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Moi University prior to the deadline prescribed for submission of tenders.
- 2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

- 2.18.1 The Moi University will open all tenders in the presence of tenderers' representatives who choose to attend, at **Monday 14th October, 2019 at 11.00 a.m.** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Moi University, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Moi University will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

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

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

2.20 Preliminary Examination and Responsiveness

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

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

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

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Moi University will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations the Moi

University's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

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

2.21. Conversion to single currency

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

2.22. Evaluation and Comparison of Tenders

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

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

(a) operational plan proposed in the tender;

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

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

(a) Operational Plan

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

and rejected.

(b) Deviation in payment schedule

- (i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract.

Tenders will be evaluated on the basis of this base price.

Tenderers are, however, permitted to state an alternative

payment schedule and indicate the reduction in tender

price they wish to offer for such alternative payment schedule. The Moi University may consider the alternative payment schedule offered by the selected tenderer.

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

2.23. Contacting the Moi University

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

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

2.24 Post-qualification

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

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an



examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2 , as well as such other information as the Moi University deems necessary and appropriate

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

2.25 Award Criteria

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

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

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

2.26.Moi University's Right to accept or Reject any or all Tenders

2.26.1 The Moi University reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Moi University's action. If the Moi

University determines that none of the tenders is responsive, the Moi University shall notify each tenderer who submitted a tender.

2.26.2 The Moi University shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

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

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the Moi University pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Moi University will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

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

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

2.28.3 The contract will be definitive upon its signature by the two parties.

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

2.29 Performance Security

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

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

2.30 Corrupt or Fraudulent Practices

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

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

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

Appendix to instructions to Tenderers

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

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1 <i>eligible tenderers</i>	<i>Current registered brokers by IRA</i>
2.15.2 (b) <i>day, date and time of tender closing</i>	<i>Friday 14th October, 2019 at 11.00am.</i>

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

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

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

3.2. Application

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

3.3. Standards

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

3.4. Use of Contract Documents and Information

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

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

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

3.5. Patent Rights

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

3.6 Performance Security

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

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

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

- a) A bank guarantee.
- b) A banker's cheque.
- c) An approved Insurance firm by Public Procurement Oversight Authority.
- d) Letter of credit
- e) A guarantee by a deposit taking microfinance institution, Sacco Society, the Youth Enterprises Development Fund or the Women Enterprise Fund.

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

3.7. Delivery of services and Documents

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

3.8. Payment

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

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

3.9. Prices

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price

adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the Moi University's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

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

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

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

3.10. Assignment

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

3.11. Termination for Default

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

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

3.11.2 In the event the Moi University terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to the Moi University for any excess costs for such similar services.



However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

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

3.13. Termination for Convenience

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

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

3.14 Resolution of Disputes

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

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

3.15. Governing Language

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

3.16. Applicable Law

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

3.17 Force Majeure

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

3.18 Notices

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

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.1.2 Must have done annual gross premiums in previous year of :-
 (a) General insurance Kshs. 1 billion.
 (b) Life assurance 2 billion.
- 4.1.3 Must have paid up capital of at least :-
 (a) General insurance Kshs. 250 million.
 (b) Life assurance 450 million.
- 4.1.4 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year
- 4.1.5 Must submit a copy of the audited accounts for the previous year
- 4.1.6 Must have total number of management staff of at least 10
 (No)
- 4.1.7 Must submit copies of the following documents;
 (a) PIN Certificate
 (b) Tax Compliance Certificate
 (c) Certificate of Registration/Incorporation
- 4.1.8 Must be a member of the Association of Kenya Insurance (AKI)

4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

- 4.2.1 Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- 4.2.2 Must have a Bank guarantee of Kshs. ___As below deposited with the Commissioner of Insurance and a Copy be submitted
 (a) General insurance Kshs. 3 million.
 (b) Life assurance 5 million.
- 4.2.3 Must have a Professional Indemnity Insurance Cover of at least Kshs. As below and a copy be submitted
 (a) General insurance Kshs. 100 million.
 (b) Life assurance 200 million.
- 4.2.4 Must give a list of 5 (five) reputable clients and the total clients premium in the previous year
- 4.2.5 Must submit a copy of the audited accounts for the previous 3 year
- 4.2.6 Must be a current member of the Association of Insurance Brokers (AIB) (to be completed as appropriate. Amendments may be made as necessary)



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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	5% of the awarded premium
3.7 Delivery of Services	As per the award
3.8 Payment	After delivery of service
3.9 Price adjustment	As per the PP&AD Act 2015.
3.18 Notices	Moi University, Main Campus, Administration and Senate Block Ground Floor

Note: The underwriters must not demand for medical examination of members when sum assured exceeds free cover limit for Group Life Assurance and Provident Fund.

SECTION V - SCHEDULE OF REQUIREMENTS

See attached price schedule below

Notes for preparing Schedule of Requirements

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

SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the Moi University.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the Moi University.

FORM OF TENDER

To: _____ Date _____
Name and address of procuring entity: _____ Tender No. _____
Tender Name _____

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of

.....
.....[Total Tender amount in words and figures]
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

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

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

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

Dated this _____ day of _____ 2019

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20_____ between
 [name of Procurement entity] of _____ [country of Procurement
 entity] (hereinafter called “the Moi University”) of the one part and
 [name of tenderer] of _____ [city and country of tenderer]
 (hereinafter called “the tenderer”) of the other part:

WHEREAS the Moi University invited tenders for the GPA cover and has
 accepted a tender by the tenderer for the supply of the services in the sum of _
 _____ [contract
 price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (c) the Details of cover
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of Contract; and
 - (f) the Moi University’s Notification of Award
3. In consideration of the payments to be made by the Moi University to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Moi University to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Moi University hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

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

Signed, sealed, delivered by _____ the _____ (for the Moi University)

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____



CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

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

Part _____ General:

Business Name
 Location of business premises
 Plot No. Street/Road
 Postal Address Tel. No.Fax Email
 Nature of business
 Registration Certificate No.

Maximum value of business which you can handle at any one time Kshs.
 Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age
 Nationality Country of origin
 Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public

State the nominal and issued capital of the company –

Nominal Kshs..

Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of Moi University*] (hereinafter called <the Moi University> in the sum of [*state the amount*] for which payment well and truly to be made to the said Moi University, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

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

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

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

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)



INSURANCE COMPANY'S AUTHORIZATION FORM

To *[name of the Moi University]*

WHEREAS *[Name of the Insurance Company]* who are established and reputable Insurer of *[Name and/or description of the Service]* having business premises at *[Address of the premise]* do hereby authorize *[Name and address of broker]* to submit a tender, and subsequently negotiate and sign the Contract with you against tender No. *[Reference of the Tender]* for the above service offered by us.

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

[Signature for and on behalf of the insurance company]

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



PERFORMANCE SECURITY FORM

To:
[Name of Moi University]

WHEREAS [name of tenderer]
(Hereinafter called “the tenderer”) has undertaken, in pursuance of
Contract No. _____ [reference number of the contract] dated __
_____ 20 _____ to _____ supply

.....
[description of insurance services] (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract
that the tenderer shall furnish you with a bank guarantee by a
reputable bank for a sum specified therein as security for
compliance with the Tenderer’s performance obligations in
accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and
responsible to you, on behalf of the tenderer, up to a total of
.....

[amount of the guarantee in words and figures], and we undertake to
pay you, upon your first written demand declaring the tenderer to
be in default under the Contract and without cavil or argument, any
sum of money within the limits of
..... [Amount of guarantee] as
aforesaid, without your needing to prove or to show grounds or
reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____
20 __

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)



LETTER OF NOTIFICATION OF AWARD

Address of Moi University

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER



FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Moi University*)

Request for review of the decision of the..... (*Name of the Moi University*) ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

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

- 1.
- 2.
- etc.

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

- 1.
- 2.
- etc

SIGNED(Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of20.....

SIGNED
Board Secretary



APPENDIX TO INSTRUCTIONS TO TENDERERS

The following information regarding the particulars of the tender shall complement, supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to tenderers	Particulars of Appendix to instructions to tenderers
2.1	The bidder must be registered Insurance broker by IRA for Provision of Insurance Brokerage Services.
2.2	Price to be charged for tender documents. Kshs.1,000 for hard copy documents and free for documents issued electronically.
2.10	Particulars of other currencies allowed: None
2.11	Particulars of eligibility and qualification documents of evidence required. Copies of: <ul style="list-style-type: none"> i. Certificate of Registration ii. Certificate of valid tax compliance iii. Form of Tender iv. Fully filled confidential business questionnaire v. Must currently be registered Insurance broker by IRA vi. The recommended underwriter must currently be registered by IRA
2.12	Particulars of tender security if applicable. Tender Security Kes. 250,000.00 (Two hundred Fifty thousand shillings only) below: <ul style="list-style-type: none"> e. Cash; f. A bank guarantee; g. Such insurance company guarantee as may be approved by the Authority; h. A letter of credit; or i. Guarantee by a deposit taking microfinance institution, Sacco Society, Youth Enterprise Development Fund or the Women Enterprise Fund.
2.13	Validity of Tenders: Tenders shall remain valid for 150 days from the opening date.
2.16.3	Bulky tenders which do not fit in the tender box shall be delivered to the Procurement Department situated at Administration Block Ground Floor.

2.22	<p>Evaluation criteria The following requirements must be met by the tenderer notwithstanding other requirements in the tender documents: a. Mandatory Requirements (MR)</p>	
	<p>No.</p>	<p>Requirements</p>
		<p>Responsive or not responsive</p>
MR1	Must submit a copy of certificate of registration/incorporation for underwriter	
MR2	Must submit a copy of a valid tax compliance certificate and PIN for underwriter	
MR3	Must fill the price schedule in the format provided (Broker)	
MR4	Must fill the form of tender in the format provided (Broker)	
MR5	Must submit a dully filled tender security form in format provided (broker)	
MR8	Must submit a dully filled up confidential business questionnaire in format provided. (Broker)	
MR9	A list of all the directors of the bidding company, Name of the owners and beneficiaries (Attach documentary evidence) underwriter and broker	
MR11	A signed statement that the bidder does not have a conflict of interest in relation to the procurement (broker)	
MR12	A signed statement that the bidder, or any of its directors or officers, have not been convicted of any criminal offence relating to professional conduct or making or false statement or misrepresentations to its qualifications to enter into a procurement contract with a period of three years preceding the commencement of procurement proceedings; and (broker)	
MR13	A signed statement that the bidder is not debarred from participating in public procurement. (broker and underwriter)	
MR14	Must be a member of the Association of Kenya Insurance (AKI) underwriter	
MR15	Must submit a copy of the audited accounts for the previous 3 year for 2016, 2017 and 2018 (broker)	
MR16	Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted. (underwriter and broker)	
MR17	Must be a current member of the Association of Insurance Brokers (AIB) (broker)	
MR18	Must currently be registered Insurance broker by IRA	
MR19	The recommended underwriter must currently be registered by IRA	
MR 20	Must paginate all pages in the Bid document	
	<p>At this stage, the tenderers' submission will either be responsive in all the mandatory requirements (MR) above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered further.</p>	

CRITERIA FOR TECHNICAL EVALUATION

TENDER NO. MU/T/1/2019 – 2020 FOR PROVISION OF INSURANCE SERVICES

EVALUATION CRITERIA

1. The recommended General business and long term insurance, profit and loss accounts for the period ended 30TH June, 2019 must not be negative(loss) as per the Annual Insurance Industry Report for the period of April-June, 2019.
2. The recommended underwriter must not be under statutory management.
3. The recommended underwriter must not be a new entrant as per the Insurance Regulatory Authority Report 2019- must have been in the in the industry for the last four (4) years.
4. Brokers must obtain authorization letter from their recommended underwriter.
5. The underwriter for Group Life Assurance for the Pension Scheme and Provident Fund must have handled such a cover with a large institution involving similar sums or more for the last three years and proof is required.
6. The underwriter Must have done annual gross premiums in previous year of :-
 - a. General insurance Kshs. 1 billion.
 - b. Life assurance 2 billion.
7. The underwriter Must have paid up capital of at least :-
 - (a) General insurance Kshs. 250 million.
 - (b) Life assurance 450 million.
8. The underwriter Must give a list of 5 (five) reputable clients and the total clients premiums for the previous years
9. The underwriter Must have total number of management staff of at least 10 (No).



10. Insurance Broker Must have a Bank guarantee as below deposited with the Commissioner of Insurance and a Copy be submitted
 - (a) General insurance Kshs. 3 million.
 - (b) Life assurance 5 million.

11. Insurance Broker Must have a Professional Indemnity Insurance Cover of at least Kshs. As below_ and a copy be submitted
 - (a) General insurance Kshs. 100 million.
 - (b) Life assurance 200 million.

12. Insurance Broker Must give a list of 5 (five) reputable clients and the total clients premium in the previous year

The tenderer must submit all the requirement in the technical criteria to pass to the next stage of competitive premium quoted. Failure to submit one or more will be eliminated from the entire evaluation process and will not be considered further.

MOI UNIVERSITY
 INSURANCE PREMIUM SCHEDULE – 2019-2020
 FOR THE PROVISION OF INSURANCE BROKERAGE SERVICES
 TENDERERS ARE ADVISED TO QUOTE FOR CATEGORIES OF POLICIES AS INDICATED BELOW
 NB: FOR YOUR QUOTATION MUST BE ON THIS DOCUMENT

TENDER NO. MU/T/I/2019-2020

POLICY NO. I: FIRE AND PERILS

EFFECTIVE FROM:

1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I	Fire and perils	Loss of damage by fire and lightning, bush fire, earthquake (fire and shock) explosion, storm tempest flood, overflowing and/or bursting of water pipes and tank, aircraft impact, riots, strikes and malicious damage.	All University buildings situated in Kenya	i. On building, plus work in progress	4,867,131,778.00		
				ii. Stocks	357,786,000.00		
				iii. Furniture, plants and equipment's	630,156,000.00		
				iv. Office equipment's and/or computers and related equipment's	45,146,000.00		
				v. Margaret Thatcher Library Building	331,443,840.00		
				vi. Margaret Thatcher Library Libraries Stocks and Books	50,000,000.00		
				vii. Total Value			
				TOTAL VALUE	6,281,663,618.00		

NB: NBV – Net book value per 30th June, 2018 financial statements.

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO.

MU/T/I/2019-2020

POLICY NO. 2: BURGLARY

EFFECTIVE FROM:

1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
2	Burglary	Loss of damage of property insured resulting from forcible or violent entry/exit from premises	All University buildings situated in Kenya	i. Special cover	15,000,000.00		
				ii. Stock of books	150,000,000.00		
				iii. First Loss	3,000,000.00		
				iv. Furniture, plants and equipment	46,412,000.00		
				Total value	214,412,000.00		

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 3: MONEY

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
3	Money	Indemnity against loss of money in transit and/or to the limits as defined in the policy	Kenya	i. Money on transit including whilst at premises	5,000,000.00		
				ii. Money in safe outside business hours	2,000,000.00		
			iii. Damage to safe	1,000,000.00			
			iv. Money in hands of authorized employees on safari or in their residences	1,000,000.00			
			v. Estimated annual carry	100,000,000.00			

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 4: PUBLIC LIABILITY

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
4	Public liability	Indemnity against legal liability to third parties in respect of accidental death, bodily injury and/or illness and/or loss or damage to property in the course of the insures business	Kenya including work away from premises	i. General liability claims including any one claim	6,000,000.00		
				ii. Any one period	Unlimited		
				iii. Food and drinks claims any one period	6,000,000.00		
				iv. Any one period	12,000,000.00		

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 5: GROUP PERSONAL ACCIDENT –
(COUNCIL MEMBERS)

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
5	Group Personal Accident (Council Members)	Covering 6 Council members against accidental death and/or injury in accordance with the benefits specified in the policy	World wide	i. Death	2,000,000.00		
				ii. Permanent total disablement	1,000,000.00		
				iii. Temporary disablement	500,000.00		
				iv. Medical expenses	500,000.00		
				TOTAL VALUE	4,000,000.00		

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020 POLICY NO. 6: GROUP PERSONAL ACCIDENT MIDDLE AND SENIOR GRADES STAFF

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
6	Group personal accident cover (middle and senior grades staff Grade 5-18)	Covering 1923 staff members against accidental death and/or injury in accordance with the benefits specified in the policy	World wide	i. Death 5 years salary	-		
				ii. Permanent total disablement 5 years salary	-		
				iii. Temporary total disablement actual weekly earnings limited per person per year	800,000.00		
				iv. Medical	-		
				TOTAL	178,109,309.45		

ANNUAL EARNINGS – 31ST May, 2018 BASIC PAY

Tenderer Signature.....

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MOI UNIVERSITY

TENDER NO.

MU/T/I/2019-2020

POLICY NO. 7: GROUP PERSONAL
ACCIDENT (AVIATION)

EFFECTIVE FROM:

1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
7	Group personal accident cover (Aviation)	Only ten lives on any one aircraft	World wide	i. Death 5 years salary			
				ii. Permanent total disablement – 5 years' salary			
				iii. Temporary total disablement actual weekly earnings			
				iv. Estimated amid: Annual earnings for the (10) highest paid employees(basic pay)	48,149,088.00		
				v. Medical	500,000.00		

Tenderer Signature.....

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MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020 POLICY NO. 8: PRIVATE CAR COMPREHENSIVE

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
8	Private car comprehensive	Indemnity against loss or damage to motor vehicle and legal liability to third party arising out of use of motor vehicle owned by the insured as specified	Kenya	(as per attached schedule)	27,666,860.01		
				i. Total value			
				ii. Third party persons	Unlimited		
				iii. Third party property	Unlimited		
				iv. Passenger per person	2,000,000.00		
				v. Towing charges	60,000.00		
				vi. Repair authority (excess)	20,000.00		
vii. Medical	10,000.00						

Tenderer Signature.....

Rubber Stamp.....

SCHEDULE ATTACHING TO MOTOR VEHICLE (PRIVATE)

POLICY NO. 8
(2019/2020)

S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	NO. PASS.	TYPE OF INSURANCE	YEAR OF PURCHASE	VALUE AT YEAR OF PURCHASE	VALUE 2019/2020	VALUATION 2019/2020
36.	KAR 438 L	TOYOTA COR. SALOON	NAIROBI - COUCNIL	5	Private Comp.	2004	618,000.00	244,423.84	160,680.00
37.	GK V701	SUZUKI TROOPER	S.O.M	5	Private Comp	1998	210,000.00	83,056.65	21,200.00
38.	GK Y784	L/R 110 Tdi ST. WAGON	S.O.M P/H	5	Private Comp		201,709.01	201,709.01	201,709.01
39.	KAR 477 L	TOYOTA PRADO WAGON	COUNCIL	5	Private Comp	2004	1,290,000.00	510,205.09	296,700.00
40.	KAR 480 L	TOYOTA PRADO WAGON	COUNCIL	5	Private Comp	2004	1,206,000.00	476,982.41	241,200.00
41.	KAW 149 Z	TOYOTA PRADO WAGON	NAIROBI - VC	5	Private Comp	2006	1,428,000.00	564,785.18	171,360.00
42.	KAN 526 U	TOYOTA PRADO WAGON	S.O.M - DEAN	5	Private Comp	2006	942,000.00	372,568.35	188,400.00
43.	KBT 998N	TOYOTA PRADO	VICE CHANCELLOR	5	Private Comp	2012	9,710,000.00		2,427,000.00
44.	KBL 551 G	TOYOTA COR. SALOON	P.S.S.P	5	Private Comp	2010	2,000,000.00	640,722.68	360,000.00
45.	KAJ 387 S	NISSAN D/CABIN	TOURISM	5	Private Comp	1998	660,000.00	156,621.08	151,800.00
46.	KBB 867 S	NISSAN X - TRAIL	FINANCE	5	Private Comp	2008	2,900,000.00	280,019.55	493,000.00
47.	KCK 690 U	T/P/UP D/CAB	D.L.P	5	Private Comp	2017	6,330,000.00	5,510,000.00	5,510,000.00
48.	KBB 452 S	ISUZU GRAND VITARA	FINANCE	5	Private Comp	2007	2,200,000.00	522,070.31	990,000.00
49.	KBB 428 F	TOYOTA L/CRUISER	S.P.H	5	Private Comp	2008	1,680,000.00	1,260,000.00	252,000.00
50.	KBB 414 S	TOYOTA HILUX D/CAB P/U	S.O.M - VRIL	5	Private Comp	2010	3,200,000.00	759,375.00	1,440,000.00
51.	KAY 037 V	NISSAN HB D/CAB P/U	S.O.M	5	Private Comp	2007	2,942,002.00	700,045.84	1,500,421.00
52.	KBU 120 T	TOYOTA HIACE	MTL. LIBRARY	4	Private Comp	2012	4,370,000.00	1,125,000.00	1,485,800.00
53.	KBU 370 T	T/COROLLA	S.O.M	5	Private Comp	2012	3,000,000.00		2,505,000.00
54.	KAH 044 F	TOYOTA P/UP D/C	POOL	5	Private Comp	1996	350,000.00	45,384.53	42,000.00
55.	KZX 821	TOYOTA P/UP D/C	Estates	5	Private Comp				58,190.00
56.	KAL 645 U	TOYOTA L/C	C.H.S	5	Private Comp				170,400.00
57.	KCP 432 K	LAND CRUISER	AMBULANCE	4	Private Comp	2018			9,000,000.00

27,666,860.01

SIGNED BY: *[Signature]*

DATE: 31/7/19

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 9: MOTOR COMMERCIAL
COMPREHENSIVE/GOODS

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
9	Motor commercial compressive/goods carrying	Indemnity against loss or damage to motor vehicle and legal liability to third party arising out of use of motor vehicle owned by the insured as specified	Kenya	(as per attached schedule)	10,581,300.00		
				i. Motor commercial comprehensive goods carrying			
				ii. Complete with passenger liability cover			
				iii. 3 rd party persons	Unlimited		
				iv. 3 rd party property	Unlimited		
v. Towing charges	60,000.00						

Tenderer Signature.....

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SCHEDULE ATTACHING TO MOTOR COMMERCIAL (GOODS CARRYING)

POLICY NO. 9 (2019/2020)									
S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	TONNE(S)	Type of insurance	Year of purchase	Value at year of purchase	VALUE 2019/2020	VALUATION 2019/2020
58.	KAG 897 F	TOYOTA LORRY	POOL	2	Commercial/Comp.	1996	800,000.00	189,843.8	184,000.00
59.	KAH 048 F	TOYOTA P/UP	SECURITY	3	PSV. Comp.	1996	350,000.00	80,683.61	40,800.00
60.	KBB 163 S	TOYOTA HILUX P/UP	S.O.M	3	PSV. Comp	2009	1,500,000.00	355,957.1	765,000.00
61.	KZX 332	ISUZU LORRY	RIVATEX	2	Commercial/Comp.	1990	1,012,500.00	759,375.0	121,500.00
62.	KCP 990 K	ISUZU	FARM	2	Commercial/Comp.	2017			3,960,000.00
63.	KCK 689 U	T/P/UP S/CAB	DLP	3	PSV. Comp.	2017	5,510,000.00	5,510,000.00	5,510,000.00

10,581,300.00

SIGNED BY:

Miley

DATE:

31/7/19

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 10: COMPUTERS

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
10	Computers, Printers and copiers	Loss or damage to machinery declared by an accidental cause whilst working, at rest, dismantling or re-assembly for maintenance, movement or repair	Kenya	Number of computers – 1800 i. Total sum	49,052,000.00		

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. II: MOTOR COMMERCIAL

COMPREHENSIVE/PASSENGER VEHICLE CARRYING COMPLETE WITH FULL PASSENGER

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
II	Motor commercial comprehensive/passenger carrying complete with full passenger	Indemnity against loss or damage to motor vehicle and legal to 3 rd party arising out of use of motor vehicles owned by the insured as specified	Kenya	As per attached schedule	59,643,430.60		
				i. Total value			
				ii. 3 rd party persons	Unlimited		
				iii. 3 rd party property	Unlimited		
				iv. Passenger per person	2,000,000.00		
v. Towing charges	60,000.00						

Tenderer Signature.....

Rubber Stamp.....

SCHEDULE ATTACHING TO MOTOR COMMERCIAL PASSENGER VEHICLE (COMPLETE WITH FULL PASSENGER LIABILITY COVER)

**POLICY NO 11
(2019/2020)**

S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	No. pass	TYPE OF INSURANCE	YEAR OF PURCHASE	VALUE AT YEAR OF PURCHASE	VALUE 2019/2020	VALUATION 2019/2020
1.	KAR 653 L	TOYOTA HIACE	COUNCIL	10	PSV. Comp.	2004	880,000.00	208,828.12	105,600.00
2.	KAV 614 E	TOYOTA HIACE	VRIL	10	PSV. Comp.	2005	1,040,000.00	246,796.68	239,200.00
3.	KAN 690 U	TOYOTA HIACE	C.H. SCIENCES	10	PSV. Comp.	2003	840,000.00	199,335.93	126,000.00
4.	KAT 762 X	NISSAN URVAN	SCHOOL OF LAW	10	PSV. Comp.	2005	1,100,000.00	261,035.17	198,000.00
5.	KAY 613 V	TOYOTA HIACE	S.O. MEDICINE	10	PSV. Comp.	2007	1,670,000.00	396,298.84	617,900.00
6.	KAN 641 U	TOYOTA HIACE	S.O. MEDICINE	10	PSV. Comp.	2003	700,000.00	166,113.30	140,000.00
7.	KAY 219 V	TOYOTA HIACE	EDUCATION KITALE	10	PSV. Comp.	2007	1,340,000.00	317,988.30	308,200
8.	KAW 052 Z	TOYOTA HIACE	PSSP LIBRARY	10	PSV. Comp.	2006	1,100,000.00	261,035.18	132,000.00
9.	KAH 170 F	NISSAN URVAN	CATERING	13	PSV. Comp.	1996	620,000.00	147,128.93	161,200.00
10.	KAN 900 U	ISUZU BUS MV 123	POOL	62	PSV. Comp.	2003	2,720,000.00	215,156.25	544,000.00
11.	KAT 974 X	ISUZU BUS MV 123	POOL	62	PSV. Comp.	2005	3,010,000.00	714,287.11	361,200.00
12.	KBJ 063U	UD NISSAN D. Bus	POOL	62	PSV. Comp.				2,755,000.00
13.	KAT 756X	ISUZU BUS MV 123	TOWN CAMPUS	62	PSV. Comp.				361,200.00
14.	KAN 473 U	ISUZU M/BUS	C.S.E.	29	PSV. Comp.	2002	850,000.00	67,236.34	161,500.00
15.	KAN 646 U	TOYOTA COASTER	S.O.M	25	PSV. Comp.	2002	1,860,000.00	441,386.74	334,800.00
16.	KAJ 890 S	TOYOTA COASTER	S.O.M	25	PSV. Comp.	2000	1,460,000.00	346,464.86	175,200.00
17.	KBB 289 S	NSSAN URVAN E24	D. OF STUDENTS	10	PSV. Comp.	2008	1,760,000.00	417,656.25	211,200.00
18.	KBB383 S	NISSAN URVAN E24	INTERNAL AUDIT	10	PSV. Comp.	2008	1,380,000.00	327,480.49	317,400.00
19.	KBB 290 S	NISSAN URVAN E24	PURCHASING	10	PSV. Comp.	2008	1,680,000.00	396,671.88	201,600.00
20.	KCK 581 U	ISUZU BUS MV 123	POOL	67	PSV comp	2017	12,095,000.00		12,095,000.00
21.	KCK 583 U	ISUZU BUSMV 123	POOL	67	PSV Comp	2017	12,095,000.00		12,095,000.00
22.	KAH 041 F	T/COASTER M/B	POOL	25	PSV Comp.	1996	650,000.00		78,000.00
23.	KCK 811 U	TOYOTA L/CRUISER	PROJECT	9	Private comp.	2017	7,400,000.00		7,400,000.00

SIGNED BY:

M. K. K.

DATE:

31/7/19

SCHEDULE ATTACHING TO MOTOR COMMERCIAL PASSENGER VEHICLE (COMPLETE WITH FULL PASSENGER LIABILITY COVER)

POLICY NO 11 (2019/2020)

S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	NO. PASS.	TYPE OF INSURANCE	YEAR OF PURCHASE	VALUE AT YEAR OF PURCHASE	VALUE 2019/2020	VALUATION 2019/2020
24.	KBB 717 S	TOYOTA HIACE	S.O.M	14	PSV. Comp.	2008	2,990,000.00	709,541.00	897,000.00
25.	KBB 786 S	TOYOTA HIACE	S.O.M	14	PSV. Comp.	2008	3,030,000.00	719,033.21	1,030,200.00
26.	KBG 404 S	NISSAN URVAN E24	S.O.M	10	PSV. Comp.	2008	2,270,000.00	538,682.06	1,021,500.00
27.	KBB 900 S	NISSAN URVAN E24	NAIROBI	9	PSV. Comp.	2008	2,428,000.00	495,966.80	728,400.00
28.	KBL 678 G	NISSAN URVAN	SECURITY	14	PSV. Comp.	2007	2,942,000.00	698,150.93	735,500.00
29.	KBN 203 E	ISUZU BUS	POOL	62	PSV. Comp.	2010	8,741,000.00	1,862,841.80	2,622,000.00
30.	KBU 119 T	TOYOTA HIACE	PSSP - BBM	9	PSV. Comp.	2012	5,795,000.00	2,812,500.00	1,970,000.00
31.	KBU 118 T	TOYOTA HIACE	EDUCATION PSSP	14	PSV. Comp.	2012	5,900,000.00	2,812,500.00	2,301,000.00
32.	KBU 106 T	TOYOTA HIACE	DVC - R&E	9	PSV. Comp.	2012	5,945,024.00	2,812,500.00	1,724,057.00
33.	KBW 196 V	TOYOTA HIACE	COUNCIL	9	PSV. Comp.	2013	7,103,700.00	3,937,500.00	3,551,850.00
34.	KBW 195 V	TOYOTA HIACE	EXAMINATION	9	PSV. Comp.	2013	6,595,385.00	3,937,500.00	2,374,339.00
35.	KBQ 217 D	TOYOTA HIACE	SHRD	9	PSV. Comp.	2010	4,900,000.00		1,568,000.00

59,643,430.60

SIGNED BY: *hichel*

DATE: 31/7/19

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 12: WORK INJURY BENEFIT ACT

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
12	Work Injury Benefit Act (Employers liability and Workmen compensation)	Indemnity in respect of death or injury to employees arising out of and in the course of their employment and directly due to breach of common Law or Statutory duty by employer	Kenya	All employees numbering over 2762. Estimated annual salary	194,567,706.15		
				100-casual workers	16,800,000.00		
				TOTAL	211,367,706.15		

31st May, 2018 basic pay

Tenderer Signature.....

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MOI UNIVERSITY

TENDER NO. MU/T/1/2019-2020

POLICY NO. 13: FIDELITY GUARANTEE

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I3	Fidelity guarantee	Indemnity against loss of money and/or stock caused by the fraud or dishonesty of the insured employees	Kenya	All employees handling cash, stocks and stores. Total Number – 50	2,000,000.00 per person		
				In aggregate	10,000,000.00		

Tenderer Signature.....

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MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 14: MOTOR COMMERCIAL
COMPREHENSIVE – TRACTOR

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I4	Motor commercial comprehensive (tractor)	Indemnity against loss of damage to motor vehicle and legal liability to 3 rd party arising out of use of motor vehicles owned by the insured as specified.	Kenya	Specified tractors (as per the schedule)	416,920.00		
				i. Tractors			
				ii. Trailers	19,205.00		
				iii. 3 rd party persons	Unlimited		
				iv. 3 rd party property	Unlimited		
				v. Passenger per person	2,000,000.00		
vi. Towing charges	60,000.00						

Tenderer Signature.....

Rubber Stamp.....

SCHEDULE ATTACHING TO MOTOKOMMERCIAL (GOODS CARRYING - TRACTOR TRAILERS)

POLICY NO. 14
(2019/2020)

S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	TON/HP	Type of insurance	Year of purchase	Value at year of purchase	VALUE 2019/2020	VALUATION 2019/2020
64.	KXL 432	TRACTOR MF 290	FARM	82HP	Commercial/Comp.	1990	120,000.00	47,460.94	30,000.00
65.	KYF 881	TRACTOR MF 290	FARM	84HP	Commercial/Comp.	1990	210,000.00	83,056.65	52,500.00
66.	KA 223 P	TRACTOR MF 365	ESTATES	68HP	Commercial/Comp.	1990	210,000.00	83,056.65	35,700.00
67.	KAL 532 M	TRACTOR MF 399	FARM	110HP	Commercial/Comp.	1998	348,000.00	137,636.74	48,720.00
68.	KAT 310 X	TRACTOR MF 399	FARM	110HP	Commercial/Comp.	2005	1,000,000.00	750,000.00	250,000.00

416,920.00

TRAILLER

S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	TON/HP	Type of insurance	Year of purchase	Value at year of purchase	VALUE 2019/2020	VALUATION 2019/2020
69.	ZA 982	TRAILLER			Commercial/Comp.	1998	20,592.00	8,144.33	7,207.00
70.	ZA 9527	TRAILLER			Commercial/Comp.	1998	11,880,000.00	4,698.60	6,296.00
71.	ZB 115480	TRAILLER			Commercial/Comp.	2006	11,880,000.00	4,698.60	5,702.00

19,205.00

SIGNED BY:

[Handwritten Signature]

DATE:

31/7/19

MOI UNIVERSITY

TENDER NO. MU/T/1/2019-2020

POLICY NO. 15: MOTOR CYCLES

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I5	Motor Cycles	As specified in the schedule	Kenya	Specified i. Total value	61,600.00		
				ii. 3 rd party	Unlimited		
				iii. 3 rd party property	Unlimited		

Tenderer Signature.....

Rubber Stamp.....

SCHEDULE ATTACHING (MOTOR CYCLES)

POLICY NO. 15 (2019/2020)	
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S/N	REG. NO.	MAKE/MODEL	DEPARTMENT	NO. OF PASS	Type of insurance	Year of purchase	Value at year of purchase	VALUE 2019/2020	VALUATION 2019/2020
72.	KBN 099 E	PIAGIO TUKTUK	DEAN OF STUDENTS	4	M/C comp.	2010	440,000.00	139,218.75	61,600.00

61,600.00

SIGNED BY:

DATE:

MOI UNIVERSITY

TENDER NO. MU/T/1/2019-2020

POLICY NO. 16: EMPLOYERS LIABILITY
COMMON LAW

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I6	Employers liability common law	Indemnity in respect of death or injury to employees arising out of and in the course of their employment in accordance with the common law liability	Kenya	All employees including casuals workers numbering over 2862 and with estimated annual salary	211,367,706,15		

Tenderer Signature.....

Rubber Stamp.....

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020 POLICY NO. 17: GROUP LIFE ASSURANCE FOR MOI UNIVERSITY PENSION SCHEME, PREMIUM BASED ON SALARY

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
I7	Group Life Assurance for Moi University Pension Scheme, Premium based on salary	Group Life Assurance and last expenses cover for 1756 members of staff in the CD carrying data on pension staff (CD enclosed)	Kenya	Assured benefits <ul style="list-style-type: none"> • Death – 3years basis salary • Total annual earnings of persons injured • Last expenses cover 	5,721,115,608.00 200,000.00		
	University of Eldoret	Members of Staff 598		Total Annual Earning for person injured	2,010,116,232.00		
	Kibiang'a University	Members of staff 3		Total annual earnings of persons injured	20,068,632.00		
	Masinde Muliro University	Members of staff 4		Total Annual Earning for person injured	28,383,084.00		
	Karatina University	Members of staff 311		Total annual earnings of persons injured	983,867,176,80		
	Rongo University	Members of staff 256		Total Annual Earning for person injured	731,386,116.00		
	Garissa University	Members of staff 112		Total annual earnings of persons injured	338,207,616.00		
	Kisii University	Members of staff 1		Total Annual Earning for person injured	21,390,012.00		
	Alupe University	Members of staff 53		Total Annual Earning for person injured	201,786,696.00		
	RIVATEX	Members of staff 370		Total annual earnings of persons injured	186,605,640.00		
	Bomet	Members of staff 34		Total Annual Earnings of Persons Injured	120,499,596.00		
TOTAL		3,498			10,363,626,408.80		

Tenderer Signature.....

Rubber Stamp.....

GROUP LIFE ASSURANCE SCHEME (PENSION) CLAIMS EXPERIENCE FROM 2015-2018

Year	No. of deaths	Total benefits paid Kes.	Claims Ratio%
2015/2016	15	49,677,372.00	134%
2016/2017	12	45,480,772.00	128%
2017/2018	15	47,202,313.00	133%
2018/2019	18	69,560,126.00	154%
4 YEARS TOTALS	60	211,920,583.00	138%

NB: For more information e.g. CD, please contact us on:
TEL: 053-43620, 0790940508, 0736138770, 0771336911

PROVIDENT FUND CLAIM EXPIRIENCE FROM 2015-2018

Year	NO. OF CLAIMS/DEATHS	TOTAL BENEFITS PAID KES.	CLAIMS RATIO %
2015/2016	11	3,991,392.00	143%
2016/2017	2	2,644,352.00	101%
2017/2018	9	4,680,232.00	178%
2018/2019	4	3,117,092.00	119%
3 YEAR FOR PROVIDENT FUND	26	14,433,068.00	135%

NB: For more information e.g. CD, please contact us on:
TEL: 053-43620, 0790940508, 0736138770, 0771336911

MOI UNIVERSITY

TENDER NO. MU/T/1/2019-2020 POLICY NO. 19: GROUP MEDICAL INSURANCE COVER FOR MOI UNIVERSITY COUNCIL MEMBERS

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
19	Group Medical Insurance Cover	Covering 6 Council members against being injured or falling sick when strictly on official business of Moi University as per attached schedule	Kenya	• Inpatient	2,000,000.00		
				• Outpatient	100,000.00		
				• Funeral expenses	100,000.00		
				Total value	2,200,000.00		

Tenderer Signature.....

Rubber Stamp.....

MEMBERS OF THE 10TH MOI UNIVERSITY COUNCIL

S/NO	NAME	GENDER	AGE
1	Dr. Jeremiah Ntolo Koshal	Male	48
2	Commissioner Hamisi Dena	Male	45
3	CPA Hilda Muchunku	Female	42
4	Ms. Elizabeth Obel-Lawson	Female	64
5	Mr. Vincent Chokaa	Male	51
6	Mr. David Kipruto Rono	Male	59

MOI UNIVERSITY

TENDER NO. MU/T/I/2019-2020

POLICY NO. 20: AIRCRAFT

EFFECTIVE FROM: 1ST NOVEMBER 2019 – 31ST AUGUST, 2020

POLICY NO.	POLICY	LOSS TO BE COVERED	SITUATION	INTEREST	SUM ASSURED (KSH)	PREMIUMS QUOTED (KSHS)	RECOMMENDED UNDERWRITER
20	Aircraft	Aviation Personal Accident	Kenya	Specified: i. Total value	19,500.000.00		
		Loss or damage to aircraft		ii. 3 rd party			
		Legal liability to third parties (excluding passengers)		iii. 3 rd party property			

Tenderer Signature.....

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