



## NOTICE OF REQUEST FOR EXPRESSION OF INTEREST (EOI)

(Leading to Request for Proposals for General Insurance (Personal Accident, WIBA and Comprehensive Motor Vehicle Covers) for the County Government of Kiambu).

EOI Ref: CGK/EOI/ADMIN/01/2022-23

ISSUED: 29<sup>th</sup> September 2022

### **Contacts:**

**Director, Supply Chain Management**  
**County Government of Kiambu**  
**P.O Box 2344-00900 Kiambu**  
TEL: 0202540022 / 0113326142  
Email: [dscm@kiambu.go.ke](mailto:dscm@kiambu.go.ke) or [tenders@kiambu.go.ke](mailto:tenders@kiambu.go.ke)

### **Submission Address:**

**Submit manually by dropping-off sealed envelopes on the Tender box located at:**  
COUNTY GOVERNMENT OF KIAMBU HEADQUARTERS  
GROUND FLOOR, MAIN RECEPTION-GOVERNOR'S OFFICE  
KIAMBU ROAD

To be received on or before the submission deadline at: 1200hrs, Friday, 14<sup>th</sup> October 2022.

**DESCRIPTION OF REQUIREMENTS**

The County Government of Kiambu believes it is at its best when its employees are at theirs. The county therefore strives to provide an exceptional and meaningful working environment by removing barriers both inside and outside of work. Towards this end and in fulfilment of our duty to care and to mitigate our risks, the county has made it a policy to have the following classes of insurance.

1. General Insurance (Personal Accident)
2. WIBA
3. Comprehensive Motor Vehicle

As a forward-looking organization, we are always on the lookout for ways than can streamline the management and administration of our insurance policies and related supportive services in addition to optimizing value in the acquisition of underwriting Services for the different classes of insurance.

The expected deliverables of services include but are not limited to:

- a) The proposed contract to be established for an initial two-year period with option to extend annually for up to two additional years based on satisfactory performance.
- b) The successful bidder shall offer consultative guidance including underwriting support on analysis of expenses as well as recommendations for cover modifications to efficiency.
- c) There shall be a dedicated team for claims processing
- d) Fraud detection systems and investigation capabilities for further referral to the county for action.
- e) Communication services for education and awareness-building of members in print and electronic media
- f) Client satisfaction surveys annually and related service improvement reports
- g) WIBA and GPA shall be available to the 6734 proposed beneficiaries.
- h) Comprehensive Motor vehicle Insurance shall cover all county Vehicles, Machinery, and Motorcycles

**FORMAT AND REQUIREMENTS FOR COMPLETION OF EXPRESSION OF INTEREST**

S/NO	PARTICULARS	REQUIRED INFORMATION	FIRM'S RESPONSE
1.	Proposed Insurance cover and features features	Understanding and how firms' response captures the requirements of the proposed covers.	
2.	Legal and licensing requirements	Demonstrate eligibility by evidence of statutory requirements and Licences to operate medical insurance business eg. Current Tax Compliance Certificate from Kenya Revenue Authority (KRA), Valid Registration or License from relevant authorities such as IRA, Valid Insurance underwriting /Brokerage Services License from relevant authorities such as IRA, Valid underwriter/ Insurance Provider License from relevant authorities such as IRA,	

3.	Experience	Demonstrate experience in providing relevant corporate insurance plans e.g., Number of years the firm has in handling class of insurance, List of corporate clients where general insurance services are being provided/have been provided, indicating the extent covered and book value.	
4.	References	Include List of references from corporate clients where insurance services are being provided/have been provided.	
5.	Any other relevant Information		

This Expression of Interest (EOI) is intended to lead to the identification of providers of general insurance with sufficient capacity and experience to provide the following above classes of policies in the best possible way and in a manner that enables County Government of Kiambu to meet its expectations

#### Submission Of Responses

Hard copy of the EOI and USB Flash drives containing soft copy versions must be submitted manually to the address below on or before Friday, 14<sup>th</sup> October 2022 before 1200hrs East African Time in a sealed envelope clearly marked EXPRESSION OF INTEREST FOR PROVISION OF GENERAL INSURANCE (PERSONAL ACCIDENT, WIBA AND COMPREHENSIVE MOTOR VEHICLE COVERS) FOR THE COUNTY GOVERNMENT OF KIAMBU. - EOI Ref: CGK/EOI/ADMIN/01/2022-23

Participants who download the EOI documents should forward their particulars immediately for records and arising communication of any EOI clarifications to the emails [tenders@kiambu.go.ke](mailto:tenders@kiambu.go.ke)

For clarifications and questions, prospective bidders may call the numbers 0202540022 or 113326142 or email their questions to [dscm@kiambu.go.ke](mailto:dscm@kiambu.go.ke) .

All prospective bidders are invited to attend the Pre-Bid Conference meeting on Wednesday, 5th October 2022.

#### ADDRESS FOR SUBMISSION OF BIDS

DROP-OFF SEALED BID ENVELOPES IN THE TENDER BOX LOCATED AT  
COUNTY GOVERNMENT OF KIAMBU HEAD QUARTERS  
GROUND FLOOR, MAIN RECEPTION-GOVERNOR’S OFFICE  
P.O. BOX 2344-00900 KIAMBU  
KIAMBU TOWN, KIAMBU ROAD.

Late submissions shall be rejected.

## **EXAMINATION FOR ELIGIBILITY**

The Applicants will be examined for eligibility on the following basis. Those who do not qualify will not be subjected to more detailed evaluation.

<b>ELIGIBILITY CRITERIA</b>		
1	The Firm is registered in Kenya or if registered/incorporated outside Kenya it has a local Partner eligible to bid.	
2	The firm's line of business fits in with the requirements of the assignment.	
3	If a firm is a state enterprise: a. Firm is Legally autonomous - a legal entity is separate from the state government and any public administration.  b. Firm is Financially autonomous - not receiving any significant subsidies or budget support from any public entity or government.  c. Firm is Operating under commercial law - means being vested with legal rights and liabilities similar to any commercial enterprise.  d. Firm is not a dependent agency of the Kenya Government.	
4	Firm is not debarred from participating in procurement by PPRA or by any National agency or an International Organization. The Key individuals listed by the Firm's Team Leader are also not debarred.	
6	Firm has no conflict of Interest - consultant may be perceived to provide biased services so that its own or its affiliates interests prevail over the interests of the Procuring Entity.	
7	The Firm has provided all the information provided in the EOI to enable Client to assess it qualification.	
8.	The Firm has provided a certified copy of certificate of Incorporation/ Business Registration	
9.	The Firm has provided a certified copy of certificate of valid tax compliance certificate.	
10.	The Firm has provided a certified copy of certificate of valid operating licences.	
11.	The Firm has provided a tender security in the form of a bid bond of KES.500,000.00 valid for 120 days	
	<b>RESULT - RESPONSIVE OR NOT RESPONSIVE (R or NR)</b>	

EVALUATION SCORING CRITERIA

S/NO	EVALUATION SUB-CRITERION	MAX POINTS	SUB CRITERIA FOR SCORING	
			SPECIFIC EXPERIENCE	SCORE
1	Firm's experience of not less than Five years it has been in operational in that line business	30 Points	<ul style="list-style-type: none"> <li>a) Firm has evidence of at least 3 Contracts within the last five years (5 points for each) Maximum 15 Points</li> <li>b) Firm has evidence of applicable operating licences for similar or related services for 5 consecutive years (max 5 Points)</li> <li>c) Firm has at least five recommendations from past or current clients for related services (Maximum 10 Points)</li> </ul>	
2	Firm's ability to meet the minimum requirements of the proposed scope	40 Points	<ul style="list-style-type: none"> <li>a) Firm has evidence of at least 3 similar or related Contracts within the last five years (5 points for each) Maximum 15 Points</li> <li>b) Firm has demonstrated understanding of the requirements and has offered innovative solutions (max 15 Points)</li> <li>c) Has showed capacity with distinction and recognition in service delivery, profitability or compliance with tax laws 10 Points</li> </ul>	
3	Firm's Experience in the region under similar conditions to the Procuring Entity's area	30 Points	<p>Has specific experience in providing similar insurance in Kenya or outside Kenya 2 Points per year</p> <p>Maximum of 30Points</p>	
<b>TOTAL SCORES</b>		<b>100 Points</b>	<b>PASS MARK 70 Points</b>	



3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to 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 Activities in Kenya and my responsibilities under the Code.

I do here by 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 OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]**

**Beneficiary:** \_\_\_\_\_

**Request for Tenders 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 onor before that date.

\_\_\_\_\_  
*[signature(s)]*



**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]