



**TENDER FOR PROVISION OF STAFF AND BOARD MEMBERS MEDICAL INSURANCE
COVER.**

**WILDLIFE RESEARCH AND TRAINING INSTITUTE PO BOX 842 – 20117, NAIVASHA,
KENYA**

EMAIL; tenders@wrti.go.ke

TENDER NO; WRTI/OT/HR/46/2023-2024

ISSUE DATE: 12TH MARCH 2024

CLOSING DATE: 26TH MARCH 2024

FEBRUARY, 2024

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INTRODUCTION

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

SECTION I - INVITATION FOR TENDERS
Date: 26TH MARCH 2024.

TENDER REF. NO. WRTI/OT/HR/46/2023-2024 TENDER NAME
PROVISION OF STAFF AND BOARD MEMBERS MEDICAL
INSURANCE COVER.

- 1.1 The WILDLIFE RESEARCH AND TRAINING INSTITUTE invites sealed tenders from eligible candidates for PROVISION OF STAFF AND BOARD MEMBERS MEDICAL INSURANCE COVER.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents containing detailed terms of reference can be downloaded for free at our website; www.wrti.go.ke and at the Public Procurement Information Portal www.tenders.go.ke.
- 1.3 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 150 days from the closing date of the tender.
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at the entrance of **Main Reception, Wildlife Research and Training Institute Headquarters, Naivasha Town.** On or before **11:00 AM on 26th March 2024.**
- 1.5 Tenders will be opened immediately thereafter in the presence of the candidates' representatives who choose to attend at SUPPLY CHAIN OFFICE.

SIGNED FOR: DIRECTOR/CEO
Wildlife Research and Training Institute P.O. Box 842 - 20117
Naivasha, Kenya.

Note: The invitation for tenders may be modified provided that such a modification does not substantially alter the format.

SECTION II - INSTRUCTION TO TENDERERS

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

2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall be N/A
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

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

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (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 Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

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

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

2.5 Amendment of Tender Documents

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

2.6 Language of Tenders

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

2.7 Documents Comprising the Tender

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

- (a) A Tender Form and a Price Schedule completed in accordance with paragraphs 2.8, 2.9 and 2.10 below

- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
- (d) Declaration Form.

2.8. Form of Tender

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

2.9. Tender Prices

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

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

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

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

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

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring

entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

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

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

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

2.12.4 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 guarantee approved by the Authority.
- d) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity 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 60 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

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

2.14. Format and Signing of Tenders

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

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

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

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL

TENDER” and “COPY OF TENDER”. The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.
- (b) bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE 26th March 2024 11.00 AM.

2.15.3 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”.

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

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than **11:00 AM on 26th March 2024**.

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

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

2.17. Modification and Withdrawal of Tenders

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

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

2.18. Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at **11:00 AM on 26th March 2024**. and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

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

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

2.20 Preliminary Examination and Responsiveness

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

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

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

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

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

2.21. Conversion to single currency

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

2.22. Evaluation and Comparison of Tenders

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

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

(a) operational plan proposed in the tender;

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

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

(a) Operational Plan

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

(b) Deviation in payment schedule

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

alternative payment schedule offered by the selected tenderer.

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

2.23. Contacting the Procuring entity

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

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

2.24 Post-qualification

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

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

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

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be

substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

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

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

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

2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that non of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

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

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

2.27 Notification of Award

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

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

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

2.28 Signing of Contract

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

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

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

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

2.29 Performance Security

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

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

2.30 Corrupt or Fraudulent Practices

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

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

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

Appendix to Instructions to Tenderers

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procurig entity, the procuring of the procurement, and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated.
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix to instructions to tenders.
5. Any clause to be included in the appendix to instructions to tenderers must be consistent with the applicable public procurement law and regulations.

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.

SECTION II - TENDER DATA SHEET (TDS)

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

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The Tender reference number (ITT) is: WRTI/OT/HR/46/2023-2024 The Procuring Entity is: WILDLIFE RESEARCH AND TRAINING INSTITUTE The name of the ITT is: PROVISION OF STAFF AND BOARD MEMBERS MEDICAL INSURANCE COVER. FOR WRTI STAFF AND BOARD MEMBERS FOR A PERIOD OF ONE YEAR
ITT 2.1(a)	N/A
ITT 2.2	The Intended date commencing provision of medical insurance cover for Shall be immediately after signing of the contract. The medical insurance cover duration will be for a period of one year.
ITT 3.3	N/A
ITT 4.1	JV not allowed
	B. Contents of Tendering Document
ITT 7.1 8.1	i) The Tenderer will submit any request for clarifications in writing at the Address P.O. Box 842-20117, Naivasha or tenders@wrti.go.ke to reach the Procuring Entity not later than 3 days of the tender deadline. ii) The Procuring Entity shall publish its response at the website; www.wrti.go.ke
ITT 7.2	A pre-arranged pretender site visit shall not take place at the following date, time and place: Date: N/A Time: N/A Place: N/A Pre-Tender meeting shall not take place at the following date, time and place: Date: N/A Time: N/A Place: N/A
ITT 7.3	The Tenderer will submit any questions in writing, to reach the Procuring Entity not later than 3 days to tender opening.
ITT 7.5	The Procuring Entity's website where Minutes of the pre-Tender meeting and the pre-arranged pretender will be published is www.wrti.go.ke

ITT 12.1 (j)	The Tenderer shall submit the following additional documents in its Tender: <i>As indicated in the evaluation criteria</i>
ITT 14.1	Alternative Tenders <i>shall not be</i> considered.
ITT 15.5	The prices quoted by the Tenderer <i>shall not</i> be subject to adjustment during the performance of the Contract.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 16.1	The currency of the Tender and the currency of payments shall be KENYA SHILLINGS
ITT 18.3	Prequalification N/A
ITT 19.1	The Tender validity period shall be 150 days.
ITT 20.1	Tender Security shall be required <i>of Kshs.500,000/= in form in the form acceptable under PPADA 2015</i>
ITT 21.1	In addition to the original of the Tender, the number of copies is: ONE (one original ONLY) No copy is required
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: A dully executed Power of Attorney
D. Submission and Opening of Tenders	
ITT 23.1	For <u>Tender submission purposes</u> only, the Procuring Entity's address is to DIRECTOR/CEO WILDLIFE RESEARCH AND TRAINING INSTITUTE P.O. Box 842-20117, NAIVASHA
ITT 23.1	The deadline for Tender submission is: 26TH March, 2024 Tenderers shall not have the option of submitting their Tenders electronically.
ITT 26.1	The Tender opening shall take place at: Physical Address Wildlife Research and Training Institute Headquarters, Naivasha Town. Procurement office. <i>Date: 26TH March, 2024</i>
ITT 26.1	The electronic Tender opening procedures shall be: N/A
ITT 26.6	The Form of Tender and priced Schedule of requirements shall be initialed by all tender opening committee members.
E. Evaluation and Comparison of Tenders	
ITT 33.2	The currency shall be KENYA SHILLINGS.
ITT 34.2	Margin of preference shall not be allowed.
F. Award of Contract	
ITT 44.1	The negotiations will be held at <u>_N/A_</u>
ITT 47.1	10% tender sum in the form of unconditional bank guarantee valid for one year and policy document Dully filled signed and stamped beneficial ownership disclosure form

ITT 49.1	<p>The procedures for making a Procurement-related Complaint are available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke. If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint following these procedures, in writing (by the quickest means available, that is either by hand delivery or email to:</p> <p>For the attention: DIRECTOR GENERAL PPRA</p> <p>Title/position: DIRECTOR GENERAL</p> <p>Procuring Entity: WILDLIFE RESEARCH AND TRAINING INSTITUTE</p> <p>Email address: www.ppra.go.ke or complaints@ppra.go.ke</p> <p>In summary, a Procurement-related Complaint may challenge any of the following:</p> <ul style="list-style-type: none"> (i) the terms of the Tender Documents; and (ii) the Procuring Entity’s decision to award the contract.
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SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1.	MANDATORY REQUIREMENTS	(YES/NO)
1.	Copy of Certificate of Incorporation/Registration Certified by the commissioner for oaths	
2.	Copy of current CR12 certificate issued within 6 months Certified by the commissioner for oaths	
3.	Duly filled, signed and stamped form of tender	
4.	Must provide a dully executed power of attorney	
5.	Duly filled signed and stamped Price Schedule form	
6.	Copy of current Valid Tax Compliance Certificate from KRA (<i>Will be confirmed online with KRA TCC Checker</i>)	
7.	copy of Certificate of Registration as a member of AKI/AIB for the current year (2024) Certified bythe commissioner for oaths	
8.	copy of certificate of registration from IRA Certified by the commissioner for oaths	
9.	A valid Single business permit from County Government for 2024 Certified by the commissioner for oaths	
10.	Submit copies of audited accounts for the last two years	
12.	Dully filled signed and stamped confidential business questionnaire form	
13.	Original Tender document which MUST be paginated/ serialized/ Numbered sequentially and initialed on all pages including all attachments in the form of 1,2,3.... !	
14.	Original tender security (Value Kshs.500, 000.00) in the form acceptable under PPADA 2015 and valid for 150 days from the date of tender opening. (<i>Note: No self-guarantee, to use tender security from an insurance company, you have to provide from a different company</i>)	

15.	<p>Attach ten recommendation letters in clients' letterhead dully signed and stamped from any of the following major hospitals in Nairobi accepting the use of your Insurance Cards; Nairobi Hospital, Agha Khan Hospital Nairobi, MP Shah Hospital, Mater Hospital, Avenue Hospital Nairobi, Gertrude Hospital, Nairobi West Hospital, Metropolitan Hospital, Coptic Hospital, Nairobi Women Hospital, AAR Hospital, St. Mary's Hospital and Guru Nanak Hospital.</p> <p><i>(The recommendation letters must be current, issued within the tendering period)</i></p> <p><i>(Due diligence will be carried out to confirm authenticity of the letters)</i></p>	
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Note:

- i) **Bidder MUST meet all the mandatory requirements to qualify for mandatory technical evaluation.**

	<u>MANDATORY TECHNICAL EVALUATION FOR STAFF</u>	
a)	Maternity contingency: Kes.150, 000 (normal delivery) & Kes. 200,000 (caesarean section delivery) to cover pre-natal, delivery and post-natal and any other pregnancy related cases at no waiting period. <i>(NB: Must be stand-alone not within the Inpatient cover limit)</i> <i>Caesarean section not limited to only the 1st procedure of c-section</i>	
b)	Neonatal care (stand-alone) up to a maximum of Kes. 200,000/- . Cover congenital conditions, incubator, pre maturity etc	
c)	Dental treatment Maximum Kshs. 30,000 per family member. Dental to include filling, extraction, root canal, and scaling polishing, cleaning, braces, dental x-rays etc <i>(All must be provided).</i>	
d)	Optical treatment Maximum 30,000 per family member: Optical to include treatment for deterioration/ correction of sight and replacement of spectacles/ frames and Lenses. Allow for Optical frames limit of up to Kshs 18,000/-, allow for Prescribed contact lenses and contact lenses solution within the approved limit; No waiting period for optical frames replacement.	
e)	Provide for consultation fee of Kshs.5,000	
f)	Treatment of HIV opportunistic conditions including anti-Retroviral therapy and CD-4 Counts (must be indicated)	
g)	Must provide for General Medical check-ups once a year for employee and spouse of Kshs. 50,000	
h)	All chronic illnesses, all pre-existing conditions and HIV Aids to be covered within inpatient and outpatient covers to the full cover limit.	
i)	Must allow for Treatment of congenital defects.	
j)	Provision of six weeks medical cover to employees whenever travelling outside the country.	
k)	Provision of private wards to members insured	
l)	Baby friendly vaccines to be covered in full within the out-patient cover. Baby friendly vaccines should not be limited to ONLY KEPI regime baby friendly vaccines.	
m)	Cater for accommodation/ Lodger fees for those accompanying children below 12years	
n)	HPV Vaccines be covered for all job categories	
o)	Covid 19 related illnesses to be covered under inpatient and outpatient limits to the full cover limits as the case maybe.	

- Any two contradicting statements on any special clause will lead to disqualification.
- The bidder **MUST** meet all the mandatory technical requirements to qualify for technical evaluation.

TECHNICAL EVALUATION

2.	TECHNICAL EVALUATION			Scores
1	List of (5) Public Institution Clients Attach copy of LSO/ Contract document which must be within the last two years (Ministries, Parastatals or SAGAs) (3 marks for each)			15
2	List of any other (3) Corporate Clients apart from the five listed above (Either public or private) Attach copy of LSO/ Contract document which must be within the last three years (3 marks for each)			9
3	Recommendation letters from the five (5) Public Institutions listed under (1) above in client letter head which MUST be signed within the tendering period (Ministries, Parastatals or SAGAs) (3 marks each)			15
4	Professional qualifications and experience of the Principal Officer whose name MUST be clearly stated in the list.	Relevant university degree – 1 mark	1	10
		ACII/AIHK certification – 2 mark	2	
		Relevant experience – 1 mark for every year’s experience in Insurance industry. - max. 7 years (Attach CV)	7	
5	Professional qualifications and experience of two other technical personnel whose names must be clearly stated in the list	Relevant university degree – 1 mark for each personnel	2	12
		ACII/AIHK – 1 mark for each personnel	2	
		Relevant experience – 1 mark each for every year’s experience in insurance industry. max.- 4 years (Attach CV)	8	
6	Financial capability for the last three years: Liquidity ratio; <ul style="list-style-type: none"> • 2:1 ratio (2 Marks each year) • 1: 1 ratio (1 Mark each year) • Less – 0 mark <i>(Please Tabulate for ease of calculations.)</i>			6
	Medical premium turnover for each of the last three years - 1 mark for each Kshs. 1,000,000,000.00 up to a maximum of 4 marks for each year <i>(Please Tabulate andspecify premiums for ease of calculations for each category.)</i>			12
7	Benefits (Additional benefits to the cover will be evaluated and rated appropriately) 1 marks for each benefit up to a maximum of four (4) benefits			4
8	List of Health providers indicating their locations and telephone contacts. (2 marks for 40- 60 hospitals, 4 marks for 61 - 100 hospitals and maximum 5 marks for more than 101 hospitals),			5
9	List of specialist doctors and consultants above 20- 2 marks, Pharmacists providers above 20 – 2 marks (between 10 & 20 – 1 mark) -max 4 marks			4
10	General spread of indicated Health Providers Presence in majority of counties (clustered in the former 8 provinces) – (1 mark for each Region)			8
	TOTAL TECHNICAL			100

PLEASE NOTE:

To qualify for financial evaluation a bidder must score a minimum of 80% percent. The Insurance firm will be evaluated according to the indicated criteria only.

FINANCIAL EVALUATION

The Bidder who shall be determined as the lowest evaluated bidder after meeting the minimum technical and financial scores shall be considered and recommended for award.

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

3.2. Application

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

3.3. Standards

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

3.4. Use of Contract Documents and Information

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

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

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

3.5. Patent Rights

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

3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the

performance security where applicable in the amount specified in SCC

- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

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

3.8. Payment

- 3.81. 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 Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

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

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

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

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

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

3.10. Assignment

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

3.11. Termination for Default

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

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

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it

deems appropriate, services similar to those un-delivered, and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

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

3.13. Termination for Convenience

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

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

3.14 Resolution of Disputes

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

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

3.15. Governing Language

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

3.16. Applicable Law

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

3.17 Force Majeure

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

3.18 Notices

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

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

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

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

SECTION IV – SPECIAL CONDITIONS OF 33CONTRACT

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 Kshs. 1,000,000,000.00.
- 4.1.3 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year
- 4.1.4 Must submit a copy of the audited accounts for the previous year
- 4.1.5 Must submit copies of the following documents;
 - (a) PIN Certificate
 - (b) Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation
- 4.1.6 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. 10% tender sum in the form of unconditional bank guarantee valid for one year and policy Document Dully filled signed and stamped beneficial ownership disclosure form.
- 4.2.3 Must have a Professional Indemnity Insurance Cover of at least Kshs. 200,000,000.00 and above and a copy be submitted
- 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 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
1 Performance security	The performance security equivalent to 5% of tender sum with 28 days from notification of tender award.
2 Delivery of Services	A period of 1 year an option of renewal for an additional one year subject to satisfactory performance.
3 Payment	Annuals premium will be paid either once or in equal installments at the beginning of the policy.
4 Price adjustment	Not allowed however the policy should allow for staff addition or redaction as negotiated.
5 Applicable law	Shell be the laws of Kenya.
6 Notices	DIRECTOR/CEO WILDLIFE RESEARCH AND TRAINING INSTITUTE P.O. Box 842-20117, NAIVASHA

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for preparing Schedule of Requirements.

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

SECTION V - SCHEDULE OF REQUIREMENTS

1 Summary of benefits.

1.1 In-Patient Cover

1.1.1 Hospital Treatment and services

All necessary medical treatment and services provided as per level of care by or on the order of a physician to a member or dependent when admitted as a registered patient to accredited hospital.

1.1.2 Day-care services:

Surgery and other medical services deemed fit by the physician as defined in the cover benefit package.

1.1.3 Pre-Hospitalization

Laboratory, X-ray or other necessary medical diagnostic procedures ordered by a physician and which results in a Member being admitted (on the same day the tests are done) as a registered to a hospital for treatment of the specific medical condition diagnosed.

1.1.4 Local Road Ambulance service.

Ambulance services for transportation and transfer of a sick member or dependant for treatment from a place of incident or facilities where adequate care is not available to the next available accredited hospital or medical facility.

1.1.5 Emergency Air Rescue Services

Emergency Air Rescue Services will be provided for transportation and transfer of an injured member to a facility where adequate medical care is available.

1.2 Out-patient cover

Necessary medical treatment provided to a member or dependant, as per level of care, who is not registered as in-patient at a hospital and defined as:

1.2.1 General Out-patient Services

Outpatient services provided by or on the order of a clinician/ physician who is licensed as a general practitioner.

1.2.2 Specialized Out-patient Services

Outpatient services provided by or on the order of a physician who is licensed as a specialist or consultant and to whom a Member has been referred to by a general practitioner/Primary Care clinician where a member was registered.

1.2.3 Out –patient Laboratory and X-ray services

Laboratory testing, radiographic procedures used to diagnose or treat medical conditions. Such services must be ordered by a clinician/physician and must be covered.

1.2.4 Out-patient Prescription Drugs

Drugs and medicines, the use of which is restricted to the order of a clinician / physician and prescribed for use of a member according to the guidelines (including the essential drugs list) and the level of care.

1.3 Specialized Services

NHIF shall cover a member or dependant for Pressure Stockings, Orthodontics, Root canal, Dentures, Hearing Aids, Drug and Substance Abuse Rehabilitation Services, Renal, Trauma, Diabetes, Hypertension, MRI, CT- Scan, and Cancer medical care and treatment services.

The total coverage under this section in any one period of insurance shall not exceed the limits specified and the cover shall be available at accredited and contracted specialized facilities

1.4 Maternity cover

Cover shall cover a member for the proportion of expenses for consultation, childbirth delivery fees and treatment for both mother and child, provided the member is admitted in accredited hospital. The benefit shall cover delivery fees, consultation and treatment for both mother and child.

The total coverage under this section in any one period of insurance shall not exceed the maternity sub-limits as specified within the inpatient limits.

1.5 Optical Cover

A Member shall benefit in the proportion of expenses for the cost of eye glasses and eye testing, and provided that the total coverage under this section in any one period of insurance shall not exceed the limits specified.

1.6 Dental cover

NHIF shall cover a Member a proportion of expenses for the cost of dental consultation, orthodontics, root canal, dentures, fillings, x-rays, extractions including surgical extractions together with anaesthetist's fees, hospital and operating theatre cost.

The total coverage under this section in any one period of insurance shall not exceed the limits specified

1.7 Last Expense

cover shall upon written notification of death of a Member or dependant while this cover is in force, pay to the next of kin or such other person or persons as the Client may in writing direct, the amount specified in limits to cater for the funeral expenses within two (2) days subject to provision of a duly completed claim Form, original burial permit, Original Death Certificate & Copy of ID or surrender of ID.

1.8 Ex-Gratia payments

Cover shall not be liable for ex-gratia payments except where the client has provided an ex-gratia/excess of loss fund managed by the cover under the following terms.

- i. Exgratia funds shall be paid in advance.
- ii. The client shall identify and advise insurance in writing on the officer designated to approve utilization of ex-gratia fund.
- iii. A scheme beneficiary shall seek approval to utilize exgratia funds from the designated officer.
- iv. A letter approving utilization of exgratia and the amount to be spent by the beneficiary shall be submitted to insurance by the designated officer.
- v. Exgratia fund shall be managed on a reducing balance.
- vi. Where the exgratia funds are exhausted within the cover period, insurer shall not be liable to pay for treatment costs that are more than the entitlements unless advised by the client.

2 GENERAL EXCLUSIONS

This insurance cover shall exclude expenses incurred by a member as a result of:

- i. Cosmetic or beauty treatment and / or surgery
- ii. Whitening of teeth, dental crowns procedures and braces
- iii. Elective procedures.
- iv. Massage (except where certified as a necessary part of treatment following an accident or illness).
- v. Any injury, disease or illness arising from procedures specified as exclusions.
- vi. Claims arising from non-accredited health facilities and/or un-authorized referrals.
- vii. Treatment by acupuncturists and herbalists, stays and/or maintenance or treatment received in nature cure clinics or similar establishments or private beds registered within a nursing home, convalescent and or rest homes or 'cures' attached to such establishments
- viii. Any claim for expenses relating to any contingency arising whilst the member is outside the territorial limits of Kenya, but the limitation shall not apply to any member temporarily abroad and requiring emergency treatment for an illness or injury that occurs during the period of travel provided that such period does exceed six weeks in any one visit. Travel and accommodation costs shall not be covered.
- ix. Any claims for expenses related to an accident or illness which may have occurred prior to the effective date.
- x. All other Vaccines except KEPI vaccines, Rota virus vaccine, Anti – rabies, Anti – Snake venom and yellow fever vaccine (insurer to liaise with the Ministry of Health and County Governments in the provision of the vaccines).

2.1 Notification of Claims

Insurer shall receive and acknowledge claims arising from notifications within thirty (30) days in case of death and fourteen (14) days in case of overseas treatment. A duly completed claim form shall be submitted within Ninety (90) days.

The Next of kin shall obtain and furnish insurer with a duly filled claim form, original death certificate and shall also provide any such additional information and assistance as the cover may require.

2.2 Eligibility

An eligible beneficiary shall be any person who is:

- i. An employee of Kenya Wildlife Research and Training Institute.
- ii. A spouse declared by the principal member
- iii. The child or dependant, stepchild or legally adopted child of 0 to 21 years of age and/or to 25 years if in full time formal education
- iv. Dependent Children with disability wholly dependent on principal member and are registered with the National Council for persons with disability will have no age limit.

2.2.1.1 Termination

The insurance cover shall cease in respect of:

Principal Members who exit the employment coincident with the annual renewal date of this contract or otherwise at the next renewal date immediately following the exit.

Members' (children) on the annual renewal date coincident with or immediately following the attainment of age 21 years or 25 years shall continue as a member of the same household as hitherto while attending school.

2.2.1.2 Continuance of benefits

Where a principal member who exits employment as a result of death, his/her eligible dependants shall continue to enjoy the medical benefits until the lapse of the contract period.

3 Time Bar

In the event of insurer disclaiming liability in respect of any claim hereunder shall not be liable to such claim or possible claim after expiry of Ninety (90) days from the date of such disclaimer unless the disclaimer shall be the subject of legal proceedings or arbitration actually commenced against insurer.

4 Fraudulent/Unfounded Claims

If any claim under this cover is in any respect fraudulent, false, intentionally exaggerated or unfounded or if any false declaration or statement shall be made in support thereof then, all benefits paid and/or payable in relation to that claim shall be forfeited or recovered. In addition, all cover in respect of the member shall be suspended from date of entry

without refund of premiums and the member shall no longer be eligible for cover within the contract period.

5 Salient features

- i. Employees actively in service as per list provided by the employer are eligible for cover. **The contract covers the principal member, spouse and five children (M+6).**
- ii. The principal members eligible for the cover are employees of Kenya Wildlife Research and Training Institute.
- iii. Dependent children are eligible for cover from **0 month** of age up till the age of **21 years** or to the age of **25 years** and enrolled in full-time education.
- iv. Medical cover commences immediately upon registration and payment of full premium.
- v. Claims related to expenses arising whilst the Member is temporarily abroad and requiring emergency treatment for an illness or injury that occurs during the period of travel provided that such period **does not exceed six weeks** in any one visit will be covered. **Travel and accommodation costs are not covered.**
- vi. Treatment costs arising from a condition that warrants treatment overseas because the treatment is not available in Kenya will be covered subject to preauthorization from insurer.
- vii. Additional dependants – A member will add dependants at an additional premium.
- viii. Dependants of a deceased member continue to enjoy benefits until the end of policy period
- ix. Medical check-ups shall be allowed once a year for a Member and declared spouse.
- x. Dental and optical hospitalization resulting from an accident will each be covered within the inpatient limit.
- xi. The out-patient Dental cover provides for cost of fillings, x-rays, dentures, orthodontics, root canal, extractions including surgical extraction together with anaesthetics fees up to a maximum of the applicable limit on family shared basis.
- xii. The out-patient Optical cover provides for the cost of eyeglasses and eye testing up to a **WITHIN THE APPLICABLE LIMITS** on family shared basis. Frames and prescription

lenses will only be issued once every two years. Frames are up to a limit of Kshs **7,500** every two years within the **APPLICABLE LIMITS**.

- xiii. The inpatient optical and dental treatment for illness necessitating to hospitalization (apart from laser eye surgery) will be covered within the inpatient limit.
- xiv. The waiting period for new members will be set as zero (0) days. Cover commences immediately upon registration and payment of premium into the scheme.
- xv. The emergency caesarean section will be covered within the maternity sub-limit within the inpatient limit.
- xvi. Outpatient services shall be on fee for service within applicable limits in contracted facilities accredited. (See attached list)
- xvii. All members of the scheme will access comprehensive in-patient services in GOK Health care providers, Mission/ Faith based Health care providers and in ward beds in Major private hospital on referral.
- xviii. KEPI vaccines, Rota virus vaccine, Anti – rabies and Anti –Snake venom are covered. (NHIF to liaise with the Ministry of Health and County Governments in the provision of the Vaccines).
- xix. Travel, accommodation and cost of overseas treatment shall be within the in-patient entitlement.
- xx. Travel and accommodation costs for a person accompanying a dependent Child patient up to age 12 years for treatment overseas will be covered subject to preauthorization from NHIF.
- xxi. Accommodation costs for a person accompanying a dependent Child patient up to age 12 years for local treatment will be covered subject to preauthorization from insurer.
- xxii. The medical scheme performance will be evaluated every six months.

6 Financial Quotation

Limits of Liability &

Premiums

Option 1

STAFF GRADE	COUNT	INPATIENT	MATERNITY	OUTPATIENT	DENTAL	OPTICAL	LAST EXPENSE
GRADE 1	1	1,500,000	150,000	150,000	30,000	30,000	200,000
GRADE 2-4	26	1,200,000	150,000	100,000	30,000	30,000	200,000
GRADE 5-10	191	1,000,000	150,000	75,000	30,000	30,000	200,000
BOARD MEMBERS	5	1,200,000	150,000	100,000	30,000	30,000	200,000
	223	PREMIUM					

Option 2

STAFF GRADE	COUNT	INPATIENT	MATERNITY	OUTPATIENT
GRADE 1	1	1,500,000	150,000	150,000
GRADE 2-4	26	1,200,000	150,000	100,000
GRADE 5-10	191	1,000,000	100,000	75,000
BOARD MEMBERS	5	1,200,000	150,000	100,000
	223	PREMIUMS		

7 Administrative Expenses of the Scheme

Administrative expenses for the scheme shall not exceed 5% of the total premium paid by the Institute.

The cover shall incur direct administrative expenses for administrative activities that include but are not limited to: -

- Biometric registration of beneficiaries.
- Monitoring and evaluation exercise and
- Sensitization events and health/wellness talks

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 procuring entity.
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 procuring entity.

Form Of Tender

To: _____
Name and address of procuring entity

Date _____
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 _____ 2024.

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL PREMIUM (KSHS.)
1.		
2.		
3.		
4.		
5.		

Contract Form

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

WHEREAS the Procuring entity invited tenders for 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 Procuring Entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the 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 Procuring entity)

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 procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____
_____20_____

THE CONDITIONS of this obligation are:-

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

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the 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)

PERFORMANCE SECURITY FORM

To:
[Name of procuring entity]

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

To: _____

RE: Tender No. _____

Tender Name _____

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

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

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

FORM RB 1

**REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

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 of
.....20.....

SIGNED
Board Secretary