



KENYA MEDICAL RESEARCH INSTITUTE

TENDER FOR PROVISION OF MOTOR VEHICLE AND MOTORCYCLE INSURANCE COVER

TENDER NO: KEMRI/HQ/004/2025-2026

NOTICE DATE: 3RD FEBRUARY 2026

CLOSING DATE: 17TH FEBRUARY 2026

All correspondence to:

THE DIRECTOR GENERAL
KENYA MEDICAL RESEARCH INSTITUTE P.O. BOX 54840-
00200
NAIROBI

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Tender Notice

The Kenya Medical Research Institute invites sealed bids from eligible candidates for the following tenders:

NO.	DESCRIPTION	ELIGIBILITY	CLOSING DATE AND TIME
1.	Tender for provision of motor vehicle and motor cycle insurance cover for KEMRI	OPEN	17 TH FEBRUARY 2026 10.00 AM

1. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours at the address given below.
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of Ksh.1000 to be deposited in
Bank: Kenya Commercial Bank,
Branch: Kipande House,
Name: Kenya Medical Research Institute, Main Account
Account Number: 1104161362
4. Tender documents may be obtained electronically from the Website www.kemri.com .Tender documents obtained electronically will be free of charge. Tenderers downloading documents from a designated Website shall advise the Procurement Entity on that they have downloaded the tender documents, giving full contact addresses of the tenderer (*email, telephone number and postal address*).
5. Tender documents may be viewed and downloaded free from the website (www.kemri.com). Tenderers who download the tender document must forward their particulars immediately to procurement@kemri.org) to facilitate any further clarification or addendum. The procedures to be followed will be as follows:
.....
6. All Tenders must be accompanied by a Tender security
7. Completed tenders must be delivered to the address below on or before

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Electronic Tenders *will not* be permitted.

8. Tenders will be opened immediately after the deadline date and time specified above or any dead line date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives and anyone who chooses to attend at the address below.
9. Late tenders will be rejected.

10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

- 1) Kenya Medical Research institute
- 2) To be dropped off in the Tender Box at the Main administrative building, reception area
- 3) P.O. Box 54840 00200 Off Mbagathi Road. Nairobi, Kenya.
- 4) Tel: +254 722205901

B. Address for Submission of Tenders.

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C. Address for Opening of Tenders.

- 1) Kenya Medical Research institute
 - 2) P.O. Box 54840 00200 Off Mbagathi Road. Nairobi, Kenya.
- Tel: +254 722205901

[Authorized Official (designation, Signature and date)]

Name _____

Designation _____

Signature _____

Date

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

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

2. Definitions

- 2.1 Throughout this tendering document:

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

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

3. Fraud and Corruption

- 3.1 KEMRI requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.
- 3.2 KEMRI requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civil actions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.
- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, KEMRI shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.
- 3.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit KEMRI to inspect all accounts, records and other documents relating to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by KEMRI.

4. Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.7 or any combination of such entities in the form of a joint venture (JV) under an existing agreement with the intent to enter into such an agreement supported by a letter of intent. Only Insurance service providers registered by Insurance Regulatory Authority are eligible to tender and sign contracts. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract,

during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.

- 4.2 Public Officers of KEMRI, their spouse, child, parent, brother, sister, child, parent or sister of a spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
 - a) Directly or indirectly controls, is controlled by or is under common control with another Tenderer; or
 - b) Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c) Has the same legal representative as another Tenderer; or
 - d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of KEMRI regarding this Tendering process; or
 - e) Or any of its affiliates participated as a consultant in the preparation of KEMRI's Requirements (including Schedules of requirements, Performance Specifications, etc.) for the Insurance services that are the subject of this Tender; or
 - f) or any of its affiliates has been hired (or is proposed to be hired) by KEMRI for the Contract implementation; or
 - g) would be providing goods, works, or services resulting from or directly related to the insurance services specified in the **TDS** ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h) has a close business or family relationship with a professional staff of KEMRI who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to KEMRI throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer shall not participate in more than one Tender, except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.
- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPR www.ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) if they can establish that they are registered as insurance businesses.
- 4.8 A tenderer under suspension from tendering as the result of the operation of a Tender-

Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.

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

5. Qualification of the Tenderer

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

B. Contents of Tendering Document

6. Sections of Tendering Document

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

PART 1: Tendering Procedures

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

PART 2: Procuring Entity's Requirements

- v) Section V–Schedule of Requirements

PART 3: Contract

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

- 6.2 The Invitation to Tender (ITT) or the notice to pre-qualify Tenderers, as the case may be,

issued by KEMRI is not part of this tendering document.

- 6.3 Unless obtained directly from KEMRI, KEMRI is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from KEMRI shall prevail.
- 6.4 The Tenderer is expected to examine all instructions, forms, terms of reference, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

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

- 7.1 A Tenderer requiring any clarification of the Tender Document shall contact KEMRI in writing at KEMRI's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. KEMRI will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. KEMRI shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, KEMRI shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, KEMRI shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.
- 7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) and items of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Sites shall be at the Tenderer's own expense. KEMRI shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.
- 7.3 The Tenderer is requested to submit any questions in writing, to reach KEMRI not later than the period specified in the **TDS** before the meeting.
- 7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.
- 7.5 KEMRI shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by KEMRI exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

8. Clarification of Tendering Document

- 8.1 A Tenderer requiring any clarification of the tendering document shall contact KEMRI in writing at KEMRI's address specified in the **TDS**. KEMRI will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified in the **TDS**. KEMRI shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified in the **TDS**, KEMRI shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the

essential elements of the tendering document, KEMRI shall amend the tendering document following the procedure under ITT 9 and ITT 23.2.

9. Amendment of Tendering Document

- 9.1 At any time prior to the deadline for submission of Tenders, KEMRI may amend the Tendering document by issuing addenda.
- 9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from KEMRI in accordance with ITT 6.3. KEMRI shall also promptly publish the addendum on KEMRI's web page in accordance with ITT 8.1.
- 9.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, KEMRI shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 23.2 below.

C. Preparation of Tenders

10. Cost of Tendering

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

11. Language of Tender

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

12. Documents Comprising the Tender

12.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 13;
- b) **Schedules:** priced Activity Schedule completed in accordance with ITT 13 and ITT 15;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 20.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 14;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3;
- f) **Qualifications:** documentary evidence in accordance with ITT 18 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 17, that the Services conform to the tendering document;
- i) **Sample Insurance Policy** for each type of insurance required, and
- j) Any other document required **in the TDS.**

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

13. Form of Tender and Schedule of Requirements

13.1 The Form of Tender and priced Schedule of Requirements shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed

without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

14. Alternative Tenders

14.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the best Evaluated Tenderer shall be considered by KEMRI.

15. Tender Prices and Discounts

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

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

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

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

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

16. Currencies of Tender and Payment

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

17. Documents Establishing Conformity of Services

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

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

17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KEMRI, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable KEMRI identify any actual or potential conflict of interest in relation to the procurement and / or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.

17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it

would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by KEMRI as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.

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

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

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

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

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

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

18. Documents Establishing the Eligibility and Qualifications of the Tenderer

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

18.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its Tender is accepted shall establish to KEMRI's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

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

18.4 If pre-qualification has not taken place before Tendering, the qualification criteria for

the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

19. Period of Validity of Tenders

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

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

20. Tender Security

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

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

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

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

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

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

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

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

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

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

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

21. Format and Signing of Tender

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

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

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

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

D. Submission and Opening of Tenders

22. Sealing and Marking of Tenders

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

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

22.2 The inner envelopes shall:

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

22.3 The outer-envelopes shall:

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

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

23 Deadline for Submission of Tenders

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

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

24. Late Tenders

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

25 Withdrawal, Substitution and Modification of Tenders

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

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

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

25.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

26. Tender Opening

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

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

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

request the substitution and is read out at Tender opening.

- 26.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.
- 26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as KEMRI may consider appropriate.
- 26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of KEMRI attending Tender opening in the manner specified in the **TDS**.
- 26.7 KEMRI shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).
- 26.8 KEMRI shall prepare a record of the Tender opening that shall include, as a minimum:
- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
 - b) the Tender Price, per lot (contract) if applicable, including any discounts; and
 - c) any alternative Tenders;
 - d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
 - e) Number of pages of each tender document submitted.
- 26.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a tenderer upon request.

E. Evaluation and Comparison of Tenders

27. Confidentiality

- 27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.
- 27.2 Any effort by a Tenderer to influence KEMRI in the evaluation or contract award decisions may result in the rejection of its Tender.
- 27.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact KEMRI on any matter related to the Tendering process, it should do so in writing.

28 Clarification of Tenders

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

KEMRI in the evaluation of the Tenders, in accordance with ITT 32.

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

29 Deviations, Reservations, and Omissions

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

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

30 Determination of Responsiveness

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

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

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

30.3 The Procuring Entity shall examine the technical aspects of the Tenders submitted in accordance with ITT 17 and ITT 18, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

31 Non-conformities, Errors and Omissions

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

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

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

32 Arithmetical Errors

32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, KEMRI shall handle errors on the

following basis:

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

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

33. Comparison of Tenders and Conversion to Single Currency

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

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

34. Margin of Preference and Reservations

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

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

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

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

35. Evaluation of Tenders

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

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

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

- a) Prices offered by the Tenderer, corrected appropriately in accordance with ITT 32;
- b) Price adjustment due to discounts offered in accordance with ITT 15.4;
- c) converting the amount resulting from applying (a) and (b) above, if allowed, to a single currency in accordance with ITT 33.2;

d) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

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

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

36. Comparison of Tenders

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

37. Abnormally Low Tenders and Abnormally high tenders

Abnormally Low Tenders

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

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

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

Abnormally High Tenders

37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that KEMRI is concerned that it (KEMRI) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

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

i) If the tender price is abnormally high based on wrong estimated cost of the contract, KEMRI may accept or not accept the tender depending on KEMRI's budget considerations.

ii) If specifications, cope of work and/or conditions of contract are contributory to the abnormally high tender prices, KEMRI shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

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

38. Qualification of the Tenderer

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

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

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

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

39.1 KEMRI reserves the right to accept or reject any tender, and to annul the Tendering process and reject all Tenders at any time prior to Contract Award, without there by incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

40. Award Criteria

40.1 KEMRI shall award the Contract to the successful tenderer whose tender has been determined to be the Lowest Evaluated Tender.

41. Notice of Intention to enter in to a Contract

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

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

42. Standstill Period

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

42.2 Where a Standstill Period applies, it shall commence when KEMRI has transmitted to

each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

43. Debriefing by KEMRI

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

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

44. Negotiations

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

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

44.3 KEMRI shall prepare minutes of negotiations that are signed by KEMRI and the Tenderers' authorized representative.

45. Letter of Award

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

46. Signing of Contract

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, KEMRI shall send the successful Tenderer the Contract Agreement.

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

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

47. Performance Security

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

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient

grounds for the annulment of the award and forfeiture of the Tender Security. In that event KEMRI may award the Contract to the Tenderer offering the next Best Evaluated Tender.

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

48. Publication of Procurement Contract

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

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

49. Procurement Related Complaint and Administrative Review

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

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

SECTION II - TENDER DATA SHEET (TDS)

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

[Where an e-procurement system is used, modify the relevant parts of the TDS accordingly to reflect the e-procurement process]. [Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITT].

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	Tender No: KEMRI/HQ/004/2025-2026 KENYA MEDICAL RESERCH INSTITUTE PROVISION OF MOTOR VEHICLE AND MOTOR CYCLE INSURANCE COVER FOR KEMRI
ITT 2.2	The insurance duration for each item will be (1) one year renewable subject to satisfactory performance
ITT 3.3	The Information made available on competing firms is as follows: _____
ITT 4.1	N/A
	B. Contents of Tendering Document
ITT 7.1 8.1	Any clarifications may be sought through email; procurement@kemri.org To reach the procurement entity on or no later than 3 days before the tender closing date. The procuring entity shall publish its response at the website www.kemri.org
ITT 7.2	N/A
ITT 7.3	N/A
ITT 7.5	N/A
ITT 15.5	The prices quoted by the Tenderer shall not be subject to adjustment during the performance of the contract except where there are additional units to the scheme
ITT 16.1	The currency of the Tender and the currency of payments shall be Kenya Shilling
ITT 18.3	N/A
ITT 19.1	The Tender validity period shall be 150 days.
ITT 20.1	A Tender security shall be required. The amount and currency of the Tender security shall be Ksh.200, 000 valid for 150 days after the date of tender opening in form of a bank guarantee or from an insurance company.
ITT 21.1	In addition to the original of the Tender, the number of copies is one (1)
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: _____ <i>[insert the name and description of the documentation required to demonstrate the authority of the signatory to sign the Tender].</i>
	D. Submission and Opening of Tenders
ITT 23.1	A) For Tender submission purposes only, KEMRI's address is: The Director/CEO Kenya Medical Research Institute P. O. Box 54840- 00200 Nairobi Date and time for submission of Tenders is not later than Friday, 29th October,2021 at 10.00am local time

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 23.1	The deadline for Tender submission is: Tuesday, 17 th February,2026 at 10.00am local time
ITT 26.1	<p>The Tender opening shall take place at: The Tender opening shall take place at the time and the address for Opening of Tenders is provided below: Conference Hall, at KEMRI Headquarters on the same day at 10.00 am Date: Tuesday, 17th February,2026</p>
ITT 26.1	N/A
ITT 26.6	The Form of Tender and priced Schedule of requirements shall be initialed by a minimum of three representatives.
E. Evaluation and Comparison of Tenders	
ITT 33.2	N/A
ITT 34.2	N/A
F. Award of Contract	
ITT 44.1	The negotiations will be held at _____
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.</p> <p>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: <i>[insert full name of person receiving complaints]</i></p> <p>Title/position: <i>[insert title/position]</i></p> <p>Procuring Entity: <i>[insert name of Procuring Entity]</i></p> <p>Email address: <i>[insert email address]</i></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) KEMRI's decision to award the contract.

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by KEMRI.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. KEMRI should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

Evaluation and contract award Criteria

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

2. Preliminary examination for Determination of Responsiveness

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

[KEMRI will provide the preliminary evaluation criteria. To facilitate, a temp late may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender].

3. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2

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

.....

4. Multiple Contracts

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

5. Alternative Tenders (ITT14.1)

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

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

6. MARGIN OF PREFERENCE

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

If the TDS so specifies, KEMRI will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KEMRI, a particular contractor or group of contractors qualifies for a margin of preference.

After Tenders have been received and reviewed by KEMRI, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) *Group A*: tenders offered by Kenyan insurers and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) *Group B*: tenders offered by foreign insurers and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 5.1(c) of the respective tender price, including unconditional discounts, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

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

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

_____equivalent.

iv) Other conditions depending on their seriousness.

a) History of non-performing contracts:

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

b) Pending Litigation

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

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last _____ (*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

PRELIMINARY EVALUATION CRITERIA

Bidders must meet all the mandatory requirements in order to proceed to the next stage of evaluation.

CONDITIONS TO BE MET BY INSURANCE UNDERWRITER:

1	Commissioned Power of Attorney authorizing the officer committing the bidder for this particular tender. The Power of Attorney must be original , duly commissioned, and bear the original specimen signature of the attorney. A declaration by the attorney shall also be attached.
2	Valid Data Controller & Data Processor Certificates.
3	Certificate of Incorporation.
4	Valid IRA License and certified by the issuing body.
5	Valid AKI Membership Certificate (2025/2026) and certified by the issuing body.
6	Valid NSSF certificates for the last one year (January 2025 – date)
7	Valid SHA compliance certificate
8	Valid tax compliance certificate.
9	Valid Business Permit issued by the county government.
10	Current and valid reference letter addressed to the Director General – The Kenya Medical Research Institute (KEMRI) from the firm’s bankers
11	Valid Bank guarantee in favor of Insurance regulatory authority
12	Submit a Tender security of Kes. 200,000 (Two hundred thousand Kenya Shillings Only) in form of a bank guarantee licensed by central bank of Kenya, a guarantee by an insurance company registered and licensed by insurance regulatory authority valid for 170 working days from the date of tender opening.
13	Fill The Form Of Tender And Price Schedule And All Standard Documents In The Format Provided. (i) Confidential Business Questionnaire Form (ii) Tender Determination Form (iii) SD1 And SD2 Forms (iv) Code of Ethics Form
14	Provide Certified Copies of Audited Accounts for The Years (2024, 2023 and 2022). They Must be Certified on all pages by the Issuing Auditor. Attach licenses for both the auditor and the auditing firm for all the years
15	Five completion letters for motor vehicle insurance covers clients from public entity clients (the letters should be original in the client letterhead signed and stamped, issued within the tender period and addressed to the Director General – The Kenya Medical Research Institute (KEMRI)) In addition, attach respective contracts.
16	Reinsurance Arrangement. i) Reinsurance Approval for the year 2025/2026 from IRA ii) Reinsurance Cover Note for general insurance the year 2025/2026
17	Sample policy documents consistent with the scope
18	Submission 1. E-GP (incase E-GP fails, share the errors in physical document and email provided) 2. Original document tagged, all pages serialized, stamped and counter signed. NB. Original document should be original and the copy should a copy of the original document.

i) The Underwriter must meet all the above preliminary (mandatory) evaluation criteria in order to proceed to the technical evaluation stage.

ii) All documents submitted as copies must be certified by a Commissioner of Oaths to qualify as true copies of the original documents for purposes of evaluation at both the mandatory and technical stages. The certification shall be accompanied by the Commissioner’s current practising licence and a declaration by the attorney acting under a valid Power of Attorney.

CONDITIONS TO BE MET BY INSURANCE BROKER:

1	Certified Copy of Certificate of Incorporation.
2	Current valid IRA License and certified by the issuing body.
3	Current valid AIBK Membership Certificate and certified by the issuing body
4	Valid tax compliance certificate
5	Valid & certified Business Permit issued by the county government
6	Must fill the form of Tender and price schedule and all accompanying documents in the format provided.
7	Must provide certified audited accounts for at least Three (3) years prior to Tendering. (2024, 2023, 2022). They must be certified by the issuing auditor.
8	Six recommendation and reference letters from current principal Motor Business clients (the letters should be original, issued within the tender period and addressed to the CEO KEMRI) NB. Principal clients are clients who are directly contracted to the broker
9	Attach Original Authorization letter & Original Quotation from the proposed Underwriter
10	Two copies of the Tender (Copy and Original) tagged, all pages serialized, stamped and counter signed. NB. Original document should be original and the copy should be a copy of the original document.

- i) ***The Insurance Broker must meet the preliminary evaluation criteria for the broker and the proposed underwriter to proceed to the technical evaluation.***
- ii) ***The broker to propose one underwriter. More than one proposed underwriter shall lead to disqualification.***
- iii) ***The broker and the underwriter must provide one best quote***
- iv) ***All certification to be done by commissioner of oath registered in Kenya***

TECHNICAL EVALUATION CRITERIA

CONDITIONS TO BE MET BY THE UNDERWRITER / PROPOSED UNDERWRITER BY THE BROKER IN THE TECHNICAL EVALUATION.

No.	Category	Criteria	Marks	Total
1	Firm's Experience	Current five motor vehicle insurance clients from public entity with over 10M premium. Attach award letters and contracts.	2 point per complete evidence	10
		Five original recommendation and reference letters for the above clients issued within the tendering period and addressed to the Director General – The Kenya Medical Research Institute (KEMRI) indicating completion of the service and claims settlement	2 points per completion letter	10
2	Financial Capacity	Submit IRA approved quarterly returns for the year 2025	5 points per report	20
3.	Human Capital	Current Principal officer must have;	15 marks	15

		<ul style="list-style-type: none"> i) Appointment from IRA showing more than two years as a principal officer ii) Relevant master's degree iii) Bachelor of commerce (insurance/Business administration options) iv) IIK/CII professional qualification v) Over ten years insurance experience vi) IIK membership 		
4	Claims	Five motor vehicle insurance claims above Kes. 10 M each paid within 7 days from the date of discharge voucher signing (attach discharge voucher and bank reference)	4 points per claim	20
5	Branch Network	<p>Branch network as per IRA report and and single business licenses.</p> <ul style="list-style-type: none"> i) Above 24 (15 marks) ii) Above 20 (10 marks) iii) Above 15 (5 marks) iv) Above 10 (3 marks) v) Below 10 (1 mark) 	15 marks	15
6	Excess	<p>Details on applicable excess as provided in the sample Policy document if any</p> <ul style="list-style-type: none"> i) 5 marks for no excess ii) 0 mark for excess 	5 marks	5
7	Exclusions	<p>List of exclusions as provided in each sample Policy document</p> <ul style="list-style-type: none"> i) 5 marks for no exclusion ii) 0 marks for exclusion 	5 marks	5
				100

FINANCIAL EVALUATION CRITERIA

- a) To qualify for financial evaluation the bidder must score a minimum of 85 points (85%)
- b) The bidder with the lowest evaluated financial proposal will be recommended for the award of the contract.
- c) The bidders must adhere to the recommended IRA & Reinsurance ratings

d) If there is a tie on the lowest quoted price between two firms, the firm with the highest technical points will be recommended for award.

SECTION IV- TENDERING FORMS

1. Form of Tender

INSTRUCTIONS TO TENDERERS

i) *The Tenderer must prepare this Form of Tender on stationery with its letterhead*

clearly showing the Tenderer's complete name and business address.

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

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

Tender submission] **ITT No.:** _____ [insert number of ITT process]

To: _____ [insert complete name of Procuring Entity]

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

SCHEDULE OF TENDERED ITEMS ND PRICES

1	2	3	4	5	6	7
No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
No 1						
No 2						
No 3						

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

Name of Recipient	Address	Reason	Amount

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

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

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive;
- (o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.

- (p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below; and
- (q) **Code of Ethical Conduct:** We under take to adhere by the Code of Ethics for Persons Participating in Public

Procurement and Asset Disposal, copy available from (specify website) during the procurement process and the execution of any resulting contract.

- (r) We, the Tenderer, have completed fully and signed the following Forms as part of our Tender:
 - (i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - (iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - (iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

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

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

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

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

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

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

A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

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

a) Tenderer's details

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

General and Specific Details

(b) **Sole Proprietor**, provide the following details.

Name in full _____ Age _____ Nationality _____

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

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

i) Private or public Company.....

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

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

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

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

If yes, provide details as follows.

	Names of Person	Designation in KEMRI	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

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

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

f) Certification

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

Full Name_____

(Signature)

Title or Designation_____

(Date)

B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

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

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

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

Name _____ Title _____ Date _____ [Name]

SELF-DECLARATION FORMS

FORM SD1

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

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

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of (*Insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for (*Insert name of KEMRI*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

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

Bidder Official Stamp

FORM SD2

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

I, of P. O. Box being a resident of

..... in the Republic of do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/ Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.**
..... for (*Insert tender title/description*) for (*Insert name of KEMRI*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and /or employees and /or agents of..... (*Insert name of KEMRI*) which is KEMRI.
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 KEMRI*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Signature)

.....

(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

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

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

Name of Authorized Signatory

Sign.....

Position.....

Office address..... Telephone..... E-mail

.....

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date

D. APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

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

2. Requirements

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

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

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

Incompliance with Kenya's laws, regulations and policies mentioned above, KEMRI:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:
 - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of KEMRI or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive KEMRI of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPR A determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (I e s) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
 - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub-consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
 - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

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

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

SCHEDULE OF PRICES FORM

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

1	2	3		4	5	6	7
No of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Insurance Premium per specified period (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service (Col. 5-6)
No 1							
No 2							
No 3							

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

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

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

TENDERER INFORMATION FORM

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

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

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

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

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

QUALIFICATION INFORMATION

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

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

- 1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
- 1.5 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by KEMRI.
- 1.6 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.

Other party(ies) Cause of dispute Details of litigation award Amount involved

- a) _____

- b) _____

- 1.7 Statement of compliance with the requirements of ITT 4.2.
- 1.8 Any additional information required _____

1. NOTIFICATION OF INTENTION TO AWARD

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

- 1) For the attention of Tenderer's Authorized Representative Name:
[insert Authorized Representative's name]
 Address:*[insert Authorized Representative's Address]*
 Telephone numbers:*[insert Authorized Representative's telephone/fax numbers]*
 Email Address:*[insert Authorized Representative's email address]*
[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]
DATE OF TRANSMISSION: This Notification is sent by: *[email/fax]* on *[date]* (local time)
Procuring Entity:.....*[insert the name of the Procuring Entity]*
Contract title:*[insert the name of the contract]*
ITT No:*[insert ITT reference number from Procurement Plan]*

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

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

The successful Tenderers are listed below.

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

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

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

3) How to request a debriefing

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

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

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

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

Title/position:[insert title/position]

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

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

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

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

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

4) How to make a complaint

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

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

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

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

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

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

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

In summary, there are four essential requirements:

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

5) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [insert date] (local time). The Standstill Period lasts

ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

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

On behalf of KEMRI:

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

2 REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

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

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

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

REQUEST FOR REVIEW

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

- 1.
- 2.

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

- 1.
- 2.

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

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

SIGNED

Board Secretary

3. LETTER OF AWARD

[Form head paper of KEMRI]

.....*[date]*

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

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

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

Please return the attached Contract dully signed Authorized Signature

Name and Title of Signatory :.....

Name of Agency:

Attachment: Contract

4 FORM OF CONTRACT

[Form head paper of KEMRI]

LUMP-SUM REMUNERATION

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

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

WHEREAS

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

NOW THEREFORE the parties hereto hereby agree as follows:

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

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

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

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

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

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

[name of member] *[Authorized Representative]*

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

Beneficiary: _____

Request for 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)]

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

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

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

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

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

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

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

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

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

FORM OF TENDER-SECURING DECLARATION

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

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

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

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

I/We, the undersigned, declare that:

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

Signed:..... Capacity /

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

Name:..... Duly

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

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

Seal or stamp

PART II – SCHEDULE OF INSURANCE REQUIREMENTS

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

1. Objectives

KEMRI wishes to have in place a quality and affordable insurance cover for the KEMRI motor vehicle and motor cycles. This will be for a period of **One (1) year** subject to satisfactory performance.

2. List of items to be insured

INVENTORY OF KEMRI MOTOR VEHICLES

MOTOR VEHICLES

NO	MAKE/MODEL	REG. NO.	CHASSIS NO.	CONDITION	STATION	LOCATION
1	DOUBLE CAB	KAC 887G	YN1060016563	RUNNING	CBRD	NAIROBI
2	TOYOTA 105R	KAJ 698S	JTA507007395	RUNNING	CGHR	KISUMU
3	PAJERO	KAL 047U	600189	RUNNING	ITROMID	NAIROBI
4	TOYOTA HILUX	KAL 143U	LN166-0028546	RUNNING	KEMRI-HQS	NAIROBI
5	TOYOTA COROLLA	KAM 321N	AE100-3199437	RUNNING	CRDR	NAIROBI
6	NISSAN URVAN E24	KAM 640T	JNITC4E24Z0605918	RUNNING	CRDR	NAIROBI
7	TOYOTA L/CRUISER	KAN 206U	JTECB09J60-3006303	RUNNING	ESACIPAC	NAIROBI
8	TOYOTA LAND CRUISER	KAN 207U	JTECB09J1-3006387	RUNNING	ITROMID	NAIROBI
9	DOUBLE CAB	KAN 265U	LN166P-0077137	RUNNING	CGHR	KISUMU
10	TOYOTA	KAR 618L	ZZE122-3111067	RUNNING	CIPDCR	BUSIA
11	TOYOTA COROLLA NZE	KAR 619L	ZZE122-3110006	RUNNING	CIPDCR	BUSIA
12	TOYOTA HIACE	KAR 641L	RZH14-5500501	RUNNING	PRODUCTION	NAIROBI
13	MITSUBISHI PAJERO	KAS 437Y	BAV00V31W4S000183	RUNNING	CBRD	NAIROBI
14	TOYOTA PRADO	KAT 333X	JTEBK29JX00012579	RUNNING	KEMRI - HQS	NAIROBI
15	TOYOTA PRADO	KAT 334X	JTEBK295200012074	RUNNING	CGHR	KISUMU
16	NISSAN D/C	KAT 552X	6077769	RUNNING	CMR	NAIROBI
17	TOYOTA L/CRUISER	KAT 701X	JTECB01J70-1024056	RUNNING	ESACIPAC	NAIROBI
18	TOYOTA LANDCRUISER	KAT 798X	JTECB09J90-3024052	RUNNING	ESACIPAC	NAIROBI
19	TOYOTA HIACE	KAV 287E	LH114-5000688	RUNNING	KEMRI - HQS	NAIROBI
20	LAND CRUISER	KAV 400E	JTERB71J100031481	RUNNING	KEMRI - HQS	NAIROBI

21	TOYOTA L/CRUISER	KAV 400E	JTERB71J100031481	RUNNING	RCTP	KISUMU
22	NISSAN	KAV 465E	TBE4RDFE24-A30397	RUNNING	CPHR	NAIROBI
23	TOYOTA/COROLLA	KAV 521E	JTDBW23E600116958	RUNNING	CVR	NAIROBI
24	LANDROVER	KAV 556E	SALLDHMF76K062876	RUNNING	RCTP	KISUMU
25	TOYOTA	KAV 631E	JTERB71J80-0031901	RUNNING	RCTP	KISUMU
26	TOYOTA HILUX	KAV 850E	AHTFK22G803010626	RUNNING	CRDR	NAIROBI
27	MITSUBISHI PAJERO	KAW 562E	JMYLNV76W6J001995	RUNNING	CMR	NAIROBI
28	MITSUBISHI FUSO	KAW 569Z	BAVFM615169AP	RUNNING	CCR	NAIROBI
29	TOYOTA COROLLA	KAY 337V	JTDBW23ES0-0140913	RUNNING	KEMRI-HQS	NAIROBI
30	TOYOTA COROLLA	KAY 340V	JTDBW23EX0-0138087	RUNNING	KEMRI-HQS	NAIROBI
31	TOYOTA HILUX	KAY 396V	AHTDK22G-500004095	RUNNING	RCTP	KISUMU
32	TOYOTA	KAY 399V	AHTDK22G400004072	RUNNING	RCTP	KISUMU
33	TOYOTA HILUX	KAY 413V	AHTFK22G703015929	RUNNING	RCTP	KISUMU
34	TOYOTA HILUX	KAY 440V	AHTDK229-X00004125	RUNNING	RCTP	KISUMU
35	LAND CRUISER	KAY 440V	AHTDK22GX00004125	RUNNING	CRDR	NAIROBI
36	TOYOTA HILUX	KBB 456S	AHTFR22G906015327	RUNNING	CGHR	KISUMU
37	TOYOTA	KBB 720S	AHTDR22G505508810	RUNNING	CMR	NAIROBI
38	TOYOTA PRADO	KBB 728P	KDJ950019483	RUNNING	CGHR	KISUMU
39	PICK-UP	KBB 759S	AHTFR22G506018208	RUNNING	RCTP	KISUMU
40	TOYOTA	KBB 759S	AHTFR22G506018208	RUNNING	RCTP	KISUMU
41	TOYOTA	KBB 796G	AHTFK22G403018626	RUNNING	RCTP	KISUMU
42	TOYOTA D/CABIN	KBB 828Z	RZN185-0039271	RUNNING	KEMRI- RCTP	KISUMU
43	TOYOTA	KBB 835S	JTELB71J607069592	RUNNING	RCTP	KISUMU
44	TOYOTA LAND CRUISER	KBG 039C	JTERB71J40-0050686	RUNNING	CCR	NAIROBI
45	TOYOTA	KBG 176C	AHTDR22G605509531	RUNNING	RCTP	KISUMU
46	ISUZU MV123	KBJ 073U	JALFVR23R97000033	RUNNING	CGHR	KISUMU
47	TOYOTA 105R	KBJ 137U	JTECB01J-201016477	RUNNING	CGHR	KISUMU
48	TOYOTA	KBJ 144U	RZH114-8002491	RUNNING	KEMRI-HQS	NAIROBI
49	TOYOTA HIACE	KBJ 145U	JTFJX02P00-5005526	RUNNING	KEMRI-HQS	NAIROBI
50	ISUZU NPR	KBJ 147U	71013302	RUNNING	CGHR	KISUMU
51	TOYOTA 78R	KBJ 148U	JTERB71J-300022006	RUNNING	CGHR	KISUMU
52	NISSAN UD	KBJ 149U	3803	RUNNING	CGHR	KISUMU
53	TOYOTA 105R	KBJ 150U	JTECB01J201009108	RUNNING	CGHR	KISUMU

54	TOYOTA 105R	KBJ 151U	JTECB01J101021492	RUNNING	CGHR	KISUMU
55	TOYOTA 105R	KBJ 152U	JTECB01J901021529	RUNNING	CMR	NAIROBI
56	TOYOTA 105R	KBJ 153U	JTECB09J003030175	RUNNING	CGHR	KISUMU
57	TOYOTA 78R	KBJ 154U	JTERB71J200038598	RUNNING	CRDR	NAIROBI
58	TOYOTA HARDTOP	KBJ 156U	JTERB71J300038562	RUNNING	CGHR	KISUMU
59	TOYOTA 78R	KBJ 157U	JTERB71J900026772	RUNNING	CGHR	KISUMU
60	TOYOTA L/CRUISER	KBJ 158U	JTECB01J701009119	RUNNING	CTMDR	NAIROBI
61	TOYOTA 105R	KBJ 159U	JTECB01J501009118	RUNNING	CGHR	KISUMU
62	TOYOTA PRADO	KBJ 174U	JTEBK29J400048204	RUNNING	CGHR	KISUMU
63	TOYOTA PRADO	KBJ 197U	JTEBD9FJ20K001295	RUNNING	CGHR	KISUMU
64	TOYOTA LAND CRUISER	KBJ 198U	JTERB71J-60-0055775	RUNNING	CGHR	NAIROBI
65	TOYOTA 78R	KBJ 199U	JTERB711200055899	RUNNING	CGHR	KISUMU
66	TOYOTA HARDTOP	KBJ 606U	JTERB71J70-0055915	RUNNING	CGHR	KISUMU
67	TOYOTA PRADO	KBJ 607U	JTEBD9FJ50-K001064	RUNNING	CGHR	KISUMU
68	TOYOTA HILUX	KBJ 621U	AHTFR22G106026743	RUNNING	CGHR	KISUMU
69	TOYOTA HILUX	KBJ 622U	AHTFR22G106026466	RUNNING	CGHR	KISUMU
70	TOYOTA HILUX	KBJ 623U	AHTFR22G906026120	RUNNING	CGHR	KISUMU
71	TOYOTA PRADO	KBJ 624U	JTEBD9FJ40-K001301	RUNNING	CGHR	KISUMU
72	TOYOTA HARDTOP	KBJ 625U	JTERB71J20-0055871	RUNNING	CGHR	KISUMU
73	TOYOTA RAV4	KBJ 654U	JTMBH33V90D011159	RUNNING	CGHR	KISUMU
74	TOYOTA HIACE VAN	KBL 187G	JTFJX02P80-0008705	RUNNING	CGHR	KISUMU
75	TOYOTA/ LANDCRUISER	KBL 188G	JTERB71J900026769	RUNNING	CGHR	KISUMU
76	TOYOTA HIACE	KBL 190G	JTFHX02P00-0008729	RUNNING	KEMRI-HQS	NAIROBI
77	TOYOTA BALOON	KBL 191G	JTECB010801021490	RUNNING	CGHR	KISUMU
78	LAND CRUISER	KBL 285G	JTELB71J90-7720603	RUNNING	RCTP	KISUMU
79	TOYOTA	KBL 285G	JTELB71J90-7720603	RUNNING	RCTP	KISUMU
80	TOYOTA COROLLA	KBL 508G	AHTLT52E406015336	RUNNING	CPHR	KISUMU
81	GRANDTIGER/ ZX	KBL 562G	LTA12HZM4A2000202	RUNNING	ITROMID	NAIROBI
82	NISSAN/NAVARA	KBL 593G	MNTVCUD40Z0024416	RUNNING	CMR	NAIROBI
83	TOYOTA PRADO	KBL 624G	JTEBD9FJ90-K001939	RUNNING	CGHR	KISUMU
84	TOYOTA PRADO	KBL 625G	JTEBD9FJ00-K002218	RUNNING	CGHR	KISUMU
85	TOYOTA 78R	KBL 626G	JTERB71J60-0056019	RUNNING	CGHR	KISUMU
86	TOYOTA HARDTOP	KBL 627G	JTERB71J60-0055842	RUNNING	CGHR	KISUMU

87	TOYOTA PRADO	KBL 690G	JTEBD9FJ70K002622	RUNNING	CGHR	KISUMU
88	TOYOTA PRADO	KBL 691G	JTEBD9FJ10-K002664	RUNNING	CGHR	KISUMU
89	TOYOTA PRADO	KBL 692G	JTEBD9FJ20-K002656	RUNNING	CGHR	KISUMU
90	TOYOTA PRADO	KBL 693G	JTEBD9FJ00-K002705	RUNNING	CGHR	NAIROBI
91	TOYOTA/AMBULANCE	KBN 054E	JTER71J50-0058604	RUNNING	RCTP	KISUMU
92	TOYOTA/AMBULANCE	KBN 055E	JTERB71J50-0058604	RUNNING	RCTP	KISUMU
93	TOYOTA HIACE	KBN 125E	JTFRS12P30-0019022	RUNNING	CMR	NAIROBI
94	TOYOTA/ZRE	KBN 166E	2010NB1697219	RUNNING	RCTP	KISUMU
95	TOYOTA LAND CRUISER	KBN 318X	JTEEB71J-707010575	RUNNING	KEMRI-HQS	NAIROBI
96	TOYOTA HILUX	KBN 532X	AHTDR22G605516057	RUNNING	KEMRI - HQS	NAIROBI
97	ISUZU/FRR	KBN 602E	JALFRR33LA7000396	RUNNING	CGHR	KISUMU
98	TOYOTA L/CRUISER	KBN 672E	JTECB01J401025410	RUNNING	CGHR	KISUMU
99	TOYOTA L/CRUISER (HZJ105)	KBN 673E	JTECB011601025411	RUNNING	CGHR	KISUMU
100	NISSAN/E24D	KBN 801E	TVP4RDFE24A41843	RUNNING	CRDR	NAIROBI
101	TOYOTA L/CRUISER (HZJ78R)	KBN 805E	JTERB71J40-0060411	RUNNING	CGHR	KISUMU
102	TOYOTA HARDTOP	KBN 806E	JTERB71JX0-0060400	RUNNING	CGHR	KISUMU
103	TOYOTA COROLLA	KBP 478F	AHTLB52E903055366	RUNNING	KEMRI - HQS	NAIROBI
104	TOYOTA LAND CRUISER	KBP 801D	JTERB71J-200059158	RUNNING	KEMRI - HQS	NAIROBI
105	TOYOTA HIACE	KBP 897D	JTFRS12P70-0019542	RUNNING	KEMRI - HQS	NAIROBI
106	SUBARU/LEGACY	KBQ 221D	JF1BH5KJ43G061204	RUNNING	CGHR	KISUMU
107	TOYOTA 78R	KBQ 222D	JTERB71J40-0010558	RUNNING	CGHR	KISUMU
108	TOYOTA LAND CRUISER	KBQ 518K	JTERB71J-800061271	RUNNING	KEMRI HQ	NAIROBI
109	TOYOTA LAND CRUISER	KBQ 518Q	JTERB71J-800061271	RUNNING	KEMRI - HQS	NAIROBI
110	TOYOTA LAND CRUISER	KBQ 519K	JTERB71J-900061120	RUNNING	KEMRI-HQS	NAIROBI
111	TOYOTA/HARD TOP	KBQ 564D	JTERB71J40-0064183	RUNNING	CGHR	KISUMU
112	NISSAN CIVILIAN	KBR 631K	JN1UBHW41Z0024710	RUNNING	KEMRI - HQS	NAIROBI
113	TOYOTA/AMBULANCE	KBR 663U	JTERB71310-0067221	RUNNING	RCTP	KISUMU
114	TOYOTA/LANDCRUISER	KBR 866U	JTERB711400038599	RUNNING	CGHR	KISUMU
115	TOYOTA HIACE	KBS 359Z	JTFRS12P20-0025393	RUNNING	CGMR-C	KILIFI
116	TOYOTA 105R	KBT 459N	JTECB09J303014519	RUNNING	CGHR	KISUMU
117	TOYOTA LAND CRUISER	KBT 618Z	JTERB71J-900068200	RUNNING	KEMRI - HQS	NAIROBI
118	TOYOTA LAND CRUISER	KBT 948C	JTERB71J-600064878	RUNNING	KEMRI - HQS	NAIROBI

119	TOYOTA LAND CRUISER	KBT 951C	JTERB71J-400065303	RUNNING	KEMRI-HQS	NAIROBI
120	TOYOTA LAND CRUISER	KBT 952C	JTERB71J-X00065516	RUNNING	KEMRI - HQS	NAIROBI
121	NISSAN/X38	KBU 148T	ADNCPUD22Z0037810	RUNNING	CVR	NAIROBI
122	LAND CRUISER	KBU 270T	JTERB71J10-0005839	RUNNING	CGHR	KISUMU
123	TOYOTA 78R	KBU 319T	JTERB71J300070217	RUNNING	CGHR	KISUMU
124	NISSAN/X37	KBU 764T	ADNCJUD22Z0034436	RUNNING	CGHR	KISUMU
125	NISSAN/X38	KBU147T	ADNCPUD22Z0038356	RUNNING	KEMRI-HQS	NAIROBI
126	TOYOTA LAND CRUISER	KBV 316Y	JTERB71J-000070319	RUNNING	KEMRI - HQS	NAIROBI
127	TOYOTA HARDTOP	KBW 044V	JTERB71J60-0069319	RUNNING	CGHR	KISUMU
128	TOYOTA HARDTOP	KBW 045V	JTERB71J80-0069189	RUNNING	CGHR	KISUMU
129	TOYOTA HARDTOP	KBW 074V	JTERB71J70-0069314	RUNNING	CGHR	KISUMU
130	TOYOTA/HZJ178R	KBW 074V	JTERB71J700069314	RUNNING	CGHR	KISUMU
131	TOYOTA/HZJU78R	KBW 644V	JTERB71J800069323	RUNNING	CGHR	KISUMU
132	TOYOTA LAND CRUISER	KBW 871Z	JTERB71J-900070822	RUNNING	KEMRI-HQS	NAIROBI
133	TOYOTA LAND CRUISER	KBW 872Z	JTERB71J-900070819	RUNNING	KEMRI-HQS	NAIROBI
134	LAND CRUISER	KBW 873Z	JTERB71J-700070768	RUNNING	KWALE	KWALE
135	TOYOTA LAND CRUISER	KBY 259Q	JTERB71J-100070832	RUNNING	KEMRI-HQS	NAIROBI
136	TOYOTA/ZR182R	KBZ 015D	AHTBF3JE70001400	RUNNING	KEMRI-HQS	NAIROBI
137	TOYOTA/ZR182R	KBZ 016D	AHRBF3JE500001778	RUNNING	CGMRC	KILIFI
138	GRANDTIGER/ ZX	KBZ 821D	LTA12H2M9C2021131	RUNNING	CVR	NAIROBI
139	NISSAN/URVAN	KBZ 869D	TVP4RDFE24-A53154	RUNNING	ITROMID	NAIROBI
140	TOYOTA HILUX	KCA 092F	AHTFR22G106015709	RUNNING	CGHR	KISUMU
141	MINISUBISHI PAJERO	KCA 505F	JMYLNV96WFJ000132	RUNNING	KEMRI-HQS	NAIROBI
142	TOYOTA/ZR182R	KCA 513F	AHTBF3JE500003269	RUNNING	KEMRI-HQS	NAIROBI
143	TOYOTA/ZR182R	KCA 514F	AHTBF3JE700003242	RUNNING	CGHR	KISUMU
144	TOYOTA HILUX	KCA 522F	AHTFR22G506018533	RUNNING	CRDR	NAIROBI
145	TOYOTA 105R	KCA 544F	JCBO991903004111	RUNNING	CGHR	KISUMU
146	ISUZU/FRR33	KCA 631F	JALFRR33LA7003182	RUNNING	KEMRI-HQS	NAIROBI
147	SUZUKI/OMNI	KCD 164G	1576899	RUNNING	SERU	NAIROBI
148	LAND CRUISER	KCD 621T	JTEEB71J207028353	RUNNING	CGMR-C	KILIFI
149	TOYOTA LAND CRUISER	KCD 623T	JTEEB71J807028423	RUNNING	CGMR-C	KILIFI
150	TOYOTA LAND CRUISER	KCD 624T	JTEEB71J707028459	RUNNING	KEMRI-HQS	NAIROBI
151	TOYOTA/D CABIN	KCE 359D	AHTFR22G106105457	RUNNING	CTMDR	NAIROBI

152	TOYOTA/FORTUNER	KCE 523D	AHTYZ59G608030857	RUNNING	CPHR	NAIROBI
153	TOYOTA/D CABIN	KCE 779D	JTEBBHJ00-4313957	RUNNING	ESACIPAC	NAIROBI
154	TOYOTA/AVANZA	KCH 312Q	MHKM5FB2NOK000271	RUNNING	KEMRI-HQS	NAIROBI
155	TOYOTA/HILUX	KCH 370Q	AHTFR22G306113351	RUNNING	CGHR	KISUMU
156	TOYOTA/LANDCRUISER	KCH 424Q	JTELB71J907725459	RUNNING	CTMDR	NAIROBI
157	FORD RANGER	KCH 434Q	6FPPXXMJ2PGC71594	RUNNING	ITROMID	NAIROBI
158	MITSUBISHI/ASX	KCK 599U	JMYXTGA2WFZC02135	RUNNING	CBRD	NAIROBI
159	MITSUBISHI/ASX	KCK 602U	JMYXTGA2WFZC02137	RUNNING	SERU	NAIROBI
160	MITSUBISHI/ASX	KCK 607U	JMYXTGA2WHZ001589	RUNNING	CRDR	NAIROBI
161	MITSUBISHI/ASX	KCK 608U	JMYXTGA2WHZ001587	RUNNING	KEMRI-HQS	NAIROBI
162	MITSUBISHI/ASX	KCK 610U	JMYXTGA2WFZCO1604	RUNNING	KEMRI-HQS	NAIROBI
163	FORD RANGER	KCK 723U	XFPPXXMJPGK79387	RUNNING	KEMRI-HQS	NAIROBI
164	TOYOTA PRADO	KCK 728U	JTEBH3FJ90K191422	RUNNING	KEMRI-HQS	NAIROBI
165	TOYOTA	KCK 729U	AHTFFS8CD20-1402102	RUNNING	CRDR	NAIROBI
166	TOYOTA LAND CRUISER	KCK 758U	JTEEB71JI07015691	RUNNING	CIPDCR	BUSIA
167	TOYOTA/HILUX	KCK 789U	AHTFS8LP30-1402349	RUNNING	KWALE	KWALE
168	MITSUBISHI PAJERO	KCK 821U	JMYLNV96WHJ000417	RUNNING	CBRD	NAIROBI
169	NISSAN/NAVARA	KCK 969U	MNTVCUD40Z0046819	RUNNING	CIPDCR	BUSIA
170	TOYOTA PRADO	KCP 176K	LJ95-0009411	RUNNING	CGHR	KISUMU
171	TOYOTA 78R	KCP 177K	JTERB71J500040975	RUNNING	CGHR	KISUMU
172	LAND CRUISER	KCP 192K	JTECB01JX01021488	RUNNING	CGHR	KISUMU
173	MITSUBISHI PAJERO	KCP 266K	JMYLNV96WH5000493	RUNNING	KEMRI-HQS	NAIROBI
174	TOYOTA 78R	KCP 474K	JTERB71J200049553	RUNNING	CGHR	KISUMU
175	TOYOTA LAND CRUISER	KCP 482K	JTELB71J80-7727204	RUNNING	CMR	NAIROBI
176	ISUZU/TFS86 DELUXE	KCT 091Y	ACVDSCJR6J4027185	RUNNING	CPHR	NAIROBI
177	ISUZU/TFS86 DELUXE	KCT 092Y	ACVDSCJR6J4025761	RUNNING	CBRD	NAIROBI
178	ISUZU/TFS86 DELUXE	KCT 093Y	ACVDSCJRXJ4030381	RUNNING	CMR	NAIROBI
179	TOYOTA PRADO	KCT 151Y	JTEBH3FJ20K213048	RUNNING	KEMRI-HQS	NAIROBI
180	TOYOTA HILUX	KCT 313Y	AHTHA3CD403430342	RUNNING	RCTP	KISUMU
181	LAND CRUISER HARDTOP	KCT 468Y	JTELB71J10-7740103	RUNNING	CGHR	KISUMU
182	ISUZU/TFS86 DELUXE	KDA 362P	ACVDSCJR9K4061848	RUNNING	KEMRI-HQS	NAIROBI
183	ISUZU/TFS86 DELUXE	KDA 367P	ACVDSCJR8K4061999	RUNNING	KEMRI-HQS	NAIROBI
184	ISUZU NQR 81L MINIBUS	KDA 616P	JAAN1R81MK7100190	RUNNING	KEMRI-HQS	NAIROBI

185	ISUZU/TFS86 DELUXE	KDA363P	ACVDSCJR9K4061851	RUNNING	KEMRI-HQS	NAIROBI
186	HYUNDAI TRUCK	KDD 491A	KDFGA17CRJK000372	RUNNING	CGHR	KISUMU
187	TOYOTA	KDG 162C	JTERB71J70F015234	RUNNING	CGHR	KISUMU
188	TOYOTA HIACE	KDG 356C	JTFSS22P10-0196031	RUNNING	CMR	NAIROBI
189	TOYOTA D/CABIN	KDG 514C	AHTDB8CD805631853	RUNNING	PRODUCTION	NAIROBI
190	TOYOTA HILLUX D/CABIN	KDK 173P	MR0DB8CDX00125923	RUNNING	CMR	NAIROBI
191	TOYOTA COROLLA	KDK 598D	AHTKFBAG100612824	RUNNING	RCTP-NAIROBI	NAIROBI
	MOTORCYCLES					
NO	MAKE/MODEL	REG. NO.	CHASSIS NO.	CONDITION	STATION	
1	YAMAHA DT 175	KAMDQ615D	DG01X-045140	RUNNING	KEMRI HQ/KILIFI	KILIFI
2	YAMAHA DT 175	KAMDQ617D	DG01X-045166	RUNNING	KEMRI HQ/KILIFI	KILIFI
3	YAMAHA DT 175	KAMDQ618D	DG01X-045141	RUNNING	KEMRI HQ/KILIFI	KILIFI
4	YAMAHA DT 175	KAMDQ619D	DG01X-045161	RUNNING	KEMRI HQ/KILIFI	KILIFI
5	YAMAHA DT 175	KMDH226A	DG01X-042615	RUNNING	KEMRI HQ/KILIFI	KILIFI
6	YAMAHA DT 175	KMDH227A	DG01X-042614	RUNNING	KEMRI HQ/KILIFI	KILIFI
7	YAMAHA DT 175	KMDH228A	DG01X-042616	RUNNING	KEMRI HQ/KILIFI	KILIFI
8	YAMAHA DT 175	KMDH232A	DG01X-042573	RUNNING	KEMRI HQ/KILIFI	KILIFI
9	YAMAHA YD110	KMDQ713D	ME1FE43F9E2030257	RUNNING	KEMRI- RCTP	YD110
10	YAMAHA YD110	KMDQ714D	ME1FE43F9E2030419	RUNNING	KEMRI- RCTP	YD110
11	SUZUKI TF125	KMFB 091R	UE301-000880	RUNNING	HOUSE MODIFICATION	KISUMU
12	SUZUKI TF125	KMFB 092R	UE301-000843	RUNNING	HOUSE MODIFICATION	KISUMU
13	SUZUKI TF168	KMFB 093R	UE301-000860	RUNNING	HOUSE MODIFICATION	KISUMU
14	SUZUKI TF125	KMFB 094R	UE301-000859	RUNNING	HOUSE MODIFICATION	KISUMU
15	SUZUKI TF125	KMFB 095R	UE301-000871	RUNNING	HOUSE MODIFICATION	KISUMU
16	SUZUKI TF167	KMFB 096R	UE301-000804	RUNNING	HOUSE MODIFICATION	KISUMU
17	SUZUKI TF166	KMFB 097R	UE301-000801	RUNNING	HOUSE MODIFICATION	KISUMU
18	SUZUKI TF173	KMFB 098R	UE301-000796	RUNNING	HOUSE MODIFICATION	KISUMU

19	SUZUKI TF171	KMFB 099R	UE301-000802	RUNNING	HOUSE MODIFICATION	KISUMU
20	SUZUKI TF125	KMFB 100R	UE301-000834	RUNNING	HOUSE MODIFICATION	KISUMU
21	SUZUKI TF125	KMFB 101R	UE301-000846	RUNNING	HOUSE MODIFICATION	KISUMU
22	SUZUKI TF174	KMFB 102R	UE301-000807	RUNNING	HOUSE MODIFICATION	KISUMU
23	SUZUKI TF142	KMFB 103R	UE301-000794	RUNNING	PMC II	KISUMU
24	SUZUKI TF143	KMFB 104R	UE301-000787	RUNNING	PMC II	KISUMU
25	SUZUKI TF125	KMFB 105R	UE301-000792	RUNNING	HOUSE MODIFICATION	KISUMU
26	SUZUKI TF169	KMFB 106R	UE301-000780	RUNNING	HOUSE MODIFICATION	KISUMU
27	SUZUKI TF170	KMFB 107R	UE301-000821	RUNNING	HOUSE MODIFICATION	KISUMU
28	SUZUKI TF125	KMFB 108R	UE301-000782	RUNNING	HOUSE MODIFICATION	KISUMU
29	SUZUKI TF125	KMFB 109R	UE301-000861	RUNNING	CGHR/ATSB	KISUMU
30	SUZUKI TF125	KMFB 110R	UE301-000751	RUNNING	HOUSE MODIFICATION	KISUMU
31	SUZUKI TF131	KMFE 022Y	TF125176361	RUNNING	RSVT STUDY	KISUMU
32	SUZUKI TF125	KMFE 023Y	TF125176367	RUNNING	CGHR/ATSB	KISUMU
33	SUZUKI TF125	KMFE 025Y	TF125176360	RUNNING	CGHR/ATSB	KISUMU
34	SUZUKI TF149	KMFE 119Y	TF125176488	RUNNING	L9LS-PD	KISUMU
35	SUZUKI TF125	KMFE 120Y	TF125176514	RUNNING	CGHR/ATSB	KISUMU
36	SUZUKI TF 125F	KMFE 121Y	TF125176485	RUNNING	CGHR/MVIPE CC	KISUMU
37	SUZUKI TF126	KMFE 126Y	TF125175415	RUNNING	Mortality Surveillance	KISUMU
38	SUZUKI TF128	KMFE 127Y	TF125175242	RUNNING	MVIPE CC	KISUMU
39	SUZUKI TF140	KMFE 128Y	TF125175417	RUNNING	PMC II	KISUMU
40	SUZUKI TF150	KMFE 129Y	TF 125176370	RUNNING	L9LS-PD	KISUMU
41	SUZUKI TF151	KMFE 130Y	TF125176517	RUNNING	L9LS-PD	KISUMU
42	SUZUKI TF125	KMFE 160Y	TF1250188	RUNNING	CGHR/ATSB	KISUMU

43	SUZUKI TF125	KMFE 161Y	TF125176524	RUNNING	CGHR/ATSB	KISUMU
44	SUZUKI TF 125F	KMFE 162Y	TF125176536	RUNNING	CGHR/MVIPE CC	KISUMU
45	SUZUKI TF161	KMFE 163Y	TF1253428	RUNNING	CARES SURVEUILANCE	KISUMU
46	SUZUKI TF125	KMFE 164Y	TF125176566	RUNNING	CGHR/ATSB	KISUMU
47	SUZUKI TF162	KMFE 166Y	TF1253406	RUNNING	CARES SURVEUILANCE	KISUMU
48	SUZUKI TF152	KMFE 167Y	TF1253438	RUNNING	L9LS-PD	KISUMU
49	SUZUKI TF125	KMFE 168Y	TF-1253513	RUNNING	CGHR/ATSB	KISUMU
50	SUZUKI TF 125F	KMFE 169Y	TF1253519	RUNNING	CGHR/MVIPE CC	KISUMU
51	SUZUKI TF176	KMFE 170Y	TF1250193	RUNNING	GLOBAL FUND	KISUMU
52	SUZUKI TF153	KMFE 171Y	TF1250195	RUNNING	L9LS-PD	KISUMU
53	SUZUKI TF154	KMFE 189Y	TF1251430	RUNNING	L9LS-PD	KISUMU
54	SUZUKI TF175	KMFE 190Y	TF125175725	RUNNING	GLOBAL FUND	KISUMU
55	SUZUKI TF144	KMFE 191Y	TF125175229	RUNNING	PMC II	KISUMU
56	SUZUKI TF 125F	KMFE 193Y	TF1251580	RUNNING	CGHR/MVIPE CC	KISUMU
57	SUZUKI TF 125F	KMFE 194Y	TF1251521	RUNNING	CGHR/MVIPE CC	KISUMU
58	SUZUKI TF155	KMFE 196Y	TF125176148	RUNNING	L9LS-PD	KISUMU
59	SUZUKI TF177	KMFE 197Y	TF125176457	RUNNING	GLOBAL FUND	KISUMU
60	SUZUKI TF156	KMFE 198Y	3HA-148522	RUNNING	L9LS-PD	KISUMU
61	SUZUKI TF147	KMFE 199Y	TF125176489	RUNNING	L9LS-PD	KISUMU
62	SUZUKI TF125	KMFE 200Y	TF125176502	RUNNING	CGHR/ATSB	KISUMU
63	SUZUKI TF148	KMFV 001C	TF125176504	RUNNING	L9LS-PD	KISUMU
64	SUZUKI TF125	KMFV 002C	TF125175239	RUNNING	CGHR/ATSB	KISUMU
65	SUZUKI TF141	KMFV 139C	TF125176510	RUNNING	PMC II	KISUMU
66	SUZUKI TF 125F	KMFV 140C	TF125176520	RUNNING	CGHR/MVIPE CC	KISUMU
67	SUZUKI TF125	KMFV 141C	TF125176345	RUNNING	Mortality Surveillance	KISUMU
68	SUZUKI TF 125F	KMFV 142C	TF125176363	RUNNING	CGHR/MVIPE CC	KISUMU
69	SUZUKI TF127	KMFV 143C	TF125176395	RUNNING	Epi 005	KISUMU
70	SUZUKI TF125	KMGA 061C	TF125176497	RUNNING	CGHR/ATSB	KISUMU
71	YAMAHA TF 125	KAB 763B	122385	RUNNING	RCTP-KISUMU	KISUMU
72	YAMAHA TF 175	KAD 912M	3TS-020860	RUNNING	RCTP-KISUMU	KISUMU
73	YAMAHA TF 125	KAM 735L	TF 125-135819	RUNNING	RCTP-KISUMU	KISUMU
74	YAMAHA CRUX 110	KAN 009U	3TT-O117498	RUNNING	RCTP-KISUMU	KISUMU
75	YAMAHA DT 125	KAN 055U	3TT-120198	RUNNING	PMC II	KISUMU
76	YAMAHA DT 175	KAN 060U	DC01X008389	RUNNING	CGHR/PREGREG	KISUMU
77	YAMAHA DT 125	KAN 060U	3TT-120204	RUNNING	CGHR/PREGREG	KISUMU

78	YAMAHA DT 125	KAN 087U	3TT-120185	RUNNING	CGHR/MVIPE	KISUMU
79	YAMAHA DT 125	KAN 089U	3TT-120163	RUNNING	CGHR/PREGREG	KISUMU
80	YAMAHA DT 125	KAN 091U	3TT-120164	RUNNING	CGHR/HJF	KISUMU
81	YAMAHA DT 175	KAN 713U	DG01X-004582	RUNNING	L9LS-PD	KISUMU
82	YAMAHA DT 175	KAN 714U	DG01X-004594	RUNNING	L9LS-PD	KISUMU
83	YAMAHA DT 175	KAN 734U	DGO1X-007830	RUNNING	CGHR/PREGREG	KISUMU
84	YAMAHA DT 175	KAN 748U	DC01X008389	RUNNING	CGHR/PREGREG	KISUMU
85	YAMAHA DT 175	KAN 749U	DGO1X-008534	RUNNING	CGHR/MVIPE	KISUMU
86	YAMAHA DT 125	KAN 750U	DG01X-008394	RUNNING	PREGREG	KISUMU
87	YAMAHA DT 175	KAN 751U	DGO1X-008396	RUNNING	CGHR/MVIPE	KISUMU
88	YAMAHA DT 175	KAN 752U	DG01X008530	RUNNING	CGHR/MONOCLONAL	KISUMU
89	YAMAHA DT 175	KAN 753U	DGO1X-008540	RUNNING	CGHR/MVIPE	KISUMU
90	YAMAHA DT 125	KAR 828L	DE02X-0022429	RUNNING	PREGREG	KISUMU
91	YAMAHA DT 125	KAR 829L	DE02X-0022480	RUNNING	PREGREG	KISUMU
92	YAMAHA DT 125	KAR 830L	3HA-0119428	RUNNING	PREGREG	KISUMU
93	YAMAHA DT 125	KAR 833L	DE02X-0022422	RUNNING	PREGREG	KISUMU
94	YAMAHA DT 125	KAR 834L	DE02X-0022424	RUNNING	PREGREG	KISUMU
95	YAMAHA DT 175	KAT 074X	DG01X-014974	RUNNING	RCTP-KISUMU	KISUMU
96	YAMAHA DT 175	KAT 075X	DG01X-014973	RUNNING	RCTP-KISUMU	KISUMU
97	YAMAHA DT 175	KAT 076X	DG01X-014975	RUNNING	RCTP-KISUMU	KISUMU
98	YAMAHA DT 125	KAT 775E	DE02X-0020971	RUNNING	RCTP-KISUMU	KISUMU
99	YAMAHA DT 175	KAV 176E	DGO1X-019216	RUNNING	CGHR/MVIPE	KISUMU
100	YAMAHA AG 200	KAV 192E	3GX-081354	RUNNING	CMR-KISUMU	KISUMU
101	YAMAHA DT 125	KAV 980E	DG01X-029329	RUNNING	L9LS-PD	KISUMU
102	YAMAHA DT 175	KAV 981E	DGO1X-019216	RUNNING	CGHR/MVIPE	KISUMU
103	YAMAHA DT 175	KAV 983E	3HA-145817	RUNNING	CGHR/MVIPE	KISUMU
104	YAMAHA DT 175	KAV 984E	DGO1X-019216	RUNNING	CGHR/MVIPE	KISUMU
105	YAMAHA DT 175	KAV 985E	DGO1X-019216	RUNNING	CGHR/MVIPE	KISUMU
106	YAMAHA DT 175	KAV 986E	DG0LX-019218	RUNNING	CGHR-MAKUENI	MAKUENI
107	YAMAHA DT 175	KAV 987E	DG0LX-019217	RUNNING	CGHR-MAKUENI	MAKUENI
108	YAMAHA DT 175	KAV 988E	DGO1X-019213	RUNNING	CGHR/MVIPE	KISUMU
109	YAMAHA DT 175	KAW 400Z	DG01X019783	RUNNING	RSVT STUDY	KISUMU
110	YAMAHA DT 125	KAW 405Z	DE02X-037883	RUNNING	CGHR/MALARIA	KISUMU

111	YAMAHA DT 125	KAW 406Z	DE02X037884	RUNNING	CGHR/MALARIA	KISUMU
112	YAMAHA DT 125	KAW 407Z	DE02X037885	RUNNING	RSVT STUDY	KISUMU
113	YAMAHA AG 100	KAW 408Z	3HA-133171	RUNNING	RSVT STUDY	KISUMU
114	YAMAHA DT 125	KAW 412Z	DE02X-032253	RUNNING	CGHR/MALARIA	KISUMU
115	YAMAHA DT 125	KAW 415Z	DE02X-032745	RUNNING	L9LS-PD	KISUMU
116	YAMAHA DT 125	KAW 416Z	DE02X-032746	RUNNING	L9LS-PD	KISUMU
117	YAMAHA DT 125	KAW 431Z	DE02X037867	RUNNING	CGHR/MONOCLONAL	KISUMU
118	YAMAHA DT 125	KAW 438Z	DE02X-038617	RUNNING	CGHR/ATSB	KISUMU
119	YAMAHA DT 125	KAW 439Z	DE02X-038844	RUNNING	CGHR/ATSB	KISUMU
120	YAMAHA DT 125	KAW 440Z	DE02X-038843	RUNNING	GLOBAL FUND	KISUMU
121	YAMAHA DT 125	KAW 441Z	REGKAW447Z	RUNNING	GLOBAL FUND	KISUMU
122	YAMAHA DT 125	KAW 442Z	3HA-140965	RUNNING	PREGREG	KISUMU
123	YAMAHA AG 100	KAW 443Z	3HA-140969	RUNNING	GLOBAL FUND	KISUMU
124	YAMAHA AG 100	KAW 444Z	3HA-140350	RUNNING	CGHR/MALARIA	KISUMU
125	YAMAHA DT 125	KAW 445Z	3HA-140968	RUNNING	EPI 003	KISUMU
126	YAMAHA AG 100	KAW 446Z	3HA140967	RUNNING	CGHR/PROSYNK	KISUMU
127	YAMAHA DT 125	KAW 447Z	REGKAW447Z	RUNNING	GLOBAL FUND	KISUMU
128	YAMAHA DT 125	KAW 448Z	DE02X-038617	RUNNING	CGHR/ATSB	KISUMU
129	YAMAHA DT 125	KAW 449Z	DE02X-038618	RUNNING	EPI 003	KISUMU
130	YAMAHA DT 125	KAW 450Z	DE02X-038889	RUNNING	CGHR/PROSYNK	KISUMU
131	YAMAHA DT 125	KAY 101V	DE02X-038853	RUNNING	L9LS-PD	KISUMU
132	YAMAHA DT 175	KAY 102V	DG01-020259	RUNNING	L9LS-PD	KISUMU
133	YAMAHA AG 100	KAY 103V	3HA-144327	RUNNING	L9LS-PD	KISUMU
134	YAMAHA DT 125	KAY 104V	DE02X-038728	RUNNING	L9LS-PD	KISUMU
135	YAMAHA DT 125	KAY 105V	DE02X038725	RUNNING	L9LS-PD	KISUMU
136	YAMAHA DT 125	KAY 106V	DE02X-038721	RUNNING	L9LS-PD	KISUMU
137	YAMAHA DT 125	KAY 108V	DE02X-038855	RUNNING	L9LS-PD	KISUMU
138	YAMAHA DT 125	KAY 109V	DE02X-038856	RUNNING	L9LS-PD	KISUMU
139	YAMAHA DT 125	KAY 113V	DE02X-038879	RUNNING	L9LS-PD	KISUMU
140	YAMAHA DT 125	KAY 114V	3HA-145818	RUNNING	CGHR/WSU	KISUMU

141	YAMAHA DT 175	KAY 115V	3HA-145817	RUNNING	CGHR/MVIPE	KISUMU
142	YAMAHA AG 100	KAY 197V	3HA-147567	RUNNING	CMR-KISUMU	KISUMU
143	YAMAHA AG 100	KAY 198V	3HA 148522	RUNNING	CMR-KISUMU	KISUMU
144	YAMAHA AG 100	KAY 199V	3HA-148527	RUNNING	CMR-KISUMU	KISUMU
145	YAMAHA DT 125	KAY 716V	DE02X-040146	RUNNING	CGHR/WSU	KISUMU
146	YAMAHA DT 125	KAY 717V	DE02X-040510	RUNNING	CGHR/WSU	KISUMU
147	YAMAHA AG 100	KAY 736V	3HA 148526	RUNNING	CMR-KISUMU	KISUMU
148	YAMAHA DT 125	KAY 782V	DE02X-044764	RUNNING	PREGREG	KISUMU
149	YAMAHA DT 125	KAY 783V	DG01X-022561	RUNNING	AGREE	KISUMU
150	YAMAHA DT 175	KAY 784V	DG01X-022552	RUNNING	AGREE	KISUMU
151	YAMAHA DT 175	KAY 785V	DG01X-022548	RUNNING	AGREE	KISUMU
152	YAMAHA DT 175	KAY 786V	DG01X-022563	RUNNING	AGREE	KISUMU
153	YAMAHA DT 175	KAY 787V	DG01X-022559	RUNNING	AGREE	KISUMU
154	YAMAHA DT 175	KAY 788V	DG01X-022558	RUNNING	AGREE	KISUMU
155	YAMAHA DT 175	KAY 789V	DG01X-022555	RUNNING	AGREE	KISUMU
156	YAMAHA DT 175	KAY 790V	DG01X-022562	RUNNING	CGHR/MONOCLONAL	KISUMU
157	YAMAHA DT 175	KAY 791V	DG01X-022547	RUNNING	CGHR/MONOCLONAL	KISUMU
158	YAMAHA DT 175	KAY 792V	DG01X-022550	RUNNING	CGHR/HJF	KISUMU
159	YAMAHA DT 175	KAY 793V	DG01X022546	RUNNING	CGHR/MONOCLONAL	KISUMU
160	YAMAHA DT 175	KAY 794V	DG01X-022554	RUNNING	CGHR/HJF	KISUMU
161	YAMAHA DT 175	KAY 799V	DG01X-022557	RUNNING	CGHR/HJF	KISUMU
162	YAMAHA AG 100	KBB 675S	3HA 153878	RUNNING	CMR-KISUMU	KISUMU
163	YAMAHA AG 100	KBB 676S	3HA 153882	RUNNING	CMR-KISUMU	KISUMU
164	YAMAHA AG 100	KBB 677S	3HA 153881	RUNNING	CMR-KISUMU	KISUMU
165	YAMAHA AG 100	KBB 679S	3HA 153880	RUNNING	CMR-KISUMU	KISUMU
166	YAMAHA AG 100	KBB 680S	3HA-153884	RUNNING	CMR-KISUMU	KISUMU
167	YAMAHA DT 175	KBB 681S	DG01X023494	RUNNING	CMR-KISUMU	KISUMU
168	YAMAHA DT 175	KBB 682S	DG01X 023150	RUNNING	CMR-KISUMU	KISUMU
169	YAMAHA AG 100	KBB 684S	3HA 153883	RUNNING	CMR-KISUMU	KISUMU
170	YAMAHA DT 125	KBB 957S	DE02X-054757	RUNNING	CMR-KISUMU	KISUMU
171	YAMAHA DT 125	KBG 681C	DE02X-054760	RUNNING	CGHR/ATSB	KISUMU
172	YAMAHA DT 125	KBG 682C	DE02X-054761	RUNNING	CGHR/ATSB	KISUMU
173	YAMAHA AG 100	KBG 695C	3HA-161253	RUNNING	CGHR/ATSB	KISUMU

174	YAMAHA AG 100	KBG 696C	3HA-164163	RUNNING	CGHR/ATSB	KISUMU
175	YAMAHA AG 100	KBG 697C	3HA-164167	RUNNING	CGHR/ATSB	KISUMU
176	YAMAHA DT 125	KBG 698C	3HA-164164	RUNNING	AGREE	KISUMU
177	YAMAHA AG 100	KBG 700C	3HA-164171	RUNNING	CGHR/PREGREG	KISUMU
178	YAMAHA DT 125	KBG 701C	DE02X056320	RUNNING	CGHR/PREGREG	KISUMU
179	YAMAHA DT 125	KBG 702C	DE02X-056317	RUNNING	CGHR/PREGREG	KISUMU
180	YAMAHA DT 125	KBG 703C	DE02X-056318	RUNNING	CARES SURVEUILANCE	KISUMU
181	YAMAHA DT 125	KBG 704C	DE02X-056319	RUNNING	CARES SURVEUILANCE	KISUMU
182	YAMAHA DT 175	KBG 705C	DE02X-056287	RUNNING	CGHR/MVIPE	KISUMU
183	YAMAHA AG 200	KBJ 829U	3GX-102752	RUNNING	RCTP-SUBA	KISUMU
184	YAMAHA AG 200	KBJ 830U	3GX-102751	RUNNING	RCTP-SUBA	KISUMU
185	YAMAHA DT 125	KBJ 881U	DE02X-059122	RUNNING	CGHR/HJF	KISUMU
186	YAMAHA TRAIL	KBJ 882U	DE02X-059123	RUNNING	CGHR/HJF	KISUMU
187	YAMAHA TRAIL	KBJ 883U	DE02X-059124	RUNNING	PMC II	KISUMU
188	YAMAHA DT 125	KBJ 884U	DE02X-057961	RUNNING	PMC II	KISUMU
189	YAMAHA DT 125	KBJ 885U	DE02X-057962	RUNNING	CARES SURVEUILANCE	KISUMU
190	YAMAHA DT 125	KBJ 887U	DE02X-060995	RUNNING	CARES SURVEUILANCE	KISUMU
191	YAMAHA DT 125	KBJ 888U	DE02X-057960	RUNNING	RCTP-KISUMU	KISUMU
192	YAMAHA AG 100	KBJ 889U	3HA-170148	RUNNING	CARES SURVEUILANCE	KISUMU
193	YAMAHA DT 125	KBJ 890U	DE02X-060951	RUNNING	CGHR	KISUMU
194	YAMAHA DT 125	KBJ 892U	DE02X-060950	RUNNING	CARES SURVEUILANCE	KISUMU
195	YAMAHA DT 125	KBJ 893U	DE02X-060952	RUNNING	CGHR/HJF	KISUMU
196	YAMAHA DT 125	KBJ 894U	DE02X-060953	RUNNING	CGHR/ATSB	KISUMU
197	YAMAHA DT 125	KBJ 895U	DE02X-060954	RUNNING	CGHR/ATSB	KISUMU
198	YAMAHA DT 125	KBJ 896U	DE02X-060946	RUNNING	MIT	KISUMU
199	YAMAHA AG100	KBJ 898U	3HA-170664	RUNNING	CGHR/HJF	KISUMU
200	YAMAHA AG100	KBJ 899U	3HA-170148	RUNNING	CGHR/HJF	KISUMU
201	YAMAHA AG 100	KBJ 900U	3HA-170669	RUNNING	CGHR/HJF	KISUMU
202	YAMAHA AG 100	KBJ 901U	3HA-170147	RUNNING	CGHR/HJF	KISUMU
203	YAMAHA DT 125	KBJ 928U	DE02X-062889	RUNNING	CGHR/HJF	KISUMU

204	YAMAHA DT 125	KBJ 929U	DE02X-060270	RUNNING	CGHR/HJF	KISUMU
205	YAMAHA DT 125	KBJ 930U	DE02X-062880	RUNNING	CGHR/HJF	KISUMU
206	YAMAHA DT 125	KBJ 931U	DE02X-061910	RUNNING	AGREE	KISUMU
207	YAMAHA DT 125	KBJ 934U	DE02X-062877	RUNNING	CGHR/WSU	KISUMU
208	YAMAHA DT 125	KBJ 935U	DE02X-062891	RUNNING	CGHR/WSU	KISUMU
209	YAMAHA DT 125	KBJ 936U	DE02X-062892	RUNNING	CGHR/HJF	KISUMU
210	YAMAHA DT 125	KBJ 937U	DE02X-062893	RUNNING	CGHR/HJF	KISUMU
211	YAMAHA DT 125	KBJ 938U	DG02X-062888	RUNNING	CGHR/MONOCLONAL	KISUMU
212	YAMAHA DT 125	KBJ 940U	DE02X-062890	RUNNING	CMR-KISUMU	KISUMU
213	YAMAHA DT 125	KBJ 941U	DE02X-062884	RUNNING	CGHR/HJF	KISUMU
214	YAMAHA DT 125	KBJ 942U	DE02X-062887	RUNNING	CGHR/HJF	KISUMU
215	YAMAHA DT 125	KBJ 943U	DE02X-062886	RUNNING	CGHR/HJF	KISUMU
216	YAMAHA DT 175	KBJ 955U	DG01X-028854	RUNNING	CMR-KISUMU	KISUMU
217	YAMAHA DT 175	KBJ 957U	3TS-132764	RUNNING	CRDR	NAIROBI
218	YAMAHA DT 175	KBJ 958U	DG01X-028852	RUNNING	CMR-KISUMU	KISUMU
219	YAMAHA DT 175	KBJ 988U	DG01X-028905	RUNNING	RCTP-KISUMU	KISUMU
220	YAMAHA DT 175	KBJ 989U	DG01X-028843	RUNNING	RCTP-KISUMU	KISUMU
221	YAMAHA DT 175	KBJ 990U	DG01X-028902	RUNNING	RCTP-KISUMU	KISUMU
222	YAMAHA DT 175	KBL 951G	DG01X-028946	RUNNING	RCTP-KISUMU	KISUMU
223	YAMAHA DT 175	KBN 411E	DG01X-029063	RUNNING	CMR-KISUMU	KISUMU
224	YAMAHA DT 175	KBN 412E	DG02X032283	RUNNING	CMR-KISUMU	KISUMU
225	YAMAHA DT 175	KBN 461E	DG01X-032530	RUNNING	CMR-KISUMU	KISUMU
226	YAMAHA DT 175	KBN 462E	DG01X-032539	RUNNING	RCTP-KISUMU	KISUMU
227	YAMAHA DT 175	KBQ 887D	DG01X-033220	RUNNING	CMR-KISUMU	KISUMU
228	YAMAHA DT 175	KBQ 888D	DG01X-033253	RUNNING	CMR-KISUMU	KISUMU
229	YAMAHA DT 175	KBQ 889D	DG01X-033213	RUNNING	CMR-KISUMU	KISUMU
230	YAMAHA DT 175	KBQ 890D	DG01X-033219	RUNNING	CMR-KISUMU	KISUMU
231	YAMAHA DT 175	KBQ 891D	DG01X-033214	RUNNING	CMR-KISUMU	KISUMU
232	YAMAHA DT 125	KBR 034U	DE02X-068452	RUNNING	CGHR/MALARIA	KISUMU
233	YAMAHA DT 125	KBR 035U	DE02X-069210	RUNNING	CGHR	KISUMU
234	YAMAHA DT 125	KBR 036U	DE02X-069207	RUNNING	CGHR/HJF	KISUMU
235	YAMAHA DT 125	KBR 037U	DE02X-069128	RUNNING	CGHR/HJF	KISUMU
236	YAMAHA DT 125	KBR 039U	DE02X-068726	RUNNING	CGHR/MALARIA	KISUMU
237	YAMAHA DT 125	KBR 040U	DE02X-068420	RUNNING	CGHR/HJF	KISUMU
238	YAMAHA DT 125	KBR 042U	DE02X-068471	RUNNING	CGHR/HJF	KISUMU

239	YAMAHA DT 125	KBR 044U	DE02X-068421	RUNNING	CGHR/WSU	KISUMU
240	YAMAHA DT 125	KBR 046U	DE02X-068473	RUNNING	MIT	KISUMU
241	YAMAHA DT 125	KBR 047U	DE02X-068467	RUNNING	MIT	KISUMU
242	YAMAHA DT 125	KBR 048U	DE02X-068474	RUNNING	CGHR/HJF	KISUMU
243	YAMAHA DT 125	KBR 049U	DE02X-068470	RUNNING	CGHR/HJF	KISUMU
244	YAMAHA DT 125	KBR 051U	DE02X-068453	RUNNING	CGHR/HJF	KISUMU
245	YAMAHA DT 125	KBR 073U	DE02X-069343	RUNNING	AGREE	KISUMU
246	YAMAHA DT 125	KBR 074U	DE02X-069449	RUNNING	CGHR/WSU	KISUMU
247	YAMAHA DT 175	KBT 796N	DGO1X-037541	RUNNING	CGMRC	KILIFI
248	YAMAHA DT 175	KBU 430T	DGO1X-034045	RUNNING	CGMRC	KILIFI
249	YAMAHA DT 125	KBW 582V	DE02X-084476	RUNNING	CGMRC	KILIFI
250	YAMAHA DT 125	KBW 583V	DE02X-084451	RUNNING	CGMRC	KILIFI
251	YAMAHA DT 125	KBW 584V	DE02X-084471	RUNNING	CGMRC	KILIFI
252	YAMAHA DT 125	KBW 586V	DE02X-084453	RUNNING	CGMRC	KILIFI
253	YAMAHA YBR 125	KCD 058G	LBPKE1354F0045317	RUNNING	RCTP-KISUMU	KISUMU
254	YAMAHA YBR 125	KCD 059G	LBPKE1354F0045298	RUNNING	RCTP-KISUMU	KISUMU
255	YAMAHA YBR 125	KCD 621G	LBPKE1350G0047017	RUNNING	RCTP-KISUMU	KISUMU
256	YAMAHA DT 175	KCK 022U	DG01X-051795	RUNNING	CRDR	NAIROBI
257	YAMAHA CRUX 110	KCK 294U	UE301-000997	RUNNING	CMR-KISUMU	KISUMU
258	YAMAHA CRUX 110	KCK 361U	UE301-000929	RUNNING	RCTP-KISUMU	KISUMU
259	YAMAHA CRUX 110	KCK 362U	UE301-001003	RUNNING	RCTP-KISUMU	KISUMU
260	YAMAHA CRUX 110	KCK 363U	UE301-001005	RUNNING	RCTP-KISUMU	KISUMU

1. SCHEDULE OF REQUIREMENTS

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

1	2	3	4	5	6	7
No of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insurance period	Insurance Premium per specified period (Tender Price)	Price discount (any)
No 1						
No 2						
No 3						

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

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

Date

.....[insert date]

PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS

SECTION VI - GENERAL CONDITIONS OF CONTRACT

A. General Provisions

1.1 Definitions

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

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

1.2 Applicable Law

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

1.3 Language

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

1.4 Notices

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

1.5 Location

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

1.6 Authorized Representatives

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

1.7 Inspection and Audit by the PPRA

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

1.8 Taxes and Duties, e t c

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

2 Commencement, Completion, Modification, and Termination of Contract

2.1 Effectiveness of Contract

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

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

2.3. Modification

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

2.4 Force Majeure

2.4.1 Definition

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

2.4.2 No Breach of Contract

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

2.4.3 Extension of Time

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

2.4.4 Payments

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

2.5. Termination

2.5.1 By KEMRI

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

- a) If the Insurance Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as KEMRI may have subsequently approved in writing;
- b) If the Insurance Provider become in solvent or bankrupt;
- c) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Insurance Provider, in the judgment of KEMRI has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract

2.5.2 By the Insurance Provider

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

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

2.5.3 Payment upon Termination

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

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

3. Obligations of the Insurance Provider

3.1 General

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

3.2 Conflict of Interests

3.2.1 Insurance Provider Not to Benefit from Commissions and Discounts.

The remuneration of the Insurance Provider pursuant to Clause 6 shall constitute the Insurance Provider's sole

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

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

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

3.2.3 Prohibition of Conflicting Activities

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

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

3.3 Confidentiality

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

3.4 Reporting Obligations

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

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

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

3.6 Liquidated Damages

3.6.1 Payments of Liquidated Damages

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

3.6.2 Correction for Over-payment

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

3.7 Performance Security

The Insurance Provider shall not be required to provide any Performance Security to KEMRI.

3.8 Fraud and Corruption

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

4 Insurance Provider's Personnel

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

5 Obligations of KEMRI

5.1 Change in the Applicable Law

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

6 Payments to the Insurance Provider

6.1 Lump-Sum Remuneration

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

6.2 Contract Price

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

6.3 Terms and Conditions of Payment

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

6.4 Interest on Delayed Payments

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

7 Quality Control

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

8 Settlement of Disputes

8.1 Amicable Settlement

Any party with dispute against the other party shall give notice to the other party, requesting the party to make

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

8.2 Arbitration if the Insurance Provider is a Kenyan firm

8.2.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.1 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.

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

8.3 Failure to Comply with Arbitrator's Decision

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

8.4 Arbitration if the Insurance Provider is a foreign firm

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

SECTION VII - SPECIAL CONDITIONS OF CONTRACT

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
1.1	<p>The Parties to the Contract are: KEMRI is _____ The Insurance Provider is _____ The contract name is _____</p>
1.4	<p>For notices, KEMRI’s address shall be: Attention: <i>[insert full name of person, if applicable]</i> Postal address (full postal address) Physical Address (full Location Address- <i>insert city, street name, Building named floor number, room number</i>) Telephone: <i>[include telephone number, including country and city codes]</i> Electronic mail address: <i>[insert e-mail address, if applicable]</i></p>
1.6	<p>The Authorized Representatives are: For KEMRI: _____ <i>[Name, Postal Address, Email, Telephone Number]</i> For the Insurance Provider: _____ <i>[Name, Postal Address, Email, Telephone Number]</i></p>
2.1	<p>The date on which this Contract shall come into effect is _____.</p>
2.2	<p>The Commencement date and duration of the insurance cover shall be: Commencement date _____ Completion or Expiry Date _____ Duration of the coverage _____</p>
3.2.3 (c)	<p>After the termination of this Contract, the activities are: _____ _____</p>
3.6.1	<p>The liquidated damages per day is _____ The date by when the compensation costs should be made is _____ days. The total amount of liquidated damages shall not exceed _____</p>
6.2 – 6.3	<p>Contract Price is _____ The price shall be made in one lump sum on contract signature or the price shall be made on monthly installments of _____</p>
6.4	<p>Interest shall be paid to the Insurance Provider for each day of delayed payment at the rate of _____% per month.</p>
8.4.1	<p>The rules of procedure for arbitration proceedings with a foreign Insurance Provider shall be as follows: <i>[For contracts entered into with foreign sellers, International commercial arbitration may have practical advantages over other dispute settlement methods].</i></p>

Number of GC Clause	Amendments of, and Supplements to, Clauses in the General Conditions of Contract
	<p>(i) <i>If KEMRI chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</i></p> <p>Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p>(ii) <i>If KEMRI chooses the Rules of ICC, the following sample clause should be inserted:</i></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of <i>the International Chamber of Commerce</i> by one or more arbitrators appointed in accordance with said Rules.</p> <p>(iii) <i>If KEMRI chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:</i></p> <p>Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.</p> <p>(iv) <i>If KEMRI chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:</i></p> <p>Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.</p>

APPENDIX TO THE CONTRACT

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

BENEFICIAL OWNERSHIP DISCLOSURE FORM

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

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

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

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

Tender Reference No.: _____ [insert identification
no] Name of the Assignment: _____ [insert name of the assignment]
to: _____ [insert complete name of Procuring Entity]

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

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

Details of beneficial ownership

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

OR

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

OR

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

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

voting rights.

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

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

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

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

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

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

