

TERMS OF REFERENCE FOR BEREAVEMENT INSURANCE COVER

RETIREMENT BENEFITS AUTHORITY

1. INTRODUCTION

Retirement Benefits Authority (RBA) is a state corporation set up to regulate and supervise the retirement benefits sector in Kenya. The Authority falls under Treasury. The mission of the Authority is to safeguard and develop the Kenyan Retirement Benefits sector in Kenya through excellent service delivery.

2. OBJECTIVE OF COVERS

The primary objective is to provide bereavement benefit to members of staff for purposes of easing the burden and duress of staff affected by bereavement.

3. SCOPE

The provider is expected to provide bereavement insurance cover for the RBA members of staff, their dependents and staff as attached.

5. PROVISION OF QUARTERLY CLAIMS UPDATE

The insurance provider is expected to furnish RBA with quarterly claim updates in respect of claims arising out of the specific insurance covers.

6. REPORTING

The insurance provider shall be responsible to Chief Executive Officer, RBA.

7. OUTPUT/DELIVERABLES

The insurance provider shall be responsible for the following deliverables;

- a.) Conducting a debriefing exercise and submit a report
- b.) Furnish RBA with a policy document within Seven (7) days of signing of the contract.
- c.) Undertake a scope of cover and claims procedure presentation
- d.) Submit quarterly claims update on pending claims.

8. DATE OF INCEPTION/COMMENCEMENT

The insurance provider is expected to start providing the cover on the date of execution of the contract.

9. PERIOD OF COVER

The period of cover shall be **9 months** from the date of execution.

10. SCOPE OF SERVICES

The following conditions shall be adhered to;

a) The cover provided by the underwriter should be as in the RFQ document and should not be restricted by way of warranties endorsements or special conditions subject to award. If the entire policy document is found to be satisfactory, such document to be deposited with the RBA not later than fifteen (15) days from the inception of the cover.

b) Ensure that the sum insured under the policy will be adjustable accordingly by suitable means at the discretion of RBA from time to time.

11. DETAILS OF COVER

a.) The policy is to cover RBA against the following risk;

i) Bereavement

b.) Name exclusion(s) if any

SCHEDULE OF REQUIREMENTS

Clearly indicate your Premium, any Special Conditions, Insurer and any other remarks you may wish to state as follows: -

No	Description	Benefit Limit (Ksh)
1.	Death of employee	225,000.00
2.	Death of spouse	100,000.00
3.	Death of child	100,000.00
4.	Death of parent (Legal/Biological)	75,000.00
5.	Coffin (Staff or Spouse)	75,000.00

PRICE SCHEDULE FORM

S/No	Description of Insurance Cover	Total Premium Inc. of all Taxes	Insurer/ Underwriter	Excess
1	Bereavement Insurance Cover			

NB: the bidder MUST quote for ALL items in the price schedule failure to which the bid shall be considered non-responsive

We undertake, if our tender is accepted, to provide bereavement insurance cover in accordance with the schedule rates and delivery dates specified herein above.

Name of Signatory _____

In the capacity of _____

Authorized Signature _____

Company Rubber Stamp/Seal _____