



**KENYA BUREAU OF STANDARDS**

**PROVISION OF GENERAL INSURANCE  
SERVICES**

**FOR 2018/2019  
TENDER NO.  
KEBS/T003/2018/2019**

**KENYA BUREAU OF STANDARDS  
P.O. BOX 54974-00200  
NAIROBI**

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**Kenya Bureau of  
Standards**

## **INVITATION FOR TENDER**

### **TENDER NO. KEBS/T003/2018/2019 PROVISION OF GENERAL INSURANCE SERVICES**

Kenya Bureau of Standards (KEBS) invites tenders for Provision of Insurance Services for the year 2018/2019 **renewable for one year subject to satisfactory performance.**

A complete set of tender documents may be obtained by interested candidates from the procurement office, during normal working hours or be viewed and downloaded from the **KEBS website: [www.kebs.org](http://www.kebs.org) and IFMIS [supplier.treasury.go.ke](http://supplier.treasury.go.ke) portal** upon payment of non-refundable tender fee of **Kshs.1,000.00**. All payments shall be made to the KENYA BUREAU OF STANDARDS Nairobi

Completed tender documents in plain sealed envelopes clearly marked **"KEBS/T003/2018/2019 — PROVISION OF GENERAL INSURANCE SERVICES"** should be addressed and delivered to:

**THE MANAGING DIRECTOR,  
KENYA BUREAU OF STANDARDS,  
P.O. BOX 54974 - 00200  
NAIROBI.**

Or be deposited in the Tender Box at the **Main Reception** marked **"TENDER BOX"** so as to be received on or before **10. 00a.m on Tuesday 21<sup>st</sup> August, 2018.**

Tender opening will be carried out immediately thereafter **at** KEBS Centre Conference Room, Adm. Block, Ground Floor.

**Tenderers or their representatives are free to attend the tender opening.**

Tenders must be accompanied by Bid Security of 1 million of the Tender price, in the format specified in the tender document.

**KEBS is not bound to accept the lowest or any tender or give reasons for its decisions.**



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## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

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

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

## **2.3 Contents of Tender Document**

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

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

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

## **2.4 Clarification of Tender Documents**

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

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

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

## **2.5 Amendment of Tender Documents**

- 2.5.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tenders**

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

## **2.7. Documents Comprising the Tender**

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below



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

## **2.8. Form of Tender**

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

## **2.9. Tender Prices**

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

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

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

## **2.10. Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Tenderers Eligibility and Qualifications**

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

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



## **2.12. Tender Security**

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

2.12.2 The tender security shall be 1 million.

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

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

- 1. Cash.**
- 2. A bank guarantee.**
- 3. Such insurance guarantee approved by the Authority.**
- 4. Letter of credit.**

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

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

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

2.12.8 The tender security may be forfeited:

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



### **2.13. Validity of Tenders**

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

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

### **2.14. Format and Signing of Tenders**

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

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

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

### **2.15 Sealing and Marking of Tenders**

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

2.15.2 The inner and outer envelopes shall:

- (a) be addressed and delivered to the Procuring entity at the following address:  
**Managing Director**  
**Kenya Bureau of Standards**  
**P.O. Box 54974-00200**  
**POPO Road Off Mombasa Road.**

(b) Bear tender No. **KEBS/T003/2018/2019 — PROVISION OF GENERAL INSURANCE SERVICES** and the words: **"DO NOT OPEN BEFORE Tuesday 21<sup>st</sup> August, 2018 at 10.00 a.m.**

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

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

## **2.16. Deadline for Submission of Tenders**

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than

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

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

## **2.17. Modification and Withdrawal of Tenders**

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

2.17.2 The tenderer’s modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, on Thursday **2<sup>nd</sup> August, 2018 at 10.00 a.m** and in the



location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance



2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

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

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

## **2.20 Preliminary Examination and Responsiveness**

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

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

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

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

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

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

## **2.21. Conversion to single currency**

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

## **2.22. Evaluation and Comparison of Tenders**

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

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

(a) Operational plan proposed in the tender;

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

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

(a) Operational Plan

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

(b) Deviation in payment schedule

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

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

### **2.23. Contacting the Procuring entity**

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

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

### **2.24 Post-qualification**

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

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

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

### **2.25 Award Criteria**

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

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

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

- (d) Shall not be debarred from participating in public procurement.

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

- 2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.
- 2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

- 2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.





## **2.29 Performance Security**

- 2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.
- 2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

- 2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question
- 2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

## **Appendix to Instructions to Tenderers**

### **Notes on the Appendix to the Instruction to Tenderers**

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

### **Appendix to instructions to Tenderers**

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

Instruction to tender reference	<i>instructions to tenderers</i>
2.1	As in 2.1.1
2.15.2 (b)	Thursday 2 <sup>nd</sup> August 2018 at 10.00am.
2.16.1	Thursday 2 <sup>nd</sup> August 2018 at 10.00am.
2.18.1	Thursday 2 <sup>nd</sup> August 2018 at 10.00am

### **SECTION III - GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III GENERAL CONDITIONS OF CONTRACT**

### **3.1. Definitions**

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

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

### **3.2. Application**

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

### **3.3. Standards**

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

### **3.4. Use of Contract Documents and Information**

3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection

therewith, to any person other than a person employed by the contractor in the performance of the Contract.

- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

### **3.5. Patent Rights**

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

### **3.6 Performance Security**

- 3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
- a) Cash.
  - b) A bank guarantee.
  - c) Such insurance guarantee approved by the Authority.
  - d) Letter of credit.
- 3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

### **3.7. Delivery of services and Documents**

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



### **3.8. Payment**

- 3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
- 3.82. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

### **3.9. Prices**

- 3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.
- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.9.3 Where contract price variation is allowed the variation shall not exceed 15% of the original contract price
- 3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

### **3.10. Assignment**

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

### **3.11. Termination for Default**

- 3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:
- (a) if the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
  - (b) If the Contractor fails to perform any other obligation(s) under the Contract
  - (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract
- 3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.



### **3.12. Termination for Insolvency**

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

### **3.13. Termination for Convenience**

- 3.13.1 The Procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

### **3.14 Resolution of Disputes**

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15. Governing Language**

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

### **3.16. Applicable Law**

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

### **3.17 Force Majeure**

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

### **3.18 Notices**

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

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



## **SECTION IV - SPECIAL CONDITIONS OF CONTRACT**

### **Notes on Special Conditions of Contract**

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

## **SECTION IV – SPECIAL CONDITIONS OF CONTRACT**

### **4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY**

- 4.1.1 Must be registered with the Insurance Regulatory Authority for the year 2018 and a copy of the current license be submitted.
- 4.1.2 Must have done annual gross premiums in the last financial year of at least Kshs 2.0 billion.
- 4.1.3 Must give a list of 10 (Ten) state corporate entities and the total clients premiums of at least Ksh.300 million for the previous financial year.
- 4.1.4 Must submit a copy of the last financial year audited accounts.
- 4.1.5 Must have total number of management staff of at least Fifteen (15) with practice specialties and gender/national outlook.
- 4.1.6 Must submit copies of the following documents;
  - a) PIN Certificate
  - b) Tax Compliance Certificate
  - c) Certificate of Registration/Incorporation
  - d) Written evidence that the firm is making all Social Security Contributions as required i.e. NSSF and NHIF. Must be valid as the time of evaluation.
- 4.1.7 Must be a member of the Association of Kenya Insurance (AKI) and attach a copy of current membership certificate
- 4.1.8 Must submit Reinsurance slip/cover notes for policy businesses for year 2018.
- 4.1.9 Provide evidence that the company has been registered and in operation for at least five (5 years).
- 4.1.10 The bidder must submit a Bid Security from a reputable Bank/Insurance of 2% of the Tender price in form specified in the tender document
- 4.1.11 The bidder must submit the Tender form fully signed and stamped
- 4.1.12 The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped
- 4.1.13 Special Conditions of Contract as relates to the General Conditions of Contract

#### **4.2. CONDITIONS TO BE MET BY INSURANCE BROKER**

- 4.2.1 Must be registered with the Insurance Regulatory Authority for the year 2018 and a copy of the current license be submitted.
- 4.2.2 Must have a Professional Indemnity Insurance Cover of at least Kshs.100 million and a copy be submitted
- 4.2.3 Must give a list of 8 (Eight) reputable clients and the total clients premium of at least 200M in the previous year.
- 4.2.4 Must submit a copy of the audited accounts for the previous financial year
- 4.2.5 Must be a current member of the Association of Insurance Brokers (AIB).
- 4.2.6 Must give quotes from the insurer(s) who meet the conditions specified under (4.1) above. Obtain copies and forward them together with the Tender Documents.
- 4.2.7 Total number of management team of at least Eight (8) with practice specialties and gender/national outlook.
- 4.2.7 Must also submit copies of the following documents:
- Certificate of registration/incorporation
  - PIN and VAT Registration Certificates.
  - Tax Compliance Certificates
  - Written evidence that the firm is making Social Security contributions as required e.g. NSSF and NHIF. Must be valid as at the time of evaluation.
- 4.2.8 The bidder must submit a Bid Security from a reputable Bank of 2% of the Tender price in form specified in the tender document
- 4.2.9 The bidder must submit the Tender form fully signed and stamped
- 4.2.10 The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped
- 4.2.11 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Shall be 10% of the contract price of the successful bidder.
3.7 Delivery of Services	As in 3.7.1
3.8 Payment	As in 3.8
3.9 Price adjustment	No price changes shall be allowed.



**Kenya Bureau of  
Standards**

3.16 Applicable law	Laws of Kenya.
3.18 Notices	Managing Director Kenya Bureau of Standards P.O. Box 54974-00200 POPO Road Off Mombasa.

## **SECTION V - SCHEDULE OF REQUIREMENTS**

### **Notes for preparing Schedule of Requirements.**

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



**Kenya Bureau of  
Standards**

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**P.O. BOX 54974- 00200, NAIROBI**

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**Web: <http://www.kebs.org>**

**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>	<b>KSH.</b>
<b>CLASS</b>	<b>MOTOR VEHICLE PRIVATE – COMPREHENSIVE</b>	
<b>PERIOD</b>	<b>FROM: 1st November 2018</b> <b>TO: 30<sup>th</sup> June 2019</b>	
<b>VEHICLE(S)</b>	As per attached schedule	
<b>DRIVERS</b>	The insured or any other person authorized by him and by law to drive the insured motor vehicle(s)	
<b>LIMITS OF LIABILITY</b>	1. Third Party Persons : Unlimited 2. Third Party Property : Unlimited 4. Towing charges : Ksh. 50,000/= 5. Authorized repair Limited : Ksh.100,000/= 6. Medical Expenses : Ksh. 50,000/=	
<b>USE CLAUSES</b>	Use for official, Social, domestic and welfare purposes in connection with the insured's business / profession.	
<b>EXCESS</b>	Own damage    2.5% of value (min) -----70,000 (max.) Theft claim    5%of value( with device) – 10%of value (without device)	
<b>SPECIAL CLAUSES</b>	1. Anti-theft Devices Warranty 2. Average Clause 3. Passenger legal liability 4. Liability for Passengers acts of negligence 5. Special Perils 6. Strike, Riot & Civil Commotion 7. Indemnity whilst vehicle is in the custody of a Motor Trade 8. Windscreen/Window Glass damage – Shs. 50,000/= 9. Unspecified Radio/Cassette - Shs. 50,000/= 10. Death to insured or any other person while driving	
<b>ANNUAL PREMIUM</b>	<b>TOTAL</b>	
<b>INSURER</b>		

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net of All Taxes.**

**The tenderer must use the tender slip to fill in the details**



## VEHICLES FOR KENYA BUREAU OF STANDARDS

### (A) LIST OF PRIVATE VEHICLES

NO	REG NO	DESCRIPTION	CAR VALUE 2017	YR OF MANUFACTURE	ENGINE CC	TYPE
1	KBG 954 C	DAIHASTU TERIS-FX	1,000,000.00	2009	1500	Private
2	KBJ 234 U	DAIHASTU TERIS-FX	1,000,000.00	2009	1500	Private
3	KBJ 233U	DAIHASTU TERIS-FX	1,040,000.00	2009	1500	Private
4	KBJ 235 U	DAIHASTU TERIS-FX	900,000.00	2005	1500	Private
5	KAV 501E	NISSAN DOUBLE CABIN	900,000.00	2005	3200	Private
6	KAV 498E	NISSAN DOUBLE CABIN	840,000.00	2005	3200	Private
7	KAV 497E	NISSAN DOUBLE CABIN	1,050,000.00	2005	3200	Private
8	KAV 499E	NISSAN DOUBLE CABIN	1,030,000.00	2005	3200	Private
9	KAV 502E	NISSAN DOUBLE CABIN	900,000.00	2005	3200	Private
10	KAY 664V	NISSAN DOUBLE DOUBLE CABIN	900,000.00	2007	3200	Private
11	KAV 503E	NISSAN DOUBLE DOUBLE CABIN	900,000.00	2005	3200	Private
12	KBB797S	NISSAN DOUBLE DOUBLE CABIN	1,200,000.00	2008	3200	Private
13	KAY 812V	NISSAN TIIDA	520,000.00	2007	1600	Private
14	KAY 809V	NISSAN TIIDA	470,000.00	2007	1600	Private
15	KAY 811V	NISSAN TIIDA	500,000.00	2007	1600	Private
16	KAY 808V	NISSAN TIIDA	460,000.00	2007	1600	Private
17	KAY 810V	NISSAN TIIDA	475,000.00	2007	1600	Private
18	KBB 824 S	NISSAN TIIDA	520,000.00	2008	1600	Private
19	KAT 240X	TOYOTA COROLLA XLI	450,000.00	2005	1300	Private
20	KAT 239X	TOYOTA COROLLA XLI	570,000.00	2005	1300	Private
21	KAT 244X	TOYOTA COROLLA XLI	450,000.00	2005	1300	Private
22	KAT 243X	TOYOTA COROLLA XLI	650,000.00	2005	1300	Private
23	KAT 242X	TOYOTA COROLLA XLI	450,000.00	2005	1300	Private
24	KAT 241X	TOYOTA COROLLA XLI	450,000.00	2005	1300	Private
25	KBG 015 C	NISSAN DOUBLE CAB	1,300,000.00	2008	3200	Private
26	KBB 701S	NISSAN DOUBLE CAB	1,150,000.00	2008	3200	Private
27	KBB498 S	NISSAN DOUBLE CAB	1,150,000.00	2008	3200	Private
28	KBN 682E	TOYOTA COROLLA- NRE 150R	1,100,000.00	2010	1300	Private
29	KBN 701E	DAIHATSU TERIOS	1,650,000.00	2011	1500	Private
30	KBN803E	DAIHATSU TERIOS	1,650,000.00	2011	1500	Private
31	KBQ 573D	DAIHATSU TERIOS	1,650,000.00	2010	1500	Private



32	KBQ 906D	FORD RANGER	1,400,000.00	2010	2500	Private
33	KBQ 907D	FORD RANGER	1,450,000.00	2011	2500	Private
34	KBQ 914D	FORD RANGER	1,400,000.00	2010	2500	Private
35	KBQ921D	FORD RANGER	1,450,000.00	2010	2500	Private
36	KBR 889U	DAIHATSU TERIOS	1,420,000.00	2011	1500	Private
37	KBR 890U	DAIHATSU TERIOS	1,420,000.00	2012	1500	Private
38	KBR 891U	DAIHATSU TERIOS	1,600,000.00	2012	1500	Private
39	KBR 892U	DAIHATSU TERIOS	1,420,000.00	2012	1500	Private
40	KBR 893U	DAIHATSU TERIOS	1,700,000.00	2012	1500	Private
41	KBR 894U	DAIHATSU TERIOS	1,700,000.00	2012	1500	Private
42	KBR 895U	DAIHATSU TERIOS	1,900,000.00	2012	1500	Private
43	KBR 961U	FORD RANGER	1,700,000.00	2012	2200	Private
44	KBR 962U	TOYOTA COROLLA ZRE 151R	1,100,000.00	2012	1600	Private
45	KBR 963U	FORD RANGER	1,700,000.00	2012	2200	Private
46	KBT 960N	DAIHATSU TERIOS	1,800,000.00	2012	1500	Private
47	KBT 961N	DAIHATSU TERIOS	1,800,000.00	2012	1500	Private
48	KBT 962N	DAIHATSU TERIOS	1,800,000.00	2012	1500	Private
49	KBW 173V	FORD RANGER	1,900,000.00	2012	2200	Private
50	KCA 565F	ZRE 182R TOYOTA COROLLA	2,450,000.00	2014	1800	Private
51	KCA 566F	ZRE 182R TOYOTA COROLLA	2,450,000.00	2014	1800	Private
52	KCA 567F	ZRE 182R TOYOTA COROLLA	2,400,000.00	2014	1800	Private
53	KCA 559F	ISUZU D/MAX	3,600,000.00	2014	2500	Private
54	KCA 561F	ISUZU D/MAX	3,600,000.00	2014	2500	Private
55	KCA 562F	ISUZU D/MAX	3,600,000.00	2014	2500	Private
56	KCA 563F	ISUZU D/MAX	3,600,000.00	2014	2500	Private
57	KCA 564F	ISUZU D/MAX	3,600,000.00	2014	2500	Private
58	KCA 592F	TOYOTA LANDCRUISER PRADO	7,900,000.00	2014	3000	Private
59	KCD 323G	TOYOTA LANDCRUISER PRADO	8,100,000.00	2014	3000	Private
60	KCD 453G	ISUZU D/MAX	3,800,000.00	2014	2500	Private
61	KCD 463G	ISUZU D/MAX	3,800,000.00	2014	2500	Private
62	KCD 454 G	ISUZU D/MAX	3,700,000.00	2014	2500	Private
63	KCD 454 G	ISUZU D/MAX	3,700,000.00	2014	2500	Private
64	KCE 926D	ISUZU D/MAX	3,800,000.00	2015	2500	Private
65	KCE 927D	ISUZU D/MAX	3,700,000.00	2015	2500	Private
66	KCE 928D	ISUZU D/MAX	3,800,000.00	2015	2500	Private
67	KCE 958D	ISUZU D/MAX	3,750,000.00	2015	2500	Private
68	KCH 404Q	ISUZU D/MAX	3,800,000.00	2015	2500	Private





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69	KCH 376Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private
70	KCH 395Q	CHEVEROLET TRAILBLAZER	4,500,000.00	2016	2800	Private
71	KCH 407Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private
72	KCH 446Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private
73	KCH 447Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private
74	KCH 448Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private
75	KCH 450Q	CHEVEROLET TRAILBLAZER	4,400,000.00	2016	2800	Private



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**E-mail: [info@kebs.org](mailto:info@kebs.org)**

**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>MOTOR VEHICLE COMMERCIAL – COMPREHENSIVE</b>		
<b>PERIOD</b>	<b>FROM: 1st November 2018</b>	<b>TO: 30<sup>th</sup> June 2019</b>	
<b>VEHICLE(S)</b>	As per attached schedule		
<b>DRIVERS</b>	The insured or any other person authorized by him and by law to drive the insured motor vehicle(s)		
<b>LIMITS OF LIABILITY</b>	1. Third Party Persons: Ksh. <u>Unlimited</u> 2. Third Party Property: Ksh. 100,000,000 3. Towing charges: Ksh. 50,000.00 4. Authorized repair limit: Ksh. 100,000.00 5. Medical Expenses: Ksh. 50,000.00 6. Windscreen/window glass damage Ksh. 50,000.00 7. Unspecified radio/cassette Ksh. 50,000.00		
<b>USE CLAUSES</b>	Use for official, Social, domestic, carriage, passengers and welfare purpose in connection with the insured's business / profession.		
<b>EXCESS</b>	Own damage 5% of value (min) -----100,000 (max.)  Theft claim 10%of value( with device) – 20%of value (without device)		
<b>ANNUAL PREMIUM</b>	<b>TOTAL</b>		
<b>INSURER</b>	-----		

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net of All Taxes.**

**The tenderer must use the tender slip to fill in the details**



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**KENYA BUREAU OF STANDARDS**

**LIST OF COMMERCIAL/PSV PRIVATE VEHICLES**

NO	REG NO	DESCRIPTION	CAR VALUE 2017	YEAR OF MANUFACTURE	ENGINE CC	TYPE
1.	KAV	CANTER	1,200,000.00	2005	3600	PSV PRIVATE
2.	KBB	ISUZU MINIBUS	1,600,000.00	2007	4300	PSV PRIVATE
3.	KBU 088T	MITSUBISHI TRUCK	3,600,000.00	2012	7545	PSV PRIVATE
4.	KBT 597N	TOYOTA LAND	4,400,000.00	2012	4200	PSV PRIVATE
5.	KBT 598N	TOYOTA LAND	4,300,000.00	2012	4200	PSV PRIVATE
6.	KBT	TOYOTA LAND CRUISER	4,400,000.00	2012	4200	PSV PRIVATE
7.	KCD	TOYOTA LAND	5,500,000.00	2014	4200	PSV PRIVATE
8.	KBB	NISSAN URVAN	680,000.00	2008	2700	PSV PRIVATE
9.	KBB	NISSAN URVAN	700,000.00	2008	2700	PSV PRIVATE
10.	KCH	ISUZU NPR	2,400,000.00	2014	4300	PSV PRIVATE
11.	KCH	TOYOTA HIACE	6,921,150.00	2016	2494	PSV PRIVATE
12.	KCH	TOYOTA			4200	PSV PRIVATE
13.	KCH	TOYOTA HIACE	6,921,150.00	2016	2494	PSV PRIVATE
14.		ZB TRAILER FOR TRUCK		2002	-	COMMERCIAL



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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>	<b>KSH.</b>
<b>CLASS</b>	<b>MOTOR CYCLE PRIVATE – COMPREHENSIVE</b>	
<b>PERIOD</b>	<b>FROM: 1st November 2018</b> <b>TO: 30<sup>th</sup> June 2019</b>	
<b>VEHICLE(S)</b>	As per attached schedule	
<b>DRIVERS</b>	The insured or any other person authorized by him and by law to cycle the insured motor cycle(s)	
<b>LIMITS of Liability</b>	1. Third Party Persons : Unlimited 2. Third Party Property : Unlimited 4. Towing charges : Ksh. 10,000/= 5. Authorized repair Limited: Ksh. 10,000/= 6. Medical Expenses : Ksh. 50,000/=	
<b>USE CLAUSES</b>	Use for Social domestic and pleasure purposes and in connection with the insured's business or profession.	
<b>EXCESS</b>	Own damage .....  Theft claim .....	
<b>SPECIAL CLAUSES</b>		
<b>ANNUAL PREMIUM</b>	<b>TOTAL</b>	
<b>INSURER</b>		

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

**The tenderer must use the tender slip to fill in the details**



**Kenya Bureau of  
Standards**

## **KENYA BUREAU OF STANDARDS**

### **LIST OF MOTOR BIKES**

<b>NO</b>	<b>REG NO</b>	<b>DESCRIPTION</b>	<b>2017 CAR VALUE</b>	<b>YR OF MANUFACTURE</b>	<b>ENGINE CC</b>	<b>TYPE</b>
1	KBB 916 S	MOTOR BIKE YAMAHA			175 CC	MOTOR CYCLE
2	KBB 915 S	MOTOR BIKE YAMAHA			175 CC	MOTOR CYCLE
3	KCD 053G	MOTOR BIKE YAMAHA			175 CC	MOTOR CYCLE



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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>	<b>KSH.</b>									
<b>CLASS OF INSURANCE</b>	<b>EMPLOYER'S LIABILITY</b>										
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>									
<b>BASIS OF COVER</b>											
<b>COVER</b>	Indemnity to the insured in respect of death, illness or injury to employees (including temporary and casual staff) arising out of and in the course of their employment at common law.										
<b>INTEREST AND EMPLOYEES COVERED</b>	<table border="0"> <tr> <td><b>No.</b></td><td><b>Est. Annual Earnings</b></td></tr> <tr> <td><b>1100</b></td><td><b>2,006,271,521.88</b></td></tr> </table>		<b>No.</b>	<b>Est. Annual Earnings</b>	<b>1100</b>	<b>2,006,271,521.88</b>					
<b>No.</b>	<b>Est. Annual Earnings</b>										
<b>1100</b>	<b>2,006,271,521.88</b>										
<b>LIMITS OF LIABILITY</b>	<table border="0"> <tr> <td>i.</td><td>Any One Person</td><td>: 8,000,000</td></tr> <tr> <td>ii.</td><td>Any One Occurrence</td><td>: 25,000,000</td></tr> <tr> <td>iii.</td><td>Any one Period of Insurance</td><td>: 50,000,000</td></tr> </table>		i.	Any One Person	: 8,000,000	ii.	Any One Occurrence	: 25,000,000	iii.	Any one Period of Insurance	: 50,000,000
i.	Any One Person	: 8,000,000									
ii.	Any One Occurrence	: 25,000,000									
iii.	Any one Period of Insurance	: 50,000,000									
	<b>Special /Extensive Clauses</b> 1. Cancellation Notice -30 Days 2. Riots, strikes and civil commotion 3. Jurisdiction Clause –Kenya 4. Travel to and From work/social/sporting activities, e.t.c 5. Premium adjustment Clause 6. Including Directors, Board members, casual and Temporary staff										
<b>NAME EXCLUSIONS</b>											
<b>EXCESS</b>											
<b>ANNUAL PREMIUM</b>											
<b>INSURER</b>											

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

**The tenderer must use the tender slip to fill in the details**



**Kenya Bureau of  
Standards**

**KENYA BUREAU OF STANDARDS**

**P.O. BOX 54974 – 00200, Nairobi**

**Tel: +254 020 6948000**

**E-mail: [info@kebs.org](mailto:info@kebs.org)**

**Web: <http://www.kebs.org>**

**TENDER SLIP**

INSURED	KENYA BUREAU OF STANDARDS		KSH.
CLASS OF POLICY	MONEY POLICY		
PERIOD	FROM: 1 <sup>st</sup> October, 2018	TO: 30 <sup>th</sup> September, 2019	
COVER	Loss of money and damage to safes as declared in KEBS HQ/regions/centers. Money deemed to include cash, currency notes, current postage, revenue stamps& <u>NHIF Stamps</u> , Uncrossed and scratch cards in any of KEBS offices countrywide.		
INTEREST & LIMITS	Cash with authorized staff - 1,500,000.00 Cash in transit to and from bank - 5,000,000.00 Cash in premises outside business hours - 1,500,000.00 Cash in premises during business hours - 3,000,000.00  Estimated Annual carry - 500,000,000.00		
AREA LIMITS	Kenya		
EXCESS BASIS OF VALUATION	Cash-Indemnity Safe - Reinstatement		
ANNUAL PREMIUM	TOTAL		
INSURER			

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>FIDELITY GUARANTEE INSURANCE</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>BUSINESS/TRADE OF INSURED</b>	Kenya Bureau of standards		
	No of employees involved in handling cases/stocks/stores- 50		
<b>LIMIT OF LIABILITY</b>	Anyone person – Ksh. 5,000,000.00 Anyone period – Ksh. 100,000,000.00		
<b>POLICY EXCESS</b>			
<b>ANNUAL PREMIUM</b>			
	<b>TOTAL</b>		
<b>INSURER</b>			

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

INSURED	KENYA BUREAU OF STANDARDS		KSH.
CLASS OF POLICY	FIRE,SPECIAL PERILS AND CONSEQUENTIAL LOSS		
PERIOD	FROM: 1 <sup>st</sup> October, 2018	TO: 30 <sup>th</sup> September, 2019	
SCOPE OF COVER	Loss or damage occasioned by fire, explosion, earthquake, volcanic eruption, subterranean fire, bushfire, riots and strikes, malicious damage, impact (including by own vehicles) flood, bursting or overflowing of water tanks, pipes etc.		
INTERESTS AND SUMS INSURED	A. Kenya Bureau of Standards offices and buildings located in various regions within Kenya all valued at <b><u>Kshs 2,373,458,191</u></b>  B. Office Equipment and contents of every description at Kenya Bureau of Standards Head Office and various centers within Kenya all valued at <b><u>Kshs. 2,073,695,566.27</u></b>  <b>Total Sum Insured: Kshs <u>4,447,153,757.27</u></b>		
CLAUSES APPLICABLE	Including designation of property clause, Including capital clause, Including architects, quantity surveyors fee clause, Including Municipal, city plans scrutiny fees clause,  Including Internal removal Including alterations and repairs clause Including costs of demolition and erection of loading clause  Including reinstatement of loss clause Including temporary removal Including misdescription clause Including definition of building clause Including all other contents/public authorities clause and debris removal		
ANNUAL PREMIUM	TOTAL		
INSURER			

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

INSURED	KENYA BUREAU OF STANDARDS		KSH.
CLASS OF POLICY	BURGLARY		
PERIOD	FROM: 1 <sup>st</sup> October, 2018	TO: 30 <sup>th</sup> September, 2019	
SCOPE OF COVER	Loss or damage occasioned by theft, by forcible violence entry into or exit from the premises.		
INTERESTS AND SUMS INSURED	On office equipment, furniture, fittings and contents of every description at Kenya Bureau of Standards Headquarters and various centres within Kenya all valued at <u>Kshs. 2,073,695,566.27</u>		
F/L/S/I	Ksh. <u>100,000,000.00</u>		
SPECIAL EXTENSIVE CLAUSE	Including riots and strikes Including armed hold up Including damage to buildings Automatic reinstatement of the loss Watchman’s warranty Excluding theft by servant/employee Excluding cash, currency notes and cheque Including the average clause Including good held on trust.		
EXCESS	Maximum----- Minimum-----		
ANNUAL PREMIUM	TOTAL		
INSURER			

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>ALL RISKS INSURANCE</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>SCOPE OF COVER</b>	Loss or damage to the insured's property however arising subjects to the terms, conditions and exclusion of the policy.		
<b>INTERESTS AND SUMS INSURED</b>	<b><u>Items covered;</u></b> Office Equipment, including Computers, Printers, Typewriters, Copiers and high risk Laboratory Equipment, Calculators, PABX Switchboards, and Telephone handsets. All valued at <b><u>Kshs. 2,073,695,566</u></b>		
<b>CLAUSE APPLICABLE</b>	Including riots and strikes Locked car boot clause Pairs and sets clause Average clause Including automatic reinstatement of loss.		
<b>EXCESS</b>	Maximum----- Minimum-----		
<b>ANNUAL PREMIUM</b>			
<b>INSURER</b>			
	<b>TOTAL</b>		

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH. Maximum Deposit KSH.300,000.00</b>
<b>CLASS OF POLICY</b>	<b>TRAVEL INSURANCE COVER</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>SCOPE OF COVER</b>	<ul style="list-style-type: none"> <li>➤ Personal Accident whilst in flight/public conveyance or 24 hours for Death or Permanent Total Disability.</li> <li>➤ Medical Expenses and Assistance Services including transmission of urgent messages and consular referral.</li> <li>➤ Medical Assistance and direct payment of In-Patient and Outpatient medical bills.</li> <li>➤ Transport and Repatriation.</li> <li>➤ Hospitalization allowance.</li> <li>➤ Hijack.</li> <li>➤ Cancellation and/or curtailment</li> <li>➤ Loss of luggage</li> <li>➤ Delay of luggage</li> <li>➤ Travel delay</li> <li>➤ Loss of cash and/or documents</li> <li>➤ Personal liability and legal expenses etc.</li> <li>➤ Travel guard protector</li> <li>➤ Any other</li> </ul>		
<b>INTERESTS AND SUMS INSURED</b>			
<b>CLAUSE APPLICABLE</b>			
<b>EXCESS (INDICATE)</b>			
<b>DEPOSIT</b>			
<b>INSURER</b>			

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>GROUP PERSONAL ACCIDENT/WIBA ENHANCED(STAFF)</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>INSURED PERSONS</b>	<b>No. Gross Annual salaries</b> <b>Estimated total No of employees 1100 Kshs. 2,006,271,521.88</b> Notes on Group Personal Accident/WIBA Act (Staff) Policies: i) The Group Personal Accident /WIBA Act (Staff) Policies shall be awarded to one (1) Underwriter. The Brokers should submit quotations for the policies from the same Underwriter. The quotations should however, be separate for each policy; <b>Sections -A-Non occupational</b>		
<b>BENEFITS</b>	<b>SCOPE OF COVER</b> : 24 hour worldwide personal accident coverage.  <b>PERSONS INSURED:</b> All insured's Employees. Estimated Gross Annual Wage roll – Kshs. <b>2,006,271,521.88</b>  Number of Employees 1100		
<b>EARNINGS DEFINATION</b>	<b>BENEFITS INSURED:</b> Death - 60 months earnings Permanent disablement - 60 months earnings Temporary total disablement - Actual weekly Earnings. Limit 104 weeks. Medical expenses Kshs 500,000		
<b>NAME EXCLUSION (S)</b>	<b>ACCUMULATION LIMIT:</b> Kshs 60,000,000		
<b>SPECIAL CLAUSE</b>	<b>Section B-Work injury Benefits Acts-Occupational</b> <b>BENEFITS INSURED:</b> Death - 96 months earnings Permanent disablement - 96 months earnings Temporary total disablement - Actual weekly Earnings Limit 104 weeks Medical expenses Kshs 100,000 Funeral expenses Kshs.100, 000		
<b>ANNUAL PREMIUM</b>	As appearing on the pay slip the month preceding the date of accident including allowances of constant nature.		
<b>INSURERS</b>	<b>TOTAL</b>		

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>GROUP PERSONAL ACCIDENT (DIRECTORS)</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>INSURED PERSONS</b>	Estimated No. of Directors – <b>13</b> Board of Directors.		
<b>BENEFITS</b>	<b>SCOPE OF COVER:</b> 24 hour world-wide personal accident coverage.		
	<b>PERSONS INSURED:</b> Thirteen Corporation Directors		
	<b>BENEFITS INSURED</b>		
	<b>PER PERSON:</b> Death - Kshs 2, 500,000 Permanent Disability - Kshs 2, 500,000 Temporary total disability - 10,000 weekly Medical expenses - Kshs 500,000		
<b>ANNUAL PREMIUM</b>	<b>TOTAL</b>		
	-----		
<b>INSURERS</b>			

**NB; Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes.**

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**TENDER SLIP**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>GROUP LIFE INSURANCE</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> October, 2018</b>	<b>TO: 30<sup>th</sup> September, 2019</b>	
<b>PERSONS COVERED</b>	Estimated No of employees <b>1023</b>  <b>As per attached list</b>  <div style="text-align: right;"><u>Annual Basic Pay</u> <b>Kshs.1,350,904,753.20</b></div>		
<b>COVER</b>	Death due to any cause		
<b>BENEFIT</b>	Four years earnings Based on <u>Annual Basic Salary</u>		
<b>FREE COVER LIMIT</b>	-----		
<b>NAME EXCLUSION (S)</b>	-----		
<b>OTHER ADDITIONAL BENEFITS</b>	-----		
<b>ANNUAL PREMIUM</b>	<b>TOTAL</b>		
<b>INSURER</b>			

Quote for the Terms indicated and riders (if any). Prices must be Net inclusive of All Taxes  
Note: No. of staff as date of quoting. The list is subject to monthly updates.

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**Kenya Bureau of  
Standards**

**KEBS STAFF LIST AS AT 7<sup>TH</sup> MAY 2018**

S.NO	HR NO.	BASIC PAY	GROSS PAY
1	125	132,267.00	180,267.00
2	126	105,814.00	136,814.00
3	128	112,672.00	151,672.00
4	148	112,672.00	167,314.85
5	164	105,814.00	186,814.00
6	176	112,672.00	160,672.00
7	219	81,516.00	101,516.00
8	223	165,334.00	227,334.00
9	228	132,267.00	230,267.00
10	234	132,267.00	184,767.00
11	273	84,651.00	151,976.00
12	282	165,334.00	280,334.00
13	290	98,523.80	173,523.80
14	293	65,213.00	79,213.00
15	294	105,814.00	136,814.00
16	295	81,516.00	101,516.00
17	296	146,963.00	211,963.00
18	298	65,213.00	79,213.00
19	302	206,667.00	285,667.00
20	305	165,334.00	227,334.00
21	306	165,334.00	227,334.00
22	308	54,177.00	67,177.00
23	311	84,651.00	104,651.00
24	315	132,267.00	180,267.00
25	341	165,334.00	227,334.00
26	348	105,814.00	136,814.00
27	349	98,523.80	123,523.80
28	353	102,874.00	145,874.00
29	355	81,516.00	106,516.00
30	358	105,814.00	136,814.00
31	368	132,267.00	180,267.00
32	379	105,814.00	186,814.00
33	382	105,814.00	136,814.00
34	384	70,597.50	89,597.50
35	398	146,963.00	261,963.00
36	402	98,523.80	123,523.80
37	423	62,705.00	121,852.60
38	432	322,918.00	467,718.00
39	434	206,667.00	285,667.00
40	436	116,346.00	228,346.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
41	439	258,334.00	353,534.00
42	445	117,571.00	165,571.00
43	447	101,895.00	132,895.00
44	451	105,814.00	136,814.00
45	458	67,721.00	135,480.12
46	466	165,334.00	277,334.00
47	471	258,334.00	353,534.00
48	501	159,210.00	221,210.00
49	506	165,334.00	227,334.00
50	508	105,814.00	136,814.00
51	510	105,814.00	136,814.00
52	518	165,334.00	230,334.00
53	521	127,368.00	178,368.00
54	528	165,334.00	227,334.00
55	529	146,963.00	232,963.00
56	530	105,814.00	136,814.00
57	532	75,245.00	95,245.00
58	534	84,651.00	194,302.00
59	536	54,177.00	67,177.00
60	539	153,087.00	218,087.00
61	542	67,721.00	81,721.00
62	544	165,334.00	277,334.00
63	545	62,705.00	76,705.00
64	547	159,210.00	274,210.00
65	552	258,334.00	363,534.00
66	553	258,334.00	353,534.00
67	554	239,198.00	384,398.00
68	557	54,177.00	65,677.00
69	558	78,381.00	98,381.00
70	561	176,050.00	255,050.00
71	566	54,177.00	106,184.44
72	572	132,267.00	230,267.00
73	574	165,334.00	227,334.00
74	577	140,840.00	202,840.00
75	580	165,334.00	227,334.00
76	581	105,814.00	142,039.80
77	591	258,334.00	353,534.00
78	592	67,721.00	81,721.00
79	593	105,814.00	146,314.00
80	594	84,651.00	104,651.00





S.NO	HR NO.	BASIC PAY	GROSS PAY
81	597	62,704.00	82,704.00
82	601	54,177.00	65,677.00
83	609	105,814.00	136,814.00
84	616	146,963.00	208,963.00
85	617	105,814.00	147,395.00
86	619	322,918.00	507,718.00
87	621	101,895.00	132,895.00
88	624	98,523.80	123,523.80
89	631	84,651.00	154,651.00
90	645	81,516.00	106,516.00
91	651	62,705.00	76,705.00
92	652	127,368.00	175,368.00
93	660	165,334.00	227,334.00
94	662	127,368.00	175,368.00
95	664	54,177.00	65,677.00
96	677	84,651.00	104,651.00
97	686	54,177.00	65,677.00
98	701	159,210.00	271,210.00
99	706	206,667.00	300,667.00
100	711	81,516.00	101,516.00
101	714	84,651.00	104,651.00
102	717	68,975.00	138,637.00
103	719	258,334.00	403,534.00
104	729	81,516.00	101,516.00
105	731	105,814.00	186,814.00
106	734	81,516.00	101,516.00
107	735	112,672.00	155,672.00
108	737	132,267.00	235,267.00
109	738	132,267.00	234,767.00
110	742	105,814.00	136,814.00
111	746	84,651.00	154,651.00
112	750	258,334.00	453,478.55
113	755	146,963.00	208,963.00
114	757	146,963.00	261,963.00
115	760	287,038.00	421,838.00
116	762	112,972.00	160,972.00
117	764	220,062.00	386,662.00
118	765	322,918.00	502,718.00
119	768	127,368.00	225,368.00
120	770	322,918.00	507,718.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
121	775	287,038.00	479,245.60
122	779	101,895.00	132,895.00
123	780	322,918.00	507,718.00
124	795	84,651.00	104,651.00
125	805	258,334.00	353,534.00
126	814	165,334.00	230,334.00
127	815	165,334.00	230,334.00
128	818	88,178.00	152,678.00
129	819	322,918.00	572,301.00
130	821	165,334.00	230,334.00
131	823	159,210.00	274,210.00
132	824	159,210.00	224,210.00
133	826	159,210.00	221,210.00
134	827	122,469.00	170,469.00
135	829	54,177.00	65,677.00
136	830	122,469.00	170,469.00
137	831	146,963.00	208,963.00
138	833	105,814.00	186,814.00
139	835	153,087.00	265,087.00
140	841	258,334.00	357,034.00
141	845	67,721.00	115,581.50
142	846	165,334.00	227,334.00
143	847	75,245.00	95,245.00
144	852	87,661.50	151,496.50
145	853	165,334.00	227,334.00
146	855	84,651.00	154,651.00
147	856	75,245.00	95,245.00
148	858	206,667.00	285,667.00
149	861	322,918.00	507,718.00
150	865	258,334.00	403,534.00
151	868	215,278.00	350,078.00
152	870	140,840.00	252,840.00
153	874	134,716.00	196,716.00
154	876	98,523.80	123,523.80
155	887	97,976.00	128,976.00
156	891	84,651.00	154,651.00
157	892	122,469.00	184,469.00
158	893	65,840.00	118,760.00
159	895	84,651.00	146,976.50
160	898	206,667.00	285,667.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
241	1062	206,667.00	285,667.00
242	1065	84,651.00	104,651.00
243	1067	127,368.00	175,368.00
244	1068	105,814.00	186,814.00
245	1069	122,469.00	170,469.00
246	1070	110,222.00	172,222.00
247	1071	101,895.00	132,895.00
248	1073	94,057.00	125,057.00
249	1077	62,705.00	76,705.00
250	1080	72,110.00	92,110.00
251	1082	75,245.00	95,245.00
252	1083	117,571.00	165,571.00
253	1085	101,895.00	132,895.00
254	1086	54,177.00	65,677.00
255	1089	258,334.00	403,534.00
256	1091	75,245.00	95,245.00
257	1092	54,177.00	65,677.00
258	1097	153,087.00	265,087.00
259	1099	140,840.00	202,840.00
260	1101	122,469.00	173,469.00
261	1104	84,651.00	104,651.00
262	1106	159,210.00	221,210.00
263	1107	84,651.00	196,976.50
264	1112	287,038.00	421,838.00
265	1113	165,334.00	227,334.00
266	1115	248,766.00	343,966.00
267	1116	258,334.00	353,534.00
268	1117	220,062.00	315,262.00
269	1118	248,766.00	343,966.00
270	1119	220,062.00	315,262.00
271	1123	275,078.00	422,278.00
272	1126	206,667.00	285,667.00
273	1128	199,013.00	278,013.00
274	1129	46,151.00	57,651.00
275	1132	206,667.00	285,667.00
276	1135	328,898.00	567,098.00
277	1136	275,078.00	409,878.00
278	1138	206,667.00	285,667.00
279	1139	146,963.00	208,963.00
280	1141	258,334.00	353,534.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
281	1143	206,667.00	285,667.00
282	1147	81,516.00	101,516.00
283	1148	90,138.00	121,138.00
284	1150	146,963.00	208,963.00
285	1151	159,210.00	221,210.00
286	1153	116,346.00	181,346.00
287	1154	258,334.00	353,534.00
288	1155	146,963.00	258,963.00
289	1156	165,334.00	227,334.00
290	1160	116,346.00	228,346.00
291	1162	258,334.00	353,534.00
292	1163	176,050.00	255,050.00
293	1164	191,358.00	270,358.00
294	1165	77,350.10	101,350.10
295	1166	146,963.00	208,963.00
296	1168	132,267.00	233,267.00
297	1169	258,334.00	353,534.00
298	1170	258,334.00	353,534.00
299	1171	153,087.00	215,087.00
300	1173	146,963.00	208,963.00
301	1174	153,087.00	215,087.00
302	1175	206,667.00	285,667.00
303	1178	84,651.00	154,651.00
304	1179	140,840.00	252,840.00
305	1180	146,963.00	211,963.00
306	1181	81,516.00	101,516.00
307	1182	68,975.00	98,459.00
308	1183	134,716.00	196,716.00
309	1187	206,667.00	285,667.00
310	1189	128,593.00	190,593.00
311	1190	75,245.00	145,245.00
312	1191	97,976.00	128,976.00
313	1194	67,721.00	81,721.00
314	1195	72,110.00	92,110.00
315	1196	206,667.00	285,667.00
316	1197	67,721.00	81,721.00
317	1198	68,975.00	88,975.00
318	1199	67,721.00	139,791.79
319	1200	84,651.00	130,046.00
320	1201	112,672.00	155,672.00





S.NO	HR NO.	BASIC PAY	GROSS PAY
161	901	54,177.00	65,677.00
162	902	62,704.00	82,704.00
163	905	105,814.00	136,814.00
164	911	50,163.00	64,163.00
165	912	62,705.00	76,705.00
166	913	68,975.00	88,975.00
167	918	84,651.00	118,406.80
168	919	84,651.00	112,851.00
169	920	84,651.00	104,651.00
170	922	127,368.00	178,368.00
171	923	146,963.00	258,963.00
172	926	258,334.00	353,534.00
173	929	258,334.00	353,534.00
174	933	229,630.00	394,830.00
175	934	258,334.00	403,534.00
176	936	78,381.00	92,381.00
177	937	322,918.00	457,718.00
178	938	84,651.00	104,651.00
179	944	132,267.00	180,267.00
180	945	117,571.00	215,571.00
181	950	101,895.00	182,895.00
182	952	84,651.00	104,651.00
183	953	82,299.00	113,299.00
184	954	102,876.00	153,876.00
185	955	160,741.00	239,741.00
186	956	97,976.00	178,976.00
187	958	102,874.00	200,874.00
188	961	84,651.00	104,651.00
189	962	72,110.00	128,165.00
190	963	105,814.00	136,814.00
191	965	97,976.00	128,976.00
192	970	128,593.00	190,593.00
193	972	146,963.00	211,963.00
194	977	258,334.00	403,534.00
195	978	287,038.00	471,838.00
196	979	229,630.00	324,830.00
197	980	206,667.00	285,667.00
198	982	191,358.00	336,558.00
199	983	258,334.00	353,534.00
200	985	258,334.00	353,534.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
201	986	191,358.00	270,358.00
202	989	165,334.00	227,334.00
203	990	258,334.00	403,534.00
204	991	258,334.00	403,534.00
205	995	210,494.00	305,694.00
206	997	258,334.00	353,534.00
207	998	84,651.00	104,651.00
208	1002	107,773.00	155,773.00
209	1003	165,334.00	280,334.00
210	1004	105,814.00	136,814.00
211	1005	153,087.00	215,087.00
212	1007	122,469.00	187,469.00
213	1008	84,651.00	104,651.00
214	1012	75,245.00	95,245.00
215	1013	84,651.00	146,976.50
216	1014	67,721.00	115,581.50
217	1015	102,874.00	200,874.00
218	1018	75,245.00	163,585.90
219	1019	313,948.00	502,148.00
220	1020	117,571.00	165,571.00
221	1022	107,773.00	155,773.00
222	1024	54,177.00	65,677.00
223	1025	94,057.00	125,057.00
224	1026	117,571.00	165,571.00
225	1027	60,196.00	89,997.00
226	1029	258,334.00	353,534.00
227	1030	75,245.00	107,745.00
228	1034	165,334.00	229,334.00
229	1036	165,334.00	227,334.00
230	1037	206,667.00	285,667.00
231	1038	199,013.00	278,013.00
232	1039	101,895.00	132,895.00
233	1045	84,651.00	122,903.80
234	1046	239,198.00	334,398.00
235	1047	65,840.00	85,840.00
236	1049	67,721.00	81,721.00
237	1054	153,087.00	219,087.00
238	1055	105,814.00	136,814.00
239	1058	84,651.00	104,651.00
240	1060	206,667.00	285,667.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
321	1203	165,334.00	227,334.00
322	1204	287,038.00	421,838.00
323	1206	258,334.00	353,534.00
324	1207	97,976.00	128,976.00
325	1208	68,975.00	138,637.00
326	1209	165,334.00	227,334.00
327	1211	84,651.00	117,348.65
328	1212	146,963.00	261,963.00
329	1213	153,087.00	215,087.00
330	1214	84,651.00	104,651.00
331	1215	105,814.00	136,814.00
332	1216	146,963.00	258,963.00
333	1217	117,571.00	165,571.00
334	1218	86,218.00	117,218.00
335	1219	105,814.00	136,814.00
336	1222	70,542.00	101,542.00
337	1223	72,110.00	92,110.00
338	1224	52,672.00	66,672.00
339	1225	206,667.00	285,667.00
340	1229	134,716.00	249,716.00
341	1230	134,716.00	199,716.00
342	1232	258,334.00	353,534.00
343	1234	165,334.00	230,334.00
344	1235	183,704.00	262,704.00
345	1238	122,469.00	170,469.00
346	1239	165,334.00	227,334.00
347	1242	127,368.00	175,368.00
348	1243	258,334.00	373,534.00
349	1244	112,672.00	160,672.00
350	1253	140,840.00	202,840.00
351	1254	86,218.00	117,218.00
352	1255	117,571.00	165,571.00
353	1256	165,334.00	227,334.00
354	1259	84,651.00	146,976.50
355	1260	116,346.00	228,346.00
356	1261	84,651.00	104,651.00
357	1262	84,651.00	104,651.00
358	1263	84,651.00	109,941.69
359	1264	84,651.00	104,651.00
360	1265	117,571.00	165,571.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
361	1266	153,087.00	215,087.00
362	1267	165,334.00	277,334.00
363	1268	67,721.00	130,480.12
364	1269	78,381.00	98,381.00
365	1272	81,516.00	101,516.00
366	1273	75,245.00	95,245.00
367	1274	112,672.00	160,672.00
368	1275	122,469.00	184,469.00
369	1276	72,110.00	92,110.00
370	1277	258,334.00	353,534.00
371	1278	97,976.00	128,976.00
372	1280	67,721.00	81,721.00
373	1282	101,895.00	132,895.00
374	1284	165,334.00	227,334.00
375	1286	84,651.00	104,651.00
376	1287	107,773.00	150,773.00
377	1288	140,840.00	202,840.00
378	1289	84,651.00	104,651.00
379	1291	84,651.00	154,651.00
380	1293	84,651.00	170,651.00
381	1295	84,651.00	104,651.00
382	1297	84,651.00	154,651.00
383	1298	67,721.00	81,721.00
384	1299	84,651.00	104,651.00
385	1301	84,651.00	176,603.95
386	1302	56,434.00	100,418.00
387	1304	153,087.00	215,087.00
388	1305	90,138.00	169,203.00
389	1306	153,087.00	215,087.00
390	1309	322,918.00	457,718.00
391	1311	102,874.00	200,874.00
392	1312	75,245.00	132,867.50
393	1313	153,087.00	218,087.00
394	1314	165,334.00	227,334.00
395	1315	140,840.00	205,840.00
396	1316	153,087.00	215,087.00
397	1321	206,667.00	285,667.00
398	1324	168,395.00	324,695.00
399	1325	159,210.00	221,210.00
400	1328	165,334.00	230,334.00





S.NO	HR NO.	BASIC PAY	GROSS PAY
401	1329	165,334.00	277,334.00
402	1331	146,963.00	211,963.00
403	1332	146,963.00	211,963.00
404	1333	140,840.00	202,840.00
405	1334	153,087.00	215,087.00
406	1335	251,158.00	385,958.00
407	1336	153,087.00	215,087.00
408	1337	165,334.00	280,334.00
409	1338	165,334.00	230,334.00
410	1339	153,087.00	215,087.00
411	1340	168,395.00	247,395.00
412	1341	159,210.00	224,210.00
413	1342	146,963.00	211,963.00
414	1343	159,210.00	221,210.00
415	1344	160,741.00	239,741.00
416	1345	183,704.00	262,704.00
417	1347	140,840.00	205,840.00
418	1348	165,334.00	227,334.00
419	1350	159,210.00	221,210.00
420	1351	153,087.00	218,087.00
421	1353	146,963.00	208,963.00
422	1355	258,334.00	353,534.00
423	1356	210,494.00	355,694.00
424	1359	159,210.00	224,210.00
425	1360	153,087.00	218,087.00
426	1363	206,667.00	285,667.00
427	1364	153,087.00	218,087.00
428	1365	153,087.00	215,087.00
429	1366	153,087.00	218,087.00
430	1367	146,963.00	261,963.00
431	1369	146,963.00	211,963.00
432	1370	153,087.00	218,087.00
433	1371	146,963.00	211,963.00
434	1372	153,087.00	265,494.55
435	1373	153,087.00	268,087.00
436	1374	134,716.00	199,716.00
437	1375	140,840.00	205,840.00
438	1376	159,210.00	224,210.00
439	1379	153,087.00	215,087.00
440	1380	140,840.00	202,840.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
441	1381	165,334.00	227,334.00
442	1382	153,087.00	218,087.00
443	1383	107,773.00	155,773.00
444	1385	117,571.00	165,571.00
445	1387	105,814.00	136,814.00
446	1388	153,087.00	218,087.00
447	1389	159,210.00	224,210.00
448	1391	168,395.00	247,395.00
449	1392	153,087.00	218,087.00
450	1393	140,840.00	202,840.00
451	1394	159,210.00	224,210.00
452	1395	105,814.00	139,814.00
453	1397	112,672.00	160,672.00
454	1399	97,976.00	128,976.00
455	1400	146,963.00	208,963.00
456	1401	78,381.00	98,381.00
457	1403	62,705.00	82,705.00
458	1405	46,151.00	57,651.00
459	1406	54,177.00	70,677.00
460	1407	84,651.00	113,116.00
461	1411	67,721.00	143,177.82
462	1413	146,963.00	211,963.00
463	1418	84,651.00	104,651.00
464	1420	84,651.00	104,651.00
465	1421	54,177.00	104,684.44
466	1422	52,170.00	63,670.00
467	1423	102,874.00	153,874.00
468	1424	343,847.00	522,047.00
469	1425	117,571.00	215,571.00
470	1426	84,651.00	104,651.00
471	1428	62,704.00	103,444.80
472	1429	90,138.00	121,138.00
473	1431	50,163.00	64,163.00
474	1432	68,975.00	88,975.00
475	1433	122,469.00	185,246.30
476	1434	67,721.00	91,879.00
477	1435	70,542.00	103,542.00
478	1436	93,077.00	144,077.00
479	1437	102,874.00	200,874.00
480	1438	84,651.00	104,651.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
481	1439	84,651.00	104,651.00
482	1440	78,381.00	98,381.00
483	1441	84,561.00	146,841.50
484	1443	81,516.00	101,516.00
485	1444	84,651.00	104,651.00
486	1446	84,651.00	179,888.20
487	1447	62,705.00	101,787.00
488	1450	81,516.00	123,678.00
489	1451	153,087.00	215,087.00
490	1452	97,976.00	128,976.00
491	1453	97,976.00	148,976.00
492	1454	67,721.00	81,721.00
493	1455	82,299.00	113,299.00
494	1456	62,704.00	82,704.00
495	1457	112,672.00	160,672.00
496	1459	112,672.00	160,672.00
497	1461	191,358.00	357,358.00
498	1462	102,874.00	200,874.00
499	1463	75,245.00	103,445.00
500	1464	68,975.00	97,175.00
501	1465	48,157.00	59,657.00
502	1466	75,245.00	95,245.00
503	1467	94,057.00	125,057.00
504	1468	146,963.00	208,963.00
505	1469	94,057.00	134,462.70
506	1470	57,688.00	84,667.80
507	1471	86,218.00	127,995.00
508	1472	54,177.00	65,677.00
509	1473	57,688.00	71,688.00
510	1474	102,876.00	150,876.00
511	1475	78,381.00	98,381.00
512	1477	54,177.00	65,677.00
513	1478	75,245.00	103,445.00
514	1479	62,705.00	126,152.60
515	1480	72,110.00	92,110.00
516	1481	84,651.00	104,651.00
517	1482	68,975.00	88,975.00
518	1484	67,721.00	81,721.00
519	1485	75,245.00	95,245.00
520	1486	78,381.00	137,571.50

S.NO	HR NO.	BASIC PAY	GROSS PAY
521	1488	55,180.00	69,180.00
522	1490	97,976.00	128,976.00
523	1491	84,651.00	104,651.00
524	1492	57,688.00	100,532.00
525	1493	159,210.00	271,210.00
526	1494	140,840.00	202,840.00
527	1495	159,210.00	224,210.00
528	1497	81,516.00	125,770.80
529	1498	70,542.00	101,542.00
530	1499	97,976.00	128,976.00
531	1500	90,138.00	121,138.00
532	1501	55,180.00	82,975.00
533	1502	65,213.00	76,713.00
534	1503	62,705.00	76,705.00
535	1504	78,381.00	98,381.00
536	1505	112,672.00	163,672.00
537	1506	55,180.00	74,180.00
538	1507	62,705.00	76,705.00
539	1508	72,110.00	92,110.00
540	1509	84,651.00	191,685.00
541	1510	128,593.00	193,593.00
542	1512	102,874.00	150,874.00
543	1513	110,222.00	175,222.00
544	1514	112,672.00	163,672.00
545	1516	128,593.00	193,593.00
546	1517	60,196.00	74,196.00
547	1518	75,245.00	104,745.00
548	1519	110,222.00	175,222.00
549	1520	86,218.00	142,850.00
550	1521	116,346.00	178,346.00
551	1526	128,593.00	193,593.00
552	1527	128,593.00	193,593.00
553	1528	102,874.00	153,874.00
554	1531	112,672.00	163,672.00
555	1532	94,057.00	125,057.00
556	1533	116,346.00	181,346.00
557	1534	93,077.00	141,077.00
558	1535	117,571.00	165,571.00
559	1537	88,178.00	134,178.00
560	1540	122,469.00	173,469.00





S.NO	HR NO.	BASIC PAY	GROSS PAY
561	1541	107,773.00	155,773.00
562	1542	146,963.00	211,963.00
563	1543	128,593.00	193,593.00
564	1544	128,593.00	322,186.00
565	1546	128,593.00	210,693.00
566	1547	97,976.00	145,976.00
567	1548	90,138.00	124,138.00
568	1549	140,840.00	202,840.00
569	1550	128,593.00	193,593.00
570	1551	137,778.00	216,778.00
571	1552	128,593.00	190,593.00
572	1553	122,469.00	187,469.00
573	1554	122,469.00	173,469.00
574	1555	122,469.00	184,469.00
575	1557	97,976.00	148,976.00
576	1559	165,334.00	231,334.00
577	1560	56,434.00	84,634.00
578	1563	112,672.00	163,672.00
579	1564	97,976.00	148,976.00
580	1565	116,346.00	181,346.00
581	1567	160,741.00	239,741.00
582	1568	116,346.00	181,346.00
583	1569	105,814.00	136,814.00
584	1570	97,976.00	146,121.80
585	1571	128,593.00	193,593.00
586	1573	122,469.00	187,469.00
587	1575	128,593.00	193,593.00
588	1576	117,571.00	168,571.00
589	1577	134,716.00	199,716.00
590	1578	134,716.00	196,716.00
591	1579	72,110.00	117,348.50
592	1581	97,976.00	128,976.00
593	1582	128,593.00	190,593.00
594	1583	128,593.00	190,593.00
595	1584	59,569.00	79,569.00
596	1585	86,218.00	152,549.75
597	1586	102,874.00	150,874.00
598	1587	84,651.00	104,651.00
599	1588	116,346.00	178,346.00
600	1589	110,222.00	172,222.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
601	1590	75,245.00	110,294.00
602	1591	78,381.00	98,381.00
603	1592	128,593.00	190,593.00
604	1593	78,381.00	98,381.00
605	1594	65,840.00	85,840.00
606	1595	110,222.00	175,222.00
607	1596	93,077.00	144,077.00
608	1597	94,057.00	125,057.00
609	1598	110,222.00	172,222.00
610	1599	84,651.00	104,651.00
611	1600	122,469.00	184,469.00
612	1601	102,874.00	153,874.00
613	1602	122,469.00	187,469.00
614	1603	0.00	31,000.00
615	1604	102,874.00	153,874.00
616	1605	102,874.00	150,874.00
617	1606	134,716.00	196,716.00
618	1607	165,334.00	227,334.00
619	1608	102,874.00	153,874.00
620	1609	84,651.00	104,651.00
621	1610	88,178.00	136,178.00
622	1611	128,593.00	193,593.00
623	1614	122,469.00	184,469.00
624	1616	94,057.00	125,057.00
625	1617	90,138.00	121,138.00
626	1618	102,874.00	150,874.00
627	1619	128,593.00	190,593.00
628	1620	116,346.00	178,346.00
629	1621	56,434.00	76,434.00
630	1622	102,874.00	153,874.00
631	1623	70,542.00	101,542.00
632	1625	84,651.00	104,651.00
633	1626	84,651.00	104,651.00
634	1627	68,975.00	88,975.00
635	1628	128,593.00	190,593.00
636	1630	78,381.00	98,381.00
637	1631	84,651.00	104,651.00
638	1632	84,651.00	104,651.00
639	1633	84,651.00	104,651.00
640	1634	110,222.00	175,222.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
641	1635	117,571.00	160,571.00
642	1636	116,346.00	198,446.00
643	1638	46,151.00	57,651.00
644	1639	78,381.00	98,381.00
645	1640	102,874.00	153,874.00
646	1646	287,038.00	421,838.00
647	1647	110,222.00	172,222.00
648	1649	68,975.00	95,872.50
649	1650	72,110.00	120,954.00
650	1651	65,840.00	94,040.00
651	1652	84,651.00	178,459.00
652	1653	68,975.00	138,637.00
653	1654	84,651.00	154,651.00
654	1655	137,778.00	266,778.00
655	1656	72,110.00	178,165.00
656	1658	140,840.00	255,840.00
657	1659	68,975.00	88,975.00
658	1660	86,218.00	117,218.00
659	1661	60,196.00	74,196.00
660	1662	160,741.00	239,741.00
661	1663	107,773.00	158,773.00
662	1664	122,469.00	170,469.00
663	1665	60,196.00	74,196.00
664	1666	72,110.00	92,110.00
665	1667	72,110.00	92,110.00
666	1668	52,672.00	66,672.00
667	1669	88,178.00	131,178.00
668	1670	78,380.00	150,570.00
669	1671	134,716.00	349,082.00
670	1673	112,672.00	213,672.00
671	1674	112,672.00	210,672.00
672	1675	117,571.00	218,571.00
673	1677	117,571.00	215,571.00
674	1678	102,874.00	203,874.00
675	1679	110,222.00	225,222.00
676	1680	112,672.00	210,672.00
677	1681	117,571.00	215,571.00
678	1682	75,245.00	97,245.00
679	1683	102,874.00	200,874.00
680	1684	82,299.00	163,299.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
681	1685	94,057.00	178,057.00
682	1686	75,245.00	145,245.00
683	1687	82,299.00	166,299.00
684	1688	86,218.00	167,218.00
685	1689	82,299.00	207,448.50
686	1691	90,138.00	174,138.00
687	1692	82,299.00	163,299.00
688	1693	94,057.00	175,057.00
689	1694	94,057.00	178,057.00
690	1695	90,138.00	201,179.00
691	1696	90,138.00	171,138.00
692	1697	90,138.00	219,207.00
693	1698	70,542.00	216,148.00
694	1699	88,178.00	186,178.00
695	1701	107,773.00	205,773.00
696	1702	94,057.00	125,057.00
697	1703	70,542.00	126,200.20
698	1704	90,138.00	160,193.00
699	1705	90,138.00	169,207.00
700	1706	107,773.00	158,773.00
701	1707	82,299.00	113,299.00
702	1708	122,469.00	173,469.00
703	1709	86,218.00	120,218.00
704	1710	117,571.00	168,571.00
705	1711	107,773.00	155,773.00
706	1712	70,542.00	131,758.80
707	1713	72,110.00	92,110.00
708	1714	102,874.00	150,874.00
709	1715	72,110.00	92,110.00
710	1716	70,542.00	125,349.75
711	1717	75,245.00	95,245.00
712	1718	117,571.00	165,571.00
713	1719	74,461.00	142,691.50
714	1720	56,434.00	84,899.00
715	1722	70,542.00	147,713.00
716	1723	70,542.00	103,542.00
717	1724	94,057.00	125,057.00
718	1725	94,057.00	125,057.00
719	1726	93,077.00	141,077.00
720	1727	62,705.00	76,705.00





# Kenya Bureau of Standards

S.NO	HR NO.	BASIC PAY	GROSS PAY
721	1728	102,874.00	150,874.00
722	1729	94,057.00	125,057.00
723	1730	75,245.00	95,245.00
724	1731	56,434.00	101,124.00
725	1732	78,381.00	121,895.00
726	1733	78,381.00	98,381.00
727	1734	97,976.00	145,976.00
728	1735	97,976.00	128,976.00
729	1736	93,077.00	144,077.00
730	1737	102,874.00	153,874.00
731	1738	90,138.00	121,138.00
732	1739	102,874.00	150,874.00
733	1740	82,299.00	113,299.00
734	1741	102,874.00	153,874.00
735	1742	102,874.00	150,874.00
736	1743	102,874.00	150,874.00
737	1745	82,299.00	113,299.00
738	1746	75,245.00	95,245.00
739	1747	97,976.00	128,976.00
740	1748	68,975.00	90,975.00
741	1749	68,975.00	120,875.90
742	1750	82,299.00	140,988.70
743	1751	70,542.00	149,393.90
744	1752	68,975.00	90,975.00
745	1753	62,705.00	76,705.00
746	1754	78,380.00	109,380.00
747	1755	78,380.00	109,380.00
748	1756	75,245.00	95,245.00
749	1757	168,395.00	247,395.00
750	1758	105,814.00	189,721.00
751	1759	97,976.00	148,976.00
752	1760	97,976.00	145,976.00
753	1761	134,716.00	216,716.00
754	1762	62,705.00	76,705.00
755	1763	88,178.00	131,178.00
756	1764	102,874.00	150,874.00
757	1765	94,057.00	143,868.00
758	1766	88,178.00	136,178.00
759	1767	102,874.00	153,874.00
760	1769	75,245.00	212,245.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
761	1770	75,245.00	145,245.00
762	1771	72,110.00	92,110.00
763	1772	78,381.00	115,316.50
764	1773	68,975.00	88,975.00
765	1774	75,245.00	153,445.00
766	1775	88,178.00	139,178.00
767	1776	90,138.00	174,138.00
768	1777	70,542.00	158,596.00
769	1778	48,157.00	59,657.00
770	1779	48,157.00	59,657.00
771	1780	62,705.00	76,705.00
772	1781	55,180.00	69,180.00
773	1783	403,647.00	591,847.00
774	1784	75,245.00	103,445.00
775	1785	560,000.00	760,000.00
776	1786	82,299.00	113,299.00
777	1787	86,218.00	128,839.80
778	1788	82,299.00	116,299.00
779	1789	86,218.00	120,218.00
780	1790	78,380.00	112,380.00
781	1791	74,461.00	108,461.00
782	1792	86,218.00	120,218.00
783	1793	86,218.00	120,218.00
784	1794	82,299.00	113,299.00
785	1795	82,299.00	135,931.18
786	1796	82,299.00	113,299.00
787	1797	82,299.00	116,299.00
788	1798	74,461.00	108,461.00
789	1799	72,110.00	92,110.00
790	1800	68,975.00	133,662.50
791	1801	65,840.00	120,760.00
792	1802	82,299.00	198,598.00
793	1803	78,380.00	150,590.00
794	1804	86,218.00	120,218.00
795	1805	86,218.00	120,218.00
796	1806	82,299.00	113,299.00
797	1807	65,840.00	85,840.00
798	1808	86,218.00	117,218.00
799	1809	82,299.00	113,299.00
800	1810	90,138.00	124,138.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
801	1811	74,461.00	108,461.00
802	1812	90,138.00	121,138.00
803	1813	86,218.00	163,323.00
804	1814	86,218.00	120,218.00
805	1815	68,975.00	88,975.00
806	1816	82,299.00	116,299.00
807	1817	86,218.00	120,218.00
808	1818	86,218.00	117,218.00
809	1819	82,299.00	116,299.00
810	1820	82,299.00	116,299.00
811	1821	86,218.00	117,218.00
812	1822	82,299.00	113,299.00
813	1823	82,299.00	116,299.00
814	1824	86,218.00	120,218.00
815	1825	86,218.00	120,218.00
816	1826	86,218.00	117,218.00
817	1827	78,380.00	112,380.00
818	1828	78,380.00	112,380.00
819	1829	82,299.00	140,988.70
820	1830	86,218.00	120,218.00
821	1831	65,840.00	85,840.00
822	1832	68,975.00	125,462.50
823	1833	65,840.00	114,176.00
824	1834	68,975.00	115,978.00
825	1835	68,975.00	88,975.00
826	1836	65,840.00	85,840.00
827	1837	86,218.00	120,218.00
828	1838	65,840.00	87,840.00
829	1839	65,840.00	114,176.00
830	1840	86,218.00	120,218.00
831	1841	72,110.00	92,110.00
832	1842	82,299.00	113,299.00
833	1843	86,218.00	134,461.60
834	1844	86,218.00	120,218.00
835	1845	86,218.00	120,218.00
836	1846	62,704.00	103,514.60
837	1847	86,218.00	120,218.00
838	1848	82,299.00	116,299.00
839	1849	102,874.00	150,874.00
840	1851	82,299.00	163,299.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
841	1852	65,840.00	133,244.80
842	1853	82,299.00	116,299.00
843	1855	82,299.00	116,299.00
844	1856	68,975.00	88,975.00
845	1857	239,198.00	373,998.00
846	1858	181,790.00	276,990.00
847	1859	74,461.00	108,461.00
848	1860	74,461.00	105,461.00
849	1861	74,461.00	105,461.00
850	1862	74,461.00	105,461.00
851	1863	74,461.00	135,245.00
852	1864	70,574.00	101,574.00
853	1865	74,461.00	105,461.00
854	1866	59,569.00	80,569.00
855	1867	70,574.00	103,074.00
856	1868	59,569.00	103,396.60
857	1869	74,461.00	105,461.00
858	1870	239,198.00	373,998.00
859	1871	116,346.00	178,346.00
860	1872	59,569.00	79,569.00
861	1873	74,461.00	105,461.00
862	1874	74,461.00	105,461.00
863	1875	74,461.00	105,461.00
864	1876	74,461.00	105,461.00
865	1877	116,346.00	181,346.00
866	1878	227,238.00	362,038.00
867	1879	181,790.00	276,990.00
868	1880	181,790.00	276,790.00
869	1881	181,790.00	276,790.00
870	1882	93,077.00	141,077.00
871	1883	93,077.00	141,077.00
872	1884	88,178.00	136,178.00
873	1885	38,125.00	49,625.00
874	1886	38,125.00	49,625.00
875	1887	47,655.00	61,655.00
876	1888	47,655.00	61,655.00
877	1889	74,461.00	108,461.00
878	1890	38,125.00	53,925.00
879	1891	74,461.00	105,461.00
880	1892	59,569.00	79,569.00





S.NO	HR NO.	BASIC PAY	GROSS PAY
881	1893	47,655.00	61,655.00
882	1894	38,125.00	61,062.50
883	1895	59,569.00	79,569.00
884	1896	59,569.00	79,569.00
885	1897	74,461.00	105,461.00
886	1898	38,125.00	49,625.00
887	1899	38,125.00	49,625.00
888	1900	38,125.00	49,625.00
889	1901	74,461.00	105,461.00
890	1902	59,569.00	79,569.00
891	1903	74,461.00	105,461.00
892	1904	74,461.00	105,461.00
893	1905	59,569.00	85,525.90
894	1906	38,125.00	49,625.00
895	1907	38,125.00	49,625.00
896	1908	74,461.00	105,461.00
897	1909	74,461.00	105,461.00
898	1910	74,461.00	105,461.00
899	1911	74,461.00	116,630.00
900	1912	74,461.00	108,461.00
901	1913	74,461.00	105,461.00
902	1914	74,461.00	105,461.00
903	1915	74,461.00	108,461.00
904	1916	47,655.00	85,482.50
905	1917	59,569.00	79,569.00
906	1918	74,461.00	105,461.00
907	1919	74,461.00	105,461.00
908	1920	38,125.00	68,210.90
909	1921	74,461.00	108,461.00
910	1922	74,461.00	105,461.00
911	1923	74,461.00	105,461.00
912	1924	74,461.00	105,461.00
913	1925	74,461.00	108,461.00
914	1926	74,461.00	105,461.00
915	1927	74,461.00	105,461.00
916	1928	47,655.00	61,655.00
917	1929	59,569.00	79,569.00
918	1930	38,125.00	49,625.00
919	1931	38,125.00	49,625.00
920	1932	74,461.00	105,461.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
921	1933	47,655.00	61,655.00
922	1934	74,461.00	105,461.00
923	1935	74,461.00	105,461.00
924	1936	74,461.00	105,461.00
925	1937	74,461.00	105,461.00
926	1938	38,125.00	49,625.00
927	1939	38,125.00	49,625.00
928	1940	38,125.00	49,625.00
929	1941	47,655.00	109,310.00
930	1943	38,125.00	49,625.00
931	1944	47,655.00	85,482.50
932	1945	74,461.00	121,283.00
933	1946	74,461.00	144,561.00
934	1947	38,125.00	49,625.00
935	1948	74,461.00	105,461.00
936	1949	38,125.00	49,625.00
937	1950	59,569.00	79,569.00
938	1951	74,461.00	105,461.00
939	1952	74,461.00	105,461.00
940	1953	38,125.00	49,625.00
941	1954	47,655.00	71,954.33
942	1955	38,125.00	61,062.50
943	1956	74,461.00	145,691.50
944	1957	74,461.00	105,461.00
945	1958	38,125.00	52,007.80
946	1959	59,569.00	109,353.50
947	1960	38,125.00	49,625.00
948	1961	38,125.00	49,625.00
949	1962	47,655.00	85,482.50
950	1963	74,461.00	116,361.00
951	1964	47,655.00	118,841.00
952	1965	70,542.00	101,542.00
953	1967	47,655.00	75,951.50
954	1968	47,655.00	66,420.50
955	1969	47,655.00	82,504.00
956	1970	38,125.00	65,828.00
957	1971	38,125.00	53,437.50
958	1972	74,461.00	108,461.00
959	1973	59,569.00	79,569.00
960	1976	74,461.00	105,461.00



S.NO	HR NO.	BASIC PAY	GROSS PAY
961	1977	74,461.00	105,461.00
962	1978	38,125.00	49,625.00
963	1979	74,461.00	105,461.00
964	1980	38,125.00	49,625.00
965	1981	284,048.00	472,248.00
966	1982	70,542.00	101,542.00
967	1983	45,147.00	81,720.50
968	1985	56,434.00	76,434.00
969	1986	45,147.00	59,147.00
970	1987	59,569.00	79,569.00
971	1988	45,147.00	59,147.00
972	1989	38,125.00	49,625.00
973	1990	47,655.00	85,482.00
974	1991	56,434.00	76,434.00
975	1992	56,434.00	112,410.00
976	1993	45,147.00	59,147.00
977	1994	56,434.00	104,651.00
978	1995	56,434.00	76,434.00
979	1996	56,434.00	76,434.00
980	1997	45,147.00	64,847.00
981	1998	70,542.00	101,542.00
982	1999	56,434.00	76,434.00
983	2000	56,434.00	76,434.00
984	2002	70,542.00	101,542.00
985	2003	70,542.00	101,542.00
986	2004	70,542.00	101,542.00
987	2005	70,542.00	112,123.00
988	2006	70,542.00	116,450.00
989	2007	70,542.00	127,995.00
990	2008	70,542.00	101,542.00
991	2009	70,542.00	101,542.00
992	2010	70,542.00	101,542.00
993	2011	70,542.00	101,542.00
994	2012	70,542.00	101,542.00
995	2013	70,542.00	101,542.00
996	2014	70,542.00	101,542.00
997	2015	70,542.00	101,542.00
998	2016	70,542.00	101,542.00
999	2017	70,542.00	101,542.00
1000	2018	56,434.00	76,434.00

S.NO	HR NO.	BASIC PAY	GROSS PAY
1001	2019	56,434.00	84,634.00
1002	2020	70,542.00	101,542.00
1003	2021	70,542.00	101,542.00
1004	2022	70,542.00	106,832.60
1005	2023	70,542.00	101,542.00
1006	2024	70,542.00	101,542.00
1007	2025	70,542.00	101,542.00
1008	2026	70,542.00	101,542.00
1009	2027	70,542.00	101,542.00
1010	2028	70,542.00	101,542.00
1011	2029	70,542.00	101,542.00
1012	2030	36,118.00	47,618.00
1013	2031	36,118.00	47,618.00
1014	2032	70,542.00	106,832.60
1015	2033	70,542.00	176,056.01
1016	2034	70,542.00	101,542.00
1017	2035	56,434.00	76,434.00
1018	2036	36,118.00	47,618.00
1019	2037	70,542.00	101,542.00
1020	2038	45,147.00	59,147.00
1021	2039	36,118.00	47,618.00



**TECHNICAL EVALUATION CRITERIA-MOTOR VEHICLE PRIVATE**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
1.	Third Party Persons : Unlimited	As per Tender	10
2.	Third Party Property : Unlimited	As per Tender	10
3.	Towing charges : Ksh. 50,000/=	As per Tender	5
4.	-Authorized repair Limited : Ksh. 100,000/=	As per Tender	10
5.	- Medical Expenses : Ksh. 50,000/=	As per Tender	10
6.	- Own damage	As per Tender	10
	-(min) ----2.5% of value	As per Tender	10
	-(max.).....70,000	As per Tender	5
7.	Theft claim		
	-( with device) – 5%of value	As per Tender	5
	-(without device)-10% of value	As per Tender	5
8.	-Special clauses	As per Tender	10
9.	-Extra Benefits	Any two, 5mks for each	10
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA-MOTOR VEHICLE COMMERCIAL**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	1. Third Party Persons: Ksh. Unlimited	As per Tender	10
	2. Third Party Property: Ksh. 100,000,000	As per Tender	10
	3. Towing charges: Ksh. 50,000.00	As per Tender	10
	4. Authorized repair limit: Ksh. 100,000.00	As per Tender	10
	5. Medical Expenses: Ksh. 50,000.00	As per Tender	5
	6. Windscreen Ksh. 50,000.00	As per Tender	10
	7. Unspecified radio/cassette Ksh. 50,000.00	As per Tender	5
	8.Own damage 5% of value	As per Tender	5
	-(min) -----30,000	As per Tender	5
	- (max.).....100,000	As per Tender	5
	9.Theft claim %of value		
	-( with device) – 10%of value	As per Tender	5
	-(without device)-20% of value	As per Tender	5
	10.Special clauses	As per Tender	5
	11.Extra Benefits	Any two, 5mks for each	10
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA-EMPLOYER'S LIABILITY**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Any One Person : 8,000,000	As per Tender	10
		Higher limits ( every one 1m) 5 mks each	20
	Any One Occurrence : 25,000,000	As per Tender	10
		Higher limits ( every one 1m) 5 mks each	20
	Any one Period of Insurance : 50,000,000	As per Tender	10
		Higher limits ( every one 1m) 5 mks each	20
	-Special clauses	As per Tender	5
	-Extra Benefits	Any two, 2.5mks for each	5
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA- MONEY**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Cash with authorized staff <b>1,500,000.00</b>	As per tender	15
	Cash in transit to and from bank <b>5,000,000.00</b>	As per tender	15
	Cash in premises outside business hours <b>1,500,000.00</b>	As per tender	15
	Cash in premises during business hours <b>3,000,000.00</b>	As per tender	15
	Estimated Annual carry <b>500,000,000.00</b>	As per tender	15
	Area :Kenya	As per tender	5
	Cash-Indemnity	As per tender	10
	Safe - Reinstatement	As per tender	10
		<b>Total</b>	<b>100</b>





**TECHNICAL EVALUATION CRITERIA- FIDELITY GUARANTEE INSURANCE**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Anyone person – Ksh. 5,000,000.00	As per tender	30
	Anyone period – Ksh. 100,000,000.00	As per tender	30
	Deductible	As per tender	10
	Discovery period (6month)	As per tender	20
		One year	10
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA- FIRE & RELATED PERILS AND  
CONSEQUENTIAL LOSS**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Fire,	As per tender	10
	Explosion,	As per tender	10
	Earthquake,	As per tender	10
	Volcanic Eruption,	As per tender	10
	Subterranean Fire,	As per tender	5
	Bushfire,	As per tender	5
	Riots And Strikes,	As per tender	10
	Malicious Damage,	As per tender	10
	Impact (Including By Own Vehicles)	As per tender	5
	Flood,	As per tender	5
	Bursting or overflowing of water tanks, pipes	As per tender	10
	Terrorism	As per tender	10
		<b>Total</b>	<b>100</b>



### TECHNICAL EVALUATION CRITERIA- BURGLARY

No.	Condition	Notes	Weight
	Riots and Strikes	As per tender	10
	Armed Hold Up	As per tender	10
	Damage To Building	As per tender	10
	Automatic Reinstatement Of The Loss	As per tender	20
	Watchman's Warranty	As per tender	10
	Average Clause	As per tender	10
	Goods Held in Trust.	As per tender	10
	Policy Excess: Min.	As per tender	10
	: Max	As per tender	10
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA- TRAVEL INSURANCE**

<b>NO.</b>	<b>CONDITION</b>	<b>NOTES</b>	<b>WEIGHT</b>
1.	Deposit	As per tender	10
2.	Personal Accident whilst in flight/public conveyance or 24 hours for Death or Permanent Total Disability.	As per tender	10
3.	Medical Expenses and Assistance Services including transmission of urgent messages and consular referral.	As per tender	10
4.	Medical Assistance and direct payment of In-Patient and Outpatient medical bills.	As per tender	5
5.	Transport and Repatriation.	As per tender	5
6.	Hospitalization allowance.	As per tender	5
7.	Hijack	As per tender	5
8.	Cancellation and/or curtailment	As per tender	10
9.	Loss of luggage	As per tender	5
10.	Delay of luggage	As per tender	10
11.	Travel delay	As per tender	10
12.	Loss of cash and/or documents	As per tender	5
13.	Personal liability and legal expenses etc.	As per tender	5
14.	Travel guard protector	As per tender	5
		<b>TOTAL</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA- ALL RISKS**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Riots And Strikes	As per tender	20
	Locked Car Boot Clause	As per tender	10
	Pairs And Sets Clause	As per tender	20
	Automatic reinstatement of loss.	As per tender	20
	Average Clause	As per tender	10
	Good Held On Trust.	As per tender	10
	Employee Personal Effects	As per tender	5
	Policy Excess: Min.&Max		5
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA-GROUP PERSONAL ACCIDENT COVER**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	<b>Sections -A-Non occupational</b>		
	Death	-60 months earnings	10
	Permanent disablement	- 60 months earnings	10
	Temporary total disablement Limit	- Actual weekly Earnings 104 weeks	10
	Medical expenses	Kshs 500,000	20
	<b>Section B-Work injury Benefits Acts-Occupational</b>		
	Death	- 96 months earnings	10
	Permanent disablement	- 96 months earnings	10
	Temporary total disablement - Limit	- Actual weekly Earnings -104 weeks	10
	Medical expenses	Kshs 100,000	10
	Funeral expenses	Kshs 100,000	5
	Any Extra benefit		5
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA-GROUP PERSONAL ACCIDENT COVER  
(BOARD MEMBERS)**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Death	-60 months earnings	15
	Permanent disablement	- 60 months earnings	15
	Temporary total disablement Limit	- 20,000 Per week 104 weeks	20
	Medical expenses	Kshs 500,000	20
	Funeral expenses	Kshs 200,000	20
	Any Extra benefit		10
		<b>Total</b>	<b>100</b>



**TECHNICAL EVALUATION CRITERIA- GROUP LIFE**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Death due to any cause	As per tender	20
	Four years earnings	As per tender	20
		Extra year earnings	5
	Worldwide	As per tender	10
	Free Cover Limit ( 8m)		30
		Higher Limit (every 1m 10mks)	
	Funeral Expenses	Kshs. 200,000	10
		Higher limit	5
		<b>Total</b>	<b>100</b>



## SECTION VI - STANDARD FORMS

### Notes on the standard Forms

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



**Kenya Bureau of  
Standards**

**Form of Tender**

To:

Date

Name and address of procuring entity

Tender No. \_\_\_\_\_

Tender Name

Gentlemen and/or Ladies:-

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

.....

.....[Total Tender amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

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

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

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

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2017

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_



**Price Schedule Form**

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL PREMIUM (KSHS.)
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10		
11		
12		
13		
14		
15		



## **MANDATORY REQUIREMENTS**

### **INSURANCE COMPANIES**

<b>N0.</b>	<b>QUALIFICATIONS</b>	<b>YES/NO</b>	<b>REMARKS</b>
1	Certificate of Registration/Incorporation		
2	Evidence of operation for at least five continuous (5 years).		
3	KRA PIN Certificates.		
4	KRA VAT Registration Certificates.		
5	KRA Tax Compliance Certificates		
6	License with Insurance Regulatory Authority for the year 2017		
7	Paid up capital – KES450M		
8	Minimum annual gross premium KES 2.0 billion for 2016		
9	Reinsurance slip/cover for the year 2016		
10	Audited accounts for the year 2015 or 2016		
11	5 (five) current reputable clients		
12	Number of management staff at least Fifteen		
13	Indicated Excess where applicable		



### **INSURANCE BROKERS**

NO.	QUALIFICATIONS	YES/NO	REMARK
1	Certificate of Registration/Incorporation		
2	Evidence of operation for at least five continuous (5 years).		
3	KRA PIN Certificates.		
4	KRA VAT Registration Certificates.		
5	KRA Tax Compliance Certificates		
6	License with Insurance Regulatory Authority for the year 2017		
7	AIBK certificate for the year 2017		
6	Professional Indemnity Insurance Cover KES 100M		
9	Bank guarantee of KES.3 million deposit with the Insurance Regulatory Authority		
10	Audited accounts for the year 2015 or 2016.		
11	5(five) reputable current clients		
12	Management team at least eight		
13	Indicated Excess where applicable		
14	Insurer meets part 1 of the special conditions		

**KEBS past experience with both Insurer and Brokers will be considered where applicable.**

### **FINANCIAL EVALUATION**

Excess where applicable will be used in financial evaluation.



## Contract Form

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

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

### **NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-**

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

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Procuring entity)

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

## **CONFIDENTIAL BUSINESS QUESTIONNAIRE**

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

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

### **Part 1 General**

Business Name .....

Location of Business Premises .....

Plot No,..... Street/Road .....

Postal address ..... Tel No. .... Fax Email.....

.....

Nature of Business .....

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs.....

Name of your bankers .....

Branch .....



**Kenya Bureau of  
Standards**

	<p align="center"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full.....Age.....</p> <p>Nationality.....Country of Origin.....</p> <p>Citizenship details.....</p> <p><b>Date.....Signature of Tenderer.....</b></p>																				
	<p align="center"><b>Part 2 (b) – Partnership</b></p> <p>Given details of partners as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p><b>Date.....Signature of Tenderer.....</b></p>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																		
1. ....	.....	.....	.....																		
2. ....	.....	.....	.....																		
3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		
	<p align="center"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public</p> <p>State the nominal and issued capital of company</p> <p>Nominal Kshs.</p> <p>Issued Kshs.</p> <p>Given details of all directors as follows</p> <table border="0"> <thead> <tr> <th>Name</th> <th>Nationality</th> <th>Citizenship details</th> <th>Shares</th> </tr> </thead> <tbody> <tr> <td>1. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4. ....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> <p><b>Date.....Signature of Tenderer.....</b></p>	Name	Nationality	Citizenship details	Shares	1. ....	.....	.....	.....	2. ....	.....	.....	.....	3. ....	.....	.....	.....	4. ....	.....	.....	.....
Name	Nationality	Citizenship details	Shares																		
1. ....	.....	.....	.....																		
2. ....	.....	.....	.....																		
3. ....	.....	.....	.....																		
4. ....	.....	.....	.....																		





## TENDER SECURITY FORM

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

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

---

THE CONDITIONS of this obligation are:-

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

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

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

[Authorized Signatories and official stamp of the Bank]

*(Amend accordingly if provided by Insurance Company)*

## PERFORMANCE SECURITY FORM

To: .....

*[Name of procuring entity]*

WHEREAS ..... *[name of tenderer]*

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No.

..... *[reference number of the contract]* dated ..... 20

..... to supply .....

*[description of insurance services]* (Hereinafter called "the Contract")

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

AND WHEREAS we have agreed to give the tenderer a guarantee: THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of .....

*[amount of the guarantee in words and figures]*, and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of

..... *[Amount of guarantee]* as

aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the ..... day of ..... 20

\_\_\_\_\_

Signature and seal of the Guarantors

\_\_\_\_\_  
*[Name of bank of financial institution]*

\_\_\_\_\_  
*[Address]*

\_\_\_\_\_  
*[Date]*

*(Amend accordingly if provided by Insurance Company)*

**LETTER OF NOTIFICATION OF AWARD**

Address of Procuring Entity

\_\_\_\_\_  
\_\_\_\_\_

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

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

*(FULL PARTICULARS)* \_\_\_\_\_  
\_\_\_\_\_

SIGNED FOR ACCOUNTING OFFICER