



**Kenya Bureau of  
Standards**

# **KENYA BUREAU OF STANDARDS**

## **PROVISION OF GENERAL INSURANCE SERVICES**

**FOR 2021/2022  
TENDER NO. KEBS/T010/2020/2021**

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

**POPO ROAD OFF MOMBASA ROAD  
TEL: 020 69048000/605490/605550  
FAX: 609660**



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## **1. INVITATION FOR TENDER**

**TENDER NO. KEBS/T010/2021/2022**

### **PROVISION OF GENERAL INSURANCE SERVICES**

Kenya Bureau of Standards (KEBS) invites sealed tenders from eligible candidates for Provision of General Insurance Services for the year 2021/2022.

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 free from the **KEBS website: [www.kebs.org](http://www.kebs.org)** 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/T010/2020/2021 — PROVISION OF GENERAL INSURANCE SERVICES"** should be addressed and delivered to:

**THE MANAGING DIRECTOR,  
KENYA BUREAU OF STANDARDS,  
P.O. BOX 54974 – 00200  
POPO ROAD OFF MOMBASA ROAD  
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 22<sup>nd</sup> December, 2020**

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

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

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

**MANAGING DIRECTOR**



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## **2. 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.



## ***2.5 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. 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. Tenderer 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 of a Bank Guarantee.
- 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 **180 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/T010/2020/2021 — PROVISION OF GENERAL INSURANCE SERVICES** and the words: **“DO NOT OPEN BEFORE Tuesday 22<sup>nd</sup> December, 2020 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 **Tuesday 22<sup>nd</sup> December, 2020 at 10.00 a.m.**

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 to instruction to tenderers.



### ***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 no 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 **December 22<sup>nd</sup> December, 2020 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 shall lead to disqualification of the bid.
- 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.
- 2.27.1 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
- 2.30.1 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 tenders**

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.

<b>Instruction to tender reference</b>	<b><i>instructions to tenderers</i></b>
2.1	<b>Eligible tenderers</b> Underwriters registered with the Insurance Regulatory Authority (Kenya) and Insurance Brokers registered in Kenya who meet the mandatory requirements, technical and financial capabilities.
2.2	<b>Cost of tendering</b>



	<p>Price for the Hard Copy of the Tender document will be charged Kshs.1000.00. soft copies downloaded will be issued free of charge from KEBS website at <a href="http://www.kebs.org">www.kebs.org</a></p> <p>2.3 Clarification of tender document A prospective tenderer requiring any clarification of the tender document may notify KEBS in writing through;</p> <ol style="list-style-type: none"> <li>1. <a href="mailto:procurement@kebs.org">procurement@kebs.org</a></li> <li>2. <a href="mailto:info@kebs.org">info@kebs.org</a></li> <li>3. <a href="mailto:saleria@kebs.org">saleria@kebs.org</a></li> </ol>
2.4	<p><b>Clarification of tender document</b></p> <p>A prospective tenderer requiring any clarification of the tender document may notify KEBS in writing through <a href="mailto:procurement@kebs.org">procurement@kebs.org</a> <a href="mailto:saleria@kebs.org">saleria@kebs.org</a></p> <p>Clarification of tenders requested by the tenderer must be received by KEBS not later than seven (7) days prior to the deadline for closing of tenders.</p> <p>KEBS shall reply to any clarifications sought by the tenderer within three (3) working days excluding weekends of receiving the request to enable the tenderer to make timely submission of its tender.</p>
2.10	Tender Currencies Prices shall be quoted in Kenya Shillings.
2.12	<p><b>Tender Security</b></p> <p>Original tender security (Bid bond) of Kenya Shillings one million (Kshs. 1,000,000); in form of a <b>Bank guarantee</b> from a bank licensed and operating in Kenya, valid for thirty (30) days beyond the validity of the tender (180 days). This shall be in the format provided in the tender document (Section VI). Tender Security from an Insurance Company shall NOT be acceptable.</p>
2.13	<p><b>Validity of Tenders</b></p> <p>The period of tender validity will be 180 days from the date of opening of the tender.</p>
2.14	<p><b>Format and Signing of Tenders</b></p> <p>Bidders Must submit One (1) original and one (1) Copy. The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.</p>
2.15	<p><b>Sealing and Marking of Tenders</b></p> <p>The tender document shall be properly bound and paginated (each page of the tender submission must have a number and the numbers must be in chronological order), seal and submit two copies (one original and one copy) of the tender, clearly marking each “Original Tender” and “Copy of Tender,” as appropriate. The two shall then be sealed in an outer envelope marked with the words “Do Not Open</p>



	Before” on or before <b>Tuesday 22<sup>nd</sup> December 2020 at 1000hrs (East Africa Time).</b>
2.22	<p><b>EVALUATION AND COMPARISON OF TENDERS</b></p> <p>The evaluation shall be carried out in three (3) stages</p> <ul style="list-style-type: none"> <li>i. Preliminary Evaluation</li> <li>ii. Technical Evaluation and</li> <li>iii. Financial Evaluation</li> </ul> <p>Preliminary evaluation shall be based on mandatory requirements and Technical Evaluation shall be rated. For Financial Evaluation the tender with the lowest evaluated price that meets all the requirements shall be considered for award of the contract subject to post qualification.</p>
2.24	<p><b>Post qualification</b></p> <p>Pursuant to Section 83 of PPADA, 2015, KEBS may conduct post qualification (due diligence) to 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</p>
2.25	<p><b>Award of tender</b></p> <p>Subject to submission of the Performance Security, KEBS will award the contract to the successful tenderers whose tender has been determined to be substantially responsive and has been determined to be the tender with the lowest evaluated price, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily</p>
2.29	<p><b>Performance Security</b></p> <p>The amount of Performance Security shall be 10% of the projected annual premium in the format of the Performance Security Form provided in the tender document in the form of a <b>bank guarantee</b> drawn by a bank licensed by the Central Bank of Kenya.</p>
2.25	<p><b>Award Criteria</b></p> <p><i>This is a multiple award tender where the tender shall be awarded to the lowest evaluated bidder per cover/policy category. Further where two or more tenderers tie in prices the procuring entity shall in the first instance utilize technical scores, the one with the highest score in that policy shall be awarded the policy.</i></p>

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### **3. 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 superseded 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 **Bank Guarantee**
- 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 shall be fixed within the contract period of one year.

### ***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. MANDATORY CONDITIONS TO BE MET BY THE INSURANCE UNDERWRITER**

<b>NO.</b>	<b>REQUIREMENTS</b>
4.1.1	Submit 1 <b>(one) Original and 1 (one)</b> copy of the tender document
4.1.2	Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2, 3. n ) w h e r e n is the last page
4.1.3	Must be registered with the Insurance Regulatory Authority for the year 2020 and a copy of the current license be submitted.
4.1.4	Must have done annual gross premiums in the last financial year of at least Kshs2.0 billion.
4.1.5	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.
4.1.6	Must submit a copy of the last financial year audited accounts
4.1.7	Must have total number of management staff of at least Fifteen (15) with practice specialties and gender/national outlook.
4.1.8	Must submit Valid 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.
4.1.9	Must be a member of the Association of Kenya Insurance (AKI) and attach a copy of current membership certificate
4.1.10	Must submit Reinsurance slip/cover notes for policy businesses for year 2020.
4.1.11	Provide evidence that the company has been registered and in operation for at least five (5 years).
4.1.12	The bidder must submit a Bid Security from a reputable Bank of 2% of the Tender price in form specified in the tender document
4.1.13	The bidder must submit the Tender form fully signed and stamped
4.1.14	The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped
4.1.15	Paid up capital – KES450M
4.1.16	Indicate excess where applicable
4.1.17	Special Conditions of Contract as relates to the General Conditions of Contract

**KEBS Past experience with both insurer and the broker will be considered where applicable**



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

<b>NO.</b>	<b>REQUIREMENTS</b>
4.1.1	Submit 1 <b>(one) Original and 1 (one)</b> copy of the tender document
4.1.2	Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2, 3. n ) w h e r e n is the last page
4.2.3	M u s t be registered with the Insurance Regulatory Authority for the year 2020 and a copy of the current license be submitted.
4.2.4	Must have a Professional Indemnity Insurance Cover of at least Kshs.100 million and a copy be submitted
4.2.5	Must give a list of 8 (Eight) reputable clients and the total clients premium of at least 200M in the previous year.
4.2.6	Must submit a copy of the audited accounts for the previous financial year
4.2.7	Must be a current member of the Association of Insurance Brokers (AIB).
4.2.8	M u s t 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.
4.2.9	Total number of management team of at least Eight (8) with practice specialties and gender/national outlook.
4.2.10	Must also submit valid copies of the following documents:
	<ul style="list-style-type: none"><li>• Certificate of registration/incorporation</li></ul>
	<ul style="list-style-type: none"><li>• PIN and VAT Registration Certificates.</li></ul>
	<ul style="list-style-type: none"><li>• Tax Compliance Certificates</li></ul>
	<ul style="list-style-type: none"><li>• 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.</li></ul>
4.2.11	The bidder must submit a Bid Security from a reputable Bank of 2% of the Tender price in form specified in the tender document
4.2.12	Bank guarantee of KES 3Million deposit with insurance regulatory authority
4.2.13	The bidder must submit the Tender form fully signed and stamped
4.2.14	The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped
4.2.15	Indicate excess where applicable

**KEBS Past experience with both insurer and the broker will be considered where applicable**



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.
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.

## **4. 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**

**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**

<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: 1<sup>st</sup> February 2021</b> <b>TO: 31<sup>st</sup> January 2022</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: Kshs. 50,000/= 5. Authorized repair Limited: Kshs. 100,000/= 6. Medical Expenses: Kshs. 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 – Kshs. 50,000/= 9. Unspecified Radio/Cassette - Kshs. 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 inclusive of All Taxes.**

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

## VEHICLES FOR KENYA BUREAU OF STANDARDS

### LIST OF PRIVATE VEHICLES

NO	REG NO	DESCRIPTION	2020 CAR VALUE	YR OF MANUFACTURE	ENGINE CC	TYPE
1	KBG 954C	DAIHASTU TERIS-FX	2,200,000.00	2009	1500	Private
2	KBJ 234U	DAIHASTU TERIS-FX	1,800,000.00	2009	1500	Private
3	KBJ 233U	DAIHASTU TERIS-FX	2,400,000.00	2009	1500	Private
4	KAV 502E	NISSAN DOUBLE CABIN	1,500,000.00	2005	3200	Private
5	KAY 664V	NISSAN DOUBLE CABIN	1,700,000.00	2007	3200	Private
6	KAV 503E	NISSAN DOUBLE CABIN	1,600,000.00	2005	3200	Private
7	KBB 797S	NISSAN DOUBLE CABIN	1,900,000.00	2008	3200	Private
8	KBB 824S	NISSAN TIIDA	1,220,000.00	2008	1600	Private
9	KAT 242X	TOYOTA COROLLA XLI	680,000.00	2005	1300	Private
10	KBG 015C	NISSAN DOUBLE CAB	2,460,000.00	2008	3200	Private
11	KBB 701S	NISSAN DOUBLE CAB	1,860,000.00	2008	3200	Private
12	KBB 498S	NISSAN DOUBLE CAB	1,800,000.00	2008	3200	Private
13	KBN 682E	TOYOTA COROLLA-NRE 150R	2,460,000.00	2010	1300	Private
14	KBN 803E	DAIHATSU TERIOS	2,850,000.00	2011	1500	Private
15	KBQ 573D	DAIHATSU TERIOS	3,750,000.00	2010	1500	Private
16	KBQ 906D	FORD RANGER	4,043,000.00	2010	2500	Private
17	KBQ 907D	FORD RANGER	4,043,000.00	2011	2500	Private
18	KBQ 914D	FORD RANGER	4,043,000.00	2010	2500	Private
19	KBQ 921D	FORD RANGER	4,043,000.00	2010	2500	Private
20	KBR 889U	DAIHATSU TERIOS	3,750,000.00	2011	1500	Private
21	KBR 890U	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
22	KBR 891U	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
23	KBR 893U	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
24	KBR 894U	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
25	KBR 895U	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
26	KBR 961U	FORD RANGER	4,343,000.00	2012	2200	Private
27	KBR 962U	TOYOTA COROLLA ZRE 151R	3,491,000.00	2012	1600	Private



28	KBR 963U	FORD RANGER	4,343,000.00	2012	2200	Private
29	KBT 960N	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
30	KBT 961N	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
31	KBT 962N	DAIHATSU TERIOS	3,750,000.00	2012	1500	Private
32	KBW 173V	FORD RANGER	4,343,000.00	2012	2200	Private
33	KCA 565F	ZRE 182R TOYOTA CORROLLA	4,050,606.00	2014	1800	Private
34	KCA 566F	ZRE 182R TOYOTA CORROLLA	4,050,606.00	2014	1800	Private
35	KCA 567F	ZRE 182R TOYOTA CORROLLA	4,050,606.00	2014	1800	Private
36	KCA 559F	ISUZU D/MAX	4,264,000.00	2014	2500	Private
37	KCA 561F	ISUZU D/MAX	4,264,000.00	2014	2500	Private
38	KCA 562F	ISUZU D/MAX	4,264,000.00	2014	2500	Private
39	KCA 563F	ISUZU D/MAX	4,264,000.00	2014	2500	Private
40	KCA 564F	ISUZU D/MAX	4,264,000.00	2014	2500	Private
41	KCA 592F	TOYOTA LANDCRUISER PRADO	10,040,900.00	2014	3000	Private
42	KCD 323G	TOYOTA LANDCRUISER PRADO	10,040,900.00	2014	3000	Private
43	KCD 453G	ISUZU D/MAX	4,264,000.00	2014	2500	Private
44	KCD 463G	ISUZU D/MAX	4,264,000.00	2014	2500	Private
45	KCD 454 G	ISUZU D/MAX	4,264,000.00	2014	2500	Private
46	KCE 926D	ISUZU D/MAX	4,200,000.00	2015	2500	Private
47	KCE 927D	ISUZU D/MAX	4,200,000.00	2015	2500	Private
48	KCE 928D	ISUZU D/MAX	4,200,000.00	2015	2500	Private
49	KCE 958D	ISUZU D/MAX	4,200,000.00	2015	2500	Private
50	KCH 404Q	ISUZU D/MAX	4,200,000.00	2015	2500	Private
51	KCH 376Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
52	KCH 395Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
53	KCH 407Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
54	KCH 446Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
55	KCH 447Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
56	KCH 448Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
57	KCH 450Q	CHEVEROLET TRAILBLAZER	5,200,000.00	2016	2800	Private
58	KCK 696U	FORD RANGER	4,502,600.00	2016	2200	Private
59	KCK 697U	FORD RANGER	4,502,600.00	2016	2200	Private
60	KCK 891U	ISUZU D/MAX	5,200,000.00	2017	2500	Private
61	KCK 892U	ISUZU D/MAX	5,200,000.00	2017	2500	Private





62	KCK 893U	ISUZU D/MAX	5,200,000.00	2017	2500	Private
63	KCK 894U	ISUZU D/MAX	5,200,000.00	2017	2500	Private
64	KCK 895U	ISUZU D/MAX	5,200,000.00	2017	2500	Private
65	KCP 893K	ISUZU MUX	6,613,000.00		2500	Private
66	KCP 924K	ISUZU MUX	6,613,000.00	2018	2500	Private
67	KCP 925K	ISUZU MUX	6,613,000.00		2500	Private
68	KCP 901K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
69	KCP 902K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
70	KCP 903K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
71	KCP 908K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
72	KCP 911K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
73	KCP 912K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
74	KCP 913K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
75	KCP 915K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
76	KCP 917K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
77	KCP 919K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
78	KCP 920K	ISUZU D/MAX	5,200,000.00	2019	2500	Private
79	KCP 921K	ISUZU D/MAX	5,200,000.00	2018	2500	Private
80	KCP 922K	ISUZU D/MAX	5,200,000.00	2019	2500	Private



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**TENDER SLIP**

INSURED	KENYA BUREAU OF STANDARDS		KSH.
CLASS OF POLICY	MOTOR VEHICLE COMMERCIAL – COMPREHENSIVE		
PERIOD	FROM: 1 <sup>st</sup> February 2021	TO: 31 <sup>st</sup> January 2022	
VEHICLE(S)	As per attached schedule		
DRIVERS	The insured or any other person authorized by him and by law to drive the insured motor vehicle(s)		
LIMITS OF LIABILITY	<div>1. Third Party Persons: Kshs. <u>Unlimited</u></div> <div>2. Third Party Property: Kshs. 100,000,000</div> <div>3. Towing charges: Kshs. 50,000.00</div> <div>4. Authorized repair limit: Kshs. 100,000.00</div> <div>5. Medical Expenses: Kshs. 50,000.00</div> <div>6. Windscreen/window glass damage Kshs. 50,000.00</div> <div>7. Unspecified radio/cassette Kshs. 50,000.00</div>		
USE CLAUSES	Use for official, Social, domestic, carriage, passengers and welfare purpose in connection with the insured’s business / profession.		
EXCESS	<div>Own damage      5% of value (min) -----100,000 (max.)</div> <div>Theft claim      10%of value( with device) – 20%of value (without device)</div>		
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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**KENYA BUREAU OF STANDARDS**

**LIST OF COMMERCIAL/PSV PRIVATE VEHICLES**

NO	REG NO	DESCRIPTION	2020 CAR VALUE	YR OF MANUFACTURE	ENGINE CC	TYPE
1	ZB 4906	ZB TRAILER FOR TRUCK	1,500,000	2002	-	COMMERCIAL
2	KAV 395E	CANTER MITSUBISHI	1,500,000	2005	3600	COMMERCIAL
3	KBB 155S	ISUZU MINIBUS NQR	2,200,000	2007	4300	PSV PRIVATE
4	KBU 088T	MITSUBISHI TRUCK	6,530,800	2012	7545	COMMERCIAL
5	KCH 608Q	ISUZU NPR	3,300,000	2014	4300	COMMERCIAL
6	KBT 597N	TOYOTA LAND CRUISER	6,120,560	2012	4200	PSV PRIVATE
7	KBT 598N	TOYOTA LAND CRUISER	6,120,560	2012	4200	PSV PRIVATE
8	KBT 689N	TOYOTA LAND CRUISER	6,120,560	2012	4200	PSV PRIVATE
9	KCD 437G	TOYOTA LAND CRUISER	6,700,653	2014	4200	PSV PRIVATE
10	KCH 562Q	TOYOTA HIANCE	6,921,150	2016	2494	PSV PRIVATE
11	KCH 641Q	TOYOTA LANDCRUISER	6,700,653	2016	4200	PSV PRIVATE
12	KCH 749Q	TOYOTA HIANCE	6,921,150	2016	2494	PSV PRIVATE
13	KCK 665U	TOYOTA HIANCE	7,081,999.52	2017	2500	PSV PRIVATE
14	KCP 120K	TOYOTA LANDCRUISER	7,314,770.00	2017	4164	PSV PRIVATE
15	KCP 673K	NISSAN URVAN	10,000,000.00	2018	2953	PSV PRIVATE



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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: 1<sup>st</sup> February 2021</b>	<b>TO: 31<sup>st</sup> January 2022</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: Kshs. 10,000/= 5. Authorized repair Limited: Kshs. 10,000/= 6. Medical Expenses: Kshs. 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.**

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**LIST OF MOTOR BIKES**

<b>NO</b>	<b>REG NO</b>	<b>DESCRIPTION</b>	<b>2020 VALUE</b>	<b>YR OF MANUFACTURE</b>	<b>ENGINE CC</b>	<b>TYPE</b>
1	KBB 91 S	MOTOR BIKE YAMAHA			175 CC	MOTOR CYCLE
2	KBB 915S	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> February 2021</b>	<b>TO: 31<sup>st</sup> January 2022</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>	<b>No.</b> <b>1003</b>	<b>Est. Annual Earnings</b> <b>1,895,743,188.60</b>
<b>LIMITS OF LIABILITY</b>	i. Any One Person: Kshs. 8,000,000/= ii. Any One Occurrence: Kshs. 25,000,000/= iii. Any one Period of Insurance: Kshs. 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, etc. 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.**

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**TENDER SLIP**

INSURED	KENYA BUREAU OF STANDARDS		KSH.
CLASS OF POLICY	MONEY POLICY		
PERIOD	FROM: 1 <sup>st</sup> February, 2021	TO: 31 <sup>st</sup> January 2022	
COVER	Loss of money and damage to safes as declared in KEBS HQ/regions/centres. 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> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</b>	
<b>BUSINESS/TRADE OF INSURED</b>	Kenya Bureau of standards		
<b>LIMIT OF LIABILITY</b>	No of employees involved in handling cases/stocks/stores- 50		
<b>POLICY EXCESS</b>	Anyone person – Kshs. 5,000,000.00/=		
<b>ANNUAL PREMIUM</b>	Anyone period – Kshs. 100,000,000.00/=		
	<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> February, 2021	TO: 31 <sup>st</sup> January 2022		
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 2,146,222,955.00</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. 2,151,913,707.00</u></b>  <b>Total Sum Insured: Kshs <u>4,298,136,702.00</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 mis-description 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**

<b>INSURED</b>	<b>KENYA BUREAU OF STANDARDS</b>		<b>KSH.</b>
<b>CLASS OF POLICY</b>	<b>BURGLARY</b>		
<b>PERIOD</b>	<b>FROM: 1<sup>st</sup> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</b>	
<b>SCOPE OF COVER</b>	Loss or damage occasioned by theft, by forcible violence entry into or exit from the premises.		
<b>INTERESTS AND SUMS INSURED</b>	On office equipment, furniture, fittings and contents of every description at Kenya Bureau of Standards Headquarters and various centres within Kenya all valued at <b><u>Kshs. 2,151,913,707.00</u></b>		
<b>F/L/S/I</b>	<b><u>Kshs. 100,000,000.00</u></b>		
<b>SPECIAL EXTENSIVE CLAUSE</b>	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 cheques Including the average clause Including good held on trust.		
<b>EXCESS</b>	Maximum----- Minimum-----		
<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**

<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> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</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>Items covered;</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. 2,151,913,707.00</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>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**

<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> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</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 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	GROUP PERSONAL ACCIDENT/WIBA ENHANCED(STAFF)		
PERIOD	FROM: 1 <sup>st</sup> February, 2021	TO: 31 <sup>st</sup> January 2022	
INSURED PERSONS	<div>No. Gross Annual salaries</div> <div>Estimated total No of employees 1003 Kshs. 1,895,743,188.60</div> <div>Notes on Group Personal Accident/WIBA Act (Staff) Policies:</div> <div><div><div>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.</div></div></div>		
BENEFITS	<div>Sections -A-Non occupational</div> <div>SCOPE OF COVER: 24 hour worldwide personal accident coverage.</div> <div>PERSONS INSURED: All insured’s Employees.</div> <div>Estimated Gross Annual Wage roll – Kshs. 1,895,743,188.60</div> <div>Number of Employees 1008</div>		
EARNINGS DEFINATION	<div>BENEFITS INSURED: Death - 60 months earnings</div> <div>Permanent disablement - 60 months earnings</div> <div>Temporary total disablement - Actual weekly</div> <div>Earnings. Limit 104 weeks.</div> <div>Medical expenses Kshs 500,000</div>		
NAME EXCLUSION (S)	<div>ACCUMULATION LIMIT: Kshs 60,000,000</div>		
SPECIAL CLAUSE	<div>Section B-Work injury Benefits Acts-Occupational</div> <div>BENEFITS INSURED: Death - 96 months earnings</div> <div>Permanent disablement - 96 months earnings</div> <div>Temporary total disablement - Actual weekly</div> <div>Earnings Limit 104 weeks</div> <div>Medical expenses Kshs 100,000</div> <div>Funeral expenses Kshs.100, 000</div>		
ANNUAL PREMIUM	<div>As appearing on the pay slip the month preceding the date of accident including allowances of constant nature.</div>		
INSURERS	TOTAL		

**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> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</b>	
<b>INSURED PERSONS</b>	Estimated No. of Directors – <b>11</b> Board of Directors. <b>SCOPE OF COVER:</b> 24 hour world-wide personal accident coverage.		
<b>BENEFITS</b>	<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> February, 2021</b>	<b>TO: 31<sup>st</sup> January 2022</b>	
<b>PERSONS COVERED</b>	<p>Estimated No of employees <b>1003</b>      <u>Annual Basic Pay</u>  <b>Kshs. 1,321,012,679.52</b></p> <p><b>As per attached list</b></p>		
<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>			

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

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



KEBS STAFF LIST AS AT 4<sup>TH</sup> NOVEMBER 2020

S/No	Staff No	DOB	Basic Salary	Gross Pay	S/No2	Staff No3	DOB4	Basic Salary5	Gross Pay6
1	2114	1/1/1970	560,000.00	844,000.00	62	750	2/25/1962	258,334.00	353,534.00
2	2040	9/30/1973	269,098.00	453,298.00	63	805	12/14/1965	258,334.00	353,534.00
3	2042	6/20/1969	269,098.00	453,298.00	64	865	2/3/1967	258,334.00	353,534.00
4	2113	2/18/1962	269,098.00	453,298.00	65	926	7/25/1967	258,334.00	353,534.00
5	1019	7/29/1970	328,898.00	517,098.00	66	929	7/24/1969	258,334.00	353,534.00
6	1981	12/25/1979	328,898.00	513,098.00	67	934	2/25/1970	258,334.00	353,534.00
7	1112	4/12/1966	287,038.00	278,319.00	68	977	1/5/1970	258,334.00	353,534.00
8	978	4/4/1971	287,038.00	278,319.00	69	983	10/25/1972	258,334.00	353,534.00
9	1151	12/10/1975	215,278.00	350,078.00	70	985	12/27/1970	258,334.00	353,534.00
10	1324	9/10/1976	215,278.00	350,078.00	71	990	6/24/1971	258,334.00	353,534.00
11	1372	6/26/1977	215,278.00	350,078.00	72	561	1/13/1965	176,050.00	167,025.00
12	1881	4/15/1986	215,278.00	350,078.00	73	1132	4/5/1972	206,667.00	182,333.50
13	2116	3/15/1975	215,278.00	350,078.00	74	1069	8/30/1973	137,778.00	216,778.00
14	1356	6/12/1975	227,238.00	362,038.00	75	1551	3/18/1983	145,432.00	259,718.40
15	868	1/1/1969	227,238.00	362,038.00	76	1655	1/13/1985	145,432.00	224,432.00
16	1878	1/23/1982	239,198.00	373,998.00	77	1375	7/7/1976	153,087.00	232,087.00
17	1335	3/18/1976	263,118.00	397,918.00	78	1344	6/5/1977	168,395.00	287,274.00
18	991	2/19/1971	263,118.00	397,918.00	79	1567	5/13/1982	168,395.00	279,895.00
19	997	7/23/1968	263,118.00	397,918.00	80	1662	7/15/1982	168,395.00	247,395.00
20	1123	12/20/1963	287,038.00	414,238.00	81	1340	2/15/1977	176,050.00	296,460.00
21	1136	11/4/1971	287,038.00	518,645.60	82	1391	6/1/1975	176,050.00	298,050.00
22	1204	2/11/1973	298,998.00	472,598.00	83	1757	10/31/1984	176,050.00	326,060.00
23	1646	3/21/1979	298,998.00	433,798.00	84	1163	2/11/1973	183,704.00	305,644.80
24	760	9/24/1968	298,998.00	478,798.00	85	1235	1/12/1974	191,358.00	270,358.00
25	775	8/18/1966	298,998.00	483,798.00	86	1345	4/4/1976	191,358.00	270,358.00
26	1309	4/3/1964	322,918.00	457,718.00	87	1164	3/17/1971	199,013.00	324,015.60
27	619	5/5/1963	322,918.00	457,718.00	88	986	10/2/1969	199,013.00	278,013.00
28	765	11/27/1964	322,918.00	457,718.00	89	1037	12/22/1967	206,667.00	333,200.40
29	780	1/8/1965	322,918.00	457,718.00	90	1038	9/4/1970	206,667.00	333,200.40
30	861	1/12/1970	322,918.00	457,718.00	91	1060	12/18/1967	206,667.00	333,200.40
31	937	9/29/1969	322,918.00	457,718.00	92	1062	12/13/1969	206,667.00	285,667.00
32	1424	3/6/1968	343,847.00	522,047.00	93	1128	6/16/1968	206,667.00	325,667.00
33	1119	7/4/1972	220,062.00	227,237.20	94	1138	7/16/1973	206,667.00	333,200.40
34	1761	7/2/1987	172,222.00	267,422.00	95	1143	9/9/1973	206,667.00	333,200.40
35	814	3/13/1962	172,222.00	267,422.00	96	1175	6/1/1972	206,667.00	285,667.00
36	821	12/26/1960	172,222.00	257,422.00	97	1187	3/12/1972	206,667.00	285,667.00
37	955	5/5/1973	172,222.00	267,422.00	98	1196	6/1/1971	206,667.00	333,200.40
38	1858	1/1/1973	191,358.00	286,558.00	99	1225	10/29/1967	206,667.00	285,667.00
39	1879	6/1/1974	191,358.00	286,558.00	100	1321	5/22/1969	206,667.00	285,667.00
40	1880	9/24/1982	191,358.00	286,358.00	101	1363	1/22/1975	206,667.00	285,667.00
41	1461	12/5/1983	200,926.00	295,926.00	102	706	11/21/1955	206,667.00	305,667.00
42	982	8/8/1971	200,926.00	296,126.00	103	858	12/13/1968	206,667.00	333,200.40
43	1126	8/16/1972	210,494.00	305,694.00	104	980	2/15/1964	206,667.00	318,167.00
44	995	4/10/1969	220,062.00	315,262.00	105	1519	10/4/1981	116,346.00	123,173.00
45	1117	12/14/1973	229,630.00	324,830.00	106	1230	11/21/1973	134,716.00	132,358.00
46	764	8/31/1963	229,630.00	428,163.50	107	1578	11/23/1984	134,716.00	129,358.00
47	2041	6/1/1971	239,198.00	334,398.00	108	1437	4/14/1984	110,222.00	172,222.00
48	933	6/23/1969	239,198.00	334,398.00	109	1512	8/31/1983	110,222.00	172,222.00
49	979	2/20/1971	239,198.00	334,398.00	110	1528	7/17/1977	110,222.00	175,222.00
50	1029	7/19/1972	258,334.00	403,534.00	111	1557	9/13/1983	110,222.00	175,222.00
51	1089	3/3/1972	258,334.00	353,534.00	112	1604	11/19/1980	110,222.00	225,222.00
52	1115	8/1/1972	258,334.00	353,534.00	113	1605	12/23/1981	110,222.00	225,222.00
53	1116	8/15/1966	258,334.00	353,534.00	114	1622	6/1/1974	110,222.00	175,222.00
54	1118	8/23/1967	258,334.00	353,534.00	115	1714	5/21/1986	110,222.00	172,222.00





55	1154	6/11/1972	258,334.00	403,534.00	116	1737	8/15/1984	110,222.00	175,222.00
56	1162	12/10/1972	258,334.00	353,534.00	117	1759	12/27/1986	110,222.00	175,222.00
57	1169	10/26/1970	258,334.00	353,534.00	118	1764	7/7/1985	110,222.00	172,222.00
58	1170	9/3/1973	258,334.00	353,534.00	119	1022	5/28/1973	116,346.00	178,346.00
59	1206	1/13/1973	258,334.00	353,534.00	120	1070	10/9/1973	116,346.00	178,346.00
60	1243	12/30/1974	258,334.00	353,534.00	121	1513	6/1/1981	116,346.00	222,815.20
61	1277	6/12/1976	258,334.00	353,534.00	122	1541	12/29/1978	116,346.00	181,346.00
123	1589	6/20/1982	116,346.00	178,346.00	186	1546	8/22/1982	134,716.00	194,716.00
124	1595	8/4/1975	116,346.00	231,346.00	187	1550	6/15/1979	134,716.00	199,716.00
125	1598	7/5/1969	116,346.00	228,346.00	188	1552	3/9/1983	134,716.00	196,716.00
126	1634	12/12/1979	116,346.00	181,346.00	189	1571	10/22/1980	134,716.00	199,716.00
127	1647	1/25/1983	116,346.00	178,346.00	190	1575	12/10/1975	134,716.00	261,959.20
128	1679	8/16/1984	116,346.00	181,346.00	191	1582	7/10/1972	134,716.00	294,859.20
129	1706	6/6/1985	116,346.00	181,346.00	192	1583	11/28/1979	134,716.00	246,716.00
130	1153	10/20/1961	122,469.00	182,469.00	193	1592	4/24/1980	134,716.00	241,859.20
131	1160	12/28/1970	122,469.00	184,469.00	194	1611	9/13/1980	134,716.00	249,716.00
132	1244	2/2/1974	122,469.00	184,469.00	195	1619	12/31/1982	134,716.00	196,716.00
133	1260	3/15/1976	122,469.00	184,469.00	196	1628	2/19/1982	134,716.00	241,859.20
134	1274	1/5/1978	122,469.00	184,469.00	197	652	5/25/1965	134,716.00	196,716.00
135	1397	8/18/1981	122,469.00	184,469.00	198	662	6/1/1963	134,716.00	196,716.00
136	1457	9/17/1980	122,469.00	179,469.00	199	970	4/8/1972	134,716.00	241,859.20
137	1459	9/24/1980	122,469.00	184,469.00	200	1183	4/2/1974	140,840.00	202,840.00
138	1505	4/12/1974	122,469.00	187,469.00	201	1229	12/25/1972	140,840.00	205,840.00
139	1521	10/6/1979	122,469.00	184,469.00	202	1374	10/10/1973	140,840.00	205,840.00
140	1531	7/5/1982	122,469.00	230,162.80	203	1577	8/20/1981	140,840.00	205,840.00
141	1533	8/10/1983	122,469.00	187,469.00	204	1606	6/1/1978	140,840.00	252,840.00
142	1565	7/15/1980	122,469.00	187,469.00	205	874	11/27/1969	140,840.00	202,840.00
143	1568	11/8/1980	122,469.00	187,469.00	206	1099	5/17/1968	146,963.00	203,963.00
144	1588	7/20/1982	122,469.00	184,469.00	207	1179	10/20/1974	146,963.00	208,963.00
145	1620	12/20/1978	122,469.00	179,469.00	208	1253	2/6/1973	146,963.00	208,963.00
146	1636	3/3/1982	122,469.00	199,569.00	209	1288	4/29/1970	146,963.00	203,963.00
147	1673	3/30/1983	122,469.00	187,469.00	210	1315	12/16/1975	146,963.00	211,963.00
148	1674	6/21/1981	122,469.00	227,162.80	211	1333	10/21/1971	146,963.00	208,963.00
149	1871	9/29/1980	122,469.00	184,469.00	212	1347	9/28/1974	146,963.00	211,963.00
150	1877	7/22/1987	122,469.00	184,469.00	213	1380	11/26/1975	146,963.00	203,963.00
151	436	2/25/1963	122,469.00	179,469.00	214	1393	11/5/1971	146,963.00	208,963.00
152	735	4/8/1969	122,469.00	184,469.00	215	1494	11/3/1971	146,963.00	208,963.00
153	1425	8/19/1981	128,569.00	216,769.00	216	1549	3/7/1983	146,963.00	208,963.00
154	1007	1/23/1967	128,593.00	193,593.00	217	1658	3/17/1971	146,963.00	211,963.00
155	1020	6/1/1973	128,593.00	190,593.00	218	577	6/1/1965	146,963.00	208,963.00
156	1026	9/6/1974	128,593.00	190,593.00	219	870	9/9/1966	146,963.00	208,963.00
157	1083	4/5/1973	128,593.00	190,593.00	220	1139	2/14/1975	153,087.00	215,087.00
158	1101	10/4/1968	128,593.00	193,593.00	221	1150	4/19/1973	153,087.00	215,087.00
159	1238	4/30/1974	128,593.00	190,593.00	222	1155	8/18/1973	153,087.00	215,087.00
160	1255	9/14/1976	128,593.00	190,593.00	223	1166	6/1/1970	153,087.00	210,087.00
161	1265	6/5/1979	128,593.00	190,593.00	224	1173	1/11/1970	153,087.00	215,087.00
162	1275	12/16/1972	128,593.00	190,593.00	225	1180	9/8/1975	153,087.00	218,087.00
163	1385	4/30/1980	128,593.00	190,593.00	226	1212	3/13/1975	153,087.00	218,087.00
164	1433	3/23/1974	128,593.00	194,593.00	227	1216	9/5/1972	153,087.00	215,087.00
165	1540	8/1/1980	128,593.00	193,593.00	228	1331	5/28/1976	153,087.00	218,087.00
166	1553	12/30/1982	128,593.00	193,593.00	229	1332	6/1/1976	153,087.00	255,889.60
167	1554	12/19/1981	128,593.00	243,593.00	230	1342	11/16/1973	153,087.00	218,087.00
168	1555	5/11/1984	128,593.00	190,593.00	231	1353	12/15/1974	153,087.00	215,087.00
169	1573	5/20/1982	128,593.00	193,593.00	232	1367	3/15/1979	153,087.00	213,087.00
170	1576	11/26/1977	128,593.00	193,593.00	233	1371	7/22/1974	153,087.00	218,087.00
171	1600	10/12/1985	128,593.00	240,593.00	234	1400	1/26/1976	153,087.00	215,087.00
172	1602	7/23/1981	128,593.00	243,593.00	235	1413	5/20/1973	153,087.00	218,087.00
173	1614	5/22/1981	128,593.00	190,593.00	236	1468	7/23/1974	153,087.00	215,087.00
174	1664	8/4/1982	128,593.00	190,593.00	237	1542	10/13/1979	153,087.00	218,087.00



175	1675	1/3/1985	128,593.00	193,593.00	238	398	6/17/1962	153,087.00	218,087.00
176	1681	6/2/1986	128,593.00	190,593.00	239	529	10/23/1962	153,087.00	215,087.00
177	1708	3/13/1983	128,593.00	234,898.20	240	755	9/28/1964	153,087.00	215,087.00
178	892	10/29/1969	128,593.00	190,593.00	241	757	9/13/1962	153,087.00	218,087.00
179	1189	7/7/1978	134,716.00	246,716.00	242	923	2/15/1970	153,087.00	215,087.00
180	1510	2/6/1983	134,716.00	199,716.00	243	972	12/18/1967	153,087.00	213,087.00
181	1516	11/23/1984	134,716.00	199,716.00	244	1005	6/10/1967	159,210.00	221,210.00
182	1526	6/1/1979	134,716.00	199,716.00	245	1054	7/1/1977	159,210.00	225,210.00
183	1527	3/18/1985	134,716.00	199,716.00	246	1097	7/11/1977	159,210.00	216,210.00
184	1543	5/5/1979	134,716.00	199,716.00	247	1171	6/1/1974	159,210.00	221,210.00
185	1544	7/1/1982	134,716.00	199,716.00	248	1174	3/10/1974	159,210.00	221,210.00
249	1213	8/1/1972	159,210.00	221,210.00	312	1763	8/18/1985	93,077.00	94,538.50
250	1266	9/20/1974	159,210.00	221,210.00	313	1767	3/15/1985	102,874.00	102,437.00
251	1304	1/2/1981	159,210.00	247,410.00	314	1663	5/11/1975	107,553.00	104,776.50
252	1306	4/23/1976	159,210.00	271,252.00	315	1710	3/27/1984	117,571.00	109,785.50
253	1313	5/8/1977	159,210.00	224,210.00	316	1689	6/14/1984	88,178.00	134,178.00
254	1316	12/3/1975	159,210.00	221,210.00	317	1786	5/19/1989	88,178.00	131,178.00
255	1334	6/16/1973	159,210.00	224,210.00	318	1788	5/31/1984	88,178.00	134,178.00
256	1336	7/27/1966	159,210.00	224,210.00	319	1790	11/20/1986	88,178.00	134,178.00
257	1339	2/2/1975	159,210.00	271,252.00	320	1791	5/3/1979	88,178.00	134,178.00
258	1351	12/2/1975	159,210.00	274,252.00	321	1794	1/26/1989	88,178.00	134,178.00
259	1360	6/1/1974	159,210.00	274,252.00	322	1795	7/14/1986	88,178.00	136,178.00
260	1364	6/1/1977	159,210.00	224,210.00	323	1797	1/15/1988	88,178.00	134,178.00
261	1365	11/21/1975	159,210.00	221,210.00	324	1803	8/22/1975	88,178.00	134,178.00
262	1366	7/15/1976	159,210.00	274,252.00	325	1809	8/17/1984	88,178.00	181,178.00
263	1370	12/18/1973	159,210.00	224,210.00	326	1811	4/25/1986	88,178.00	134,178.00
264	1373	6/1/1968	159,210.00	224,210.00	327	1816	2/2/1986	88,178.00	134,178.00
265	1379	7/2/1978	159,210.00	221,210.00	328	1819	8/17/1985	88,178.00	134,178.00
266	1382	8/19/1979	159,210.00	224,210.00	329	1820	7/17/1989	88,178.00	134,178.00
267	1388	9/6/1977	159,210.00	224,210.00	330	1822	3/5/1989	88,178.00	131,178.00
268	1392	10/28/1977	159,210.00	274,210.00	331	1823	3/23/1989	88,178.00	134,178.00
269	1451	3/28/1977	159,210.00	221,210.00	332	1829	6/1/1974	88,178.00	134,178.00
270	539	1/1/1962	159,210.00	219,210.00	333	1842	1/15/1989	88,178.00	131,178.00
271	835	6/13/1971	159,210.00	221,210.00	334	1851	2/1/1987	88,178.00	131,178.00
272	1003	7/5/1969	165,334.00	230,334.00	335	1853	8/16/1987	88,178.00	134,178.00
273	1034	4/29/1972	165,334.00	227,334.00	336	1855	8/10/1990	88,178.00	134,178.00
274	1036	2/28/1963	165,334.00	227,334.00	337	1796	7/9/1988	88,218.00	131,218.00
275	1106	9/17/1973	165,334.00	278,600.80	338	1218	8/19/1978	93,077.00	141,077.00
276	1113	11/3/1972	165,334.00	227,334.00	339	1254	6/16/1979	93,077.00	136,077.00
277	1156	4/4/1974	165,334.00	227,334.00	340	1520	11/9/1981	93,077.00	139,077.00
278	1203	12/30/1966	165,334.00	227,334.00	341	1537	11/23/1979	93,077.00	144,077.00
279	1234	11/18/1972	165,334.00	230,334.00	342	1585	6/1/1978	93,077.00	144,077.00
280	1239	5/28/1975	165,334.00	253,534.00	343	1610	3/12/1983	93,077.00	191,077.00
281	1256	5/31/1974	165,334.00	227,334.00	344	1660	6/4/1984	93,077.00	136,077.00
282	1267	2/19/1981	165,334.00	227,334.00	345	1669	3/31/1965	93,077.00	141,077.00
283	1284	12/13/1977	165,334.00	227,334.00	346	1699	1/28/1983	93,077.00	141,077.00
284	1314	3/21/1976	165,334.00	227,334.00	347	1709	12/13/1976	93,077.00	144,077.00
285	1325	3/5/1975	165,334.00	227,334.00	348	1766	8/25/1980	93,077.00	141,077.00
286	1328	3/10/1967	165,334.00	225,334.00	349	1775	1/31/1987	93,077.00	144,077.00
287	1329	10/25/1976	165,334.00	227,334.00	350	1789	7/4/1973	93,077.00	139,077.00
288	1337	9/28/1973	165,334.00	230,334.00	351	1792	1/1/1988	93,077.00	139,077.00
289	1338	9/29/1972	165,334.00	230,334.00	352	1793	6/12/1988	93,077.00	139,077.00
290	1341	2/4/1978	165,334.00	230,334.00	353	1808	6/14/1984	93,077.00	136,077.00
291	1343	9/2/1974	165,334.00	278,600.80	354	1813	2/12/1985	93,077.00	227,215.00
292	1348	3/19/1973	165,334.00	227,334.00	355	1814	5/28/1985	93,077.00	139,077.00
293	1350	7/18/1976	165,334.00	230,334.00	356	1821	6/20/1987	93,077.00	139,077.00
294	1359	6/1/1973	165,334.00	230,334.00	357	1824	2/16/1988	93,077.00	139,077.00
295	1376	2/2/1971	165,334.00	275,334.00	358	1826	10/10/1988	93,077.00	136,077.00
296	1381	5/10/1976	165,334.00	227,334.00	359	1830	8/10/1989	93,077.00	139,077.00



297	1389	2/8/1978	165,334.00	230,334.00	360	1837	11/10/1986	93,077.00	139,077.00
298	1394	4/24/1975	165,334.00	230,334.00	361	1840	12/30/1980	93,077.00	139,077.00
299	1493	9/27/1979	165,334.00	230,334.00	362	1844	6/15/1990	93,077.00	139,077.00
300	1495	3/30/1975	165,334.00	230,334.00	363	1845	11/20/1987	93,077.00	139,077.00
301	1559	6/3/1978	165,334.00	231,334.00	364	1847	5/7/1987	93,077.00	139,077.00
302	1607	12/11/1976	165,334.00	328,600.80	365	1884	3/29/1983	93,077.00	141,077.00
303	223	4/8/1957	165,334.00	227,334.00	366	818	4/12/1966	93,077.00	145,577.00
304	305	7/9/1960	165,334.00	227,334.00	367	1148	2/15/1969	97,976.00	140,976.00
305	306	11/4/1959	165,334.00	227,334.00	368	1305	3/11/1978	97,976.00	143,976.00
306	466	11/13/1962	165,334.00	227,334.00	369	1429	1/19/1983	97,976.00	193,976.00
307	547	1/5/1965	165,334.00	225,334.00	370	1436	10/20/1980	97,976.00	148,976.00
308	574	6/19/1962	165,334.00	253,534.00	371	1500	8/14/1984	97,976.00	140,976.00
309	815	8/12/1965	165,334.00	230,334.00	372	1534	1/7/1981	97,976.00	145,976.00
310	853	3/8/1967	165,334.00	227,334.00	373	1548	6/6/1979	97,976.00	148,976.00
311	989	6/1/1970	165,334.00	253,534.00	374	1596	1/7/1978	97,976.00	198,976.00
375	1691	2/23/1985	97,976.00	143,976.00	438	176	9/20/1962	117,571.00	165,571.00
376	1695	3/3/1982	97,976.00	148,976.00	439	762	8/23/1966	117,571.00	165,571.00
377	1697	6/5/1987	97,976.00	148,976.00	440	1201	12/26/1971	122,469.00	184,469.00
378	1704	10/14/1975	97,976.00	143,976.00	441	1635	12/25/1983	122,469.00	173,469.00
379	1726	3/18/1985	97,976.00	145,976.00	442	1677	8/21/1985	122,469.00	170,469.00
380	1736	2/22/1987	97,976.00	148,976.00	443	1718	10/12/1969	122,469.00	170,469.00
381	1776	4/12/1974	97,976.00	148,976.00	444	945	5/14/1971	122,469.00	196,669.00
382	1812	9/11/1984	97,976.00	140,976.00	445	827	12/12/1963	127,368.00	175,368.00
383	1882	10/4/1990	97,976.00	145,976.00	446	830	8/20/1969	127,368.00	199,368.00
384	1883	11/27/1984	97,976.00	145,976.00	447	1217	10/19/1975	128,593.00	190,593.00
385	1073	9/12/1977	102,874.00	150,874.00	448	1168	3/23/1963	132,267.00	178,267.00
386	1452	12/5/1969	102,874.00	145,874.00	449	1242	8/20/1968	132,267.00	180,267.00
387	1453	10/28/1980	102,874.00	203,874.00	450	234	11/26/1960	132,267.00	196,767.00
388	1467	5/21/1981	102,874.00	177,074.00	451	315	9/20/1961	132,267.00	180,267.00
389	1469	10/18/1978	102,874.00	150,874.00	452	521	12/14/1963	132,267.00	178,267.00
390	1490	7/27/1985	102,874.00	150,874.00	453	572	10/16/1964	132,267.00	180,267.00
391	1532	6/15/1982	102,874.00	150,874.00	454	738	11/20/1962	132,267.00	184,767.00
392	1547	6/14/1984	102,874.00	150,874.00	455	768	8/30/1968	132,267.00	180,267.00
393	1570	8/21/1984	102,874.00	165,524.00	456	922	7/22/1967	132,267.00	183,267.00
394	1581	5/23/1981	102,874.00	150,874.00	457	944	3/30/1971	132,267.00	180,267.00
395	1616	12/25/1984	102,874.00	177,074.00	458	1209	9/12/1972	165,334.00	213,334.00
396	1640	9/19/1982	102,874.00	153,874.00	459	1435	6/1/1976	74,461.00	70,230.50
397	1693	10/10/1985	102,874.00	145,874.00	460	1998	10/15/1990	74,461.00	68,230.50
398	1702	10/20/1985	102,874.00	145,874.00	461	1787	10/1/1986	90,138.00	79,069.00
399	1725	1/3/1981	102,874.00	150,874.00	462	1685	8/3/1984	94,057.00	81,028.50
400	1729	8/25/1989	102,874.00	150,874.00	463	2107	4/20/1992	104,679.66	77,565.62
401	1734	4/10/1988	102,874.00	177,074.00	464	1801	4/16/1992	70,542.00	103,542.00
402	1735	1/11/1984	102,874.00	145,874.00	465	1807	2/6/1987	70,542.00	101,542.00
403	1760	8/2/1986	102,874.00	153,874.00	466	1833	6/21/1984	70,542.00	103,542.00
404	1765	5/17/1986	102,874.00	150,874.00	467	1836	3/24/1986	70,542.00	101,542.00
405	1004	7/27/1967	107,773.00	155,773.00	468	1839	3/24/1991	70,542.00	103,542.00
406	1015	6/1/1972	107,773.00	155,773.00	469	1852	1/2/1986	70,542.00	101,542.00
407	1395	1/2/1977	107,773.00	158,773.00	470	1868	6/9/1979	70,542.00	163,246.00
408	1423	12/29/1984	107,773.00	158,773.00	471	2035	11/11/1988	70,542.00	101,542.00
409	1462	12/16/1983	107,773.00	155,773.00	472	2043	2/23/1993	70,542.00	101,542.00
410	1474	8/17/1980	107,773.00	155,773.00	473	2044	8/15/1995	70,542.00	104,542.00
411	1586	1/30/1985	107,773.00	181,973.00	474	2045	6/1/1989	70,542.00	104,542.00
412	1601	1/15/1981	107,773.00	208,773.00	475	2046	2/8/1990	70,542.00	101,542.00
413	1608	4/22/1980	107,773.00	208,773.00	476	2047	1/21/1986	70,542.00	101,542.00
414	1618	4/8/1984	107,773.00	181,973.00	477	2048	6/28/1995	70,542.00	104,542.00
415	1683	6/1/1984	107,773.00	155,773.00	478	2049	2/28/1990	70,542.00	101,542.00
416	1728	1/2/1990	107,773.00	155,773.00	479	2050	7/14/1992	70,542.00	101,542.00
417	1739	11/23/1982	107,773.00	155,773.00	480	2051	12/23/1985	70,542.00	101,542.00
418	1741	8/20/1984	107,773.00	158,773.00	481	2052	9/2/1986	70,542.00	104,542.00



419	1742	9/30/1984	107,773.00	155,773.00	482	2053	2/17/1990	70,542.00	104,542.00
420	1743	9/5/1986	107,773.00	155,773.00	483	2054	8/1/1995	70,542.00	101,542.00
421	1758	5/7/1986	107,773.00	150,773.00	484	2055	2/28/1995	70,542.00	104,542.00
422	1849	1/11/1986	107,773.00	185,816.65	485	2056	8/17/1991	70,542.00	115,442.00
423	353	4/8/1961	107,773.00	150,773.00	486	2057	3/10/1995	70,542.00	101,542.00
424	950	7/1/1967	107,773.00	150,773.00	487	2058	12/14/1984	70,542.00	101,542.00
425	954	6/6/1970	107,773.00	158,773.00	488	2059	3/18/1994	70,542.00	104,542.00
426	958	9/10/1976	107,773.00	155,773.00	489	2060	4/2/1992	70,542.00	104,542.00
427	1311	6/1/1978	110,222.00	172,222.00	490	2061	2/8/1992	70,542.00	101,542.00
428	1564	8/22/1978	110,222.00	175,222.00	491	2062	10/6/1989	70,542.00	104,542.00
429	1678	4/4/1984	110,222.00	175,222.00	492	2063	3/1/1992	70,542.00	101,542.00
430	1002	12/30/1973	112,672.00	160,672.00	493	2064	3/7/1992	70,542.00	101,542.00
431	1287	6/1/1980	112,672.00	155,672.00	494	2065	8/21/1991	70,542.00	101,542.00
432	1383	7/12/1973	112,672.00	160,672.00	495	2069	5/6/1992	70,542.00	104,542.00
433	1701	3/5/1985	112,672.00	160,672.00	496	2070	6/12/1988	70,542.00	101,542.00
434	1711	4/4/1987	112,672.00	160,672.00	497	2071	11/3/1989	70,542.00	101,542.00
435	148	11/25/1960	117,571.00	170,071.00	498	2072	8/25/1992	70,542.00	104,542.00
436	1514	12/27/1979	117,571.00	168,571.00	499	2073	6/11/1993	70,542.00	104,542.00
437	1680	4/7/1984	117,571.00	165,571.00	500	2074	5/14/1993	70,542.00	101,542.00
501	2075	9/10/1987	70,542.00	115,442.00	564	1965	12/23/1987	74,461.00	105,461.00
502	2076	1/3/1995	70,542.00	101,542.00	565	1967	1/1/1986	74,461.00	105,461.00
503	2077	10/10/1988	70,542.00	104,542.00	566	1982	8/4/1989	74,461.00	105,461.00
504	2078	12/28/1990	70,542.00	101,542.00	567	2002	2/20/1988	74,461.00	105,461.00
505	2079	12/12/1995	70,542.00	101,542.00	568	2003	3/22/1994	74,461.00	105,461.00
506	2080	6/20/1995	70,542.00	104,542.00	569	2004	12/20/1990	74,461.00	108,461.00
507	2081	9/9/1994	70,542.00	104,542.00	570	2005	4/4/1987	74,461.00	105,461.00
508	2082	11/16/1993	70,542.00	104,542.00	571	2006	5/2/1990	74,461.00	105,461.00
509	2083	6/13/1991	70,542.00	104,542.00	572	2007	10/30/1990	74,461.00	105,461.00
510	2084	2/24/1992	70,542.00	104,542.00	573	2008	4/3/1990	74,461.00	105,461.00
511	2085	12/5/1980	70,542.00	101,542.00	574	2010	7/4/1987	74,461.00	105,461.00
512	2086	8/1/1994	70,542.00	104,542.00	575	2011	6/24/1990	74,461.00	108,461.00
513	2087	1/1/1994	70,542.00	101,542.00	576	2012	10/1/1993	74,461.00	105,461.00
514	2088	9/18/1992	70,542.00	101,542.00	577	2013	6/12/1992	74,461.00	105,461.00
515	2089	2/5/1992	70,542.00	104,542.00	578	2014	12/9/1991	74,461.00	105,461.00
516	2090	9/15/1992	70,542.00	101,542.00	579	2015	9/27/1991	74,461.00	105,461.00
517	2091	7/27/1991	70,542.00	101,542.00	580	2016	4/5/1992	74,461.00	105,461.00
518	2092	2/4/1991	70,542.00	104,542.00	581	2017	8/1/1991	74,461.00	105,461.00
519	2093	2/27/1990	70,542.00	101,542.00	582	2020	6/1/1987	74,461.00	105,461.00
520	2094	5/6/1989	70,542.00	101,542.00	583	2021	7/5/1988	74,461.00	105,461.00
521	2095	11/29/1990	70,542.00	104,542.00	584	2022	9/14/1991	74,461.00	105,461.00
522	2096	9/13/1995	70,542.00	101,542.00	585	2023	6/13/1992	74,461.00	105,461.00
523	2097	4/11/1991	70,542.00	104,542.00	586	2024	1/20/1987	74,461.00	105,461.00
524	2098	2/2/1992	70,542.00	101,542.00	587	2025	8/7/1992	74,461.00	105,461.00
525	2099	12/26/1992	70,542.00	104,542.00	588	2026	11/7/1984	74,461.00	121,961.00
526	2100	8/28/1994	70,542.00	104,542.00	589	2028	4/8/1990	74,461.00	105,461.00
527	2101	7/1/1994	70,542.00	101,542.00	590	2029	4/15/1982	74,461.00	108,461.00
528	2102	7/29/1991	70,542.00	101,542.00	591	2032	1/25/1993	74,461.00	105,461.00
529	2103	7/21/1988	70,542.00	101,542.00	592	2034	8/8/1988	74,461.00	105,461.00
530	2104	11/1/1992	70,542.00	104,542.00	593	1223	10/3/1976	78,380.00	109,380.00
531	2105	5/6/1990	70,542.00	104,542.00	594	1508	6/10/1984	78,380.00	109,380.00
532	2106	10/11/1990	70,542.00	101,542.00	595	1579	9/5/1987	78,380.00	109,380.00
533	2109	11/18/1982	70,542.00	104,542.00	596	1650	6/1/1976	78,380.00	117,580.00
534	2110	4/5/1987	70,542.00	101,542.00	597	1656	9/18/1976	78,380.00	109,380.00
535	2111	2/26/1994	70,542.00	101,542.00	598	1666	2/17/1985	78,380.00	109,380.00
536	2112	11/17/1978	70,542.00	101,542.00	599	1713	9/3/1981	78,380.00	109,380.00
537	2115	6/26/1990	70,542.00	101,542.00	600	1715	11/25/1986	78,380.00	109,380.00
538	1222	7/17/1976	74,461.00	105,461.00	601	1719	6/13/1984	78,380.00	109,380.00
539	1432	5/3/1982	74,461.00	105,461.00	602	1841	7/1/1979	78,380.00	109,380.00
540	1456	9/20/1976	74,461.00	105,461.00	603	1859	6/25/1988	78,380.00	112,380.00



541	1498	12/28/1985	74,461.00	105,461.00	604	1860	7/22/1991	78,380.00	109,380.00
542	1603	12/5/1984	74,461.00	158,461.00	605	1861	12/23/1987	78,380.00	109,380.00
543	1623	8/20/1987	74,461.00	105,461.00	606	1862	12/1/1988	78,380.00	109,380.00
544	1698	11/28/1986	74,461.00	107,461.00	607	1863	8/5/1989	78,380.00	109,380.00
545	1703	2/1/1984	74,461.00	105,461.00	608	1865	9/27/1988	78,380.00	109,380.00
546	1712	8/22/1978	74,461.00	107,461.00	609	1869	10/10/1987	78,380.00	98,380.00
547	1716	8/28/1978	74,461.00	105,461.00	610	1873	2/28/1992	78,380.00	109,380.00
548	1722	10/15/1987	74,461.00	105,461.00	611	1874	9/2/1989	78,380.00	109,380.00
549	1723	12/30/1974	74,461.00	107,461.00	612	1875	2/14/1989	78,380.00	109,380.00
550	1751	1/1/1978	74,461.00	107,461.00	613	1876	1/1/1984	78,380.00	109,380.00
551	1752	5/14/1983	74,461.00	107,461.00	614	1889	10/1/1989	78,380.00	112,380.00
552	1777	6/26/1991	74,461.00	105,461.00	615	1891	1/1/1990	78,380.00	109,380.00
553	1832	8/5/1975	74,461.00	107,461.00	616	1897	1/19/1981	78,380.00	109,380.00
554	1834	6/1/1977	74,461.00	107,461.00	617	1901	3/15/1986	78,380.00	109,380.00
555	1835	1/1/1977	74,461.00	105,461.00	618	1903	1/20/1982	78,380.00	109,380.00
556	1838	6/1/1983	74,461.00	107,461.00	619	1904	11/10/1994	78,380.00	109,380.00
557	1856	3/15/1986	74,461.00	105,461.00	620	1908	9/8/1989	78,380.00	109,380.00
558	1867	12/9/1992	74,461.00	105,461.00	621	1909	9/7/1990	78,380.00	112,380.00
559	1872	8/18/1990	74,461.00	105,461.00	622	1910	9/8/1991	78,380.00	109,380.00
560	1905	11/17/1984	74,461.00	105,461.00	623	1911	1/30/1991	78,380.00	109,380.00
561	1933	6/26/1992	74,461.00	105,461.00	624	1912	7/7/1990	78,380.00	112,380.00
562	1944	4/20/1990	74,461.00	105,461.00	625	1913	5/7/1991	78,380.00	109,380.00
563	1962	8/10/1984	74,461.00	105,461.00	626	1914	12/7/1989	78,380.00	109,380.00
627	1915	2/5/1991	78,380.00	112,380.00	690	1805	3/24/1985	93,077.00	139,077.00
628	1918	5/11/1992	78,380.00	109,380.00	691	1617	9/24/1986	94,057.00	125,057.00
629	1919	10/12/1982	78,380.00	109,380.00	692	1696	6/18/1983	94,057.00	128,057.00
630	1921	1/23/1988	78,380.00	112,380.00	693	1705	10/10/1984	94,057.00	128,057.00
631	1922	3/13/1993	78,380.00	109,380.00	694	1025	8/8/1961	97,976.00	128,976.00
632	1923	3/31/1989	78,380.00	109,380.00	695	1597	8/27/1987	97,976.00	178,976.00
633	1924	1/19/1986	78,380.00	109,380.00	696	1694	3/3/1985	97,976.00	131,976.00
634	1925	4/3/1985	78,380.00	112,380.00	697	1724	1/20/1984	97,976.00	128,976.00
635	1927	5/6/1982	78,380.00	109,380.00	698	1810	9/3/1979	97,976.00	143,976.00
636	1932	4/4/1993	78,380.00	109,380.00	699	1191	5/25/1973	101,895.00	132,895.00
637	1934	3/15/1986	78,380.00	109,380.00	700	1207	11/25/1978	101,895.00	132,895.00
638	1935	5/27/1991	78,380.00	109,380.00	701	1278	11/29/1977	101,895.00	132,895.00
639	1936	5/15/1989	78,380.00	109,380.00	702	1747	11/11/1989	101,895.00	132,895.00
640	1937	2/21/1990	78,380.00	109,380.00	703	887	7/23/1972	101,895.00	182,895.00
641	1945	4/1/1990	78,380.00	109,380.00	704	956	8/1/1974	101,895.00	132,895.00
642	1946	1/10/1989	78,380.00	109,380.00	705	965	10/22/1972	101,895.00	132,895.00
643	1948	8/9/1988	78,380.00	109,380.00	706	1039	7/7/1976	105,814.00	136,814.00
644	1951	11/12/1989	78,380.00	109,380.00	707	1055	6/1/1974	105,814.00	136,814.00
645	1952	7/17/1988	78,380.00	109,380.00	708	1068	10/14/1972	105,814.00	136,814.00
646	1956	12/17/1965	78,380.00	112,380.00	709	1071	10/1/1969	105,814.00	136,814.00
647	1963	1/3/1990	78,380.00	109,380.00	710	1085	9/18/1971	105,814.00	136,814.00
648	1972	3/15/1993	78,380.00	112,380.00	711	1215	8/15/1971	105,814.00	136,814.00
649	1976	9/3/1986	78,380.00	109,380.00	712	1219	7/7/1972	105,814.00	146,314.00
650	1977	1/6/1987	78,380.00	109,380.00	713	1282	7/17/1977	105,814.00	136,814.00
651	1979	6/1/1973	78,380.00	109,380.00	714	1387	2/8/1969	105,814.00	136,814.00
652	1273	6/1/1976	82,299.00	113,299.00	715	1569	5/27/1978	105,814.00	136,814.00
653	1466	5/28/1988	82,299.00	113,299.00	716	294	12/6/1959	105,814.00	186,814.00
654	1485	8/26/1981	82,299.00	113,299.00	717	358	3/3/1961	105,814.00	136,814.00
655	1518	9/1/1982	82,299.00	122,799.00	718	447	6/1/1961	105,814.00	136,814.00
656	1670	9/27/1969	82,299.00	115,299.00	719	451	8/4/1961	105,814.00	136,814.00
657	1730	12/12/1985	82,299.00	113,299.00	720	508	10/10/1961	105,814.00	136,814.00
658	1733	5/12/1987	82,299.00	113,299.00	721	530	8/1/1964	105,814.00	136,814.00
659	1746	12/12/1984	82,299.00	113,299.00	722	581	6/1/1963	105,814.00	136,814.00
660	1754	5/26/1974	82,299.00	113,299.00	723	621	6/1/1961	105,814.00	136,814.00
661	1755	12/31/1985	82,299.00	113,299.00	724	731	3/3/1969	105,814.00	136,814.00
662	1756	8/26/1976	82,299.00	113,299.00	725	742	8/22/1966	105,814.00	136,814.00



663	1147	12/2/1972	86,218.00	117,218.00	726	779	5/24/1962	105,814.00	136,814.00
664	1181	9/6/1975	86,218.00	117,218.00	727	833	7/10/1967	105,814.00	136,814.00
665	1214	9/26/1974	86,218.00	117,218.00	728	905	10/28/1967	105,814.00	136,814.00
666	1269	6/24/1978	86,218.00	117,218.00	729	963	11/25/1971	105,814.00	136,814.00
667	1299	4/21/1970	86,218.00	117,218.00	730	128	6/1/1961	112,672.00	151,672.00
668	1455	1/20/1985	86,218.00	117,218.00	731	1535	1/1/1983	122,469.00	197,703.50
669	1481	1/22/1983	86,218.00	117,218.00	732	1846	6/1/1980	62,764.00	53,382.00
670	1509	11/27/1966	86,218.00	117,218.00	733	1609	1/12/1986	84,651.00	92,799.86
671	1639	10/24/1986	86,218.00	128,118.00	734	1993	12/10/1981	95,310.00	61,655.00
672	1684	6/18/1986	86,218.00	117,218.00	735	2066	2/3/1994	112,868.00	76,434.00
673	1692	6/20/1985	86,218.00	117,218.00	736	2067	12/12/1994	112,868.00	76,434.00
674	1707	12/24/1985	86,218.00	117,218.00	737	2068	4/17/1994	112,868.00	76,434.00
675	1732	9/13/1986	86,218.00	117,218.00	738	1302	9/23/1976	59,569.00	79,569.00
676	1740	1/12/1985	86,218.00	117,218.00	739	1501	6/1/1976	59,569.00	79,569.00
677	1745	7/25/1985	86,218.00	117,218.00	740	1506	7/11/1972	59,569.00	79,569.00
678	1750	4/5/1980	86,218.00	120,218.00	741	1560	1/16/1983	59,569.00	87,769.00
679	1802	6/1/1985	86,218.00	120,218.00	742	1621	8/14/1979	59,569.00	79,569.00
680	1806	5/5/1985	86,218.00	117,218.00	743	1720	12/24/1984	59,569.00	79,569.00
681	953	9/18/1974	86,218.00	118,718.00	744	1731	2/27/1983	59,569.00	79,569.00
682	1687	11/21/1976	88,178.00	134,178.00	745	1781	8/3/1980	59,569.00	79,569.00
683	1848	5/27/1985	88,178.00	134,178.00	746	1890	6/1/1988	59,569.00	83,869.00
684	1471	12/24/1977	90,138.00	121,138.00	747	1898	12/4/1988	59,569.00	79,569.00
685	1688	10/3/1984	90,138.00	121,138.00	748	1928	9/18/1978	59,569.00	79,569.00
686	1817	8/29/1990	90,138.00	124,138.00	749	1949	12/10/1993	59,569.00	79,569.00
687	1818	7/27/1985	90,138.00	121,138.00	750	1953	6/13/1984	59,569.00	79,569.00
688	1825	7/15/1988	90,138.00	124,138.00	751	1968	8/28/1974	59,569.00	79,569.00
689	1843	4/23/1989	90,138.00	121,138.00	752	1969	12/31/1989	59,569.00	79,569.00
753	1980	8/15/1991	59,569.00	79,569.00	816	1018	6/12/1972	78,381.00	98,381.00
754	1985	8/4/1983	59,569.00	79,569.00	817	1030	5/21/1973	78,381.00	110,881.00
755	1989	7/5/1994	59,569.00	79,569.00	818	1082	6/1/1968	78,381.00	98,381.00
756	1991	12/28/1976	59,569.00	79,569.00	819	1091	6/1/1976	78,381.00	98,381.00
757	1992	6/11/1987	59,569.00	79,569.00	820	1190	9/13/1974	78,381.00	98,381.00
758	1994	5/30/1983	59,569.00	94,569.00	821	1312	6/1/1978	78,381.00	98,381.00
759	1995	9/1/1978	59,569.00	79,569.00	822	1463	6/1/1964	78,381.00	106,581.00
760	1996	1/1/1990	59,569.00	79,569.00	823	1590	1/25/1989	78,381.00	98,381.00
761	1999	2/9/1980	59,569.00	125,386.87	824	1717	2/17/1961	78,381.00	98,381.00
762	2000	3/9/1987	59,569.00	79,569.00	825	1769	8/4/1974	78,381.00	98,381.00
763	2018	4/1/1994	59,569.00	87,769.00	826	1770	7/13/1980	78,381.00	98,381.00
764	2019	1/1/1991	59,569.00	87,769.00	827	1774	12/22/1977	78,381.00	106,581.00
765	1584	10/10/1977	62,704.00	82,704.00	828	1784	9/1/1987	78,381.00	106,581.00
766	1892	5/6/1987	62,704.00	82,704.00	829	847	1/24/1970	78,381.00	98,381.00
767	1895	3/2/1971	62,704.00	82,704.00	830	856	6/1/1967	78,381.00	98,381.00
768	1896	11/26/1990	62,704.00	82,704.00	831	1401	9/23/1974	81,516.00	102,516.00
769	1902	10/16/1988	62,704.00	82,704.00	832	1440	6/1/1974	81,516.00	101,516.00
770	1917	9/8/1984	62,704.00	82,704.00	833	1486	5/25/1973	81,516.00	101,516.00
771	1929	12/12/1992	62,704.00	82,704.00	834	1504	10/5/1974	81,516.00	101,516.00
772	1950	2/12/1995	62,704.00	82,704.00	835	1593	9/15/1978	81,516.00	151,516.00
773	1959	8/24/1990	62,704.00	82,704.00	836	1630	6/1/1976	81,516.00	101,516.00
774	1973	11/14/1977	62,704.00	82,704.00	837	1772	12/16/1966	81,516.00	101,516.00
775	1987	3/31/1987	62,704.00	82,704.00	838	558	10/3/1963	81,516.00	101,516.00
776	1428	12/15/1979	65,840.00	85,840.00	839	1475	11/28/1975	82,299.00	113,299.00
777	1479	6/1/1979	65,840.00	90,140.00	840	1478	2/12/1981	82,299.00	121,499.00
778	1507	9/6/1980	65,840.00	85,840.00	841	1682	8/12/1984	82,299.00	115,299.00
779	1517	4/24/1970	65,840.00	85,840.00	842	1686	12/6/1984	82,299.00	115,299.00
780	1780	4/2/1976	65,840.00	85,840.00	843	1008	6/1/1966	84,651.00	104,651.00
781	597	6/15/1961	65,840.00	85,840.00	844	1013	6/2/1969	84,651.00	104,651.00
782	902	11/12/1969	65,840.00	85,840.00	845	1045	2/7/1972	84,651.00	104,651.00
783	1047	6/7/1972	68,975.00	88,975.00	846	1058	9/5/1974	84,651.00	119,651.00
784	1594	6/1/1972	68,975.00	138,637.00	847	1065	4/23/1977	84,651.00	104,651.00





785	1651	9/1/1975	68,975.00	97,175.00	848	1104	11/10/1976	84,651.00	104,651.00
786	1753	8/22/1987	68,975.00	88,975.00	849	1107	6/1/1962	84,651.00	104,651.00
787	1831	11/13/1983	68,975.00	88,975.00	850	1178	9/26/1972	84,651.00	104,651.00
788	893	12/12/1968	68,975.00	88,975.00	851	1200	9/26/1971	84,651.00	104,651.00
789	1182	2/3/1971	72,110.00	92,110.00	852	1211	6/26/1965	84,651.00	104,651.00
790	1198	11/9/1976	72,110.00	92,110.00	853	1259	12/12/1975	84,651.00	104,651.00
791	1208	3/23/1967	72,110.00	92,110.00	854	1261	6/1/1971	84,651.00	104,651.00
792	1268	8/20/1973	72,110.00	92,110.00	855	1262	6/1/1977	84,651.00	104,651.00
793	1464	7/27/1978	72,110.00	100,310.00	856	1263	6/12/1964	84,651.00	104,651.00
794	1482	9/17/1985	72,110.00	92,110.00	857	1264	6/1/1966	84,651.00	120,651.00
795	1627	6/13/1985	72,110.00	92,110.00	858	1272	6/1/1972	84,651.00	104,651.00
796	1649	5/3/1980	72,110.00	92,110.00	859	1289	6/1/1969	84,651.00	104,651.00
797	1653	11/26/1982	72,110.00	95,110.00	860	1291	9/24/1967	84,651.00	117,348.65
798	1659	12/23/1977	72,110.00	92,110.00	861	1293	6/1/1970	84,651.00	104,651.00
799	1748	2/14/1983	72,110.00	94,110.00	862	1295	7/27/1976	84,651.00	104,651.00
800	1749	4/14/1988	72,110.00	92,110.00	863	1297	10/1/1981	84,651.00	104,651.00
801	1773	12/11/1980	72,110.00	92,110.00	864	1301	12/25/1973	84,651.00	104,651.00
802	717	9/2/1964	72,110.00	92,110.00	865	1407	11/28/1972	84,651.00	104,651.00
803	913	1/2/1969	72,110.00	92,110.00	866	1418	7/27/1971	84,651.00	104,651.00
804	1800	8/4/1988	74,461.00	115,661.00	867	1420	10/2/1976	84,651.00	104,651.00
805	1815	8/6/1990	74,461.00	105,461.00	868	1426	5/24/1979	84,651.00	104,651.00
806	1080	12/24/1969	75,245.00	95,245.00	869	1438	9/13/1971	84,651.00	104,651.00
807	1195	12/22/1972	75,245.00	95,245.00	870	1441	6/1/1969	84,651.00	104,651.00
808	1276	11/12/1972	75,245.00	95,245.00	871	1443	3/15/1981	84,651.00	104,651.00
809	1480	4/4/1978	75,245.00	95,245.00	872	1444	9/1/1974	84,651.00	104,651.00
810	1771	8/10/1970	75,245.00	95,245.00	873	1446	12/22/1966	84,651.00	104,651.00
811	962	7/24/1971	75,245.00	95,245.00	874	1450	8/20/1970	84,651.00	104,651.00
812	1667	12/17/1985	78,380.00	98,380.00	875	1491	8/3/1986	84,651.00	104,651.00
813	1799	6/15/1984	78,380.00	109,380.00	876	1497	12/1/1983	84,651.00	104,651.00
814	1957	2/27/1990	78,380.00	126,570.00	877	1587	6/1/1965	84,651.00	154,651.00
815	1012	10/13/1971	78,381.00	98,381.00	878	1599	7/7/1974	84,651.00	154,651.00
879	1625	11/27/1972	84,651.00	104,651.00	942	1727	4/21/1970	65,213.00	95,083.00
880	1626	6/12/1983	84,651.00	104,651.00	943	1762	12/30/1985	65,213.00	79,213.00
881	1631	9/19/1974	84,651.00	104,651.00	944	545	7/7/1963	65,213.00	79,213.00
882	1632	10/10/1979	84,651.00	104,651.00	945	912	2/25/1966	65,213.00	79,213.00
883	1633	3/29/1980	84,651.00	104,651.00	946	1014	6/1/1974	67,721.00	81,721.00
884	1652	3/2/1971	84,651.00	104,651.00	947	1194	12/11/1969	67,721.00	81,721.00
885	1654	6/1/1981	84,651.00	104,651.00	948	1197	3/3/1976	67,721.00	81,721.00
886	273	5/25/1963	84,651.00	109,651.00	949	1199	6/1/1965	67,721.00	81,721.00
887	295	2/10/1963	84,651.00	104,651.00	950	1298	4/15/1978	67,721.00	81,721.00
888	311	11/15/1960	84,651.00	104,651.00	951	1411	6/1/1972	67,721.00	81,721.00
889	355	7/13/1962	84,651.00	109,651.00	952	1434	6/1/1980	67,721.00	81,721.00
890	534	1/15/1962	84,651.00	109,651.00	953	1484	8/1/1984	67,721.00	81,721.00
891	594	4/2/1963	84,651.00	104,651.00	954	1502	11/10/1970	67,721.00	81,721.00
892	631	8/28/1963	84,651.00	104,651.00	955	458	4/16/1961	67,721.00	86,721.00
893	645	2/20/1963	84,651.00	109,651.00	956	542	6/9/1961	67,721.00	81,721.00
894	677	1/15/1966	84,651.00	104,651.00	957	592	12/30/1962	67,721.00	81,721.00
895	729	7/3/1968	84,651.00	104,651.00	958	845	5/30/1966	67,721.00	81,721.00
896	734	9/26/1968	84,651.00	104,651.00	959	384	6/1/1964	70,597.50	89,597.50
897	746	6/1/1962	84,651.00	104,651.00	960	1165	4/20/1972	77,350.10	101,350.10
898	855	7/1/1971	84,651.00	104,651.00	961	2030	6/3/1989	38,125.00	49,625.00
899	891	9/17/1973	84,651.00	104,651.00	962	2031	8/4/1990	38,125.00	49,625.00
900	895	7/24/1965	84,651.00	129,227.08	963	2036	9/2/1994	38,125.00	49,625.00
901	918	2/21/1967	84,651.00	104,651.00	964	2039	7/31/1983	38,125.00	49,625.00
902	919	9/5/1974	84,651.00	104,651.00	965	1885	2/1/1987	40,131.00	51,631.00
903	920	8/7/1967	84,651.00	104,651.00	966	1886	12/28/1978	40,131.00	51,631.00
904	938	3/15/1966	84,651.00	104,651.00	967	1894	11/16/1991	40,131.00	51,631.00
905	952	4/4/1966	84,651.00	104,651.00	968	1899	10/8/1988	40,131.00	51,631.00
906	961	8/6/1969	84,651.00	104,651.00	969	1900	12/7/1978	40,131.00	51,631.00



907	998	6/1/1972	84,651.00	104,651.00	970	1906	11/9/1991	40,131.00	51,631.00
908	852	1/13/1964	87,661.50	123,661.50	971	1907	11/4/1980	40,131.00	51,631.00
909	290	10/22/1963	98,523.80	123,523.80	972	1920	6/13/1989	40,131.00	51,631.00
910	402	6/1/1959	98,523.80	123,523.80	973	1930	5/8/1981	40,131.00	51,631.00
911	624	12/10/1960	98,523.80	123,523.80	974	1931	8/6/1982	40,131.00	51,631.00
912	876	4/25/1961	98,523.80	123,523.80	975	1938	9/1/1986	40,131.00	51,631.00
913	1983	3/16/1989	47,655.00	61,655.00	976	1939	1/27/1988	40,131.00	51,631.00
914	1986	5/20/1974	47,655.00	61,655.00	977	1940	8/20/1988	40,131.00	51,631.00
915	1988	1/1/1977	47,655.00	61,655.00	978	1943	1/9/1980	40,131.00	51,631.00
916	1997	6/1/1985	47,655.00	67,355.00	979	1947	12/24/1989	40,131.00	51,631.00
917	2038	10/20/1993	47,655.00	61,655.00	980	1955	4/7/1982	40,131.00	51,631.00
918	1887	3/7/1981	50,163.00	64,163.00	981	1958	9/13/1988	40,131.00	51,631.00
919	1888	1/1/1980	50,163.00	64,163.00	982	1960	2/6/1994	40,131.00	51,631.00
920	1893	6/1/1985	50,163.00	64,163.00	983	1961	2/6/1982	40,131.00	51,631.00
921	1916	11/8/1986	50,163.00	64,163.00	984	1970	9/1/1979	40,131.00	51,631.00
922	1941	6/6/1981	50,163.00	64,163.00	985	1971	6/26/1983	40,131.00	51,631.00
923	1954	10/26/1972	50,163.00	64,163.00	986	1978	6/4/1993	40,131.00	51,631.00
924	1964	2/23/1993	50,163.00	64,163.00	987	1129	6/1/1969	48,157.00	59,657.00
925	1990	3/18/1976	50,163.00	64,163.00	988	1405	4/4/1979	48,157.00	59,657.00
926	1431	8/28/1983	52,672.00	66,672.00	989	1638	12/11/1987	48,157.00	59,657.00
927	1465	6/28/1970	52,672.00	66,672.00	990	1778	7/1/1984	50,164.00	61,664.00
928	911	12/12/1970	52,672.00	66,672.00	991	1779	10/3/1990	50,164.00	61,664.00
929	1224	4/5/1969	55,180.00	69,180.00	992	1024	6/23/1962	54,177.00	70,677.00
930	1668	4/23/1982	55,180.00	69,180.00	993	1086	11/25/1976	54,177.00	65,677.00
931	1488	4/26/1974	57,688.00	71,688.00	994	1092	11/11/1969	54,177.00	65,677.00
932	1470	12/23/1985	60,196.00	117,537.12	995	1406	6/1/1963	54,177.00	65,677.00
933	1473	10/12/1971	60,196.00	74,196.00	996	1421	8/20/1977	54,177.00	65,677.00
934	1492	10/15/1983	60,196.00	74,196.00	997	1422	4/25/1968	54,177.00	65,677.00
935	1027	9/19/1969	62,705.00	76,705.00	998	1472	10/25/1974	54,177.00	65,677.00
936	1661	6/6/1966	62,705.00	76,705.00	999	1477	6/1/1980	54,177.00	65,677.00
937	1665	10/5/1984	62,705.00	76,705.00	1000	536	7/31/1964	54,177.00	67,177.00
938	1077	8/7/1966	65,213.00	79,213.00	1001	601	5/17/1967	54,177.00	65,677.00
939	1403	1/6/1984	65,213.00	79,213.00	1002	686	7/4/1968	54,177.00	65,677.00
940	1447	7/10/1983	65,213.00	79,213.00	1003	901	12/12/1963	54,177.00	65,677.00
941	1503	6/1/1964	65,213.00	79,213.00					





**PRELIMINARY EVALUATION/MANDATORY REQUIREMENTS FOR UNDERWRITERS**

NO.	REQUIREMENTS	INDICATE PAGE SUBMITTED IN THE TENDER DOCUMENT
1.	Submit 1 <b>(one) Original and 1 (one)</b> copy of the tender document	
2.	Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2, 3. n ) w h e r e n is the last page	
3.	Must be registered with the Insurance Regulatory Authority for the year 2020 and a copy of the current license be submitted.	
4.	Must have done annual gross premiums in the last financial year of at least Kshs2.0 billion.	
5.	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.	
6.	Must submit a copy of the last financial year audited accounts	
7.	Must have total number of management staff of at least Fifteen (15) with practice specialties and gender/national outlook.	
8.	Must submit Valid 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.	
9.	Must be a member of the Association of Kenya Insurance (AKI) and attach a copy of current membership certificate	
10.	Must submit Reinsurance slip/cover notes for policy businesses for year 2020.	
11.	Provide evidence that the company has been registered and in operation for at least five (5 years).	
12.	The bidder must submit a Bid Security from a reputable Bank of 2% of the Tender price in form specified in the tender document	
13.	The bidder must submit the Tender form fully signed and stamped	
14.	The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped	
15.	Paid up capital – KES450M	
16.	Indicate excess where applicable	
17.	Special Conditions of Contract as relates to the General Conditions of Contract	

**KEBS Past experience with both insurer and the broker will be considered where applicable**



**PRELIMINARY EVALUATION/MANDATORY REQUIREMENTS FOR BROKERS**

NO.	REQUIREMENTS	INDICATE PAGE SUBMITTED IN THE TENDER DOCUMENT
1.	Submit 1 <b>(one) Original and 1 (one)</b> copy of the tender document	
2.	Bidding documents must be paginated. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2, 3. n ) w h e r e n is the last page	
3.	M u s t be registered with the Insurance Regulatory Authority for the year 2020 and a copy of the current license be submitted.	
4.	Must have a Professional Indemnity Insurance Cover of at least Kshs.100 million and a copy be submitted	
5.	Must give a list of 8 (Eight) reputable clients and the total clients premium of at least 200M in the previous year.	
6.	Must submit a copy of the audited accounts for the previous financial year	
7.	Must be a current member of the Association of Insurance Brokers (AIB).	
8.	M u s t 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.	
9.	Total number of management team of at least Eight (8) with practice specialties and gender/national outlook.	
10.	Must also submit valid copies of the following documents:	
	<ul style="list-style-type: none"> <li>• Certificate of registration/incorporation</li> </ul>	
	<ul style="list-style-type: none"> <li>• PIN and VAT Registration Certificates.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Tax Compliance Certificates</li> </ul>	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>	
11.	The bidder must submit a Bid Security from a reputable Bank of 2% of the Tender price in form specified in the tender document	
12.	Bank guarantee of KES 3Million deposit with insurance regulatory authority	
13.	The bidder must submit the Tender form fully signed and stamped	
14.	The bidder must submit the Confidential Business Questionnaire Form fully signed and stamped	
15.	Indicate excess where applicable	

**KEBS Past experience with both insurer and the broker will be considered where applicable**



**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 : Kshs. 50,000/=	As per Tender	5
4.	Authorized repair Limited: Kshs. 100,000/=	As per Tender	10
5.	Medical Expenses : Kshs. 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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**TECHNICAL EVALUATION CRITERIA-MOTOR VEHICLE COMMERCIAL**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
1.	Third Party Persons: Kshs. Unlimited	As per Tender	10
2.	Third Party Property: Kshs. 100,000,000	As per Tender	10
3.	Towing charges: Kshs. 50,000.00	As per Tender	10
4.	Authorized repair limit: Kshs. 100,000.00	As per Tender	10
5.	Medical Expenses: Kshs. 50,000.00	As per Tender	5
6.	Windscreen Kshs. 50,000.00	As per Tender	10
7.	Unspecified radio/cassette Kshs. 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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB: Bidder MUST indicate the pages where the above conditions are attached</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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB: Bidder MUST indicate the pages where the above conditions are attached</b>		



**TECHNICAL EVALUATION CRITERIA- FIDELITY GUARANTEE INSURANCE**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	Anyone person – Kshs. 5,000,000.00	As per tender	30
	Anyone period – Kshs. 100,000,000.00	As per tender	30
	Deductible	As per tender	10
	Discovery period (6month)	As per tender	20
		One year	10
	<b>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		





**TECHNICAL EVALUATION CRITERIA- BURGLARY**

<b>No.</b>	<b>Condition</b>	<b>Notes</b>	<b>Weight</b>
	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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**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>Pass mark 80% at Technical Stage to qualify for financial evaluation stage</b>	<b>TOTAL</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**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>Pass mark 80% at Technical Stage to qualify for financial</b>	<b>Total</b>	<b>100</b>
	<b>NB: Bidder MUST indicate the pages where the above conditions are attached</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>Pass mark 80% at Technical Stage to qualify for financial evaluation stage</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



**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>Pass mark 80% at Technical Stage to qualify for financial evaluation stage</b>	<b>Total</b>	<b>100</b>
	<b>NB: Bidder MUST indicate the pages where the above conditions are attached</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>Pass mark 80% at Technical Stage to qualify for financial evaluation stage</b>	<b>Total</b>	<b>100</b>
	<b>NB:</b> Bidder <b>MUST</b> indicate the pages where the above conditions are attached		



## **5. SECTION VI - STANDARD FORMS**

### **Notes on the standard Forms**

#### ***1. Form of Tender***

The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.

#### ***2. Price Schedule Form***

The price schedule form must similarly be completed and submitted with the tender.

#### ***3. Contract Form***

The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.

#### ***4. Confidential Business Questionnaire Form***

This form must be completed by the tenderer and submitted with the tender documents.

#### ***5. Tender Security Form***

When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.

#### ***6. Performance security Form***

The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.



**Form of Tender**

To:

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 \_\_\_\_\_ 2020

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

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

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





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**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.		



## Contract Form

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 21 \_\_\_\_\_ between  
[name of Procurement entity] [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:
  - (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  
\_\_\_\_\_



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## **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.....



	<p><b>Part 2 (a) – Sole Proprietor</b> Your name in full..... Age..... Nationality..... Country of Origin..... Citizenship details.....  <b>Date..... Signature of Tenderer.....</b></p>																				
	<p><b>Part 2 (b) – Partnership</b> 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></td><td></td><td>1.</td><td></td></tr><tr><td>.....</td><td></td><td>2.</td><td></td></tr><tr><td></td><td></td><td>3.</td><td></td></tr><tr><td>.....</td><td></td><td></td><td></td></tr></tbody></table>	Name	Nationality	Citizenship details	Shares			1.		.....		2.				3.		.....			
Name	Nationality	Citizenship details	Shares																		
		1.																			
.....		2.																			
		3.																			
.....																					
	<p><b>Part 2 (c) – Registered Company</b> Private or Public State the nominal and issued capital of company Nominal Kshs. Issued Kshs. 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></td><td></td><td>1.</td><td></td></tr><tr><td>.....</td><td></td><td>2.</td><td></td></tr><tr><td></td><td></td><td></td><td></td></tr></tbody></table>	Name	Nationality	Citizenship details	Shares			1.		.....		2.									
Name	Nationality	Citizenship details	Shares																		
		1.																			
.....		2.																			



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**TENDER SECURITY FORM (from  
bank only)**

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)



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**PERFORMANCE SECURITY  
FORM(from Bank only)**

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]*



**Kenya Bureau of  
Standards**

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*(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 BY AN ACCOUNTING OFFICER**