



**KENVERSITY COOPERATIVE  
SAVINGS AND CREDIT SOCIETY LIMITED**

**P.O. BOX 10263 – 00100  
NAIROBI.**

**TELEPHONE: 020 8002371, 020 8002372/0736-710906**

**EMAIL: [info@kenversitysacco.co.ke](mailto:info@kenversitysacco.co.ke)  
[www.kenversitysacco.co.ke](http://www.kenversitysacco.co.ke)**

**TERRORISM, NATURAL CALAMITIES AND  
POLITICAL VIOLENCE INSURANCE**

**KENV/TNDR/TCP/2024**

# FORM OF TENDER

## TENDER/INSURANCE 2024

### RE: TENDER FOR PROVISION OF INSURANCE SERVICES

In accordance with Tender for provision of insurance services received from Kenversity Cooperative Savings and Credit Society Limited. I/We .....hereby tender for this service in accordance with the attached tender forms/conditions of tender/ schedule of requirements at the price/fee/charge against each item and in conformity with the scheduled delivery arrangements stated. This applies to item numbers ..... only in the schedule representing a total amount of (premium sum) Kshs.....tendered for.

I/We understand the Society reserves the right to accept or reject this tender in part or whole for any reason it considers justifiable and is not obligated to disclose such reason.

I/We agree that terms of this tender will remain valid for and will not be withdrawn for a period of 90 days from the final date for submission of tender.

## Contents

<b>CONDITIONS OF TENDERING</b> .....	3
<b>1. DEFINATIONS</b> .....	3
<b>2. DOCUMENTS</b> .....	3
<b>3. SUBMISSION OF TENDERS</b> .....	4
<b>4. COMMUNICATION</b> .....	4
<b>5. LIABILITY</b> .....	4
<b>6. ACCEPTANCE</b> .....	4
<b>7. SUCCESSFUL TENDERERS</b> .....	4
<b>COMPLIANCE WITH GIVEN CONDITIONS</b> .....	5
<b>REFEREE:</b> .....	6
<b>CONFIDENTIAL BUSINESS QUESTIONNAIRE</b> .....	6
<b>BID SECURITY</b> .....	8

**KENVERSITY COOPERATIVE SAVINGS AND CREDIT  
SOCIETY LIMITED**

## **CONDITIONS OF TENDERING**

Serial No. ....

Miscellaneous Receipt No. ....

Date of Receipt .....

Amount in Kshs.. .....

### **1. DEFINATIONS**

The Tenderer is the person who undertakes to supply the goods/services described in the tender documents.

The signatory must be a recognized official of the company and be authorized to sign on its behalf.

### **2. DOCUMENTS**

2.1 The tender will receive a miscellaneous receipt of payment for tender documents. These include the following forms in duplicate:

- (i) **Form of tender**
- (ii) **Conditions of tendering**
- (iii) **Confidential business questionnaire,**

The Tenderer should retain one set for his records and return the other set in accordance with these conditions.

2.2.1 The Tenderer is required to check the number of pages of the document accompanying the **form of Tender**. Should any be missing or any figure indistinct, or should there be doubt about the precise meaning of any item or figure for any reason whatsoever he/she must inform the tender issuing officer at once and have the matter rectified as required before the final date for submission of tenders.

2.2.2 The Tenderer's signature to all documents shall indicate that he/she fully understands their contents and that he/she accepts all the conditions stated or applied therein.

### **3. SUBMISSION OF TENDERS**

3.1.1 Attention is invited to the tender notice. The complete tender documents must be submitted to the address shown on the form of tender in a sealed plain envelope endorsed on the out cover with **Tender for provision of Terrorism, Natural Calamities and Political Violence with tender number as above**. Indication of Tenderer's named/mark should not appear on the envelope.

3.1.2 The form of tender must be properly signed in ink, dated and must accompany any other documents concerned with the tender.

3.1.3 The tender will not be accepted unless correctly submitted on the approved forms. Tenders for which the appropriate fee has not been paid will not be considered valid. Tender to be deposited in the Tender box at the **Kenversity Sacco Office** not later than the appointed time and date.

### **4. COMMUNICATION**

4.1.1 There shall be no verbal variations in regard to a tender once submitted. Should an error be made it may be corrected in writing before the closing date.

4.1.2 All correspondence with the Tenderers will be sent to the address shown on the form of tender by post.

### **5. LIABILITY**

No liability will be admitted nor claim allowed for error in the tender owing to mistakes in those documents, which should have been rectified in the manner, described above.

### **6. ACCEPTANCE**

The society reserves the right to accept or reject any tender either wholly or in part and is not bound to accept the lowest or any tender or to give reason for rejection.

### **7. SUCCESSFUL TENDERERS**

A letter of acceptance will be sent to the successful Tenderer in respect of the whole or that part of tender, which has been accepted within a validity period of 90 days.

### **COMPLIANCE WITH GIVEN CONDITIONS**

CURRENT TRADE LICENCE NO. \_\_\_\_\_ EXP. DATE: \_\_\_\_\_

V.A.T. REG. NO. \_\_\_\_\_

PIN NUMBER: \_\_\_\_\_

NAME OF YOUR AUDITORS: \_\_\_\_\_

OTHER GOVERNMENT STATUS: \_\_\_\_\_

COPY OF CURRENT LICENSE FROM COMMISSIONER OF INSURANCE.

BROKERS MUST ATTATCH COPY OF THE CURRENT MEMBERSHIP CERTIFICATE.

BID BOND 2% OF PREMIUM FROM REPUTABLE BANK

**REFEREE:**

NAME OF COMPANY:.....

ADDRESS:.....

CONTACT PERSON:.....

SIGNATURE:..... DATE:.....

COMPANY STAMP

If a Tenderer does not comply in anyway with these conditions where necessary, the tender shall be liable to rejection.

Tenderer's name ----- witness name -----

Address -----Address -----

Signature -----Signature -----

Date ----- Date -----

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give particulars indicated in Part I and either part 2 as is applicable in your type of business. You are advised that false information/particulars will result in automatic disqualification and render the tender void.

**Part 1 – General**

Business Name -----

Location of business premises -----

Plots number -----Street/Road-----

Postal Address -----

-----

Telephone number -----

Nature of business -----

Registration number -----

Trade license Number ----- Date of Expiry -----

Maximum value of Business you can handle Kshs -----

Name of your bankers -----  
Branch/address -----

**Part 2 Registered company**

Private or Public -----

State the normal and issued capital of the company:

Normal Kshs.....  
Issued Kshs.....

Details of the Directors:-

<b>Name</b>	<b>Nationality/citizenship</b>	<b>Shares</b>
-------------	--------------------------------	---------------

1. -----	-----	-----	2. -----
-----	-----	-----	-----

3. -----	-----	-----	Date: -----
-----	-----	-----	-----

----- Signature of Tenderer -----

Official stamp -----

If Kenyan citizen, indicate under "citizenship Details " whether by birth, nationalization or registration.

In the event of this tender being accepted in part or in full within the stipulated 90 days, I/We agree to supply against an order signed by an authorized officer of the Society and failure to do so will constitute breach of contract.

Tenderer's Name -----

Tenderer's Signature -----

Designation -----

Full address -----

Telephone Number -----

E/Mail -----

Fax -----

Date -----

Official stamp/seal.

Tenderer's name in full ----- Signature -----

Address -----

Telephone number -----

Are you a Kenyan, if not, state your Nationality -----

Name and address of your bankers -----

-----  
Bankers certificate on the Tenderer's Liquidity, suitability, and credit limitation -----

Bankers signatory – Manager/Accountant ----- Date -----

Banker's official stamp -----

Tenderer (s) Locality –..... Road/Street -----

Name of the Building -----

Company Rubberstamp ----- Date -----

Complete all spaces as appropriate".

**KENVERSIY COOPERATIVE SAVINGS AND CREDIT SOCIETY LIMITED**

**BID SECURITY**

TENDER: PROVISION OF INSURANCE SERVICES 2024

1. Security bond executed on -----
2. In the penal sum Kshs. -----amount in words ----- being 2% of the items bided.
3. Tenderer/bidder----- 4. Security for Tenderer/bidder ----- 5. Date of closing of Tender ---  
-----
6. KNOW ALL MEN BY THESE PRESENTS, that we the Tenderers and the surety above named are held firmly bound to pay Kenversity Cooperative Savings and Credit Society Limited the penal sum stated above and hereby bind ourselves, our heirs, executors, administrators, successors and assignees, jointly and severally there to.
7. WHEREAS the Tenderer has submitted the accompanying bid dated as shown above for provision of insurance services.
8. NOW THEREFORE, the condition of this obligation is such that, if the Tenderer shall not withdraw the bid within the period therein stipulated and, if the Bid within the period of 14 days after the prescribed forms are presented to him for signature, execute such further contractual documents as may be required by the terms of Bid and give bond with good and sufficient surety for the faithful performance



and proper fulfillment of the resulting contract, then this obligation shall be void and of no effect, but otherwise, shall remain in full force and effect.

9. The Tenderer shall bring any claim against the surety not later than 14 days after the default.
10. Executed on the date indicated above, by the following representatives of the parties heretofore hereunto duly authorized:

FOR TENDERER

FOR SURETY

-----  
(Name & Title)

-----  
(Name & Title)

-----  
(Signature)

-----  
(Signature)

Witness:

1. ----- Sign ----- Date -----

**TENDER FOR PROVISION OF INSURANCE COVER ON TERRORISM, NATURAL CALAMITIES AND POLITICAL VIOLENCE.**

NO.	ITEM DESCRIPTION	QUANTITY	VALUE PER UNIT (KSHS.)	TOTAL SUM INSURED
1	1 Power Extension cable	1	1,665.00	1,665.00
2	16-Port 10/100 hub	1	15,750.00	15,750.00
3	16-Port Patch Panel	1	9,900.00	9,900.00
4	4-drawer metal cabinet fire proof	1	139,500.00	139,500.00
5	Alarm System	N/A	22,500.00	22,500.00
6	APC 500 VA UPS	5	8,550.00	42,750.00
7	APC 650 Back Pro	1	26,550.00	26,550.00
8	Boardroom furniture	14 chairs, 1 table	31,500.00	31,500.00
9	Calculator	1	2,610.00	2,610.00

10	Calculator	1	1,305.00	1,305.00
11	Cash Box	1	6,300.00	6,300.00
12	Computer	1	86,400.00	86,400.00
13	Computer	1	126,000.00	126,000.00
14	Computer	1	76,500.00	76,500.00
15	Computer B62	1	86,400.00	86,400.00
16	Computer Table	1	10,620.00	10,620.00
17	Computers	3	70,200.00	210,600.00
18	Computers	2	70,200.00	140,400.00
19	Computers	4	63,765.00	255,060.00
20	Double Pedestal desk metal	1	20,495.70	20,495.70
21	Drawer Cabinets	4	9,630.00	38,520.00
22	Executive Chairs:	3	13,500.00	40,500.00
23	Executive Seat/junior seat	2	8,991.00	17,982.00
24	Extension Cable (electric)	1	1,620.00	1,620.00
25	Extension Cable (electric)	2	1,620.00	3,240.00
26	Extension Cable (electric)	1	1,849.50	1,849.50
27	Extension Cable (electric)	1	1,007.10	1,007.10
28	Extension Cable (electric)	1	1,259.10	1,259.10
29	Filing Cabinet (4-drawer)	3	7,722.00	23,166.00
30	Filing Cabinet (4-drawer)	3	7,722.00	23,166.00

31	Filing Metal Drawer Cabinet	1	8,991.00	8,991.00
32	2 Lateral Filing Cabinets	2	71,920	143,840
33	Fire Extinguisher	1	11,475.00	11,475.00
34	Fire Extinguishers	2	6,255.00	12,510.00
35	Fire Extinguishers	2	11,700.00	23,400.00
36	Fire Extinguishers	3	9,810.00	29,430.00
37	Generator cage	1	369,922.50	369,922.50
	Generator			
38	Lateral Cabinets	1	52,200.00	52,200.00
39	Long Couch at the Reception	1	6,345.00	6,345.00

40	Manager's Double Pedestal Desk	1	13,590.00	13,590.00
41	Metal Filing Drawer Cabinets	5	7,695.00	38,475.00
42	Metal Filing Drawer Cabinets	2	8,316.00	16,632.00
43	Metal Filing Drawer Cabinets	2	7,875.00	15,750.00
44	Mini-trunking	1	4,500.00	4,500.00
45	Mobile Ledger Card Trolley	1	19,225.80	19,225.80
46	PABX Machine (308)	1	51,750.00	51,750.00
47	Panasonic telephone head sets	4	2,565.00	10,260.00
48	CCTV	1	1,617,769	1,617,769
49	Power Extension Cable	2	1,665.00	3,330.00
50	Power Protector	1	8,640.00	8,640.00
51	Printer (HP P2055)	3	25,000.00	75,000.00
52	Reception Counter	1	13,500.00	13,500.00
53	Reception Desk	1	1,350.00	1,350.00
54	Safe Box	1	10,440.00	10,440.00
55	Safe Boxes	2	4,950.00	9,900.00
56	Scanner	1	13,500.00	13,500.00
57	Secretarial Chair	1	3,960.00	3,960.00
58	Secretarial Chair	1	3,600.00	3,600.00
59	Secretarial desk	1	15,093.00	15,093.00
60	Secretarial desk	1	12,240.00	12,240.00
61	Server	1	2,075,880	2,075,880.00
62	Server Cabinet	1	11,700.00	11,700.00
63	Server Cabinet cupboard	1	250,000.00	250,000.00
64	Shelved cup-board	1	3,789.00	3,789.00
65	Shelved cup-board	1	2,713.50	2,713.50
66	Single Pedestal Chairs	2	8,100.00	16,200.00
67	Telephone handset	1	3,060.00	3,060.00

68	Teller Chairs	2	7,357.05	14,714.10
69	Trolley - Mobile ledger card	2	3,600.00	7,200.00
70	Trolley - Mobile ledger card	2	6,354.00	12,708.00
71	UTP Cable	1	8,550.00	8,550.00
72	Visitors chairs	4	1,755.00	7,020.00
73	Water Dispenser	1	10,773.00	10,773.00
74	Wooden Shelves (Open)	12	2,250.00	27,000.00
75	Working Chairs	17	1,917.00	32,589.00
76	Working Chairs	6	1,620.00	9,720.00
77	Working Desks	13	12,528.00	162,864.00
78	Network Cable	1	15,080.00	15,080.00
79	Shredder machine	1	27,995.00	27,995.00
80	External hard disks	2	12,000.00	24,000.00
81	Scanner	1	8,500.00	8,500.00
82	UV light Fake money Detector	1	7,000.00	7,000.00
83	Mobile Phones	3	288,260	288,260
84	CISCO catalyst 3650 switch	1	6,000.00	18,000.00
85	APC 650 VA UPS	5	6,975.00	34,875.00
86	SAMSUNG TV 32" LCD LA-C350	1	35,995.00	35,995.00
87	APC 650 VA UPS	8	7,000.00	56,000.00
88	Money Detector	1	9,000.00	9,000.00
89	Electric Plate	1	3,000.00	3,000.00
90	Roll up Banners	2	8,816.00	17,632.00
91	1 outdoor banner	1	7,888.00	7,888.00
92	Server HP prolint DL 380 Gen 10	1	1,200,000	1,200,000
93	Server Cabinet	1	370,156.00	370,156.00
94	HP Laserjet P2055D Printer	1	24,500.00	24,500.00
95	UPS	8	7,000.00	56,000.00
96	Cash counting Machine	1	7,000.00	7,000.00
97	HP Scanjet 2710	1	8,500.00	8,500.00

98	1 Terrabyte External Harddisk	2	12,000.00	24,000.00
99	Cashier Seat	2	13,000.00	26,000.00
100	APC 650VA UPS	5	6,975.00	34,875.00
101	Lateral Filing Cabinet	2	71,920.00	143,840.00
102	Boardroom table	1	212,000	212,000
103	L shaped customer care desk	1	43,000	43,000

104	Banking Hall Queue Stand	1	30,000.00	30,000.00
105	Cash counting Machines	2	63,800.00	127,600.00
106	Money Detectors	2	4,200.00	8,400.00
107	Filing Cabinet	1	121,220.00	121,220.00
108	Cyberroam Hardware	1	154,622.20	154,622.20
109	Computer	3	67,860.00	203,580.00
110	UPS	3	8,000.00	24,000.00
111	10' X 10'Tent	1	75,000.00	75,000.00
112	Epson Printer	2	17,864.00	35,728.00
113	Boardroom Chairs	8	12,000.20	96,001.60
114	Highblack Leather Chairs	6	17,999.83	107,999.00
115	Highblack Leather Chairs	1	18,000.00	18,000.00
116	Backlit Banner	1	120,000.00	120,000.00
117	Boardroom tables	4	9,920.00	39,680.00
118	Sony Projector	1	80,870.00	80,870.00
119	Cabinet	2	71,920.00	143,840.00
120	Visitors Seat	1	25,000.00	25,000.00
122	Official Seat	1	22,500.00	22,500.00
123	Network Printer	1	194,000.00	194,000.00
124	Server DL 380	1	1,286,200.00	1,286,200.00
125	Server	1	1,038,042.24	1,038,042.24
126	Laptop	2	80,040.00	160,080.00
127	Printer	2	35032.00	70,064.00
128	Dell Computer	8	86,800.00	694,400.00

129	APC UPS 700VA	8	10,440	83,520.00
130	DELL Inspiron 3476	1	82,940	82,940
131	Printer-HP Colour Laserjet	3	42,000	126,000
132	SERVER HP PROLIANT DL 380	1	1,214,752.00	1,214,752.00
133	SERVER ROOM UPS	1	514,370.00	514,370.00
134	HP 200G3 21.5 Inch All in One Pc	2	179,000	179,000
135	Laptop	4	82,940.00	331,760
136	Shredder –Hp Elite book	1	145,000	145,000
137	Epson Ep-X49 Potable XGA 3LCD projector	1	87,600	87,600
138	Epson LX -350 DOT Matrix Printer	1	72,000	72,000
139	Nigachi NC -8080 Bill Counter	1	69,600	69,600
140	Office desk	1	25,056	25,056
141	LG Inverter high wall split air conditioner unit	1	126,092.00	126,092
142	Lateral filling FOSA	4	81,200	324,800
143	Vmware Vsphere 7 standard for 2 processor (Colocot)	1	227,650	227,650
144	CISCO C8991K9 Integrated services Router (ISR)	1	110,200	110,200
145	Power distributor unit(PDU) Giganet Ats Phase PD	1	94,250	94,250
146	Epison EB X49GA 3LCD(1)3600 Lumen	1	98600	98,600
147	Tripod projector Screen 2 *96*96	2	14,500	29,000
148	Building insurance	1	110,533,909.21	110,533,909.21
	Grand total	1		133,995,203.27

**THE FOLLOWING IS A LIST OF ITEMS/ INFORMATION THAT THE TENDERER MUST PROVIDE AS ATTACHMENTS TO THE TENDER DOCUMENTS. THIS INFORMATION WILL FORM PART OF THE TENDER EVALUATION FOR THE TENDERERS**

1. Company profile (company history, contacts, services, affiliations, certified copies of original documents defining constitutional or legal status, principal place of doing business of the company/ firm including valid business licenses)
2. Certificate of incorporation.
3. A valid tax compliance certificate or equivalent.
4. KRA PIN certificate.
5. Provide details of three similar projects/ works with contact persons, undertaken under the area of the tender's interest in the last five (5) years.
6. In each of the projects in 4 above, provide reference letters from the firms/ organizations confirming the items/ goods/ services supplied and the performance.
7. Demonstration of financial capability in carrying out the project by submitting audited account for the last three years
8. Demonstration of a proposed methodology, plan and schedule of implementation of the activity of interest.
9. Evidence of registration with IRA.