



# **GEOHERMAL DEVELOPMENT COMPANY LIMITED**

## **PREQUALIFICATION FOR INSURANCE BROKERAGE SERVICES FOR YEAR 2017-2019**

**GDC/LA/PQ/041/2016:2017**

**CLOSING DATE AND TIME: 15<sup>th</sup> MARCH, 2017 at 2.00PM**

**Geothermal Development Company Ltd**

**P.O. Box 100746-00101**

**NAIROBI**

Website: [www.gdc.co.ke](http://www.gdc.co.ke)

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## **SECTION I - PRE-QUALIFICATION OF INSURANCE BROKERAGE SERVICES**

Geothermal Development Company Limited invites sealed applications from eligible candidates for the “Pre-qualification for Insurance Brokerage Services for a period of two (2) years 1<sup>st</sup> July 2017 to 30<sup>th</sup> June 2018 and 1st July 2018 to 30th June 2019.

Interested eligible candidates may obtain further information from and inspect the tender documents from the office of Manager, Supply Chain at Kawi House Office, located at South C Bellevue, Off Mombasa Road, Red Cross Road between 9.00am and 4.00pm during weekdays.

The prequalification document may be viewed and downloaded from the website [www.gdc.co.ke](http://www.gdc.co.ke) or <http://supplier.treasury.go.ke> free **of charge or at no cost**. Bidders who download the tender document from the website **MUST** forward their particulars immediately for records and any further tender clarifications and addenda.

Applications for pre-qualification must be submitted in plain sealed envelopes clearly marked with Tender No. and Tender Reference Name; and addressed to;

The Managing Director & CEO,  
Geothermal Development Company Limited  
P.O Box 100746-00101  
Nairobi, Kenya

And be deposited in the tender box provided at ground floor, GDC Kawi House Office so as to be received on or before **Wednesday 15<sup>th</sup> March, 2017 at 2.00PM**

The applications will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at GDC Kawi House Office Ground Floor boardroom.

## **MANAGER SUPPLY CHAIN**

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

### **1.0 Introduction**

- 1.1. The Geothermal Development Company Limited (GDC) will pre-qualify and enlist prospective Insurance Brokers who will be invited to submit proposals for **Insurance Brokerage services for Year 2017- 2019** from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignments described herein for a **period of 2 years**.
- 1.2. Bidders are invited to submit a proposal for **Pre-Qualification for Insurance Brokerage services for Year 2017 - 2019**.
- 1.3. The Pre-qualification document and the Tenderers response thereof shall be the basis for pre-qualification. Tenderers must familiarize themselves with the requirements described in this document including all attachments and take them into account while preparing their response.
- 1.4. Applicants will be informed in writing of the results of the prequalification, without assigning any reason for GDC's decision thereof.
- 1.5. Tenderers will meet all costs associated with preparation and submission of their applications.
- 1.6. It is GDC's policy to require that Tenderers observe the highest standard of professional and moral ethics during the selection and execution of such contracts. In pursuance of this policy, GDC:
  - a) Defines for the purpose of this provision, the terms set forth below as follows:
    - (i) "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of an officer of the Purchaser/Employer in the pre-qualification process and
    - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the pre-qualification process to the detriment of the Purchaser/Employer, and includes collusive practices among Tenderers (prior to or after submission of Tenders) designed to establish prices at artificial, non-competitive levels and to deprive the Purchaser of the benefits of free and open competition.

- b) Will reject a Tender for pre-qualification if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
  - c) Will declare a Tender ineligible, for pre-qualification if at any time it determines that Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract; and
  - d) Will have the right to examine financial records relating to the performance of such services to determine capability.
  - e) Will have the right to inspect the business premises of the tenderer.
  - f) Will declare a Tender ineligible for prequalification if at any time it determines that the Tender has no legal capacity to enter into a contract for the procurement.
  - g) Will declare a Tenderer ineligible for prequalification if at any time it determines that the Tenderer is insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings related to the foregoing.
  - h) Will declare a Tenderer ineligible for prequalification if at any time, it determines that the Tenderer has committed an offence relating to procurement, has breached for procurement before by another public company, has in procurement proceedings, given false information about its actions and/or has been blacklisted before by another public company.
- 1.7 Tenderers shall furnish information as described in the pre-qualification tender document.

## 2.0 DOCUMENTS COMPRISING THERE QUEST FOR PRE-QUALIFICATION

- 2.1 Tenderers may request a clarification on the Pre-qualification document up **to seven (7) days** before the Tender submission date. Any request for clarification must be sent in writing by postal mail, or electronic mail to GDC address. GDC will respond in writing by normal postal mail, or electronic mail to such requests and will send copies of the response to all Tenderers who intend to submit tenders.

## 3.0 PREPARATION OF TENDER DOCUMENTS

- 3.1 Tenderers are requested to submit a Tender written in English language.
- 3.2 Tenderers are expected to examine the documents comprising this Request for pre-qualification in detail. Material deficiencies in providing the information requested may result in rejection of a

tender.

3.3 Tenderers are required to meet the qualification criteria stipulated in this document. Those who do not meet the requirements need not submit tenders. Only tenders, which fulfill these requirements, will be considered for detailed evaluation.

3.4 **Period of Evaluation**

GDC will make the best effort to complete the evaluation and communicate within 30 (thirty) days.

#### **4.0 SUBMISSION, RECEIPT, AND OPENING OF TENDERS**

4.1 The original prequalification document shall be prepared in indelible ink. It shall contain no interlineations or overwriting, except as necessary to correct errors made by the Tenderer. Any such corrections must be initialed by the person or persons who sign(s) the prequalification document.

4.2 **Authorized representative of the Tenderer should initial all pages of the prequalification document.**

4.3 The Tender should be prepared and submitted as **one original** and **2(two) copies** in a plain sealed envelope clearly marked:

**“PRE-QUALIFICATION FOR INSURANCE BROKERAGE SERVICES FOR YEAR 2017-2019” GDC/LA/PQ/041/2016-2017 and the statement: DO NO OPEN BEFORE WEDNESDAY, 15<sup>th</sup> MARCH, 2017 AT 2.00PM and delivered to;**

The Managing Director & CEO,  
Geothermal Development Co. Ltd.  
P.O Box 100746-00101  
Nairobi, Kenya

4.4 **Deadline for Submission**

The closing date and time for the Tender shall be on **Wednesday, 15<sup>th</sup> March, 2017 at 2.00Pm** and shall be sent to the above address. Tenders shall be marked **One original** and **2 (two) copies** in a plain sealed envelope clearly marked: **“PRE-QUALIFICATION FOR INSURANCE BROKERAGE SERVICES FOR YEAR 2017-2019”**

4.5 **Late Tender**

Any Tender received after the deadline pursuant to clause 4.4 shall be rejected as a late tender and shall not be considered.

#### 4.6 **Tender Opening and Evaluation**

4.6.1 A committee of officials shall open the Tender immediately after the closing time for submission of the Tender.

4.6.2 GDC will prepare a record of the Tender opening.

### **SECTION III - FURTHER INSTRUCTIONS TO TENDERERS**

#### **5.0 EVALUATION CRITERIA**

- 5.1 GDC will examine the tenders to determine completeness, general order lines and sufficiency in responsiveness.
- 5.2 Bidders shall not contact GDC on the matter relating to their tender from the time of opening to the time the evaluation is finalized and official communication is sent to them. Any effort by the Bidder to influence GDC in the Tender evaluation shall result in the rejection of their tender.
- 5.3 Pre-qualification will be based on meeting the minimum criteria regarding the applicant's legal status, general and particular experience, personnel and technical expertise as demonstrated by the responses in the attached forms.
- 5.4 The applicants should have registered offices and GDC reserves the discretion of visiting Physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the said services.
- 5.5 Tenderers who qualify according to the selection criteria will be invited to submit their quotations for the supply of Insurance Brokerage services as and when required.
- 5.6 GDC reserves the right to accept or reject any or all Tenders without the obligation to assign any reason (s) for its decision thereof.

#### **6.0 MANDATORY REQUIREMENTS**

Tenderers are required to meet the qualification criteria stipulated in the appendix to instruction to tenderers. Only tenders, which fulfill these requirements, will be considered for detailed technical evaluation.

#### **7.0 Requirements for Technical evaluation**

- i) Evidence of Technical capability of the Broker to handle claims valued over **Kshs.20M** (Attach evidence of claims handled in the last 2years to prove technical capability to handle claims of over Ksh.20M). The Kshs. 20 Million is cumulative for the last two years 2015 and 2016.
- ii) Five (5) reference letters from reputable clients indicating that the broker has experience in handling insurance business with an annual premium turnover of not less than Ksh. 100 Million per annum in the year 2016 (Attach evidence). Kshs. 100M premium turnover is cumulative from the five (5) reference reputable clients.



iii) Provide at least three (3) key professional staff as follows:-

- a) Principal Officer must be a university graduate and an Associate of the Chartered Insurance Institute of London or Insurance Institute of Kenya or its equivalent with at least seven (7) years' experience as a senior manager in the Insurance Industry. Attach copy of CV certified by the employer.
- b) The other two staff must be University graduates with some progress as Associate of the Chartered Institute or Insurance Institute of Kenya or its equivalent with at least five years' experience in the insurance industry. Their CVs must be certified by the employer.

vii. Detailed Operational Plan and Methodology

#### 7.1 **Evaluation of the Technical Proposal for Insurance Brokers**

The technical proposals for insurance Brokers shall be evaluated using the criteria listed below:

7.2 A proposal must achieve a minimum technical score of **80%** to be included in the list of pre-qualified firms for year 2017-2019. Thereafter, the Pre-qualified firms will be invited to submit request for Proposals (RFP) for premium quotations.

#### 7.3 **CONFIDENTIALITY**

Information relating to evaluation of Tenders and recommendations concerning pre-qualification shall not be disclosed to the Tenderers until the pre-qualified firms have been advised accordingly.

#### 7.4 **LITIGATION**

Applicants must disclose any current litigation involving the firm.

#### 7.5 **PAST PERFORMANCE**

GDC shall take into consideration previous past claims. The factors to be considered shall be payment of claims in not more than 150days from the date of full documentation and amicable settlement of disputed claims within 30 days.

#### 7.6 **Appendices;**

- (i) Tender Submission Form duly completed and signed – Appendix I
- (ii) Mandatory Business Questionnaire – Appendix II
- (iii) Recommendation letters – Appendix III - At least five (5) Signed and stamped recommendation letters in a client's letterhead.

**N/B**

- a) All documents must be properly bound and well presented. Loose and disorganized documents will not be accepted.
- b) All documents must be paginated and initialed.

## **7.7 VERIFICATION OF INFORMATION**

GDC reserves the right to verify any information provided by prospective bidders as a qualification for consideration for Insurance Brokerage Services for the **Years 2017-2019**

## APPENDIX TO INSTRUCTION TO TENDERERS

The following information regarding the particulars of the tender shall complement supplement or amend the provisions of the instructions to tenderers. Wherever there is a conflict between the provision of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction clause	<b>Particulars of appendix to instructions to tenderers</b>
Eligibility	The tender is open to National Service providers
Clarification Request	Clarification period for bidders is not later than 7days prior to tender closure Clarification request should be sent to <a href="mailto:procurement@gdc.co.ke">procurement@gdc.co.ke</a> Copy to; <a href="mailto:dkyaka@gdc.co.ke">dkyaka@gdc.co.ke</a> , <a href="mailto:pkapto@gdc.co.ke">pkapto@gdc.co.ke</a> and copied to <a href="mailto:amuthengi@gdc.co.ke">amuthengi@gdc.co.ke</a> and <a href="mailto:bjkosgei@gdc.co.ke">bjkosgei@gdc.co.ke</a> The client shall respond to clarification request not later than 5 days to tender closure Bidders are advised to be checking GDC website from time to time for any uploaded information on the tender
Tender closing date and Time	The tender closes on <b>Wednesday 15<sup>th</sup> March, 2017 at 2.00PM</b>
Submission	Number of copies to be submitted is One Original and two copies

<p>Evaluation Criteria</p>	<p>The tender evaluations criteria will be as follows</p> <p><b>A. Preliminary /Mandatory Requirements</b>  <b>Bidder must fulfill all the conditions as defined below.</b></p> <ol style="list-style-type: none"> <li>i. Tender Submission Form duly completed and signed– Appendix I</li> <li>ii. Duly completed Mandatory Business Questionnaire–Appendix</li> <li>iii. Recommendation letters – Appendix III - At least five (5) Signed and stamped</li> <li>iv. Duly filled, signed &amp; stamped declaration of undertaking.</li> <li>v. <b>Statutory Documents;</b> <ul style="list-style-type: none"> <li>- Certified copy of the Certificate of Incorporation/Registration – must have been in existence for not less than <b>5 years</b></li> <li>- A copy of the valid KRA Tax Compliance Certificate at the time of tender closing date. The same shall be verified from KRA Tax checker</li> <li>- Copy of current Single Business Permit</li> </ul> </li> <li>vi. <b>AIBK Membership</b>  Certified copy of current membership certificates for AIBK for 2016  (Association of Insurance Brokers of Kenya)</li> <li>vii. Certified copy of current IRA (Insurance Regulatory Authority) registration license for the year 2016</li> <li>viii. <b>Valid Professional Indemnity</b> cover of not less than <b>Ksh150million</b> from a reputable insurance company.</li> <li>ix. <b>Audited Accounts for last two years ( 2016,2015)</b></li> <li>x. Annual premium turnover of not less than Kshs.100M for the year 2016.</li> <li>xi. Company profile containing at least the organizational structure and</li> <li>xii. Properly organized bid document – The document should be serialized one very page and a referenced table of contents of every attachments in the bid.</li> </ol>
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**A. Only those bidders who qualify under the Mandatory requirements will proceed for detailed technical evaluation**

## B. Technical Evaluation Requirements

- A Detailed Technical evaluation criteria is as per the table
- The minimum score for qualification is **80%**
- Only those bids that will satisfy the technical requirement will be prequalified.

### Detailed Technical evaluation for Insurance Brokers

	<b><u>Evaluation Criteria</u></b>	<b><u>Max %</u></b>
1.	<p>Years of experience of the firm(<b>Maximum10</b>)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Between 5 -10years' experience (<b>4Marks</b>)</li> <li><input type="checkbox"/> Over 10years'experience (<b>6Marks</b>)</li> </ul> <p>(Years of existence from date of registration)</p>	<b>10</b>
2.	<p>Technical capability of the Broker to handle claims of over <b>Kshs.20M</b> ( Provide evidence for the last two(2)years) 2016 and 2015</p> <p><b>Evidence:</b> Copies of Discharge Vouchers</p> <p><b>(Maximum 10 Marks)</b></p>	<b>10</b>
3.	<p><b>Financial Capability (Premium turnover) (Maximum 15Marks)</b></p> <p>Must attach Five(5) reference letters from reputable clients indicating that the broker has experience in handling insurance business with an annual premium turnover of not less than <b>Ksh100Million</b> per annum for the year 2016 (Provide evidence)</p> <ul style="list-style-type: none"> <li>• (3 marks for each letter)</li> </ul>	<b>15</b>
4.	<p><b>Qualification &amp; Competence - (Maximum 20Marks)</b></p> <p>Qualifications and competence of 3 key staff as follows;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Principal Officer – University Graduate. (4 marks) <ul style="list-style-type: none"> <li>- ACII/AIHK. (2 marks)</li> <li>- Experience Minimum 7 years (2 marks)</li> </ul> </li> <li><input type="checkbox"/> Two (2) other Technical Officers. (6 marks each) <ul style="list-style-type: none"> <li>- University Graduate (4 marks each)</li> <li>- Part ACII/AIHK (1 mark each)</li> <li>- Experience Minimum 5 years (1 mark each)</li> </ul> </li> </ul>	<p><b>8 marks</b></p> <p><b>12 marks</b></p>

5	<p><b>Detailed Operational Plan and Methodology - 25 Marks</b></p> <p>This will include detailed execution of service, workplan and time frame on following:-</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Claims Management –Turn-around time, handling of loss Adjusters etc</li> <li><input type="checkbox"/> Underwriting - Placement of new covers and review of policy documents</li> <li><input type="checkbox"/> Copies of Service level Agreement (SLA) showing turn-around time with the underwriters</li> <li><input type="checkbox"/> Risk Management advisory and risk surveys</li> <li><input type="checkbox"/> Training GDC Staff and technical consultancy/advisory services. This includes preparation of simplified brochures to be used during the sensitization or training. One sample should be presented.</li> </ul>	<p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p> <p><b>5</b></p>
6.	<p><b>PASTPERFORMANCE</b></p> <p>GDC shall take into consideration previous past claims. The factors to be considered shall include;</p> <ul style="list-style-type: none"> <li>• Payment of claims in not more than 150days from the date of full documentation (15 marks)</li> <li>• Amicable settlement of disputed claims within 30days (5 marks)</li> </ul>	<p><b>20</b></p>
	<p><b>Total Marks</b></p>	<p><b>100 Marks</b></p>

**APPENDIXI:**

**TENDER SUBMISSION FORM**

: Managing Director& CEO  
Geothermal Development Company Limited  
Kawi House, South C Bellevue,  
Off Mombasa Road, Red Cross Road  
P.O.Box 100746-00101, Nairobi  
Tel: (254) 20 2427516/0719036000/7000  
info@gdc.co.ke/www.gdc.co.ke

Dear Madam/Sir,

We, the undersigned, hereby submit our proposal to provide Insurance Brokerage services in accordance with your Request for Pre-qualification of Insurance Brokerage Services, and we hereby submit our Tender Document.

Our Tender is binding to us and if found acceptable we shall be pleased to be included in the list of pre-qualified firms.

We understand you are not bound to accept any tender you receive.

Were main

Yours sincerely,

Authorized Signature: .....

Name and Title of Signatory: .....

Name of Tenderer: .....

Address:.....

**APPENDIXII**

**\*MANDATORY CONFIDENTIAL BUSINESS QUESTIONNAIRE**

*(Must be filled by all applicants or Tenderers' who choose to participate in this tender)*

*Name of Applicant (s).....*

**You are requested to give the particulars in Part1 and either Part 2 (a), 2(b) or 2(c), which ever applies to your type of business. Part 2(d) to part 2(i/j) must be filled. You are advised that giving wrong or false information on this Form will lead to automatic disqualification/termination of your business proposal at your cost.**

***Part 1 – General***

Business Name:.....Certificate of Incorporation  
/Registration No.....Location of Business premises:  
Country.....Physical address.....  
Town.....Building.....  
Floor.....Plot No.....  
Street/Road.....Postal Address.....  
Postal/Country Code.....Telephone No's.....  
FaxNo's.....E-mail address.....  
Website.....  
Contact Person (*FullNames*).....  
Direct/Mobile No's.....  
Title.....  
Power of Attorney (**Yes/No**) If **Yes**, attach written document.  
Nature of Business (*Indicate whether manufacturer, distributor, etc*).....

**(Applicable to Local suppliers only)**

Local Authority Trading License No.....Expiry Date.....  
Value Added Tax No .....  
Value of the largest single assignment you have undertaken to date (*USD/KShs*).....  
Was this successfully undertaken? **Yes/No**.....(If **Yes**, attach reference)  
Name(s) of your banker(s).....  
Branches.....Tel. No's.....

***Part2 (a)–Sole Proprietor (ifapplicable)***

Full names.....  
Nationality.....Country of Origin.....  
Company Profile.....(*Attach brochures or annual reports in case of public company*)



**Part2 (b)–Partnerships (if applicable)**

Give details of partners as follows:

**Full Names Nationality Citizenship Details Shares**

1. ....

2. ....

Company Profile.....(Attach brochures)

**Part2 (c)–Registered Company (If applicable)**

Private or public.....

Company Profile.....(Attach brochures or annual reports in case of public companies)

State the nominal and issued capital of the Company

Nominal KShs.....

Issued KShs.....

List of top ten (10) shareholders and distribution of shareholding in the company. Give details of all directors as follows:-

**Full Names Nationality Citizenship Details Shares**

1.....

2.....

**Part 2(d)– Debarment**

I/We declare that I/We have not been debarred from any procurement process and shall not engage in any fraudulent, corrupt, coercive and obstructive acts with regard to this or any other tender by GDC and any other public or private institutions.

Full Names.....

Signature.....

Dated this.....day of.....2016.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of.....

**Part 2(e) – Bankruptcy/Insolvency/receivership.**

I/We declare that I/We have not been declared bankrupt or insolvent by the competent Authorities in Kenya and neither are we under receivership:

Full Name.....

Signature.....

Dated this.....day of.....2016.

In the capacity of.....

Duly authorized to sign Tender for and on behalf of.....

**Part 2(f) – Criminal Offence**

I/We, (Name(s) of Director(s)):-

a).....

b).....

Have not been convicted of any criminal offence relating to professional conduct or the making of false statements or misrepresentations as to its qualifications to enter in to a procurement contract within a period of three(3) years preceding the commencement of procurement proceedings.

Signed.....

For and on behalf of M/s.....

In the capacity of.....

Dated this.....day of .....2016.

Suppliers’/Company’s Official Rubber Stamp.....

**Part2(g) – Conflict of Interest**

I/We, the undersigned state that I /We have no conflict of interest in relation to this procurement:

a).....

b).....

For and on behalf of M/s

..... In the

capacity

of.....

Dated this.....day of .....2016

Suppliers’/Company’s Official Rubber Stamp.....

**Part2(h) – Interest in the Firm:**

Is there any person/persons in GDC or any other public institution who has interest in the Firm? Yes/No

.....(Delete as necessary) Institution.....

.....

**(Title) (Signature) (Date)**

**Part2(I) – Experience:**

Please list here below similar projects accomplished or companies/clients you have supplied with similar items or materials in the last 5years.

	Company Name	Country	Contract/Order No.	Value	Contact person (Full Names)	E-mail address	Cell phone No.
1							
2							
3							

4							
---	--	--	--	--	--	--	--

**Part 2 (I or j) – Declaration**

I/We, the undersigned state and declare that the above information is correct and that I/We give GDC authority to seek any other references concerning my/our company from whatever sources deemed relevant , e.g. Office of the Registrar of Companies, Bankers, etc.

Full names.....

Signature.....

For and on behalf of M/s.....

In the capacity of.....

Dated this.....day of.....2016.

Suppliers’/Company’s Official Rubber Stamp.....

**APPENDIXIII:-[To be completed on client's letterhead]**

Date:.....

To:  
Managing Director & CEO  
Geothermal Development Company Limited  
Kawi House, South C Bellevue,  
Off Mombasa Road, Red Cross Road  
P.O.Box 100746-00101, Nairobi  
Tel: (254) 20 2427516/0719036000/7000  
info@gdc.co.ke/www.gdc.co.ke

This is to certify that:.....[Name of Insurance Broker].....who is participating in your pre-qualification of Insurance Brokerage Services Tender has provided us with Insurance Brokerage services as follows;

**(i) Insurance Policies handled:**

<b>Class of Insurance</b>	<b>Insurance Period</b>	<b>Total underwritten premium</b>

**(ii) Insurance Claims handled**

<b>Class of Insurance with claims</b>	<b>Insurance claims period</b>	<b>Amount of claims handled</b>

**(iii) Claims Turnaround time**

<b>Class of Insurance with claims</b>	<b>Insurance claims period</b>	<b>Turnaround time of claim settlement</b>

**(iv) Performance Evaluation**

*(The insured to indicate client rating by ticking the appropriate box)*

How do you rate the performance of the Services of above Insurance Broker in the following areas;-	<b>Excellent 80-100</b>	<b>Good 50-79</b>	<b>Average 50</b>	<b>Poor Below50</b>
Claimshandling				
Underwriting responsiveness				
General customer care				

**Declaration**

We confirm that the above Insurance Brokerage firm is currently engaged to handle our insurance policies and the total annual premium paid is approximately **Kshs.** .....

**Name of Authorized Signatory** .....

**Title/designation**.....**Signature**-----**Date**-----

**Official Stamp of the Insured** .....

**Telephone Contacts** .....

## APPENDIX IV

### DECLARATION OF UNDERTAKING

We underscore the importance of a free, fair and competitive procurement process that precludes abusive practices. In this respect we have neither offered nor granted directly or indirectly any inadmissible advantages to any public servant or other person nor accepted such advantages in connection with our bid, nor will we offer or grant or accept any such incentives or conditions in the present procurement process or, in the event that we are awarded the contract, in the subsequent execution of the contract. We also declare that no conflict of interest exists in the meaning of the kind described in the Public Procurement & Disposal Act 2015

We also underscore the importance of adhering to the law in the implementation of the project.

We will inform our staff about their respective obligations and about their obligation to fulfil this declaration of undertaking and to obey the laws of the country.

We also declare that our company/sub-contractors/ all members of the consortium has/have not been debarred to engage in procurement/ included in the list of sanctions.

We acknowledge that, the client is entitled to terminate the contract immediately if the statements made in the Declaration of Undertaking were objectively false or the reason for exclusion occurs after the Declaration of Undertaking has been issued.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

(Name of company)

(Signature(s))