

11th June, 2021.

TO: ALL BIDDERS

Dear Sir/Madam,

ADDENDUM 4: CLARIFICATION

**TENDER FOR PROVISION OF UNDERWRITING SERVICES FOR THE YEAR 2021-2022 –
REF NO. GDC/BSS&I/OT/063/2020-2021**

GDC hereby provides the attached forms as indicated in Addendum three (3) issued on 10th June, 2021.

All other instructions including the closing date of **Tuesday 15th June, 2021 at 2.00Pm remain unchanged.**

Yours faithfully,



**PATRICK KAPTO
FOR: MANAGER SUPPLY CHAIN
GEOHERMAL DEVELOPMENT COMPANY**

SECTION G
TENDER SUBMISSION FORM

To: Supply Chain Manager ,
 Geothermal Development Company Limited
 Ground Floor, Kawi Complex
 P.O. Box 100746- 00101
 NAIROBI.

Dear Madam/Sir,

We, the undersigned, hereby submit our proposal to provide Insurance Brokerage services in accordance with your Request, 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.

We remain

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Tenderer:

Address:

SECTION H

RECOMMENDATION

FORM [To be completed on Client's letterhead]

Date:

To: Geothermal Development Company Limited
P.O. Box 100746 – 00101
NAIROBI, KENYA

This is to certify that:

.....

[Name of Insurance
Broker]

who is participating in your pre-qualification of Insurance Brokerage Services 2021 has provided us with Insurance Brokerage services as follows;

(i) Insurance Policies Handled:

Class of Insurance	Insurance Period Year 2019	Total Underwritten Premium in each class
	Total premium Written	

(ii) Insurance Claims Handled in the last two (2) years i.e 2018 & 2019

Class of Insurance	Time the claim was	Time the claim was	Value of claims handled in Kshs.	Turnaround Time of Claim Settlement

(iii) 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:-	Excellent 80-100	Good 50-79	Average 50	Poor Below 50
Claims Handling				
Underwriting Responsiveness				
General Customer Care				

Declaration

We confirm that the above Insurance Brokerage firm was engaged to provide insurance brokerage services for the said policies for the above said period.

Annual premium paid for during calendar year 2019 is approximately KShs.....

Name of Authorized Signatory.....

Title/Designation

Signature :.....

Date :.....

Official Stamp of the Insured:

Telephone Contacts:

SECTION J
ANTI CORRUPTION DECLARATION FORM

Date:

To: Supply Chain Manager
Geothermal Development Company Limited
P.O. Box 100746 – 00101,
NAIROBI, KENYA

Ladies and Gentlemen,

The Tenderer Full Name:

Complete Physical and Postal Address

.....

.....

Declare the following: -

- a) That I/ We have not been debarred from participating in public procurement by anybody, institution or person.
- b) That I/ We have not been involved in and will not be involved in corrupt and fraudulent practices regarding public procurement anywhere.
- c) That I/ We are not 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) That I/ We are not associated with any other tenderer participating in this Tender.
- e) That I/We do hereby confirm that all the information given in this tender is accurate, factual and true to the best of our knowledge.

Yours sincerely,

.....

Name of Tenderer

Signature of duly authorized person signing the Tender

Name and Capacity of duly authorized person signing the Tender

Stamp or Seal of Tenderer

SECTION K

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 Part 1 and either Part 2 (a), 2 (b) or 2 (c), whichever 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 of your tender or termination of your contract or debarment of your firm at your cost.

Part 1 – General

Business Name:.....Certificate of Incorporation
/

Registration No.

Location of business premises: Country

Physical address

TownBuilding..... Floor.....Plot No.

..... Street / RoadPostal Address Postal / Country

Code.....Telephone No's..... Fax No's.E-mail address

Website

Contact Person (Full Names) 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

KRA PIN 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.

Part 2 (a) – Sole Proprietor (if applicable)

Full names

Nationality..... Country of Origin.....

.....

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

Part 2 (b) – Partnerships (if applicable)

Give details of partners as follows:

Full Names Nationality Citizenship Details Shares

- 1.
- 2.

Company Profile

Part 2 (c) – Registered Company (if applicable - as per the CR12 form)

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 the GDC and any other public or private institutions.

Full Names Signature
.....

Dated this.....day of2021.

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 Names Signature



..... Dated
this.....day of2021
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 into 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 of2021.

Suppliers' / Company's Official Rubber Stamp

Part 2 (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 of2021

Suppliers' / Company's Official Rubber Stamp

Part 2 (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)

Part 2(i) – Experience: NOTE: THIS SECTION IS MANDATORY ONLY IF IT FORMS PART OF TECHNICAL EVALUATION.

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

Part 2 (i or j) – Bank account details:

AGPO firms must provide evidence from their bank that the account to which GDC shall make payment has a youth or a woman or a PWD listed in the CR12 form/partnership deed/sole proprietor certificate as a MANDATORY signatory of that account,- Sec.157 (11) of PPADA:

Account No:.....Name of the person(s) in the CR12 form OR in the partnership deed OR in the sole proprietor certificate...../.....

ID No(s):...../.....Signature and stamp of the authorized Banker Representative.....Date.....

Part 2(j or k) – 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 thisday of2021.

Suppliers' / Company's Official Rubber Stamp

SELF DECLARATION FORMS
FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I..... of Post Office Box..... being a resident of
..... in the Republic of..... do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of (insert name of the Company) who is a Bidder in respect of Tender No. for(insert tender title/description) for(insert name of the Procuring entity) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....

(Title)

(Signature)

(Date)

Bidder Official Stamp

FORM
SD2

SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN
ANY CORRUPT OR FRAUDULENT PRACTICE.

I,of P. O. Box being a resident of..... in
the Republic of do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director
of..... (insert name of the Company) who is a Bidder in respect of Tender No.
..... for(insert tender title/description) for(insert name of the
Procuring entity) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any
corrupt or fraudulent practice and has not been requested to pay any inducement to any member
of the Board, Management, Staff and/or employees and/or agents
of.....(insert name of the Procuring entity) which is the procuring
entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any
inducement to any member of the Board, Management, Staff and/or employees and/or agents
of
.....(name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other
bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....

(Title) (Signature) (Date)

Bidder's Official Stamp

