

REPUBLIC OF KENYA



THE COUNTY GOVERNMENT OF KISUMU

Department of Finance

OPEN TENDER

TENDER DOCUMENT FOR

PROVISION OF MEDICAL INSURANCE

& WIBA COVER

Tender No. CGK/FIN/MI&WC/2019-2020 & 2020-2021/012

19TH FEBRUARY 2020

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CGK/FIN/MI&WC/2019-2020 & 2020-2021/012

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SECTION I - INVITATION FOR TENDERS

Date 19th February, 2020

TENDER REF. NO. - CGK/FIN/MIC&W/2019-2020 & 2020-2021.

TENDER NAME: PROVISION OF MEDICAL INSURANCE & WIBA COVER

1.1 The *COUNTY GOVERNMENT OF KISUMU (CGK)* invites tenders from eligible candidates for *provision of the above covers*

1.2 Interested eligible candidates may obtain a complete set of the tender documents for free from our county's website www.kisumu.go.ke, and suppliers portal <https://supplier.treasury.go.ke>

1.3 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for 90 days from the closing date of the tender.

1.4 The tenderer shall furnish, as part of this tender, a tender security/bid bond

1.5 Tenderer are advised to Complete tender documents and submit in plain sealed envelopes clearly marked

PROVISION OF MEDICAL INSURANCE & WIBA COVER

TENDER NUMBER: CGK/FIN/MI&WC/2019-2020 & 2020-2021/012 and deposited in the Tender Box located on the 2nd Floor at prosperity house (Huduma Center) County Government of Kisumu Headquarters to be addressed to

**County Government of Kisumu
Prosperity Building
P. O. Box 2738 - 40100
Kisumu, Kenya.**

Tenderer must submit both hard copy and do online bidding through the suppliers portal <https://supplier.treasury.go.ke>.

Tenders will be opened immediately after on Tuesday **3rd March 2020 at 10.00 am local time** in the presence of tenderers representatives who choose to attend the opening at the boardroom, 2nd Floor, County Government of Kisumu Headquarters.

1.6 Tenders will be opened thereafter on **Tuesday 3rd March 2020, at 10.00 a.m.** in the presence of the candidate's representatives who choose to attend *on the 1st Floor Board Room.*

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

2.1.1 This Invitation for Tenders is open to **only insurance approved by the Public Procurement Regulatory Authority (PPRA)**. Tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderer 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 Public Procurement and Asset Disposal ACT No. 33 of 2015 Sec 55. (1) States that:-A person is eligible to bid for a contract in procurement or an asset being disposed, only if the person satisfies the following criteria Eligibility to bid.(a) the person has the legal capacity to enter into a contract for procurement or asset disposal; (b) the person is not insolvent, in receivership, bankrupt or in the process of being wound up;(c) the person, if a member of a regulated profession, has satisfied all the professional requirements; (d) the County Government of Kisumu is not precluded from entering into the contract with the person under section 38 of this Act;(e) the person and his or her sub-contractor, if any, is not debarred from participating in procurement proceedings under Part XI of this Act; (f) the person has fulfilled tax obligations;(g) the person has not been convicted of corrupt or fraudulent practices; and (h) is not guilty of any serious violation of fair employment laws and practices.

Sec (2) States that:- A person or consortium shall be considered ineligible to bid, where in case of a corporation, private company, partnership or other body, the person or consortium, their spouse, child or sub-contractor has substantial or controlling interest and is found to be in contravention of the provisions of subsection (1) (e), (f), (g) and (h). Sec (3) states that:-Despite the provisions of subsection (2), a person or other body having a substantial or controlling interest shall be eligible to bid where (a) such person has declared any conflict of interest; and (b) performance and price competition for that good, work or service is not available or can only be sourced from that person or consortium. Sec (4) states that:- A State organ or public entity shall require a person to provide evidence or information to establish that the criteria under subsection (1) are satisfied. Sec (5) states that:- A State organ or public entity shall consider as ineligible a person for submitting false, inaccurate or incomplete information about his or her qualifications.

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 County Government of Kisumu to provide consulting services for the preparation of

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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 County Government of Kisumu, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process

2.2.2 This tender document shall not be charged when downloaded from the county's website www.kisumu.go.ke, and suppliers portal <https://supplier.treasury.go.ke>

2.2.3 The County Government of Kisumu shall allow the tenderer to review the tender document free of charge from the county's website www.kisumu.go.ke,

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 services
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security 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 County Government of Kisumu by post, fax or by email at the County Government of Kisumu 's address indicated in the Invitation for tenders. The County Government of Kisumu will respond in writing to any request for clarification of the tender documents, which it receives not later than three (3) days prior to the deadline for the submission of the tenders, prescribed by the County Government of Kisumu. 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 County Government of Kisumu shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

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

2.5 Amendment of Tender Documents

2.5.1 At any time prior to the deadline for submission of tenders, the County Government of Kisumu, 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 and 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 County Government of Kisumu, 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 County Government of Kisumu, 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

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- (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

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.

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

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

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

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

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

2.12. Tender Security

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

2.12.2 The tender security shall not exceed 1 per cent of the tender price if applicable.

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2.12.3 The tender security is required to protect the County Government of Kisumu 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

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.
- e) Guarantee by a deposit taking microfinance institution, Sacco society, the Youth Enterprise Development Fund or the Women Enterprise Fund.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the County Government of Kisumu as non-responsive, pursuant to paragraph 2.20.5 if applicable

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 90 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the County Government of Kisumu as nonresponsive.

2.13.2 In exceptional circumstances, the County Government of Kisumu 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

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 Tenders shall be sealed and indicated with the subject line CGK/FIN/MI&WC/2019-2020 & 2020-2021/012 PROVISION OF MEDICAL INSURANCE & WIBA COVER

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 to the County Government of Kisumu at the address given in the Invitation to Tender.
- (b) Bear tender number and name in the invitation to tender and the words, "DO NOT OPEN BEFORE **Tuesday 3rd March 2020 at 10.00 am**

2.15.3 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".

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2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the County Government of Kisumu will assume no responsibility for the tender's misplacement or premature opening.

2.16. **Deadline for Submission of Tenders**

Tenders must be received by the County Government of Kisumu at the address specified under paragraph 2.15.2 not later than Tuesday 3rd March, 2020, at 10am.

The County Government of Kisumu 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 County Government of Kisumu and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

Bulky tenders shall be delivered to the procurement office on the 2nd floor of the prosperity House (Huduma Center) with the subject line: -

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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 County Government of Kisumu prior to the deadline prescribed for submission of tenders.

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

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender

during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. **Opening of Tenders**

2.18.1 The County Government of Kisumu will open all tenders in the presence of tenderers' representatives

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who choose to attend, 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 County Government of Kisumu, at its discretion, may consider appropriate, will be announced at the opening.

2.18.3 The County Government of Kisumu 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 County Government of Kisumu may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing through emails, 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 County Government of Kisumu in the County Government of Kisumu'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 County Government of Kisumu will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will not be rectified. If there is a discrepancy between words and figures, the amount in words will prevail.

2.20.3 The County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu'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 County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The County Government of Kisumu'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 County Government of Kisumu 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 County Government of Kisumu'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 County Government of Kisumu

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the most responsive 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 County Government of Kisumu 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 County Government of Kisumu will proceed to the next most responsive 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 County Government of Kisumu 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.

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- (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. County Government of Kisumu 's Right to accept or Reject any or all Tenders

2.26.1 The County Government of Kisumu 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 County Government of Kisumu 's action.

If the County Government of Kisumu determines that none of the tenders is responsive, the County Government of Kisumu shall notify each tenderer who submitted a tender.

2.26.2 The County Government of Kisumu 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 his 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 County Government of Kisumu will notify the successful tenderer in writing/email 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 County Government of Kisumu pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security where applicable pursuant to paragraph 2.29 the County Government of Kisumu 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 County Government of Kisumu notifies the successful tenderer that its tender has been accepted, the County Government of Kisumu will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 The successful tenderer shall sign and date the contract with the County Government of Kisumu.

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 immediately the notification of contract award is issued.

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 County Government of Kisumu.

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 County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

SECTION III - GENERAL CONDITIONS OF CONTRACT

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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 County Government of Kisumu 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 County Government of Kisumu under the Contract.
- (d) “The County Government of Kisumu” 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 County Government of Kisumu ’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 County Government of Kisumu 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 County Government of Kisumu '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 County Government of Kisumu and shall be returned (all copies) to the County Government of Kisumu on completion of the contract's or performance under the Contract if so required by the County Government of Kisumu.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify the County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu, 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 charged by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the County Government of Kisumu 's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by the County Government of Kisumu within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the County Government of Kisumu 's prior written consent.

3.11. Termination for Default

3.11.1 The County Government of Kisumu 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 County Government of Kisumu.

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- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the County Government of Kisumu has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu.

3.13. Termination for Convenience

3.13.1 The County Government of Kisumu 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 County Government of Kisumu 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 County Government of Kisumu and the service provider 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.

Appendix to Instructions to Tenderers

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

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1	Indicate eligible tenderers: Open (insurance firms approved by Public Procurement and Regulatory Authority (PPRA))
2.1.3.	Qualification Information statement: This shall not be required
2.2.2.	No fee to be charged for tender documents downloaded.
2.11	Particulars of eligibility and qualifications documents of evidence required. Copies of:- i) Certificate of Registration under the companies Act (CAP 486)
	ii) Certificate of valid tax compliance iii) Current approved authorization, registration, licenses and statutory requirements where applicable. iv) Current Business License v) Properly filled Confidential Business Questionnaire
2.12.1	Particulars of tender security:-If Applicable. 2.0% of the bid amount valid for a period of 90 days from the date of submission of the tender document.
2.12.4	Form of Tender Security. If Applicable The Tender Security shall be in the form of Bank Guarantee from a reputable bank or a Guarantee from an Insurance Company approved by the Public Procurement Regulatory Authority (PPRA).
2.13	Validity of Tenders: Tenders shall remain valid for 90 days after date of Tender Opening
2.15.2.(b)	State day, date and time of tender closing: Tuesday , 3rd March, 2020, 10.00 A.M.
2.16.1	Deadline for submission of Tenders – Wednesday, 3rd March, 2020, 10.00A.M.
2.16.2	All Documents shall be delivered to the tender box on the 2 nd Floor

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4.12

Evaluation and Comparison of Tenders:

The proposals will be evaluated in three stages as follows:

A) Stage One Mandatory Requirements:

1. Must submit copies of the following documents:
 - Certificate of Registration or Incorporation.
 - Valid Tax Compliance Certificate.
 - Current Business license
 - Current approved authorization, registration, licenses and statutory requirements where applicable.
2. Completely Fill the Confidential Business Questionnaire, the form of tender and price schedule in the formats provided
3. Must be approved by the Public Procurement Regulatory Authority
4. Tenderer must submit both hard copy and do online bidding through the suppliers portal <https://supplier.treasury.go.ke>.

N/B: ALL THE ABOVE MUST BE MET TO QUALIFY FOR THE 2nd STAGE

B) Stage Two: Technical Evaluation (Total Points 100)

1. Specific experience of the bidder related to the assignment
 - Evidence of having under taken similar services-list 5 largest clients for the last 5 years giving the total premium for each (minimum premium handled by each at least 10 million, attach evidence, giving the contact person and tel. number) - **6 Points**.
 - Relevant experience; give a detailed company profile showing qualifications and years of experience in medical insurance of the management team (attach C.V.s including certified copies of educational and professional certificates) and the company as an entity (letters of notification of awards for the 5 years and client referee letters) - **6 Points**.
2. Qualification of proposed staff; list 3 professional staff and specify portfolio/task;
 - must be a graduate and professionally qualified with;
 - 1-2 years experience – **2 points**.
 - 3-5 years experience – **4 points**.

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	<p style="text-align: center;">➤ Over 5 years experience – 6 points.</p> <p>(attach C.V.s including evidence of similar portfolio/tasks managed, certified copies of educational and professional certificates)</p> <p>3. Suitability of the proposed scheme, including extensiveness of service providers, flexibility and convenience Provide details of any added benefits and applicability. The products MUST be responsive (information shall be confirmed by the client from applicable references) – 30 Points.</p> <p>3. Network Coverage –</p> <ul style="list-style-type: none"> • International coverage- 6 Points. • National/local coverages- 3 points <p>4. Utilization/case study – 10 points</p> <p>5. Financial stability of the service provider– Audited accounts for the last 2 years must show paid up capital of at least 50 million;</p> <ul style="list-style-type: none"> ➤ Kshs.50 - 100 million – 2 points. ➤ Kshs.101 - 200 million – 5 points. ➤ Over Kshs.200 million – 8 points. <p>6.Highest business volume handled in the last 3 years in medical insurance cover (attach certified evidence)</p> <ul style="list-style-type: none"> ➤ Kshs.10-20 million – 2 points. ➤ Kshs.20-30 million – 5 points. ➤ Over Kshs.30 million – 8 points. <p>7. Pitch presentation – 20 points</p> <p style="text-align: center;">The Pass mark for Technical Evaluation will be 70%.Low marks under responsiveness criteria (2 above) shall also lead to a qualified disqualification. Candidates that will have attained those points will have their financial proposals evaluated</p>
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C) Stage Three: Financial Evaluation

□ The commercial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, the Policy Excess amounts, exclusion clauses, and other pertinent terms and conditions of tender

□ The evaluation committee will determine whether the financial proposals are complete. The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price of the financial proposal as submitted shall prevail.

□ The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix “ITC”, be as follows:-

$S_f = 100 \times F_m / F$ where S_f is the financial score; F_m is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T =the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + p = 1$) indicated in the Appendix. The combined technical and financial score, S , is calculated as follows: - $S = S_t \times T \% + S_f \times P \%$. **The firm achieving the highest combined technical and financial score will be invited for negotiations.**

SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
4.13 Performance security	Applicable
4.14 Delivery of Services	For a Contract period of 24months with an option of renewal subject to Satisfactory Performance
4.15 Payment	After signing of the Contract & Receipt of Debit Notes
4.16 Price adjustment	No Price adjustments allowed.
4.17 Applicable law	Laws of Kenya
4.18 Notices	County Government of Kisumu Executive director, COUNTY GOVERNMENT OF KISUMU.
Others as necessary	

SECTION IV: TECHNICAL SPECIFICATION

(A) MEDICAL INSURANCE

1. Inpatient & outpatient

The Inpatient scheme caters for illnesses requiring hospitalization. The Inpatient scheme was established to ensure the beneficiaries receive quality health care in case of hospitalization. The inpatient scheme deals with:

- (a) admission to hospital;
- (b) treatment while in hospital; and
- (c) Discharge from hospital and the cost of treatment thereof.

The Outpatient scheme deals with cases of illness not requiring admission into a hospital. Under this scheme, beneficiaries require examinations, diagnosis and speedy treatment at health clinics, hospitals etc with the aim of preventing any ailment or illness from growing into cases requiring hospitalization.

2. *Need for Medical Service Provider*

COUNTY GOVERNMENT OF KISUMU wishes to contract a reputable Insurance Underwriters Company, to provide **Inpatient and Outpatient medical services** at a cost in line with the COUNTY GOVERNMENT OF KISUMU's budget. **Bidders must quote for both in-and out-patient medical insurance cover.**

The insurance Underwriters Company will be expected to provide a scheme that entails benefits which ensure members of staff receive quality health care. While it is appreciated that medical schemes come with inherent controls and procedures, COUNTY GOVERNMENT OF KISUMU is hoping that the selected provider will look at the possibility of ensuring that any controls and procedures are not unnecessarily bureaucratic and cumbersome.

Other Information that is required includes:

Particulars of cover

NB. The **medical cover exclusions**, where applicable, **MUST** be clearly stated on a separate cover giving specific details of each excluded condition.

One must also provide:

- ✓ Full details of what the cover provides
- ✓ Eligible expenses included in the in-patient cover
- ✓ Eligible expenses included in the out-patient cover
- ✓ Full details of what the cover excludes

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- ✓ Defendants eligibility

All bidders are required to **fully provide information on whether the in/out patient medical cover incorporates** the following. The costs for these should be shown separately.

- Funeral cover/ last expense and free cover limit if any
- Dental
- Optical
- Maternity
- Evacuation

If **YES** on any of the above, enumerate on a separate cover the following

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

3. Network coverage

The tenderer is required to provide the following:-

- (i) Full details of towns and regions/counties where the insurance Underwriters Company is represented in Kenya.
- (ii) The appointed Hospitals, Clinics and Doctors all over the country that can be accessed by COUNTY GOVERNMENT OF KISUMU employees and their dependents, classified as high, medium and low cost. Enumerate their respective costs for all the services pertaining the covers.
- (iii) Full details of the medical cover outside Kenya and all exclusions that are applicable.

This is taking into consideration that COUNTY GOVERNMENT OF KISUMU state officers are in Kisumu,

- Their family members do not necessarily stay with them, some may be staying up country, and out of the country
- COUNTY GOVERNMENT OF KISUMU state officers frequently travel out of the country on official duties.

6. Utilization / Case Management

1. Give a detailed report on how the cover is going to be administered.
2. Give an analysis on how the service provider intends to address the following issues/procedures:-
 - (a) Admission of members into the cover
 - (b) Admission of members with pre-existing conditions into the cover
 - (c) Admission of HIV/AIDS related cases to the cover
 - (d) Procedure to be followed for overseas cover
 - (e) Procedure to be followed to procure last expense (if any in your package).

5. Claims administration

Give details of the claims settlement turnaround time. Note the time indicated will be used to review the performance of the Underwriter for any future renewal of contract.

6. Financial Stability

Bidders should provide documentary prove that they are financially sound. The tender documents must be accompanied with Audited Accounts for the last two years.

7. Scope of Services:

The medical scheme will be expected to provide:

(a) Inpatient Services:

The In-patient cover benefit will be fully enhanced with pre-existing illnesses, chronic and HIV/aids conditions and include but not limited to the following benefits:

- ❖ Accidental and illness hospitalization (accommodation, doctor(s)' fees, operating theatre, ICU charges, physiotherapy, prescribed drugs, dressings surgical appliances, X-rays)
- ❖ In-patient surgery
- ❖ Admission bed (private or semi-private)
- ❖ First non-elective and emergency caesarean
- ❖ Hospitalization due to dental and optical cases
- ❖ Gynecological illnesses and operations.
- ❖ Post hospitalization benefits
- ❖ Ambulance rescue/evacuation (both road and air)
- ❖ maternity
- ❖ Congenital conditions.

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- ❖ E.N.T.
- ❖ Additional benefits/provisions should be specified by the bidder.

(b) Outpatient Services

Provide quality outpatient medical services. The outpatient scheme should encompass the following benefits:

- Routine outpatient consultation, including gynecological cases.
- Diagnostic Laboratory and Radiology services;
- Prescribed Physiotherapy;
- Prescribed drugs and dressings;
- HIV/AIDS related conditions and prescribed ARV's
- Routine Immunization (KEPI)
- Routine Antenatal checkups (Max 1 U/S exam)
- Postnatal care up to six weeks post-delivery;
- Chronic and recurring conditions;
- Outpatient Emergency Ambulance Services;
- Dental services (or fund management option)
- Optical services (or fund management option)
- Immunizations;
- Counseling services;
- Specialist opinion on referral basis
- Health Education (wellness programmes)
- Congenital conditions.
- E.N.T.
- Any additional benefits should be specified by the bidder

(c) Service Providers

The medical service Provider identified should have an extensive and reputable network of Hospitals, Clinics, Pharmacies and Laboratories within easy reach of the Agency's Staff and their dependants.

(d) Out of station

Once in a while COUNTY GOVERNMENT OF KISUMU State Officers may be required to perform their duties out of station or travel within the country or overseas to attend training, seminars or workshops. Provision for such cases should be included in the proposal.

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(e) **Special Treatment**

There are cases, which may require special treatment owing to medical history of a few members of staff. This issue will be discussed with the selected bidders.

8. **Minimum Details to be contained in the Bids:**

Bidders must demonstrate that they have the knowledge and experience in the provision of medical services.

The bids should comprise medical scheme proposal(s) indicating the benefits and associated costs.

The medical scheme proposal should include:

- The provider's profile, demonstrating relevant experience. This should include references of at least five (5) reputable clients (preferably from the public sector) and a maximum of ten (10) and the total clients' premiums for the medical.
- Details of benefits for both Inpatient and Outpatient Services in accordance with this tender;
- Separate costs for Inpatient, Outpatient and other services in accordance with the options in this tender;
- Details of the scheme including the network of providers;
- The Team in charge of the medical schemes; and
- The special conditions or exclusions attached to the schemes.

9) **MEDICAL LIMITS DEFINED / PRICE SCHEDULES FORMS.**

Inpatient Limits

Count	Benefit	Family Unit	Type	COVER LIMITS PER FAMILY (kshs)					
				PREMIUMS (kshs)					
Governor	Inpatient	M+1	Family						
Deputy Governor	Inpatient	M+5	Family						
			Grand Total						

i. Inpatient benefit table

(Enumerate here)

******BED / WARD cover will be THE TOTAL COST NET OF (LESS) NHIF REBATE.**

Give accurate cost details of the various classes of your appointed Hospitals/clinics with their categories of wards/beds, including I.C.U. and H.D.U.

ii. Outpatient Limits

Count	Benefit	Family Unit	Type	COVER LIMITS PER FAMILY (kshs)					
				PREMIUMS (kshs)					
1	Outpatient	M+1	Family						
1	Outpatient	M+5	Family						
			Grand Total						
			PHCF						
			Training Levy						
			Stamp Duty						
			<u>Total - 1 year</u>						

iv Outpatient benefit table;

(Enumerate here)

v Maternity

The cover should provide for the normal deliveries, emergency caesarian cases and other related complications.

Cover Limit per family (Kshs)						
Premiums/ PHCF/training levy/stamp duty/e.t.c. (kshs)						

vi. Dental

The cover should cater for all non-accidental dental procedures and cases, extractions premiums based on benefits:

Cover Limit per person (kshs)				
Premiums/ PHCF/training levy/stamp duty/e.t.c. (kshs)				

vii. Optical

The cover should cater for all optical procedures, replacement or new lenses and other routine check ups as advised by optician - premiums based on benefits:

Cover Limit per person (kshs)				
Premiums/ PHCF/training levy/stamp duty/e.t.c. (kshs)				

10) Exclusions / provisions;

The Provider should clearly state in writing all **exclusions/provisions** (alluded or not) in all the proposed covers.

11) The Medical Scheme Provider

We shall consider Insurance Health Providers (Underwriters) who specialize in underwriting the medical expenses on payment of premiums.

12) Cost of the Proposed Staff Medical Scheme

Costing should be based on the following:

Type	Family unit	Count	Benefit
Family	M+1	1	In & Out patient
Family	M+5	1	In & Out patient
		2	

(C) WIBA COVER (GPA WIBA COMPLIANT).

1. The policy is to cover **4500 members of staff**, in and out of work place **24 hours a day, 7 days a week**. Expected benefits are;

- Death –8 years (96 months) earnings.
- PTD –8 years (96 months) earnings. TTD
- 2 years Earnings
- Medical Expense – Kshs _____

Funeral benefit –

- o Member – Kshs. _____
- o Dependant – Kshs. _____

2. **Period of insurance – 12 months.**
3. **Annual Earnings – Kshs. _____**
4. **POLICY EXCESS FOR EACH COVER.....**

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5. Give details on;

- ❖ Benefits.
- ❖ Underwriter.
- ❖ Exceptions.
- ❖ conditions and
- ❖ Endorsements clauses.
- ❖

SUMMARY OF PRICE BREAKDOWN (MUST INDICATE ALL TAXES INCLUSIVE)

No.	Item	Total Price
1.	Medical Cover	
2.	WIBA Cover(County government of Kisumu employees)	
	Grand Total	

SECTION V - 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 County Government of Kisumu .

Form of Tender

To:
Name and address of County Government of Kisumu

Date _____
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 Medical and WIBA insurance cover 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 Medical and WIBA insurance cover 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 _____

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20_____ between [name of Procurement entity] of [country of Procurement entity] (hereinafter called “the County Government of Kisumu”) of the one part and [name of tenderer] of [city and country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS the County Government of Kisumu invited tenders for the Provision of Medical and WIBA insurance cover and has accepted a tender by the tenderer for the provision of the services in the sum of _____ [contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz: the Tender Form and the Price Schedule submitted by the tenderer; the Schedule of Requirements the Details of services the General Conditions of Contract the Special Conditions of Contract; and the County Government of Kisumu ’s Notification of Award
3. In consideration of the payments to be made by the County Government of Kisumu to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the County Government of Kisumu to provide the Medical and WIBA insurance cover in conformity in all respects with the provisions of the Contract.
4. The County Government of Kisumu hereby covenants to pay the tenderer in consideration of the provision of the services, 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 County Government of Kisumu)

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

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form.

<p>Part 1 General</p> <p>Business Name.....</p> <p>Location of Business Premises</p> <p>Plot No,.....Street/Road.....</p> <p>Postal addressTel No.Fax Email.....</p> <p>Nature of Business</p> <p>Registration Certificate No.</p> <p>Maximum value of business which you can handle at any one time – Kshs.....</p> <p>Name of your bankers.....</p> <p>Branch.....</p>

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

	Date.....Signature of Candidate.....
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