



COUNCIL OF LEGAL EDUCATION

PROVISION OF STAFF MEDICAL COVER

TENDER NO: CLE/03/2020-2021

NAME OF FIRM: _____

POSTAL ADDRESS: _____

TELEPHONE NO(S): _____

EMAIL ADDRESS: _____

CLOSING DATE: 20th April 2021 at 2:00PM)



COUNCIL OF LEGAL EDUCATION

Table of Contents

	Page
Table of Contents	2
Section I INVITATION FOR TENDERS	3
Section II INSTRUCTION TO TENDERERS Appendix to instructions to tenderers	6
Section III GENERAL CONDITIONS OF CONTRACT.....	17
Section IV SPECIAL CONDITIONS OF CONTRACT	21
Section V SCHEDULE OF REQUIREMENTS	23
Section VI STANDARD FORMS	28
1. FORM OF TENDER	29
2. PRICE SCHEDULES.....	30
3. CONTRACT FORM.....	31
4. CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM	32
5. TENDER SECURITY FORM	34
6. PERFORMANCE SECURITY FORM.....	35
7. INSURANCE COMPANY'S AUTHORIZATION FORM.....	36



COUNCIL OF LEGAL EDUCATION

SECTION I - INVITATION FOR TENDERS

TENDER REF.NO.CLE/03/2020-2021

TENDER NAME: PROCUREMENT OF STAFF MEDICAL INSURANCE COVER FOR
COUNCIL OF LEGAL EDUCATION

1.1 TENDER NO. CLE/03/2021 - 2021- PROVISION OF STAFF MEDICAL INSURANCE COVER
(UNDERWRITERS ONLY)

The Council of Legal Education is established under the Legal Educations Act No.27 of 2012 of the Laws of Kenya. The core functions of the Council are to regulate Legal Education and training, to license and to supervise Legal Education providers, conduct bar examination and to advise the Government on matters relating to Legal Education and training.

In order to effectively and efficiently deliver its core mandate, the Council's invites eligible and competent Underwriters for the above tender.

Detailed information is available on the Councils website www.cle.or.ke or IFMIS portal <http://supplier.treasury.go.ke>

Bidders who download the tender documents must register them by giving their contact details and tender reference to the procurement office using the council's official email: info@cle.or.ke giving the following details:

Tender No: Description, Name of firm, Address and telephone Number.

Downloadable documents from the Websites are for free while hard copies for the tenders collected from the Council's Procurement office will cost a non-refundable fee of Kes. 1000/= payable to

Name: Council of Legal Education Name of
Bank: National Bank of Kenya Account no:
01023033161101
Branch: Hill Branch

The cash deposit slips or bankers cheques will be presented to the Cashier at the Council offices for receipting before issuance of the Tender documents.



COUNCIL OF LEGAL EDUCATION

All Bidders will be required to provide a tender security of 2% of the Total bid in the form and amount specified in the tender documents.

Completed documents placed in plain sealed envelopes clearly marked with the appropriate tender description and number should be addressed and posted to the:

**Secretary/Chief Executive Officer
Council of Legal Education
P.O Box 829-00502
KAREN
Tel +254 20 6980100**

or be deposited in the tender box located at the Council Officers Karen Office Park, Acacia Block 2nd floor so as to be received on or before 20th April 2021 at 2:00

Tenders will be opened immediately thereafter at the Council's boardroom in the presence of tenderers or their representatives who wish to attend. Council does not bind itself to accept the lowest tender or any tender.

Dr. J. K. Gakeri
**SECRETARY/CHIEF EXECUTIVE OFFICER
COUNCIL OF LEGAL EDUCATION**



COUNCIL OF LEGAL EDUCATION

SECTION II - INSTRUCTION TO TENDERERS

Table of Clauses

	Page
2.1 Eligible Tenderers.....	6
2.2 Cost of Tendering.....	6
2.3 Contents of Tender document.....	6
2.4 Clarification of Tender document.....	7
2.5 Amendments of Tender document.....	7
2.6 Language of Tenders.....	8
2.7 Documents Comprising the Tender.....	8
2.8 Tender Form.....	8
2.9 Tender Prices.....	8
2.10 Tender Currencies.....	8
2.11 Tenderers Eligibility and Qualifications.....	9
2.12 Tender Security.....	8
2.13 Validity of Tenders.....	10
2.14 Format and Signing of Tenders.....	10
2.15 Sealing and Marking of Tenders.....	10
2.16 Deadline for Submission of Tenders.....	10
2.17 Modification and Withdrawal of Tenders.....	11
2.18 Opening of Tenders.....	11
2.19 Clarification of Tenders.....	12
2.20 Preliminary Examination.....	12
2.21 Conversion to Single Currency.....	13
2.22 Evaluation and Comparison of Tenders.....	13
2.23 Contacting the Procuring Entity.....	13
2.24 Post-Qualification.....	14
2.25 Award Criteria.....	15
2.26 Procuring Entity's Right to Accept or Reject any or all Tenders.....	15
2.27 Notification of Award.....	15
2.28 Signing of Contract.....	15
2.29 Performance Security.....	16
2.30 Corrupt or Fraudulent Practices.....	16



COUNCIL OF LEGAL EDUCATION

SECTION II - INSTRUCTIONS TO TENDERERS

Appendix to instructions to tenderers

2.1 Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.
 - (i) Instructions to Tenderers
 - (ii) General Conditions of Contract
 - (iii) Special Conditions of Contract
 - (iv) Schedule of Requirements
 - (v) Details of Insurance Cover
 - (vi) Form of Tender
 - (vii) Price Schedules



COUNCIL OF LEGAL EDUCATION

- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.4.3 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 Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing 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 Procuring entity, at its discretion, may extend the deadline for the submission of tenders.



COUNCIL OF LEGAL EDUCATION

2.6 Language of Tenders

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
 - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
 - (d) Declaration Form.

2.8 Form of Tender

- 2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract 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



COUNCIL OF LEGAL EDUCATION

2.11 Tenderers Eligibility and Qualifications

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12 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.
- 2.12.2 The tender security shall not exceed 2 per cent of the tender price.
- 2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- 2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form
- a) Cash.
 - b) A bank guarantee.
 - c) Such insurance guarantee approved by the Authority.
 - d) Letter of credit
- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) If a tenderer withdraws its tender during the period of tender validity.
 - (b) in the case of a successful tenderer, if the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 2.29 or
 - (ii) To furnish performance security in accordance with paragraph 2.30.



COUNCIL OF LEGAL EDUCATION

- (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 Procuring entity as non-responsive.
- 2.13.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14 Format and Signing of Tenders

- 2.14.1 The tenderer shall prepare tender clearly marking it with the appropriate tender reference number and name
- 2.14.2 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.
- 2.14.2 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

- 2.15.1 The tenderer shall seal the tender in envelope and shall
- (a) Be addressed to the Procuring entity 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 (: 13th April 2021 at 2:00PM)"

2.16 Deadline for Submission of Tenders

- (c) Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than (: 13th April 2021 at 2:00PM)



COUNCIL OF LEGAL EDUCATION

2.16.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.2 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

2.17 Modification and Withdrawal of Tenders

2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring entity prior to the deadline prescribed for submission of tenders.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked 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

The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at Council of Legal Education boardroom on 20th April 2021 at 2:00PM)

2.18.1 The tenderers' representatives who are present shall sign a register evidencing their attendance

2.18.2 The tenders' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.



COUNCIL OF LEGAL EDUCATION

- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail.
- 2.20.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.20.5 If a tender is not substantially responsive, it will be rejected by the procuring entity and may not subsequently be made responsive by the tenderer by correction of the nonconformity.



COUNCIL OF LEGAL EDUCATION

2.21 Conversion to single currency

- 2.21.1 Where other currencies are used, the Procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22 Evaluation and Comparison of Tenders

- 2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

- 2.22.2 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

- (a) Operational plan proposed in the tender;
- (b) Deviations in payment schedule from that specified in the Special Conditions of Contract

- 2.22.3 Pursuant to paragraph 2.22.2. the following evaluation methods will be applied.

(a) Operational Plan

- (i) The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

- (i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

- 2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.23 Contacting the Procuring entity

- 2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the



COUNCIL OF LEGAL EDUCATION

contract is awarded.



COUNCIL OF LEGAL EDUCATION

- 2.23.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

- 2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

- 2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.25.2 To qualify for contract awards, the tenderer shall have the following: -
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - (b) Legal capacity to enter into a contract for procurement
 - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
 - (d) Shall not be debarred from participating in public procurement.



COUNCIL OF LEGAL EDUCATION

2.26 Procuring entity's Right to accept or Reject any or all Tenders

- 2.26.1 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.
- 2.26.2 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.26.3 A tenderer who gives false information in the tender document about is qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

- 2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will simultaneously inform the other tenderers that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.
- 2.28.3 The contract will be definitive upon its signature by the two parties.



COUNCIL OF LEGAL EDUCATION

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

2.29 Corrupt or Fraudulent Practices

2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 The Procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

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

Appendix to instructions to Tenderers

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

Instruction to tender reference	<i>Particulars of Appendix to instructions to tenderers</i>
2.1	<i>As in 4.1-4.2.4</i>
2.10	<i>Particulars of other currencies allowed</i>
2.16.1	<i>As 2.15.2 (b) above</i>
2.18.1	<i>As 2.15.2 (b) above</i>
2.30	Particulars of performance security if applicable



COUNCIL OF LEGAL EDUCATION

SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without the Procuring entity’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in



COUNCIL OF LEGAL EDUCATION

connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

- 3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.
- 3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

- 3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

- 3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:
 - a) 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 Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

- 3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract



COUNCIL OF LEGAL EDUCATION

3.8. Payment

- 3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
- 3.82. Payment shall be made promptly by the Procuring entity, but in case not later than sixty (30) days after submission of an invoice or claim by the contractor

3.9. Prices

- 3.9.1 Prices charges 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 procuring entity'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 procuring entity 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 Procuring entity's prior written consent.

3.11. Termination for Default

- 3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:
 - (a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
 - (b) If the Contractor fails to perform any other obligation(s) under the Contract
 - (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract



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- 3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

- 3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13. Termination for Convenience

- 3.13.1 The Procuring entity by written notice sent to the contractor may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

- 3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties shall be written in the same language.



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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

3.1.1 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.

3.1.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- a) Must be registered with the Insurance Regulatory Authority for the current year and submit copy of the current license.
- b) Current registration certificate with Association of Kenya Insurers (AKI) (Submit copy of membership certificate).
- c) Must have done Annual Gross Premiums of Kshs.2 Billion in the previous year 2020. (Submit evidence).
- d) Must have a paid-up capital of at least Kshs.300 million (submit evidence).
- f) Firm's experience in staff medical insurance business for more than 5 years (submit evidence).
- g) Firm's Financial Capacity for the last three (3) years.
- h) Qualifications and experience of key staff (submit evidence).
- i) Adequacy of medical service providers in all county headquarters in Kenya and other counties. (Submit evidence)



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j) Emergency evacuation services air evacuation and road ambulance services)

k) Scope of medical insurance cover (submit evidence)

l) Scheme value-add services (member education); and

Any other benefit and information, which may be applicable and not mentioned herein above



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

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	As per the Law
3.7 Delivery of Services	As per the scope of cover under Sec.V (C)
3.8 Payment	Immediate after both parties sign the contract
3.9 Price adjustment	N/A
3.16 Applicable law	Kenya Commercial Law
3.18 Notices	To be indicated in the contract



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SECTION V - SCHEDULE OF REQUIREMENTS

TERMS OF REFERENCE FOR PROVISION OF MEDICAL INSURANCE COVER 2020-2021/23

1. Background Information:

The Council of Legal Education is established under the Legal Education Act, No. 27 of 2012 of the Laws of Kenya (hereinafter the Council). The core functions of the Council are to regulate legal education and training in Kenya, license legal education providers, supervise legal education providers, advise the Government on matters relating to legal education and training, equation and recognition of foreign qualifications.

Vision

“To assure quality and globally competitive legal education and training in Kenya”

Mission

“Promote quality legal education and training in Kenya through licensing, equation of foreign legal qualifications and harmonization of legal programmes”

Core Values

CLE will uphold the following values;

- | | |
|-------------------------------|--|
| a) Integrity & Accountability | CLE will observe honesty, adhere to moral principles be accountable at all times |
| b) Fairness and Consistency | CLE will offer its services in a fair and consistent manner to all stakeholders without favour or contradiction. |
| c) Professionalism | CLE staff will adhere to highest standards of professionalism in their work |
| d) Team work | CLE will champion team work from within and with its Stakeholders |



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e) Confidentiality

CLE is obligated to protect confidential information to safeguard client interests and privacy

Objective

- To engage the services of a firm that can facilitate a convenient, timely and reliable provision of group medical insurance cover (outpatient and in-patient) to the staff of Council; and
- To engage the services of a firm that can ensure the staff receive timely processing of Group medical insurance cover claims where applicable

1.0. Expected Output/Deliverable

The service provider will be expected to prepare a comprehensive proposal, which will discuss and outline their organizations ability, services and product option ranges that will suit the needs of Council.

A comprehensive document on the nature and cost implications for the proposed group medical (outpatient, in-patient and funeral expense cover). The service Provider should cover Corona Virus and related ailments.

3.0 Eligibility

The group medical insurance cover will cover thirty-six (36) staff members and two (2) Council members.

4.0 Expertise Required

The service provider should be a reputable firm duly registered and compliant with all statutory bodies in Kenya with ongoing experience in the provision of Group Medical Insurance Cover.

5.0 Experience

The service provider should have more than 5 years' experience in the industry and should be currently providing similar services locally to public or private institutions.

6.0 SPECIFIC DETAILS OF SERVICES

The Specific Details of Services will include:

The following limits are applicable to staff of Council

The Council staff categories



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Category A, B, C and D - (cover applicable to Principle Member, Spouse and 4 children up to the age of 25 years as per the applicable limits).

DURATION OF THE COVER: 8TH July 2021 - 7TH July 2023

STAFF CATEGORIES & COVER LIMITS

A) MEDICAL COVER SCHEME LIMITS

Category	Inpatient Limit (Per family)	Outpatient Limit (Per family)	Dental limit (Per family)	Optical limit (Per family)	Maternity (Per family)
A	5,000,000	450,000	50,000	50,000	250,000
B	2,500,000	300,000	40,000	40,000	250,000
C	1,500,000	240,000	35,000	35,000	250,000
D	1,000,000	170,000	30,000	30,000	250,000

B) FAMILY SIZE

Family Sizes

Category A = 1

Family Sizes

Category A = 1

Family size	No. of Employee	Quotation	
		In patient	Out Patient
M	None		
M + 1	None		
M + 2	None		
M + 3	None		
M+ 4	1		



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Category B = 3

Family size	No. of Employee	Quotation	
		In patient	Out Patient
M	None		
M + 1	1		
M + 2	None		
M + 3	1		
M+ 4	1		

Category C = 9

Family size	No. of Employee	Quotation	
		In patient	Out Patient
M	2		
M + 1	None		
M + 2	2		
M + 3	2		
M + 4	3		

Category D = 23

Family size	No. of Employee	Quotation	
		In patient	Out Patient
M	3		
M + 1	7		
M + 2	5		
M + 3	4		
M + 4	4		
M + 5	1		

C) SCOPE OF COVER

(i) INPATIENT COVER LIMIT

- 1) Hospital accommodation for accompanying parent and/or guardian for hospitalized children below 12 years.
- 2) Eligible age 18-65 years



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Children: Term baby at 37 weeks' children above 21 yrs. But below 25 yrs accepted on proof of full time schooling.

- 3) Emergency, air and overseas evacuation.
- 4) Dependent children covered to 18 years of age and up to 25 years old subject to proof of full time learning.
- 5) Inpatient dental and optical hospitalization resulting from an accident will be covered within the inpatient limit.
- 6) Maternity limit up to Kshs.250, 000.
- 7) Rehabilitation of addicts (alcohol and or drugs).
- 8) Pre-existing, Chronic & H.I.V/A.I.D.S related conditions covered per family within full inpatient limit.
- 9) Congenital conditions including pre-maturity and neo-natal covered within full inpatient cover per family within the sub-limit for Pre-existing, Chronic & H.I.V/A.I.D.S related conditions.
- 10) Inpatient Psychiatry ailments covered per family within the full Inpatient and full Outpatient limit.
- 11) Funeral Expense cover of Kshs.100,000 per family within Inpatient.
- 12) Rehabilitation including Wheel chairs, post-hospitalization, prosthesis and crutches.
- 13) Lodger fee for an accompanying parent / guardian for children 12 years and below.
- 14) Overseas cover; members to be covered for a maximum of six (6) weeks outside Kenya whilst on holiday or work
- 15) Overseas treatment per family.
- 16) Inpatient COVID-19 cover including vaccination.
- 17) Blood Transfusions.
- 18) Psycho effective illness e.g. psychoneurosis, mania, depression etc. are covered per family within the inpatient limit for members in category A and Kes 300,000 for all other members
- 19) Discharge medication Covered up to 30 days after discharge.
- 20) Dental within Inpatient per family for accidental dental hospitalization.
- 21) Optical within Inpatient per family to cater for Inpatient Ophthalmology.



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b) OUTPATIENT COVER LIMIT

- 1) Outpatient Consultation.
- 2) General and specialist outpatient services.
- 3) Laboratory Investigations and X-rays, Electrocardiograms Prescribed routine laboratory tests.
- 4) Radiology (X-ray and Ultrasound, CT Scan and MRI).
- 5) Radiotherapy or Chemotherapy covered full outpatient limit.
- 6) Pre-existing, Declared/Newly diagnosed Chronic and recurring conditions Outpatient Emergency Ambulance Services covered.
- 7) Counselling Services.
- 8) Outpatient prescription drugs.
- 9) Outpatient procedures e.g. dressing.
- 10) Outpatient COVID-19 cover including vaccination.
- 11) Well baby clinic, Immunizations and vaccinations of children up to the age of (two) 2 years (KEPI & baby friendly and the below listed vaccines) covered full outpatient limit. PENTA vaccine (DPT, HEB B, Hib), MMR, Influenza vaccine, Hepatitis vaccine, Varicella vaccine, Rotavirus vaccine, Meningococcal vaccine and Typhoid vaccine.
- 12) Circumcision for male dependents for a prevailing medical condition.
- 13) General health check-ups of Kshs 40,000.
- 14) Pre-natal, Post-natal care and ultrasounds.
- 15) Blood Transfusions.

NB: *The cover should not have credit limit shutdown*

DENTAL COVER LIMIT

- 1) Extraction covered to the full dental limit.
- 2) Filling covered to the full dental limit.
- 3) Fillings, scaling and polishing covered to the full dental limit.
- 4) Dentures and crowns covered to the full dental limit.
- 5) Root canal covered to the full dental limit.



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OPTICAL COVER LIMIT

- 1) Eye Testing covered to the full optical limit.
- 2) Post-surgical follow-ups and reviews covered to the full optical limit.
- 3) Prescribed lenses including antiglare covered to the full optical limit.
- 4) Frame covered to the full optical limit.



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© Evaluation Criteria **MANDATORY REQUIREMENTS**

	CRITERIA	YES	NO
1.	Must be registered with the Insurance Regulatory Authority for the current year and submit copy of the current license.		
2.	Current registration certificate with Association of Kenya Insurers (AKI) (Submit copy of membership certificate).		
3.	Must have done Annual Gross Premiums of Kshs.2 Billion in the previous year 2020. (Submit evidence).		
4.	Must have a paid-up capital of at least Kshs.300 million (submit evidence).		
5.	Firm's experience in staff medical insurance business for more than 5 years (submit evidence)		
6.	Qualifications and experience of key staff (submit evidence).		
7.	Scope of medical insurance cover (submit evidence)		
8.	A Valid Tax Compliance Certificate		
9.	Certificate of Registration/Incorporation		
10.	A Valid Copy of Trading license		
11.	Must complete and sign Form of Tender		
12.	Must complete and duly sign and stamped Confidential Business Questionnaire		

Any underwriter who does not meet all the mandatory requirements will not proceed to the Detailed evaluation Stage.



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	GENERAL REQUIREMENTS/ DETAILED EVALAUTION	MARKS
1.	Ability to give flexible medical scheme services as per our specified options	18%
2.	Financial Capability and stability Audited Accounts for the last 3 years. Evidence of profit making in the attached 3 years audited reports 1 Year - 5 Marks 2 Years -10 Marks 3 Years -20 Marks	20%
3.	Experience: Indicate having undertaken similar assignment with at least 3 firms (Attach Proof: copies of LPOs, Letters of Award, Completion Certificates Contracts) 3 and above 10 marks 2 and below 5 Marks Less than 1 0 Marks	10%
4.	Availability of service providers throughout the country with evidence All the 47 Counties- 20 Marks Less than 47 Counties 10 Marks	20%
5.	Credit Period: Indicate Credit Period willing to offer - 90 Days (12) - 60 Days (8) - 30 Days (6)	12%
6.	Ability to take on all staff on cover irrespective of health status (Must provide a commitment Letter) - 10 Marks No Commitment Letter - 0 Marks	10%
7.	Ability to provide unrestricted international cover for up to 6	4%
8.	Any other benefit and information, which may be applicable and not mentioned herein above	2%
9.	Scheme value-add services (member education)	2%
10.	Emergency evacuation services air evacuation and road ambulance services)	2%



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	Total	100%
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NOTE

- Technical criteria will constitute 70% of the total score:
- Financial Cost will comprise of 30% of the total score



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SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.



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Form of Tender

To: _____

Date _____

Tender No. _____

Tender Name _____

Gentlemen and/or Ladies:-

1. Having examined the Tender number the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of[Total Tender amount in words and figures]
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.
3. We agree to abide by this Tender for a period of[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.
5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2020

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____



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Price Schedule Form

ITEM NO.	DESCRIPTION OF INSURANCE COVER	TOTAL PREMIUM (KSHS.)
1.		
2.		
3.		
4.		
5.		



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Contract Form

THIS AGREEMENT made

the.....day.....of.....20.....between.....[name of Procurement entity] of..... [country of Procurement entity] (hereinafter called “the Procuring entity”) of the one part and..... [name of tenderer] of..... [city and country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for the Medical Insurance cover for its staff and has accepted a tender by the tenderer for the supply of the services in the sum of _____ [contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (c) the Details of cover
 - (d) the General Conditions of Contract
 - (e) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written
Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

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



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CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.

Part 1 General:

Business Name.....

Location of business premises

.....

Plot No.

Street/Road.....

Postal Address Tel. No.Fax Email

Nature of business

Registration Certificate No.

Maximum value of business which you can handle at any one time

Kshs.....

Name of your bankers Branch

Part 2(a) - Sole Proprietor:

Your name in full Age

Nationality Country of origin

Citizenship details.....

Party 2(b) - Partnership

Give details of partners as follows

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....			
--------	--	--	--

2.....			
--------	--	--	--

3.....			
--------	--	--	--

4.....			
--------	--	--	--

5.....			
--------	--	--	--

Part 2(c) - Registered Company:

Private or public

State the nominal and issued capital of the company -



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Nominal Kshs.. ..

Issued Kshs.....

Give details of all directors as follows

Name	Nationality	Citizenship Details	Shares
------	-------------	---------------------	--------

1.....			
--------	--	--	--

2.....			
--------	--	--	--

3.....			
--------	--	--	--

4.....			
--------	--	--	--

5.....			
--------	--	--	--

Date..... Signature of Tenderer.....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration



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TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tenderer>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)



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PERFORMANCE SECURITY FORM

To:

[Name of procuring entity]

WHEREAS *[name of tenderer]*

(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No. _____
_____ *[reference number of the contract]* dated _____ 20 _____ to
supply

[Medical cover for Council of Legal Education Staff] (Hereinafter called "the Contract")

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer's performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of

[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of *[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 ____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)



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INSURANCE COMPANY'S AUTHORIZATION FORM

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER