



THE ROADS, TRANSPORT AND PUBLIC WORKS DEPARTMENT.

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KILIFI, KENYA

PROVISION OF VEHICLE INSURANCE SERVICES

CONTRACT NO. KCG/RTPW/061/2017/2018

**CHIEF OFFICER
ROADS, TRANSPORT & PUBLIC WORKS
KILIFI COUNTY
P.O.BOX 519**

KILIFI

**COUNTY SECRETARY
COUNTY GOVERNMENT OF KILIFI
P.O.BOX 519
KILIFI**

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INTRODUCTION

- 1.1 This standard tender document for procurement of insurance services has been prepared for use by public entities in Kenya in the procurement of all types of insurance covers as per the Public Procurement and Disposal Act 2005.
- 1.2 The following general directions should be observed when using the document;
 - (a) Specific details should be furnished in the invitation to tender notice and in the special conditions of contract. The final document to be provided to the tenderers should not have blank spaces or give options.
 - (b) The instructions to tenderers and the General conditions of contract should remain unchanged. Any necessary amendments to these parts should be made through the special conditions of contract and appendix to instructions to tenderers respectively.
- 1.3
 - (a) Information contained in the invitation to tender shall conform to the data and information in the m tender documents to enable potential tenderers to decide whether or not to participate in the tender and shall indicate any important tender requirements.
 - (c) The invitation to tender shall be issued as an advertisement in accordance with the regulations or a letter of invitation addressed to tenderers who have expressed interest following an invitation for expression of interest for which the invitation is issued.
- 1.4 The cover of the tender document should be modified to include:
 - I. Tender number.
 - II. Tender name.
 - III. Name of procuring entity.
 - IV. Delete name and address of PPOA.

SECTION I - INVITATION FOR TENDERS

Date: 9th November, 2017

TENDER REF. NO. KCG/RTPW/061/2017-2018 TENDER NAME: PROVISION OF VEHICLE INSURANCE SERVICES

- 1.1 The Kilifi County Government, Department of Roads, Transport and Public Works invites sealed tenders from eligible candidates for Provision of vehicle insurance services for all County vehicles.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the procurement office located at the Deputy Governors Office during normal working hours from **8.00 AM** to **5.00PM** during normal office working hours.
- 1.3 A complete set of tender documents may be downloaded by interested candidates free of charge from www.kilifi.go.ke. Tender documents can also be obtained from the cash office located at the County Treasury Building upon payment of a non – refundable fee of Kshs.1000/=
- 1.2 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for (120) days from the closing date of the tender.
- 1.3 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at the **County Treasury Building** or be addressed to :

*The County Executive Committee Member
For finance and Economic Planning
P.O. Box 519 –80108, Kilifi*

So as to reach on or before **Friday 24th November, 2017 at 10.00am** late bids will be returned un-opened.
- 1.4 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at the County Treasury Building.

**SIGNED FOR: *The County Executive Committee Member
For finance and Economic Planning***

SECTION II - INSTRUCTION TO TENDERERS

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SECTION II - 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 price to be charged for the tender document shall not exceed Kshs.5,000/=
- 2.2.3 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
- (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
- (xiv) Request for Review 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.

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

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.
- (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 60 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 an original and a copy of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.
- 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 Sealing and Marking of Tenders

- 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 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 24th November, 2017 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”.
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than 24th November, 2017 at 10.00 AM

2.16.2 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.

2.16.3 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

2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at the County Treasury Hall 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 Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

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.

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 contract is awarded.

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.

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 non 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.
- 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.

2.30 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

Notes on the Appendix to the Instruction to Tenderers

1. The Appendix to instructions to tenderers is intended to assist the procuring entity in providing specific information in relation to corresponding clause in the instructions to Tenderers included in Section II and has to be prepared for each specific procurement.
2. The procuring entity should specify in the appendix information and requirements specific to the circumstances of the procurig entity, the procuring of the procurement, and the tender evaluation criteria that will apply to the tenders.
3. In preparing the Appendix the following aspects should be taken into consideration;
 - (a) The information that specifies and complements provisions of Section II to be incorporated.
 - (b) Amendments and/or supplements if any, to provisions of Section II as necessitated by the circumstances of the specific procurement to be also incorporated.
4. Section II should remain unchanged and can only be amended through the Appendix to instructions to tenders.
5. Any clause to be included in the appendix to instructions to tenderers must be consistent with the applicable public procurement law and regulations.

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>Indicate eligible tenderers Open Tender</i>
2.12.1	<i>Submit a bid bond of Kshs. 1,200,000.</i>
2.15.2 (b)	<i>State day, date and time of tender closing 24th November, 2017</i>
2.16.1	<i>As 2.15.2 (b) above</i>
2.18.1	<i>As 2.15.2 (b) above</i>
Other	<i>Bidders to ensure there is Sequential Serialization of tender attachments (No manual serialization) with a well inserted table of contents.</i>

(Complete as necessary)

SECTION III - GENERAL CONDITIONS OF CONTRACT

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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 superceded 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 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

3.8 Payment

3.8.1 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 no case later than sixty (60) 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

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.

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.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

Notes on Special Conditions of Contract

1. The clauses in this section are intended to assist the procuring entity in providing contract-specific information in relation to corresponding clauses in the General Conditions of Contract
2. The Provisions of Section IV complement the General Conditions of Contract included in Section III, specifying contractual requirements linked to the special circumstances of the procuring entity and the insurance cover required. In preparing Section IV, the following aspects should be taken into consideration.
 - (a) Information that complement provisions of Section III must be incorporated; and
 - (b) Amendments and/or supplements to provisions of Section III, as necessitated by the circumstances of the specific insurance cover required must also be incorporated.
3. Where there is a conflict between the provisions of the special conditions of contract and the provisions of the general conditions of contract, the provisions of the special conditions of contract shall prevail over the provisions of the general conditions of contract.
4. Any clause to be included in this section must be consistent with the applicable public procurement law and regulations.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted (IRA)
- 4.1.2 Must have done annual gross premiums in previous year of Kshs. 1,000,000,000.00
- 4.1.3 Must have paid up capital of at least Kshs. 50,000,000.00
- 4.1.4 Must give a list of 5 (five) reputable clients and the total clients premiums for the previous year
- 4.1.5 Must submit a copy of the audited accounts for the previous year
- 4.1.6 Must have total number of management staff of at least 5 (No)
- 4.1.7 Must submit copies of the following documents;
 - (a) PIN Certificate
 - (b) Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation
- 4.1.8 Must be a member of the Association of Kenya Insurance (AKI)

4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

- 4.2.1 Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- 4.2.2 Must have a Bank guarantee of Kshs. 3,000,000.00 deposited with the Commissioner of Insurance and a Copy be submitted
- 4.2.3 Must have a Professional Indemnity Insurance Cover of at least Kshs. 10,000,000.00 and a copy be submitted
- 4.2.4 Must give a list of 5 (five) reputable clients and the total clients premium in the previous year
- 4.2.5 Form of tender must be filled, signed and stamped
- 4.2.6 Single Business Questionnaire must be filled, signed and stamped
- 4.2.7 Must indicate the Premium Rate (%) offered
- 4.2.8 Must submit a copy of the audited accounts for the previous year
- 4.2.9 Bidders Must ensure there is Sequential Serialization of tender attachments (No manual serialization) with a well inserted table of contents
- 4.2.10 Must be a current member of the Association of Insurance Brokers (AIB) (to be completed as appropriate. Amendments may be made as necessary)
- 4.2.11 Must submit copies of the following documents;
 - (d) PIN Certificate

- (e) Tax Compliance Certificate
- (f) Certificate of Registration/Incorporation

SPECIAL CONDITIONS

4.2 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	10 %
3.7 Delivery of Services	As per the contact
3.8 Payment	Upon delivery of service
3.9 Price adjustment	After actual valuation of vehicles
3.16 Applicable law	Kenyan Law
3.18 Notices addressed to	COUNTY GOVERNMENT OF KILIFI P.O.BOX 519-80108- KILIFI

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for preparing Schedule of Requirements.

1. The schedule of Requirements shall be included in the tender documents by the procuring entity and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
2. The objectives of the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
3. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26

1	4.2 (a)	Tender shall be submitted to: COUNTY EXECUTIVE COMMITTEE MEMBER, FINANCE AND ECONOMIC PLANNING, P.O.BOX 519-80108-KILIFI
2	4.2 (b)	Tender Name:- Provision of Vehicle insurance services Title and Number : GCK/RTPW/061/2017-2018
3	4.3	The deadline for Tender submission is Date 24th November, 2017 Time 10.00 AM
4	4.4	Extension of the deadline for submission of Tenders shall not be made later than 10.00 AM

Opening and Evaluation of Tenders

5	4.5	The Tender opening shall take place at: The County Treasury Hall.																														
6	4.6	The currency that shall be used for Tender evaluation and comparison purposes to convert all Tender prices expressed in various currencies is KSH																														
7	4.7	Criteria for Tender evaluation. The Pass mark required to proceed to financial Evaluation in this case shall be 80 points.																														
		<table border="1"> <thead> <tr> <th>S/NO</th> <th>DATA SCORE SHEET:</th> <th>SCORE</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Registration with the relevant bodies</td> <td>10 Marks</td> </tr> <tr> <td>2</td> <td>Proof of similar works executed i.e. (5N0) Projects: Matching award letters, LSOs, agreements, delivery notes and recommendation letters ; i. Similar works, similar magnitude ii. Similar works, lesser magnitude iii. No similar works</td> <td>20 Marks 10 Marks 0 Marks</td> </tr> <tr> <td>3</td> <td>Attached CVS' of Key management and technical staff i. Degree/diploma with 10 years' experience ii. 5-9 Years of Experience iii. 0-4 Years of Experience</td> <td>10 Marks 5 Marks 3 Marks</td> </tr> <tr> <td>4</td> <td>Value of Gross Premiums at least Kshs.1.0 billion for the previous year</td> <td>10 Marks</td> </tr> <tr> <td>5</td> <td>Practice in vehicle insurance services for over Five (5) years</td> <td>10 Marks</td> </tr> <tr> <td>6</td> <td>Proof of Corporate Credit rating indicating the rating by an accredited rating agency</td> <td>10 Marks</td> </tr> <tr> <td>7</td> <td>Proof of concluded evidence of Re-insurance Arrangement.</td> <td>10 Marks</td> </tr> <tr> <td>8</td> <td>Paid up Capital of Kshs.50,000,000 or bank guarantee of KShs. 3,000,00.00 and professional indemnity insurance cover of KShs. 10,000,000.00</td> <td>10Marks</td> </tr> <tr> <td>9</td> <td>Certified audited accounts for the last Two (2NO) financial years</td> <td>10 Marks</td> </tr> </tbody> </table>	S/NO	DATA SCORE SHEET:	SCORE	1	Registration with the relevant bodies	10 Marks	2	Proof of similar works executed i.e. (5N0) Projects: Matching award letters, LSOs, agreements, delivery notes and recommendation letters ; i. Similar works, similar magnitude ii. Similar works, lesser magnitude iii. No similar works	20 Marks 10 Marks 0 Marks	3	Attached CVS' of Key management and technical staff i. Degree/diploma with 10 years' experience ii. 5-9 Years of Experience iii. 0-4 Years of Experience	10 Marks 5 Marks 3 Marks	4	Value of Gross Premiums at least Kshs.1.0 billion for the previous year	10 Marks	5	Practice in vehicle insurance services for over Five (5) years	10 Marks	6	Proof of Corporate Credit rating indicating the rating by an accredited rating agency	10 Marks	7	Proof of concluded evidence of Re-insurance Arrangement.	10 Marks	8	Paid up Capital of Kshs.50,000,000 or bank guarantee of KShs. 3,000,00.00 and professional indemnity insurance cover of KShs. 10,000,000.00	10Marks	9	Certified audited accounts for the last Two (2NO) financial years	10 Marks
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		TOTAL MARKS	100%
8	4.8 (e)	<p>Details of other factors to be used in the evaluation and their evaluation method or reference to the Technical Specifications. Evaluation criteria shall be based on marks adding up to 100.</p> <ul style="list-style-type: none"> • “Yes” shall earn marks as per the table above • “No” shall earn no Mark • Technical Score out of 100 points divided by 100% multiplied by 80 points • Financial score for lowest price shall be 100% which shall be determined by applying formula $PL/P \times 100$ where PL is the lowest price and P is the price being considered <p>Weights:- Technical 80 Financial 20</p> <p>Technical scores and the Financial score shall be adjusted by applying the weights before adding them together to determine the highest combined score. Tenderers who shall score 70 points and above shall qualify for the financial evaluation.</p>	
9	4.9	In case of award to a single Tenderer of multiple lots; the methodology of evaluation to determine the lowest evaluated Lot combinations, including any discounts offered in the Form of Tender is [n/a]	
10	5.0	The Lowest Bidder qualified from Technical Evaluation shall score full marks of 20%	

FINANCIAL EVALUATION

The maximum score under this stage of evaluation is 20 points. The below criteria will be used for financial evaluation.

$$\text{Financial Score} = 20 \left(\frac{LQA}{BQA} \right)$$

KEY:

LQA= Lowest Quoted Amount

BQA= Bidder Quoted Amount

The bidder with the highest total points for *technical and financial evaluation* shall be awarded this tender

SECTION V - SCHEDULE OF REQUIREMENTS

1. (DETAILS OF INSURANCE COVERS)

SR NO.	REG. NO.	PURCHASE VALUE/2013 VALUATION	2017 VALUATION	ESTIMATED VALUE	MAKE	MODEL	TYPE	ENGINE NO.	CHASSIS NO.	YOM
1	KAT 287X	3,000,000			NISSAN	NP300	D/CAB			
2	03CG001A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0819428	JTERB71J100080468	2015
3	03CG002A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0810810	JTGRB71J8F7020372	2015
4	03CG003A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0811217	JTGRB71J0F20415	2015
5	03CG004A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0810831	JTGRB7020374	2015
6	03CG005A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0811645	JTGRB71J0F7020463	2015
7	03CG006A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0815610	JTGRB71J9F7020929	2015
8	03CG007A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0815610	JTGRB71J1F7020930	2015
9	03CG008A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0811613	JTGRB71J7F0204361	2015

10	03CG009A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0811614	JTGRB71J9F7020462	2015
11	03CG010A	12,000,000			TOYOTA LANDCRUISER	AMBULANCE	SPECIAL PURPOSE	1HZ0814007	JTGRB71J8F70207227	2015
12	03CG011A	4,575,300			FORD	RANGER	D/CAB	PF2HPFK51056	6FPPXXMJ2PFK51056	2015
13	03CG012A	4,575,300			FORD	RANGER	D/CAB	PF2HPFK151008	6FPPXXMJ2PFK51008	2015
14	03CG015A	3,720,000			SUZUKI	GRAND VITARA	S/WAGON	J20A840099	JS3TD54V8G4101456	2015
15	03CG016A	3,720,000			SUZUKI	GRAND VITARA	S/WAGON	J20A840276	JS3TD54VXG4101491	2015
16	03CG017A	3,720,000			SUZUKI	GRAND VITARA	S/WAGON	J20A-838795	JS3TD54V1G4100973	2015
17	03CG025A				TOYOTA	HILUX KUN25	DOUBLE CAB	2KD-A867804	AHTRF22G506110256	2015
18	03CG026A	10,040,900			PRADO	TOYOTA PRADO	STATION WAGON	1KD-2551381	JTEBH3FJ10-K174890	2015
19	03CG027C			6,000,000	TOYOTA	HIACE	9 SEATER MINIBUS	2KD-A911506	JTFRS12P600046036	2016
20	03CG028A			5,700,000	TOYOTA	HILUX KUN25R	D/CAB	2KD-A881543	AHTRF22G406112161	2015
21	03CG029A			5,700,000	TOYOTA	HILUX KUN25R	D/CAB	2KD-A881057	AHTRF22GX06112147	2015
22	03CG030A	12,000,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE	1HZ0801736	JTERB71J3-00078320	2014
23	03CG031A	12,000,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE	1HZ0801991	JTERB71J6-00078277	2014
24	03CG032A	23,666,669			SHANTUI	SG21-3	MOTOR GRADER	78163499	G21AAVF3000615	2015
25	03CG033A	23,666,668			SHANTUI	SG21-3	MOTOR GRADER	78168411	G21AAVF3000591	2015

26	03CG034A	23,666,667			SHANTUI	SG21-3	MOTOR GRADER	78163496	G21AAVF3000630	2015
27	03CG035A	4,500,000	3,200,000		FORD	RANGER	D/CAB			
28	03CG036A	4,500,000	3,200,000		FORD	RANGER	D/CAB			
29	03CG037A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
30	03CG038A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
31	03CG039A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
32	03CG040A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
33	03CG041A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
34	03CG042A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
35	03CG043A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
36	03CG044A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
37	03CG045A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
38	03CG046A			4,900,000	MASSEY FERGUSON	MF 4807	TRACTOR			
39	03CG047A			14,000,000	ISUZU		COMPACTOR			
40	03CG048A			14,000,000	ISUZU		COMPACTOR			
41	03CG103A			375,000	SUZUKI		MOTORCYCLE			
42	03CG104A			375,000	SUZUKI		MOTORCYCLE			
43	GK T729			670,000	MITUBISHI	L200	P/UP			

44	GK W704			800,000	MITUBISHI	PAJERO	STATION WAGON			
45	GKA 012U			1,800,000	LANDROVER	110DEFENDER	S/WAGON			
46	GKA 034R	1,000,000	700,000		LANDROVER	FIRE ENGINE	TRUCK	16L66532B	SALLDHHF7WA14638 9	2002
47	GKA 044D			450,000	TOYOTA	CORROLA				
48	GKA 080M			660,000	SANGYONG	MUSSO	D/CAB			
49	GKA 103X			2,500,000	FORD RANGER	KUN25R- HILUX	D/CAB			
50	GKA 119N			1,600,000	NISSAN URVAN	AMBULANCE	SPECIAL PURPOSE			
51	GKA 254D			1,400,000	TOYOTA	L/CRUISER	STATION WAGON			
52	GKA 263Q			2,700,000	FORD	RANGER	D/CAB			
53	GKA 267Q			2,700,000	FORD	RANGER	D/CAB			
54	GKA 276Q			2,700,000	FORD	RANGER	D/CAB			
55	GKA 322Y			900,000	NEW HOLLAND		TRACTOR			
56	GKA 378M			1,900,000	TOYOTA L/CRUISER		PICKUP			
57	GKA 397G			800,000	TOYOTA	HILUX	D/CAB			
58	GKA 443T			900,000	NEW HOLLAND		TRACTOR			
59	GKA 470P			2,000,000	TOYOTA L/CRUISER	AMBULANCE	SPECIAL PURPOSE			
60	GKA 471P			2,000,000	TOYOTA	AMBULANCE	SPECIAL PURPOSE			
61	GKA 472P			2,000,000	TOYOTA L/CRUISER	AMBULANCE	SPECIAL PURPOSE			
62	GKA 525T			950,000	ISUZU	DMAX	D/CAB			
63	GKA 564R			5,700,000	KOMATSU	GD521A	MOTOR GRADER			

64	GKA 564V			950,000	mitsubishi		D/CAB			
65	GKA 568U			3,450,000	TOYOTA L/CRUISER	V8	STATION WAGON			
66	GKA 588P			900,000	NEW HOLLAND		TRACTOR			
67	GKA 608			1,200,000	TOYOTA	LANDCRUISE R				
68	GKA 616P			1,700,000	TOYOTA	HIACE	VAN			
69	GKA 720S			10,340,000	ISUZU	FVX	W/BOOZER			
70	GKA 791U			980,000	NEW HOLLAND		TRACTOR			
71	GKA 802G			678,000	TOYOTA	HILUX	D/CAB			
72	GKA 881H			1,450,000	MITSUBISHI	L200	D/CAB			
73	GKA 903D			9,000,000	ISUZU		W/BOOZER			
74	GKA 936R			980,000	NEW HOLLAND		TRACTOR			
75	GKA643M			1,430,000	TOYOTA L/CRUISER		AMBULANCE			
76	GKB 064D			9,000,000	ISUZU		W/BOOZER			
77	GKB 400D			2,500,000	TOYOTA L/CRUISER	AMBULANCE	SPECIAL PURPOSE			
78	GKB 756F			765,000	MITSUBISHI	L200	D/CAB			
79	GKB 886B			2,900,000	TOYOTA	L/CRUISER	STATION WAGON			
80	GKS 347D			350,000	LANDROVER	110 DEFENDER	P/UP			
81	JTERB71J1- 00077182	12,000,00 0			T LANDCRUISER AMBL					
82	JTERB71J2- 00078373	12,000,00 0			T LANDCRUISER AMBL					

83	KAB 018Q	270,000			TOYOTA	HIACE	MINIBUS	1RZ-0095515	RZH114-8000113	1991
84	KAB 070Q			670,000	MERCEDES BENZ	STATION WAGON	AMBULANCE		11400810257466	1976
85	KAB 084Q	1,000,000			LANDROVER	FIRE ENGINE	TRUCK	94-3510	SALLDHHF7MA9435102495	1993
86	KAB 090Q			3,000,000	RENAULT	LORRY	FIRE ENGINE	022695AN	JE-13AC-00004947	1993
87	KAB 169Q	420,000			TOYOTA	HILUX	PICKUP	2L-5220964	LN145-007675	2002
88	KAB 182Q	600,000	350,000		SUZUKI	JIMMY	SUV	G13BB665050	JSAFJB33V00130907	1999
89	KAB 238Q	840,000			MITSUBISHI FUSO	FM515L	CESSPIT EMPTIER	655142	A21006	1991
90	KAB 283Q	980,000			RENAULT	LORRY	REFUSE COLLECTOR	21509	4740	1992
91	KAB 352Q			980,000	MASSEY FERGUSON	MF261-2WD	TRACTOR	P008870A	D07009	1985
92	KAE 922F			500,000	MITUBISHI	PAJERO	S/WAGON			
93	KAM 012T	440,000			TOYOTA	HILUX LN145	PICKUP	2L4937709	LN145-0046005	2000
94	KAM 040T	150,000			DAIHATSU	TERIOS	STATION WAGON	579620	505316	1999
95	KAM 054T			150,000	TAFE	45D1	TRACTOR	532517210	C5962M	1995
96	KAM 061T	670,000			TRACTOR		TRACTOR	668745	1,205,005	2000
97	KAM 617M			260,000	SUZUKI	VITARA	STATION WAGON	137880	107855	1995
98	KAN 046J		240,000		TOYOTA SALOON					
99	KAR 112L	960,000			LANDROVER	110 DEFENDER	S/WAGON	16L-98703B	53183	2004
100	KAR 588L	1,500,000			FORD	RANGER	D/CAB			
101	KAR 600L	560,000			ITMCO	285G	TRACTOR	LFW9278N	CO4974	2004
102	KAT 084X	129,000			YAMAHA	DT 175	MOTORCYCLE	3TS097416	DG01X-016450	2006

103	KAV 312E	1,500,000			LANDROVER	110 DEFENDER	S/WAGON			
104	KAV 813E	1,300,000	850,000		TOYOTA	HILUX	D/CAB	5L-5636894	AHTFK22G703004428	2006
105	KAW 220Z	1,220,000			FAW	TRUCK	TIPPER LORRY	510116	LFWAGRJ461F09834	2007
106	KAW 240Z	680,000			TOYOTA	HILUX	S/CAB	5L-6016564	AHTDK22G500003111	2006
107	KAW 259Z	180,000			YAMAHA	DT175	MOTORCYCLE	3TS-100773	DG01X019784	2007
108	KAW 271Z	1,310,000			YAMAHA	AG100	MOTORCYCLE	3HA-142919	3HA-143487	2007
109	KAW 652Z	2,557,051			NISSAN	J84	D/CAB	QD32240366	JN1CJUD220084721	2007
110	KAW 667Z	1,240,000			NISSAN HARDBODY	NP 300	D/CAB	QD3248683	JNICJUD22Z0088774	2007
111	KAW 682Z	800,000			TOYOTA	ZZE150R	SALOON	4ZZ-VO13138	AHTLA52E60-3008587	2008
112	KAW 707Z	1,220,000			MITSUBISHI PAJERO	V31	STATION WAGON	4G64MK0690	BAVV31VAC6S000260	2006
113	KAW 721Z	1,310,000			FAW	CA1080	TIPPER TRUCK	510112	61F09835	2008
114	KAW 777Z	960,000			LANDROVER	FIRE ENGINE	TRUCK			
115	KAW 786Z		2,100,000		FAW	CA1080	TIPPER TRUCK	510125	LFWSGRJFX61F09840	2007
116	KBG 269C	1,500,000			T. HILUX PICKUP	HILUX KUN25	D/CAB	2KD7747790	AHTFR22G106021865	2009
117	KBG 270C	2,160,000			T. HILUX PICKUP			2KD-7760112	AHTFR22G106022188	2009
118	KBJ 735U	5,270,000			ISUZU	FSR33	TIPPER TRUCK	449510	JALFTR33HA7000065	2010
119	KBJ 738U	670,000			TAFE	TRACTOR	TOW GRADER			
120	KBL 022G	150,000			YAMAHA	DT 125	MOTORCYCLE	JYM154KMI-10217458	LBPKE1293B0055884	2010
121	KBQ 124D	5,910,000			ISUZU	FSR33	TIPPER/TRUCK	454969	JALFTR33HA7000343	2010
122	KBQ 128D	2,650,000			NEW HOLLAND	TT75	WHEEL/TRACTOR	083527N	1194557	2012

123	KBQ 139D	4,300,000			TOYOTA	FORTUNER	STATION WAGON	5L6187694	AHTYK59G700007833	2012
124	KBQ 179D	2,010,000			TOYOTA HILUX	HILUX	S/CAB/PICKUP	2KD5569180	AHTCS12GX07571738	2011
125	KBQ 192D	2,480,000			ISUZU DMAX	DMAX	D/CAB	4JA1-221269	JAAFFSS4HA7100329	2010
126	KBQ 269C			1,800,000	TOYOYA	HILUX	D/CAB			
127	KBQ 270C			1,800,000	TOYOTA	HILUX	D/CAB			
128	KBR 832U	4,810,000			FAW		TIPPER SIDE LOADER	B21033-87	LGHXLH4S5CH076348	2012
129	KBS 707G	11,875,00 0	8,600,00 0		T.LANDCRUISER					2011
130	KBY 392A			3,200,000	LAND ROVER	DEFENDER 110	S/WAGON	120710223419DT22 4	SALLDHMR7CA42578 4	2013
131	KBY 411C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
132	KBY 412C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
133	KBY 413C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
134	KBY 414C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
135	KBY 415C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
136	KBY 416C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			
137	KBY 417C	4,100,000	2,900,00 0		TOYOTA	FORTUNER	SUV			

138	KBY 418C	4,100,000	2,900,000		TOYOTA	FORTUNER	SUV			
139	KBY 419C	4,100,000	2,900,000		TOYOTA	FORTUNER	SUV			
140	KBY 420C	4,100,000	2,900,000		TOYOTA	FORTUNER	SUV			
141	KBY 426C	4,200,000	2,900,000		TOYOTA	FORTUNER	SUV			
142	KBY 427C	4,200,000	2,900,000		TOYOTA	FORTUNER	SUV			
143	KBY 428C	4,100,000	2,900,000		TOYOTA	FORTUNER	SUV			
144	KBY 431C	4,172,258		3,000,000	NISSAN	HARDBODY	D/CAB			
145	KBY 432C	4,172,258		3,000,000	NISSAN	HARDBODY	D/CAB			
146	KBY 433C	5,700,000	4,155,000		NISSAN	XTRAIL				
147	KBY 434C	5,700,000			NISSAN	XTRAIL				
148	KBY 435C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A409089	AHTFR22G506084208	2014
149	KBY 436C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A398503	AHTRF22G306083882	2014
150	KBY 437C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A396805	AHTFR22G906083840	2014
151	KBY 438C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A396840	AHTFR22G806083862	2014

152	KBY 439C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A412303	AHTFR22G706084310	2014
153	KBY 440C	4,117,536	2,500,000		TOYOTA	KUN25R	D/CAB	2KD-A398480	AHTFR22G806083912	2014
154	KBY 517C	348,000			MOTORCYCLE	XTZ 125	MOTOR CYCLE	E3N2E-010238	LBPKE179000005388	2013
155	KBY 518C	348,000			MOTORCYCLE	XTZ 125	MOTORCYCLE	E3N2E-010270	LBPKE179000005385	2013
156	KBY 519C	348,000			MOTORCYCLE	XTZ 125	MOTORCYCLE	E3NZE-015952	LBPKE179000005623	2013
157	KBY 577C	348,000			MOTORCYCLE	YBR 125	MOTOR CYCLE	JYM154FMI-13031028	LBPKE1352E0020298	2013
158	KBY 601C	4,315,000	2,600,000		FORD	RANGER	D/CAB	PF2HPDM06881	6FPPXXMJ2PDM06881	2013
159	KBY 643C	5,700,000	4,155,000		NISSAN	XTRAIL	SUV	QR25649260B	JNITANT31Z0104957	2013
160	KBY 644C	5,700,000	4,155,000		NISSAN	XTRAIL	SUV	QR25693652B	JNITANT31Z0105265	2013
161	KBY 645C	5,700,000	4,155,000		NISSAN	XTRAIL	SUV	QR25678181B	JNITANT31Z0105126	2013
162	KBY 659C	4,315,000	3,100,000		FORD	RANGER	D/CAB			
163	KBY 667C	4,315,000	3,100,000		FORD	RANGER	D/CAB			
164	KBY 723C	4,117,536	2,500,000		TOYOTA	KUN 125R	MOTOR VEHICLE	2KD-A431924	AHTTR22G006085105	2014
165	KBY 724C	4,117,536	2,500,000		TOYOTA	KUN25R	MOTOR VEHICLE	2KD-A403026	AHTFR22GX06084043	2014

166	KBY 963C	7,661,693	5,500,000		TOYOTA LANDCRUISER		STATION WAGON			
167	KBY 964C	4,200,000	2,700,000		TOYOTA	KUN 25R	DOUBLE CAB	2KD-A415580	AHTFR22G806084400	2014
168	KBY 965C	4,200,000	2,700,000		TOYOTA	KUN25R	D/CAB	2KD-A435553	AHTFR22G506085293	2014
169	KBY 966C	4,610,127	2,700,000		T HILUX	KUN 25R	DOUBLE CAB	2KD-A430909	AHTFR22G306085065	2014
170	KBY 974C	320,000			HAOJIN	HJ200HZ-6	TUK TUK	HJ163FML140161504	LZL20Z10XEHA61504	2014
171	KBY 975C	320,000			HAOJIN	HJ200HZ-6	TUK TUK			
172	KBY 976C	320,000			HAOJIN	HJ200HZ-6	TUK TUK			
173	KBY 977C	320,000			HAOJIN	HJ200HZ-6	TUK TUK			
174	KBY 978C	320,000			HAOJIN	HJ200HZ-6	TUK TUK	HJ163FML140161506	LZL20Z103EHA61506	2014
175	KBY 979C	320,000			HAOJIN	HJ200HZ-6	TUK TUK	HJ163FML140161500	LZL20Z102EHA61500	2014
176	KBY 980C	5,700,000	4,155,000		NISSAN	XTRAIL T30	SUV	YD22281632A	JN1TENT30Z0151172	2012
177	KBY 981D	5,700,000	4,155,000		N.XTRAIL					
178	KBY 982D	5,700,000	4,155,000		N.XTRAIL					
179	KBY 967C	9,345,714	6,800,000		TOYOTA PRADO	KDJ 150R	MOTOR VEHICLE	1KD-2334459	JTEBH3FJ60-K118878	2013

180	KBZ 213D	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123082	DG01X-042112	2014
181	KBZ 214D	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123061	DG01X-042091	2014
182	KBZ 215D	348,000			YANAHA	DT175	MOTOR CYCLE	3TS-123084	DG01X-042114	2014
183	KBZ 216D	348,000			YAMAHA	DT 175	MOTOR CYCLE	3TS-123064	DG01X-042094	2014
184	KBZ 217D	348,000			YAMAHA	DT 175	MOTORCYCLE	3TS- 123065	DG01X-042095	2014
185	KBZ 218D	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123085	DG01X-042115	2014
186	KBZ 219D	348,000			YAMAHA	DT175	MOTORCYCLE	3TS-123062	DG01X-042092	2014
187	KBZ 220D	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123083	DG01X-042113	2014
188	KBZ 221D	348,000			YAMAHA	DT 175	MOTOR CYCLE	3TS-123060	DG01X-042090	2014
189	KBZ 340D	8,660,000			MAN		TIPPER			
190	KBZ 341D	8,660,000			MAN		TIPPER TRUCK			
191	KBZ 380D	4,343,000	3,100,000		FORD	RANGER	D/CAB			
192	KBZ 381D	5,700,000	4,155,000		NISSAN	XTRAIL T30	STATION WAGON	YD2281605A	JN1TENT30Z0151167	
193	KBZ 382D	5,700,000	4,155,000		N.XTRAIL	T 30	MOTOR VEHICLE	TD22281566A	JN1TENT30Z0151163	2012
194	KBZ 400D	2,903,971			TOYOTA	ZRE151R	SALOON	1ZR-U877141	AHTLB52E703086311	2014
195	KBZ 426D	8,660,560			MAN		TIPPER			
196	KBZ 427D	8,660,560			MAN		TIPPER			
197	KBZ 467D	7,466,000			MAN	15.220B	TIPPER	6DBB0612	MA60539	2011

198	KBZ 494D	4,343,000	3,100,000		FORD	RANGER	D/CAB			
199	KBZ 495D	4,343,000	3,100,000		FORD	RANGER	D/CAB			
200	KBZ 496D	4,343,000	3,100,000		FORD	RANGER	D/CAB			
201	KBZ 614D			200,000	YAMAHA	DT175	MOTOR CYCLE	3TS-123063	DG01X-042093	2014
202	KBZ 698D			200,000	YAMAHA	DT175	MOTOR CYCLE	3TS-123747	DG01X-042778	2014
203	KBZ 699D			200,000	YAMAHA	DT175	MOTOR CYCLE	3TS-123754	DG01X-042785	2014
204	KBZ 700D			200,000	YAMAHA	DT175	MOTOR CYCLE	3TS-123753	DG0X-042784	2014
205	KBZ 913D	4,343,000	3,100,000		F.RANGER					
206	KBZ 915D	4,343,000	3,100,000		FORD	RANGER	D/CAB			
207	KBZ 962D	7,661,693			NEW HOLLAND	MF 4807	TRACTOR			
208	KBZ 963D	7,661,693			NEW HOLLAND	MF 4807	TRACTOR			
209	KBZ 964D	7,661,693			NEW HOLLAND	MF 4807	TRACTOR			
210	KBZ 971D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
211	KBZ 972D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
212	KBZ 973D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			

213	KBZ 974D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
214	KBZ 975D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
215	KBZ 976D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
216	KBZ 977D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
217	KBZ 978D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
218	KBZ 979D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
219	KBZ 980D	11,140,000			T LANDCRUISER AMBL	AMBULANCE	SPECIAL PURPOSE			
220	KCA 016F	10,434,200			ISUZU	LORRY	W/BOOZER			
221	KCA 131F			230,000	YAMAHA		MOTORCYCLE			
222	KCA 256F	5,700,000			NISSAN	X-TRAIL	S.WAGON	YD22281624A	JN1TENT30Z0151170	2012
223	KCA 317F	24,000,000			NEW HOLLAND	F170B	MOTOR GRADER	1276823	HBZN0170CEAF04626	2014
224	KCA 318F	24,000,000			NEW HOLLAND	F170B	MOTOR GRADER	1276863	HBZN0170AEAF04670	2014
225	KCA 330F	3,100,000			NEW HOLLAND	TT75	TRACTOR	13972N	NH1286026	2014
226	KCA 331F	3,100,000			NEW HOLLAND	TT75	TRACTOR	139828N	NH1286197	2014
227	KCA 339F	4,120,000			FORD	RANGER	DOUBLE CAB	PF2HPDG40220	6FPPXXMJ2PDG40220	2013

228	KCA 362F	3,720,000			SUZUKI	GRAND VITARA	STATION WAGON	J20A-826138	JS3TD54V0F4200156	2014
229	KCA 363F	3,720,000			SUZUKI	GRAND VITARA	STATION WAGON	J20-825854	JS3TD5V0F4200139	2014
230	KCA 366F	3,720,000			FORD	RANGER	S/P/UP	PF2HNDE53965	6FPNXXMJ2NDE53965	2013
231	KCA 496F	5,757,000			FORD	EVEREST	MOTOR VEHICLE	WEAT11864246	MNBUS4E90DW50709 9	2014
232	KCA 701F	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123751	DG01X-042782	2014
233	KCA 702F	348,000			YAMAHA	DT175	MOTOR CYCLE	3TS-123752	DG01X-042783	2014
234	KCA 704F	348,000			MOTORCYCLE	YBR125G	MOTOR CYCLE	JYM154FMI-1405986	LBPKE1352F0042593	2014
235	KCA 705F	348,000			YAMAHA	YBR125G	MOTOR CYCLE	JYM154FMI-14046052	LBPKE1351F0042472	2014
236	KCA 706F	348,000			YAMAHA	YBR125G	MOTOR CYCLE	JYM154FMI-140466007	LBPKE1357F0042461	2014
237	KCA 707F	348,000			YAMAHA	YBR125G	MOTOR CYCLE	JYM154FMI-14045961	LBPKE1351F0042603	2014
238	KCB 276P	30,000,000			ISUZU NPR					
239	KCC 356S	16,300,000			SINO TRUCK	FIRE ENGINE	SPECIAL PURPOSE	140807152387	LZZ5BLNF7EW877037	2014
240	KCC 357S	16,300,000			SINO TRUCK	FIRE ENGINE	SPECIAL PURPOSE	140807152407	LZZ5BLNF3EW877035	2014
241	KCC 394S	16,300,000			SINO TRUCK	FIRE ENGINE	SPECIAL PURPOSE	140807152397	LZZ5BLNF5EW877036	2014
242	KCD 905G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	14-05/6055	TABMC090E5247006	
243	KCD 906G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR			
244	KCD 906G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	ECE391069	TABMC090PE5283007	
245	KCD 906G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	ECE391069	TABMC090PE5283007	

246	KCD 907G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	ECE306017	TABML090LE524600	
247	KCD 908G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	ECE391066	TABMC090AE5283001	
248	KCD 909G			4,300,000	MASSEY FERGUSON	MF4807	TRACTOR	453081300140611	TABMC090VE5246006	
249	KCD 910G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	453081300140516	TABMC090VE5247002	
250	KCD 911G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	140529168	XTABMC-090CE5234001X	
251	KCD 912G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR			
252	KCD 912G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	GHE61CCA344A	TABMC090EE5245005	
253	KCD 913G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR			
254	KCD 913G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	ECE351056	TABMC090EE5246003	
255	KCD 914G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR			
256	KCD 914G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	GHE61C11AU344A	TABMC090CE5223001	
257	KCD 915G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	140609008	XTABMC-090HE5255007X	
258	KCD 916G			4,300,000	MASSEY FERGUSON	MF 4807	TRACTOR	140612030	XTABMC-090PE5314014X	
259	KCD 920G	4,961,575	3,600,000		TOYOTA HILUX	KUN25R	D/CABIN	2KD-A679684	AHTR22G606099509	2014
260	KCD 928G				MASSEY FERGUSON	MF 4807	TRACTOR	453081300140812	TABMC090VE5247007	
261	KCE 019D	31,000,000			SINO TRUCK	FIRE ENGINE	SPECIAL PURPOSE	140917523707	LZZ1BMVF2EN931161	2015
262	KCE 022D	4,575,300	3,300,000		FORD	RANGER	D/CAB	PF2HPK53292	6FPPXXMJ2PFK53292	2015
263	KMDF 794P				YAMAHA	YBR125	MOTOR CYCLE	JYMY154FMI-13027531	LBKPE1352E0018180	2013
264	KMDF 795P				YAMAHA	YBR125	MOTOR CYCLE	JYMY154FMI13027460	LBKPE135XE0018105	2013

265	KMDF 983Q				YAMAHA	YBR125	MOTOR CYCLE	JMY154FMI-13027405	LBKPE135XE0018315	2013
266	KMDQ 931A				HONDA		MOTORCYCLE			
267	KMDQ 932A				HONDA		MOTORCYCLE			
268	KTCB 568L				MILLAT		TRACTOR			
269	KTCB 569L				MILLAT		TRACTOR			
270	KTCB 821L				MASSEY FERGUSON	MF 4807	TRACTOR			
271	KTCB 822L				MILLAT		TRACTOR			
272	KTCB 824L				MILLAT		TRACTOR			
273	KTCB 827L				MILLAT		TRACTOR			
274	KTCB 828L				MILLAT		TRACTOR			
275	KTCB 829L				MILLAT		TRACTOR			
276	KTCB 831L				MILLAT		TRACTOR			
277	KTCB 833L				MILLAT	MF 4807	TRACTOR			
278	KUL 903				MAZDA	B1600	PICKUP	294483	102180	1987
279	KUL 930				MAZDA	TU100	REFUSE COLLECTOR	C2001	410199	1987
280	KWE 077	540,000			FORD	4610	TRACTOR	VD118878	V220083	1991
281	KWE 078	240,000			FORD	4610	TRACTOR	VD119903	V220787	1989
282	NEW			7,000,000	XCMG	XS143J	SINGLE DRUM ROLLER	H9167004066	XUGO1433CGJE02050	
283	UNREGISTERED				OPEL CADET		AMBULANCE	SALLDHHF7MA-943510		
284	ZA 6965	1,200,000			BURNS & BLANE ENG.	TRAILER	TIPPING BODY		B4608	1987
285	ZB 1607	1,200,000			BURNS & BLANE ENG.	TRAILER	TRAILER		B7507	1990
286	ZB 1610	1,200,000			BURNS & BLANE ENG.	TRAILER	TRAILER		B7492	1990

287	ZB 3004	1,200,000			BURNS & BLANE ENG.		TRAILER		B8157	1991
288	ZC 2901	120,000			AXEL TRAILER				A10046T	2005
289	ZB 7210	160,000			CMC	TRAILER	HIGH SIDED		25641	2001

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.

Form Of Tender

To: _____
Name and address of procuring entity

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 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 _____ 2005

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

Note:

- i. All vehicles will be insured under comprehensive insurance cover.
- ii. Successful insurance firm will undertake valuation of all the county vehicles.
- iii. Premiums quoted in the price schedule may change after valuation of the vehicles by the successful insurer.

ITEM NO.	REG. NO.	MAKE	MODEL	TOTAL PREMIUM (KSHS.)
1	KAT 287X	NISSAN	NP300	
2	03CG001A	TOYOTA LANDCRUISER	AMBULANCE	
3	03CG002A	TOYOTA LANDCRUISER	AMBULANCE	
4	03CG003A	TOYOTA LANDCRUISER	AMBULANCE	
5	03CG004A	TOYOTA LANDCRUISER	AMBULANCE	
6	03CG005A	TOYOTA LANDCRUISER	AMBULANCE	
7	03CG006A	TOYOTA LANDCRUISER	AMBULANCE	
8	03CG007A	TOYOTA LANDCRUISER	AMBULANCE	
9	03CG008A	TOYOTA LANDCRUISER	AMBULANCE	
10	03CG009A	TOYOTA LANDCRUISER	AMBULANCE	
11	03CG010A	TOYOTA LANDCRUISER	AMBULANCE	
12	03CG011A	FORD	RANGER	
13	03CG012A	FORD	RANGER	
14	03CG015A	SUZUKI	GRAND VITARA	
15	03CG016A	SUZUKI	GRAND VITARA	
16	03CG017A	SUZUKI	GRAND VITARA	
17	03CG025A	TOYOTA	HILUX KUN25	
18	03CG026A	PRADO	TOYOTA PRADO	
19	03CG027C	TOYOTA	HIACE	

20	03CG028A	TOYOTA	HILUX KUN25R	
21	03CG029A	TOYOTA	HILUX KUN25R	
22	03CG030A	T LANDCRUISER AMBL	AMBULANCE	
23	03CG031A	T LANDCRUISER AMBL	AMBULANCE	
24	03CG032A	SHANTUI	SG21-3	
25	03CG033A	SHANTUI	SG21-3	
26	03CG034A	SHANTUI	SG21-3	
27	03CG035A	FORD	RANGER	
28	03CG036A	FORD	RANGER	
29	03CG037A	MASSEY FERGUSON	MF 4807	
30	03CG038A	MASSEY FERGUSON	MF 4807	
31	03CG039A	MASSEY FERGUSON	MF 4807	
32	03CG040A	MASSEY FERGUSON	MF 4807	
33	03CG041A	MASSEY FERGUSON	MF 4807	
34	03CG042A	MASSEY FERGUSON	MF 4807	
35	03CG043A	MASSEY FERGUSON	MF 4807	
36	03CG044A	MASSEY FERGUSON	MF 4807	
37	03CG045A	MASSEY FERGUSON	MF 4807	
38	03CG046A	MASSEY FERGUSON	MF 4807	
39	03CG047A	ISUZU		
40	03CG048A	ISUZU		
41	03CG103A	SUZUKI		
42	03CG104A	SUZUKI		
43	GK T729	MITUBISHI	L200	
44	GK W704	MITUBISHI	PAJERO	
45	GKA 012U	LANDROVER	110DEFENDER	
46	GKA 034R	LANDROVER	FIRE ENGINE	
47	GKA 044D	TOYOTA	CORROLA	
48	GKA 080M	SANGYONG	MUSSO	
49	GKA 103X	FORD RANGER	KUN25R- HILUX	
50	GKA 119N	NISSAN URVAN	AMBULANCE	
51	GKA 254D	TOYOTA	L/CRUISER	
52	GKA 263Q	FORD	RANGER	
53	GKA 267Q	FORD	RANGER	
54	GKA 276Q	FORD	RANGER	

55	GKA 322Y	NEW HOLLAND		
56	GKA 378M	TOYOTA L/CRUISER		
57	GKA 397G	TOYOTA	HILUX	
58	GKA 443T	NEW HOLLAND		
59	GKA 470P	TOYOTA L/CRUISER	AMBULANCE	
60	GKA 471P	TOYOTA	AMBULANCE	
61	GKA 472P	TOYOTA L/CRUISER	AMBULANCE	
62	GKA 525T	ISUZU	DMAX	
63	GKA 564R	KOMATSU	GD521A	
64	GKA 564V	MITSUBISHI		
65	GKA 568U	TOYOTA L/CRUISER	V8	
66	GKA 588P	NEW HOLLAND		
67	GKA 608	TOYOTA	LANDCRUISER	
68	GKA 616P	TOYOTA	HIACE	
69	GKA 720S	ISUZU	FVX	
70	GKA 791U	NEW HOLLAND		
71	GKA 802G	TOYOTA	HILUX	
72	GKA 881H	MITSUBISHI	L200	
73	GKA 903D	ISUZU		
74	GKA 936R	NEW HOLLAND		
75	GKA643M	TOYOTA L/CRUISER		
76	GKB 064D	ISUZU		
77	GKB 400D	TOYOTA L/CRUISER	AMBULANCE	
78	GKB 756F	MITSUBISHI	L200	
79	GKB 886B	TOYOTA	L/CRUISER	
80	GKS 347D	LANDROVER	110 DEFENDER	
81	JTERB71J1-00077182	T LANDCRUISER AMBL		
82	JTERB71J2-00078373	T LANDCRUISER AMBL		
83	KAB 018Q	TOYOTA	HIACE	
84	KAB 070Q	MERCEDES BENZ	STATION WAGON	
85	KAB 084Q	LANDROVER	FIRE ENGINE	
86	KAB 090Q	RENAULT	LORRY	
87	KAB 169Q	TOYOTA	HILUX	
88	KAB 182Q	SUZUKI	JIMMY	
89	KAB 238Q	MITSUBISHI FUSO	FM515L	
90	KAB 283Q	RENAULT	LORRY	

91	KAB 352Q	MASSEY FERGUSON	MF261-2WD	
92	KAE 922F	MITUBISHI	PAJERO	
93	KAM 012T	TOYOTA	HILUX LN145	
94	KAM 040T	DAIHATSU	TERIOS	
95	KAM 054T	TAFE	45D1	
96	KAM 061T	TRACTOR		
97	KAM 617M	SUZUKI	VITARA	
98	KAN 046J	TOYOTA SALOON		
99	KAR 112L	LANDROVER	110 DEFENDER	
100	KAR 588L	FORD	RANGER	
101	KAR 600L	ITMCO	285G	
102	KAT 084X	YAMAHA	DT 175	
103	KAV 312E	LANDROVER	110 DEFENDER	
104	KAV 813E	TOYOTA	HILUX	
105	KAW 220Z	FAW	TRUCK	
106	KAW 240Z	TOYOTA	HILUX	
107	KAW 259Z	YAMAHA	DT175	
108	KAW 271Z	YAMAHA	AG100	
109	KAW 652Z	NISSAN	J84	
110	KAW 667Z	NISSAN HARDBODY	NP 300	
111	KAW 682Z	TOYOTA	ZZE150R	
112	KAW 707Z	MITSUBISHI PAJERO	V31	
113	KAW 721Z	FAW	CA1080	
114	KAW 777Z	LANDROVER	FIRE ENGINE	
115	KAW 786Z	FAW	CA1080	
116	KBG 269C	T. HILUX PICKUP	HILUX KUN25	
117	KBG 270C	T. HILUX PICKUP		
118	KBJ 735U	ISUZU	FSR33	
119	KBJ 738U	TAFE	TRACTOR	
120	KBL 022G	YAMAHA	DT 125	
121	KBQ 124D	ISUZU	FSR33	
122	KBQ 128D	NEW HOLLAND	TT75	
123	KBQ 139D	TOYOTA	FORTUNER	
124	KBQ 179D	TOYOTA HILUX	HILUX	
125	KBQ 192D	ISUZU DMAX	DMAX	
126	KBQ 269C	TOYOYA	HILUX	
127	KBQ 270C	TOYOTA	HILUX	

128	KBR 832U	FAW		
129	KBS 707G	T.LANDCRUISER		
130	KBY 392A	LAND ROVER	DEFENDER 110	
131	KBY 411C	TOYOTA	FORTUNER	
132	KBY 412C	TOYOTA	FORTUNER	
133	KBY 413C	TOYOTA	FORTUNER	
134	KBY 414C	TOYOTA	FORTUNER	
135	KBY 415C	TOYOTA	FORTUNER	
136	KBY 416C	TOYOTA	FORTUNER	
137	KBY 417C	TOYOTA	FORTUNER	
138	KBY 418C	TOYOTA	FORTUNER	
139	KBY 419C	TOYOTA	FORTUNER	
140	KBY 420C	TOYOTA	FORTUNER	
141	KBY 426C	TOYOTA	FORTUNER	
142	KBY 427C	TOYOTA	FORTUNER	
143	KBY 428C	TOYOTA	FORTUNER	
144	KBY 431C	NISSAN	HARDBODY	
145	KBY 432C	NISSAN	HARDBODY	
146	KBY 433C	NISSAN	XTRAIL	
147	KBY 434C	NISSAN	XTRAIL	
148	KBY 435C	TOYOTA	KUN25R	
149	KBY 436C	TOYOTA	KUN25R	
150	KBY 437C	TOYOTA	KUN25R	
151	KBY 438C	TOYOTA	KUN25R	
152	KBY 439C	TOYOTA	KUN25R	
153	KBY 440C	TOYOTA	KUN25R	
154	KBY 517C	MOTORCYCLE	XTZ 125	
155	KBY 518C	MOTORCYCLE	XTZ 125	
156	KBY 519C	MOTORCYCLE	XTZ 125	
157	KBY 577C	MOTORCYCLE	YBR 125	
158	KBY 601C	FORD	RANGER	
159	KBY 643C	NISSAN	XTRAIL	
160	KBY 644C	NISSAN	XTRAIL	
161	KBY 645C	NISSAN	XTRAIL	
162	KBY 659C	FORD	RANGER	
163	KBY 667C	FORD	RANGER	
164	KBY 723C	TOYOTA	KUN 125R	
165	KBY 724C	TOYOTA	KUN25R	

166	KBY 963C	TOYOTA LANDCRUISER		
167	KBY 964C	TOYOTA	KUN 25R	
168	KBY 965C	TOYOTA	KUN25R	
169	KBY 966C	T HILUX	KUN 25R	
170	KBY 974C	HAOJIN	HJ200HZ-6	
171	KBY 975C	HAOJIN	HJ200HZ-6	
172	KBY 976C	HAOJIN	HJ200HZ-6	
173	KBY 977C	HAOJIN	HJ200HZ-6	
174	KBY 978C	HAOJIN	HJ200HZ-6	
175	KBY 979C	HAOJIN	HJ200HZ-6	
176	KBY 980C	NISSAN	XTRAIL T30	
177	KBY 981D	N.XTRAIL		
178	KBY 982D	N.XTRAIL		
179	KBY 967C	TOYOTA PRADO	KDJ 150R	
180	KBZ 213D	YAMAHA	DT175	
181	KBZ 214D	YAMAHA	DT175	
182	KBZ 215D	YANAHA	DT175	
183	KBZ 216D	YAMAHA	DT 175	
184	KBZ 217D	YAMAHA	DT 175	
185	KBZ 218D	YAMAHA	DT175	
186	KBZ 219D	YAMAHA	DT175	
187	KBZ 220D	YAMAHA	DT175	
188	KBZ 221D	YAMAHA	DT 175	
189	KBZ 340D	MAN		
190	KBZ 341D	MAN		
191	KBZ 380D	FORD	RANGER	
192	KBZ 381D	NISSAN	XTRAIL T30	
193	KBZ 382D	N.XTRAIL	T 30	
194	KBZ 400D	TOYOTA	ZRE151R	
195	KBZ 426D	MAN		
196	KBZ 427D	MAN		
197	KBZ 467D	MAN	15.220B	
198	KBZ 494D	FORD	RANGER	
199	KBZ 495D	FORD	RANGER	
200	KBZ 496D	FORD	RANGER	
201	KBZ 614D	YAMAHA	DT175	
202	KBZ 698D	YAMAHA	DT175	
203	KBZ 699D	YAMAHA	DT175	

204	KBZ 700D	YAMAHA	DT175	
205	KBZ 913D	F.RANGER		
206	KBZ 915D	FORD	RANGER	
207	KBZ 962D	NEW HOLLAND	MF 4807	
208	KBZ 963D	NEW HOLLAND	MF 4807	
209	KBZ 964D	NEW HOLLAND	MF 4807	
210	KBZ 971D	T LANDCRUISER AMBL	AMBULANCE	
211	KBZ 972D	T LANDCRUISER AMBL	AMBULANCE	
212	KBZ 973D	T LANDCRUISER AMBL	AMBULANCE	
213	KBZ 974D	T LANDCRUISER AMBL	AMBULANCE	
214	KBZ 975D	T LANDCRUISER AMBL	AMBULANCE	
215	KBZ 976D	T LANDCRUISER AMBL	AMBULANCE	
216	KBZ 977D	T LANDCRUISER AMBL	AMBULANCE	
217	KBZ 978D	T LANDCRUISER AMBL	AMBULANCE	
218	KBZ 979D	T LANDCRUISER AMBL	AMBULANCE	
219	KBZ 980D	T LANDCRUISER AMBL	AMBULANCE	
220	KCA 016F	ISUZU	LORRY	
221	KCA 131F	YAMAHA		
222	KCA 256F	NISSAN	X-TRAIL	
223	KCA 317F	NEW HOLLAND	F170B	
224	KCA 318F	NEW HOLLAND	F170B	
225	KCA 330F	NEW HOLLAND	TT75	
226	KCA 331F	NEW HOLLAND	TT75	
227	KCA 339F	FORD	RANGER	
228	KCA 362F	SUZUKI	GRAND VITARA	
229	KCA 363F	SUZUKI	GRAND VITARA	
230	KCA 366F	FORD	RANGER	
231	KCA 496F	FORD	EVEREST	
232	KCA 701F	YAMAHA	DT175	
233	KCA 702F	YAMAHA	DT175	

234	KCA 704F	MOTORCYCLE	YBR125G	
235	KCA 705F	YAMAHA	YBR125G	
236	KCA 706F	YAMAHA	YBR125G	
237	KCA 707F	YAMAHA	YBR125G	
238	KCB 276P	ISUZU NPR		
239	KCC 356S	SINO TRUCK	FIRE ENGINE	
240	KCC 357S	SINO TRUCK	FIRE ENGINE	
241	KCC 394S	SINO TRUCK	FIRE ENGINE	
242	KCD 905G	MASSEY FERGUSON	MF 4807	
243	KCD 906G	MASSEY FERGUSON	MF 4807	
244	KCD 906G	MASSEY FERGUSON	MF 4807	
245	KCD 906G	MASSEY FERGUSON	MF 4807	
246	KCD 907G	MASSEY FERGUSON	MF 4807	
247	KCD 908G	MASSEY FERGUSON	MF 4807	
248	KCD 909G	MASSEY FERGUSON	MF4807	
249	KCD 910G	MASSEY FERGUSON	MF 4807	
250	KCD 911G	MASSEY FERGUSON	MF 4807	
251	KCD 912G	MASSEY FERGUSON	MF 4807	
252	KCD 912G	MASSEY FERGUSON	MF 4807	
253	KCD 913G	MASSEY FERGUSON	MF 4807	
254	KCD 913G	MASSEY FERGUSON	MF 4807	
255	KCD 914G	MASSEY FERGUSON	MF 4807	
256	KCD 914G	MASSEY FERGUSON	MF 4807	
257	KCD 915G	MASSEY FERGUSON	MF 4807	
258	KCD 916G	MASSEY FERGUSON	MF 4807	
259	KCD 920G	TOYOTA HILUX	KUN25R	
260	KCD 928G	MASSEY FERGUSON	MF 4807	
261	KCE 019D	SINO TRUCK	FIRE ENGINE	
262	KCE 022D	FORD	RANGER	
263	KMDF 794P	YAMAHA	YBR125	
264	KMDF 795P	YAMAHA	YBR125	
265	KMDF 983Q	YAMAHA	YBR125	
266	KMDQ 931A	HONDA		
267	KMDQ 932A	HONDA		
268	KTCB 568L	MILLAT		
269	KTCB 569L	MILLAT		
270	KTCB 821L	MASSEY FERGUSON	MF 4807	
271	KTCB 822L	MILLAT		
272	KTCB 824L	MILLAT		

273	KTCB 827L	MILLAT		
274	KTCB 828L	MILLAT		
275	KTCB 829L	MILLAT		
276	KTCB 831L	MILLAT		
277	KTCB 833L	MILLAT	MF 4807	
278	KUL 903	MAZDA	B1600	
279	KUL 930	MAZDA	TU100	
280	KWE 077	FORD	4610	
281	KWE 078	FORD	4610	
282	NEW	XCMG	XS143J	
283	UNREGISTERED	OPEL CADET		
284	ZA 6965	BURNS & BLANE ENG.	TRAILER	
285	ZB 1607	BURNS & BLANE ENG.	TRAILER	
286	ZB 1610	BURNS & BLANE ENG.	TRAILER	
287	ZB 3004	BURNS & BLANE ENG.		
288	ZC 2901	AXEL TRAILER		
289	ZB 7210	CMC	TRAILER	
TOTAL CARRIED TO FORM OF TENDER				

- Note: 1. Prices indicated must be inclusive of all government taxes upto delivery.
2. Indicate the premium rate (%)

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20 _____
between the County Government of Kilifi P.O.Box 519-80108 Kilifi hereinafter called
“the Procuring entity of the one part and
_____ hereinafter
called “the tenderer” of the other part;

WHEREAS the Procuring entity invited tenders for the provision of staff medical services
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 WITNESSETH 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 Technical Specifications
 - (d) The General Conditions of Contract
 - (e) The Special Conditions of contract; and
 - (f) The Procuring entity’s Notification of Award
1. 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 staff medical 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.

Commencement Date.....

Date of Completion.....

Contract period.....

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 FOR AND ON BEHALF OF THE COUNTY ASSEMBLY

NAME.....SIGN.....

DESIGNATION.....

ADDRESS.....

WITNESSED BY:

NAME.....SIGN.....

DESIGNATION.....

ADDRESS.....

OFFICIAL RUBBER STAMP/ SEAL

SIGNED FOR AND ON BEHALF OF THE TENDERER

NAME.....SIGN.....

DESIGNATION.....

ADDRESS.....

WITNESSED BY:

NAME.....SIGN.....

DESIGNATION.....

ADDRESS.....

OFFICIAL RUBBER STAMP/ SEAL

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 _____ 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 –

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

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 tender>

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)

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
[description of insurance services] (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)

LETTER OF NOTIFICATION OF AWARD

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

FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender
No.....of20...

REQUEST FOR REVIEW

I/We.....the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the
Public Procurement Administrative Review Board to review the whole/part of the above
mentioned decision on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
day of20.....

SIGNED
Board Secretary