



**B O M A S**  
OF KENYA LTD

**TENDER DOCUMENT**

**FOR**

**PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS &  
STAFF OF BOMAS OF KENYA LIMITED (IN AND OUT PATIENT)**

**TENDER NO. BOMAS OF KENYA LTD- BOK/DSMIC/01/2020**

**NOVEMBER 2020**

**Bomas of Kenya Ltd**  
**P.O. Box 40689-00100**  
**Nairobi**  
**KENYA, EAST AFRICA**  
**TEL.: + 254 020 8068400**  
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**Website: *www.Bomas of Kenya Ltd.go.ke***

**CLOSING DATE: WEDNESDAY, 02/12/2020**

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## SECTION I - INVITATION FOR TENDERS

TENDER REF. NO: BOK/DSMIC/01/2020

### TENDER: PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS & STAFF OF BOMAS OF KENYA LIMITED (IN & OUT PATIENT)

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- 1.1 The Bomas of Kenya Ltd invites sealed tenders from eligible candidates (underwriters) for Provision of Directors & Staff Medical Insurance cover (in & out patient) for a period of twelve (12) months renewable subject to satisfactory performance.
- 1.2 Interested eligible candidates (underwriters) may obtain further information or inspect the tender documents at **Bomas of Kenya Ltd, Procurement Office, located at Forest Edge Road, Off Langata Road** during normal office working hours 0800hrs to 1700hrs.
- 1.3 A complete set of tender document may be obtained by **downloading from our website at [www.bomasofkenya.go.ke](http://www.bomasofkenya.go.ke) free of charge.**
- 1.4 Prices quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.5 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 (**Bomas of Kenya Reception**) and be addressed to  
  
**THE GENERAL MANAGER,  
BOMAS OF KENYA LTD,  
P.O. BOX 40689 – 00100,  
NAIROBI.**  
so as to be received on or before **WEDNESDAY, 2ND DECEMBER, 2020 at 1100 hours**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at **Bomas of Kenya Ltd, Multi-Purpose Hall.**
- 1.7 Bidders are required to serialize/paginate their tender document in a sequential manner before submitting.
- 1.8 Bidders are advised to continuously check the Company website for any addendums that may be issued during the tendering period.

**SUPPLY CHAIN MANAGER  
FOR: GENERAL MANAGER/CEO**

## SECTION II - INSTRUCTION TO TENDERERS

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## SECTION II - INSTRUCTIONS TO TENDERERS

### 2.1. Eligible Tenderers

- 2.1.1 This Invitation for Provision of Directors & Staff Medical Insurance cover from eligible tenderers (Underwriters) 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 Bomas of Kenya Ltd's employees, committee members, Board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 be nil/= . The document to be downloaded from the company website by the bidders.
- 2.2.3 Bomas of Kenya Ltd shall allow the tenderer to review the tender document free of charge.

### 2.3 Contents of Tender Document

- 2.3.1 The tender documents comprises the documents listed below
- (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 Bomas of Kenya Ltd by post, or by email at Bomas of Kenya Ltd's address indicated in the Invitation for tenders. Bomas of Kenya Ltd will respond in writing to any request for clarification of the tender documents, which it receives not later than three (3) days prior to the deadline for the submission of the tenders, prescribed by Bomas of Kenya Ltd. Written response will be sent to all candidates who have received the tender documents and also uploaded to the company web

2.4.2 Bomas of Kenya Ltd 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.

## **2.5 Amendment of Tender Documents**

2.5.1 At any time prior to the deadline for submission of tenders, Bomas of Kenya Ltd, 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 an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment/addendum by post 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, Bomas of Kenya Ltd, 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 Bomas of Kenya Ltd, 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 Bomas of Kenya Ltd'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 be Ksh 100,000/=
- 2.12.3 The tender security is required to protect Bomas of Kenya Ltd 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 IRA/PPRA
  - 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 Bomas of Kenya Ltd 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 expiry 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 ninety (90) days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by as non-responsive.
- 2.13.2 In exceptional circumstances, Bomas of Kenya Ltd 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 **one (1)** 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 be marked as below:

**TENDER REF. NO: BOK/DSMIC/01/2020-TENDER FOR  
PROVISION OF MEDICAL INSURANCE COVER FOR BOARD  
MEMBERS & STAFF OF BOMAS OF KENYA LIMITED**

**“DO NOT OPEN BEFORE WEDNESDAY, 2<sup>nd</sup> DECEMBER, 2020  
AT 1100HRS.” AND**

Addressed to:

**THE GENERAL MANAGER,  
BOMAS OF KENYA LTD,  
P.O. BOX 40689 – 00100,  
NAIROBI.**

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, Bomas of Kenya Ltd will assume no responsibility for the tender’s misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

Tenders must be received by Bomas of Kenya Ltd at the address specified under paragraph 2.15.2 not later than **WEDNESDAY, 2<sup>ND</sup> DECEMBER, 2020 AT 1100HRS.**

- 2.16.1 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 expiry 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 Bomas of Kenya Ltd will open all tenders in the presence of bidders or representatives who may choose to attend on **WEDNESDAY, 2<sup>ND</sup> DECEMBER, 2020 AT 1100HRS** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance.
- 2.18.1 The tenders' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as Bomas of Kenya Ltd, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.2 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd in 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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, Bomas of Kenya Ltd 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. Bomas of Kenya Ltd'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 Bomas of Kenya Ltd 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, Bomas of Kenya Ltd 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 Bomas of Kenya Ltd will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 Bomas of Kenya Ltd'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) Bomas of Kenya Ltd 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 Bomas of Kenya Ltd'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. Bomas of Kenya Ltd 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 Bomas of Kenya Ltd**

2.23.1 Subject to paragraph 2.19 no tenderer shall contact Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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. Bomas of Kenya Ltd Right to accept or Reject any or all Tenders**

Bomas of Kenya Ltd 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 Bomas of Kenya Ltd's action. If Bomas of Kenya Ltd determines that none of the tenders is responsive, Bomas of Kenya Ltd shall notify each tenderer who submitted a tender.

- 2.26.2 Bomas of Kenya Ltd shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about his/her 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 expiry of the period of tender validity, Bomas of Kenya Ltd 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 Bomas of Kenya Ltd pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd notifies the successful tenderer that its tender has been accepted, Bomas of Kenya Ltd 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 Bomas of Kenya Ltd.

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 Bomas of Kenya Ltd

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.2 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event Bomas of Kenya Ltd may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

2.30.1 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd 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 (ITT)

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.

### Provisions of Appendix to instructions to Tenderers

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1 Eligible Tenderers	Only Registered Insurance underwriters.
2.4.1 Clarification of tender document	General Manager/CEO Bomas of Kenya Ltd P.O. Box 40689-00100 Nairobi Kenya, East Africa TEL.: + 254 020 8068400 <a href="mailto:procurement@bomasofkenya.co.ke">procurement@bomasofkenya.co.ke</a>
2.12 Tender Security	Tenderers shall be ksh 100,000/= from a reputable Bank or insurance firm approved by the PPRA valid for 90 days from date of tender closing.
2.14.1 Number of Tender Copies Required	One original and one copy properly bound and document MUST be sequentially numbered/paginated and initialed on all pages including attachments if any.
2.15.2 (b) State day, date and time of tender opening	Wednesday, 2nd December, 2020 at 1100hrs
2.16.1 State day, date and time of tender closing	As per.2 (b) above
2.16.3 Delivery of bulky documents	Bulky documents to be delivered to the Procurement Office, Bomas of Kenya, Nairobi
2.18.1	<i>As 2.15.2 (b) above</i>
2.21	The currency to be used is Kenya Shillings
2.22. The evaluation criteria	See (II) below
2.29.1 performance security	10% Professional indemnity will suffice



- i) The company shall designate an officer(s) to supervise/manage the contract.
- ii) The company shall designate an officer(s) who shall be the contact person(s)
- iii) Where The Underwriter fails to settle claims to the satisfaction of the company, the contract shall be terminated at the option of the company (Bomas of Kenya Ltd)

## (II) CRITERIA OF EVALUATION

The method of evaluation will be Merit Point System

The evaluation criteria will be applied as indicated here below: -

1.	MANDATORY REQUIREMENTS	POINTS
	Submit a copy of tender security payable to Bomas of Kenya Ltd (insurance Brokers <b>only</b> )	YES/NO
a)	Copy of Certificate of Incorporation/Registration	
b)	Duly completed and signed and stamped form of tender	
c)	Duly filled signed and stamped price schedule form	
d)	Copy of Valid Tax Compliance Certificate from KRA	
e)	Registration as a member of AKI for the current year 2020	
f)	Certificate by Commissioner of Insurance (IRA) for the year 2020	
g)	Copy of valid Current Business Permit	”
h)	Submit a tender security of Ksh 100,000/= in form of a bank/insurance guarantee from either commercial banks or insurance companies approved by PPRA valid for 120 days from the date of tender opening. ( <i>Note: No self-guarantee, to use tender security from an insurance firm, you have to provide from a different company</i> )	
i	Attach audited financial statement for the past three years (2017, 2018 & 2019) by firms currently registered by recognized accounting bodies.	
j	Duly filled, signed and stamped self-declaration Forms	
k	Duly filled, signed and stamped anti-corruption declaration form	
l	Must be in existence for the last five years (proof required)	
m	Original & copy must be paginated/serialized/numbered sequentially and initialed on all pages and attachments	
n	Properly bound, numbered, good presented document. Loosed documents will not be accepted.	

<b>B</b>	<b>TECHNICAL EVALUATION OPERATIONS PERFORMANCE &amp; HUMAN RESOURCES</b>	<b>Scores</b>
B1	<b>Corporate clients</b> List of at least four Corporate Clients whom you have served and their recommendation letters (Previous years) (Attach Evidence) The letter must be addressed to Bomas of Kenya Ltd and bound in the tender document.(Attach Lso/Contract document 5 marks each	20marks
B2	Give the turnaround period used to settle previous claims upon presentation of all required documents. ( <b>Attach evidence</b> ) ( <b>Underwriter</b> ). Show institutions or organizations which you have previously settled their claims within shortest time possible. (Four cases sorted within 1-5 days earns maximum marks) 1-5 days 20marks 6-15 days 10 marks 16-20 days 8 marks 21-30 days 5 days Over 30days 0 <b>Provide evidence of claims settled</b>	20 marks
B3	List at least four (4) key professional staff and their portfolio/tasks, for each professional stated with clear portfolio/ tasks, five (5) marks will be awarded. Attach CVs Qualifications Graduate in insurance 5 marks Indicate name and contacts of the person who will be in charge of the scheme (manager/administrator) if awarded the tender. Diploma holders in insurance (3 marks) Certificate in insurance (1mark)	20marks
B4	<b>Proof of financial capacity-The audited accounts for the last three (3)</b>  Years Must show up capital of at least ksh 50 million Ksh 50 million- 100 million.....5 marks Ksh 100 million- Ksh 200million.....10 marks Over Ksh 200million.....15 marks	15Marks
B5	Highest business undertaken in the last three (3) years in Medical Insurance Cover per client. Ksh 25 million -Ksh 35 Million           3 Marks Ksh 36 million- Ksh 45 million.....7Marks Over 45 million.....10 marks	10Marks
B7	Document Conformity/Presented in a required format and numbered/paginated	5 Marks
B8	List of health providers indicating their locations, contact person and telephone(2 marks for up to 15 hospitals,4 marks for 15-30 hospitals and a maximum of 10 marks for over 30 hospitals (increase nationwide Coverage though most of them should be based in Nairobi)	10 marks
	<b>TOTAL SCORES</b>	<b>100</b>

**NB: - Bidders must meet all the mandatory requirements to qualify for technical evaluation. To qualify for financial evaluation a bidder must score a minimum of 70%**

**Financial evaluation**

The firm that is technically responsive and has provided the lowest bid in cost will be considered for award.

## 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 Bomas of Kenya Ltd 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 Bomas of Kenya Ltd under the Contract.
- (d) **“Bomas of Kenya Ltd”** means the organization procuring the services under this Contract
- (e) **“The Underwriter”** 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 Underwriter shall not, without Bomas of Kenya Ltd’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 Bomas of Kenya Ltd in connection therewith, to any person other than a person employed by The Underwriter in the performance of the Contract.

3.4.2 The Underwriter shall not, without Bomas of Kenya Ltd'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 Bomas of Kenya Ltd and shall be returned (all copies) to Bomas of Kenya Ltd on completion of the contract's or performance under the Contract if so required by Bomas of Kenya Ltd

### **3.5. Patent Rights**

3.5.1 The Underwriter shall indemnify Bomas of Kenya Ltd 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 Bomas of Kenya Ltd the performance security where applicable in the amount specified in SCC

3.6.2 The proceeds of the performance security shall be payable to Bomas of Kenya Ltd 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 Bomas of Kenya and shall be in the form of:

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

3.6.4 The performance security will be discharged by Bomas of Kenya Ltd and returned to the Candidate not later than thirty (30) days following the date of completion of The Underwriter'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 Underwriter in accordance with the terms specified by Bomas of Kenya Ltd 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 Underwriter under this Contract shall be specified in SCC

3.82. Payment shall be made promptly by Bomas of Kenya Ltd, but in no case later than sixty (60) days after submission of an invoice or claim by the Underwriter.

### **3.9. Prices**

3.9.1 Prices charges by the Underwriter 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 Bomas of Kenya Ltd'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 Bomas of Kenya Ltd within 30 days of receiving the request.

### **3.10. Assignment**

3.10.1 The Underwriter shall not assign, in whole or in part, its obligations to perform under this Contract, except with Bomas of Kenya Ltd's prior written consent.

### **3.11. Termination for Default**

3.11.1 Bomas of Kenya Ltd may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Underwriter terminate this Contract in whole or in part:

- (a) if The Underwriter fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by Bomas of Kenya Ltd
- (b) If The Underwriter fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of Bomas of Kenya Ltd has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event Bomas of Kenya Ltd 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 Underwriter shall be liable to Bomas of Kenya Ltd for any excess costs for such similar services. However, the Underwriter shall continue performance of the contract to extent not terminated.

### **3.12. Termination for Insolvency**

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

### **3.13. Termination for Convenience**

3.13.1 Bomas of Kenya Ltd by written notice sent to the Underwriter, 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 Underwriter 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 Bomas of Kenya Ltd may elect to cancel the services and pay to The Underwriter an agreed amount for partially completed services.

### **3.14 Resolution of Disputes**

3.14.1 Bomas of Kenya Ltd and The Underwriter 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 Underwriter 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 THE CONTRACT

### 4.1 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	10% of the Contract sum from the reputable Bank in the prescribed format covering the period of the Contract
3.7 Delivery of Services	For a period of twelve (12) months from the date of contract signing and may be renewable in accordance to the law subject to satisfactory performance.
3.8 Payment	As per contract agreement
3.15	The Language of the Contract will be English.
3.16 Applicable law	The Laws of Kenya
3.18 Notices	General Manager/CEO Bomas of Kenya Ltd P.O. Box 40689-00100 Nairobi KENYA

## **SECTION V-SCHEDULE OF REQUIREMENTS**

Tenders are invited from interested firms for provision of a medical cover for staff and dependants for one-year effective the date to be agreed.

The company places particular emphasis on the capacity of the tenderers to perform the contract satisfactorily.

Appended below are details of cover and guidelines on requirements.

### **BOMAS OF KENYA STAFF MEDICAL COVER 2020**

#### **Background**

That Bomas of Kenya Ltd offers Staff Medical Cover to its Board members, Staff and their eligible dependants (spouse and Children) and wishes to engage an insurance firm to cover as per the medical details below.

#### **INPATIENT MEDICAL INSURANCE**

The inpatient medical scheme caters for illness requiring hospitalization which includes:

- 
- Admission to hospital;
- Treatment while in hospital;
- Discharge from hospital and post hospitalization treatment.

The medical service provider will be expected to provide an improved scheme that entails benefits which ensure members of staff and their legible dependants receive quality health care.

#### **PARTICULARS OF COVER**

Bomas of Kenya Ltd provides enhanced family cover based on the Principal of (M+5) i.e one principal member, a spouse and four children.

#### **1.0 Expectations**

##### **a) Quality medical services**

- (i) Every eligible member will have a plan that includes comprehensive and enhanced Health care benefit;
- (ii) Avoid denials of care based on agreed conditions, race or gender;
- (iii) Manage the in-patient cost to avoid unnecessary extra costs billed as “preventive care and out of pocket expenses”

##### **b) Increasing Choice and Competitiveness**

- (i) That the insurance will create competition based quality and price that lead to better coverage and care.

c) Improving quality care for every Bomas of Kenya Ltd Board members, Staff and their dependants

- (i) The insurer is expected to run preventive programmes that will result in improved health and wellbeing and productivity at work for all.
- (ii) Guarantee that all staff will have health care coverage that include dental, hearing and visual benefits.

d) Ensure Shared Responsibility

- (i) All individuals will generally be required to get coverage through the insurance and National Health Insurance Fund (NHIF) contribution.
- (ii) The insured members and the Company will share responsibility for a quality and affordable health care.

e) Protecting staff from waste and abuse

- (i) That insurance should provide transparency in plans in the health exchange so that the consumers have clear complete information in plain English needed to select the plan that best meet their needs. Continuously educate the Bomas of Kenya Ltd members on the running of the Medical Scheme.
- (ii) Simplified paper work and other administrative burdens.
- (iii) No body to be denied health services because of pre-existing conditions.

**2.0 DETAILS OF THE COVER**

The bidders must provide;

- 1) Full details of what the cover provides.
- 2) All the eligible expenses included in the inpatient cover.
- 3) Full details of what the cover excludes
- 4) Dependant's eligibility.
- 5) All bidders are required to provide information on the following -:
  - Dental
  - Optical
  - Maternity
  - Evacuation (Ambulances/air)  
Coverage

That tenderer is required to provide the following

- i. Full details of towns where the medical provider, HMO or insurance Company is represented.
- ii. The appointed Hospitals, Clinics and Doctors all over the country who can be accessed by employees and their dependants.
- iii. Full details of medical cover outside Kenya and exclusions that are applicable.

This is taking into consideration that employee's family do not necessarily stay with the employee, some may be staying up country and Bomas of Kenya Ltd members' of staff may travel out of the country on official duties.

## **CASE MANAGEMENT**

Give a detailed proposal on how the cover will be administered. Give analysis on how the service provider intends to address the following issues of procedures

- a) Admission of new and exit of members in to the cover.
  - b) Admission of members with pre-existing conditions in to the cover.
  - c) Procedure to be followed for the overseas cover.
  - d) Procedure to be followed to procure last expenses.
  - e) Procedure to be followed to cover maternity cases.
  - f) Give details of the Claims settlements turnaround time. Note that time indicated will be used to review the performance of the tender.
- 4.0 Bidders should provide documentary proof that they are financially sound.

### **Scope of services**

The medical scheme will be expected to provide:

- (a) Inpatient services:

**Provide quality inpatient medical services. The Inpatient scheme should encompass the following benefits.**

- Hospitalization including full diagnosis and treatment following illness.
- Accident hospitalization.
- Rescue and evacuation.
- Treatment overseas if not locally available.
- Worldwide cover.
- Any additional benefit (s) should be specified by the bidder.

- (b) Service Providers

The medical service Provider (s) identified should have an extensive and reputable network of Hospitals, Clinics, Pharmacies and Laboratories within easy reach of the Bomas of Kenya Ltd staff and their dependants.

- (c) Out of working Station

Once in a while Bomas of Kenya Ltd staff may be required to perform their duties out of their working stations or travel within the country or overseas to attend to official duties. Provision for such cases should be in the proposal.

- (d) Transitional arrangements will be provided on how to cover pre-existing conditions.

Periodic (quarterly reports on the claims experience of the cover).

## **SCOPE OF COVER - OUTPATIENT**

Diagnostic consultation with a General Practitioner registered with a the Kenya Medical practitioners and dentist board

- Diagnostic Consultation with a Specialist
- Laboratory investigations and X-rays, Electrocardiograms, Radiotherapy or Chemotherapy.
- Outpatient procedures e.g. dressing.

- Immunizations and vaccination of children (KEPI Recommended)
- Diagnosis & Treatment of Sexually Transmitted Diseases.

The outpatient scheme will have the standard exclusions except the following:

- Treatment for fertility
- Costs relating to HIV infections or AIDS
- Costs related to contraception or sterilization
- Costs related to maternity
- Costs for Psychiatric treatment
- Treatment by neuro-surgeons and radiotherapists.
- Immunization.
- Dental cover
- Optical cover
- Any other additional enhancements.

### **SCOPE OF COVER – IN PATIENT**

Hospitalization and/or outpatient medical expenses as a result of illness and/or accident to an insured person shall cover the following:

- Daily bed charges
- Surgeon's, physician's and anesthetist's fees
- Operating theatre costs
- Specialists,
- Pathologists and physiotherapists fees
- Registered private doctor's fees
- X-rays
- Laboratory tests,
- Surgical appliances and prescribed drugs/medicines
- ICU/HDU and theatre charges
- Radiotherapy and chemotherapy
- Local road and air evacuation

#### **Maternity Cover**

Maternity will cover:

- Delivery expenses.
- Pre-natal care
- Post-natal care and ultrasounds all within maternity limit
- Fertility treatment

#### **HIV/AIDS & RELATED CONDITIONS**

- Treatment of HIV/AIDS related conditions
- Prescribed ARVS
- Cost of CD4 count

**Dental cover**

The dental cover provides for:

- Cost of fillings
- Root canal
- X-rays
- Polishing and scaling necessitated by a prevailing medical condition and authorised by a doctor.
- Tooth extractions including surgical extraction together with anesthetics fees

**Exclusions (dental)**

- Replacement or repairs of old dentures, bridges and plates unless damage to the said dentures and plates becomes necessary as the result of bodily injury sustained by the insured person caused solely and directly by accidental external and visible means.
- Cosmetic nature dental treatment

**Optical Cover**

The Optical cover provides for:

- Expenses related to eye treatment
- Eye Testing
- Treatment arising from injury to the eyes caused solely and directly by accident external and visible means or arising from a disease affecting the eye or optic nerve.
- The supply and fitting of eyeglasses and frames on a prescription only from the Company's approved ophthalmologist.

**Value Added**

- Management reports- Utilization and Trends.
- Member statements- Utilization.
- Updates on trends in the Medical sector.
- Education- Policy Interpretation/ Advice.
- Health Talks.

**BIDDER MUST BE SUBSTANTIALLY RESPONSIVE AND MUST MEET THE ABOVE SPECIFICATIONS IN ANY CASE SHALL NOT BE LESS THAN 80 % REQUIREMENTS FOR ONE TO BE CONSIDERED.**

**PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS & STAFF**

**1)The individual limit is per household i.e member of staff and a maximum of five (5) dependants as follows: -**

Category	Individual limit	No.	Member	Spouse	M+1	M+2	M+3	M+4
Category A	1,500,000/=							
Category B	700,000/=							
Category C	500,000/=							

**Proposed Wards**

	<b>Option I</b>	<b>Option II</b>
Category A	Executive ward/ Ensuite	Executive ward/Ensuite
Category B	Private ward	Private ward
Category C	Semi-private ward	General Ward

**Note:**

Category A=Directors & CEO

Category B=Heads of Departments & Deputies

Category C= Other Staff

Category	Individual limit	No.	Member	Spouse	M+1	M+2	M+3	M+4
Category A	500,000/=							
Category B	300,000/=							
Category C	150,000/=							
<b>TOTAL</b>								

**Note:**

Category A=Directors & CEO

Category B=Heads of Departments & Deputies

Category C= Other Staff

### Proposed Dental and Optical Cover

Category	Individual limit	No.	Member	Spouse	M+1	M+2	M+3	M+4
Category A	100,000/=							
Category B	70,000/=							
Category C	40,000/=							
<b>TOTAL</b>								

Category A=Directors & CEO

Category B=Heads of Departments & Deputies

Category C= Other Staff



**SCHEDULE IV**  
**ANALYSIS OF MEMBERS OF THE SCHEME**

DESCRIPTION	CATEGORY	EMPLOYEE	SPOUSES	CHILDREN		TOTAL
				MALE CHILDREN	FEMALE CHILDREN	
<b>BOARD OF DIRECTORS &amp; CEO</b>	A	7	7	8	6	28
<b>SENIOR MANAGEMENT</b>	B	<b>MALE EMPLOYEES</b> 8	<b>SPOUSES</b> 8	8	16	43
		<b>FEMALE EMPLOYEES</b> 2	<b>SPOUSES</b> 1			
		<b>TOTAL EMPLOYEES</b> 10	<b>SPOUSES</b> 9			
<b>OTHER STAFF</b>	C	<b>MALE EMPLOYEES</b> 109	<b>SPOUSES</b> 96	159	192	669
		<b>FEMALE EMPLOYEES</b> 71	<b>SPOUSES</b> 42			
<b>TOTAL</b>						

**STAFF MEDICAL LIST AS AT 1<sup>ST</sup> NOVEMBER,2020**

<b>Category A (Directors &amp; CEO)</b>				
		<b>Principal</b>	<b>Male</b>	<b>20-May-1953</b>
		Spouse	Female	17-Jul-1957
		<b>Principal</b>	<b>Male</b>	<b>07-Jun-1966</b>
		Spouse	Female	01-Jan-1970
		Unmarried Child	Male	04-Jan-2010
		Unmarried Child	Male	02-Jul-2006
		<b>Principal</b>	<b>Male</b>	<b>14-May-1974</b>
		Spouse	Female	18-Nov-1969
		Unmarried Child	Female	15-Feb-2009
		Unmarried Child	Female	14-Apr-2016
		Unmarried Child	Female	27-Mar-2005
		<b>Principal</b>	<b>Male</b>	<b>18-Apr-1962</b>
		Unmarried Child	Male	12-Dec-2004
		Unmarried Child	Female	01-Jan-2009
		Unmarried Child	Female	02-Aug-2006
		Unmarried Child	Female	05-May-2011
		<b>Principal</b>	<b>Female</b>	<b>24-Apr-1968</b>
		Spouse	Male	20-Oct-1988
		Unmarried Child	Male	20-Oct-1991
		Unmarried Child	Female	06-Apr-1995
		Unmarried Child	Male	19-Apr-2018
		<b>Principal</b>	<b>Male</b>	<b>28-Jul-1961</b>
		Spouse	Female	27-Aug-1980
		Unmarried Child	Male	07-Dec-2015
		<b>Principal</b>	Male	1982
		Spouse	Female	1985
		Unmarried Child	Male	2007

		Unmarried Child	male	2015
<b>Category B (Senior Management &amp; Deputies)</b>				
		<b>Principal</b>	<b>Male</b>	<b>26-Mar-1975</b>
		Spouse	Female	06-Jun-1979
		Unmarried Child	Female	24-Apr-2004
		Unmarried Child	Male	07-Jan-2013
		Unmarried Child	Female	16-Mar-2008
		<b>Principal</b>	<b>Female</b>	<b>18-Jun-1985</b>
		Unmarried Child	Male	31-Jul-2014
		<b>Principal</b>	<b>Male</b>	<b>19-Aug-1978</b>
		Spouse	Female	12-Nov-1980
		Unmarried Child	Male	20-Jan-2017
		Unmarried Child	Female	08-May-2009
		<b>Principal</b>	<b>Female</b>	<b>28-Nov-1983</b>
		Spouse	Male	24-Nov-1978
		Unmarried Child	Male	01-Dec-2017
		Unmarried Child	Female	22-Jan-2014
		Unmarried Child	Female	16-Apr-2010
		<b>Principal</b>	<b>Male</b>	<b>23-Jan-1981</b>
		Spouse	Female	05-Sep-1985
		Unmarried Child	Female	05-June-2018
		Unmarried Child	Male	11 June-2009
		<b>Principal</b>	<b>Male</b>	<b>10-Oct-1971</b>
		Spouse	Female	01-Jan-1975
		Unmarried Child	Male	04-May-1999
		Unmarried Child	Female	01-Jan-2001
		Unmarried Child	Female	06-May-2004
		<b>Principal</b>	<b>Male</b>	<b>18-Sep-1974</b>
		Spouse	Female	01-Jan-1976
		Unmarried Child	Female	05-May-2007

		Unmarried Child	Female	27-Dec-2007
		Unmarried Child	Female	13-Jul-2001
		<b>Principal</b>	<b>Male</b>	<b>26-Jul-1970</b>
		Spouse	Female	06-Dec-1976
		Unmarried Child	Female	12-Sep-2017
		Unmarried Child	Female	31-Jul-2006
		Unmarried Child	Male	04-May-2015
		<b>Principal</b>	<b>Male</b>	<b>25-May-1965</b>
		Unmarried Child	Male	17-Jul-1987
		Unmarried Child	Female	25-Nov-2017
		Unmarried Child	Male	09-Aug-2010
		Unmarried Child	Male	04-Jan-2013
		<b>Principal</b>	<b>Male</b>	<b>20-Apr-1974</b>
		Spouse	Female	23-Dec-1984
		Unmarried Child	Female	25-Aug-2009
		Unmarried Child	Female	27-Mar-2011
		<b>Principal</b>	<b>Female</b>	<b>16-May-1974</b>
		Spouse	Male	30-Oct-1976
		Unmarried Child	Female	21-Dec-2016
		Unmarried Child	Female	07-Feb-2009
		Unmarried Child	Female	03-Jan-1996
<b>Category C (Other Staff)</b>				
		<b>Principal</b>	<b>Male</b>	<b>06-May-1977</b>
		Spouse	Female	01-Jan-1973
		Unmarried Child	Female	01-Jan-1998
		Unmarried Child	Female	01-Jan-1996
		Unmarried Child	Male	24-Jul-2005
		<b>Principal</b>	<b>Female</b>	<b>16-Sep-1993</b>
		<b>Principal</b>	<b>Male</b>	<b>20-Jan-1996</b>
		<b>Principal</b>	<b>Female</b>	<b>22-Jan-1993</b>

		Spouse	Male	11-Dec-1991
		Unmarried Child	Female	06-Nov-2019
		<b>Principal</b>	<b>Male</b>	<b>08-Jul-1987</b>
		Spouse	Female	18-Sep-1998
		Unmarried Child	Male	30-May-2018
		<b>Principal</b>	<b>Male</b>	<b>16-Jul-1993</b>
		Unmarried Child	Female	30-Jun-2019
		Unmarried Child	Female	01-Sep-1998
		<b>Principal</b>	<b>Male</b>	<b>10-Jul-1989</b>
		Spouse	Female	04-Mar-1992
		<b>Principal</b>	<b>Male</b>	<b>03-Jul-1981</b>
		Spouse	Female	01-Jan-1987
		Unmarried Child	Male	21-Apr-2011
		Unmarried Child	Female	01-Sep-2007
		Unmarried Child	Male	01-Jan-2004
		<b>Principal</b>	<b>Female</b>	<b>28-Oct-1992</b>
		<b>Principal</b>	<b>Female</b>	<b>13-Nov-1982</b>
		Unmarried Child	Male	03-Nov-2007
		<b>Principal</b>	<b>Male</b>	<b>02-Jan-1986</b>
		Spouse	Female	26-Dec-1992
		Unmarried Child	Female	05-Dec-2011
		Unmarried Child	Female	28-May-2013
		Unmarried Child	Male	11-Oct-2004
		<b>Principal</b>	<b>Male</b>	<b>15-Jun-1990</b>
		Spouse	Female	01-Jan-1989
		Unmarried Child	Male	12-Feb-2020
		Unmarried Child	Male	02-Mar-2016
		<b>Principal</b>	<b>Male</b>	<b>15-May-1989</b>
		Spouse	Female	29-Mar-1991
		Unmarried Child	Male	18-Sep-2019
		<b>Principal</b>	<b>Female</b>	<b>31-Mar-1990</b>
		Unmarried Child	Male	23-Dec-2015
		<b>Principal</b>	<b>Female</b>	<b>07-Aug-1987</b>

		Unmarried Child	Female	15-Oct-1999
		<b>Principal</b>	<b>Male</b>	<b>11-May-1986</b>
		Spouse	Female	04-Apr-1951
		Unmarried Child	Male	04-Jul-2019
		<b>Principal</b>	<b>Female</b>	<b>26-Jan-1981</b>
		Spouse	Male	06-Jun-1975
		Unmarried Child	Female	08-Aug-2018
		Unmarried Child	Female	22-Nov-2011
		Unmarried Child	Male	08-Sep-2015
		<b>Principal</b>	<b>Male</b>	<b>04-Mar-1983</b>
		Spouse	Female	24-Dec-1993
		Unmarried Child	Female	22-Feb-2018
		<b>Principal</b>	<b>Female</b>	<b>18-Apr-1997</b>
		Unmarried Child	Male	01-May-2005
		<b>Principal</b>	<b>Male</b>	<b>28-Sep-1996</b>
		Spouse	Female	08-Apr-1996
		<b>Principal</b>	<b>Female</b>	<b>17-Jun-1983</b>
		Spouse	Male	05-Jun-1976
		Unmarried Child	Female	19-May-2006
		Unmarried Child	Male	31-Oct-2002
		Unmarried Child	Female	23-Feb-2013
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1976</b>
		Unmarried Child	Male	28-Nov-2017
		Unmarried Child	Female	15-Apr-2003
		Unmarried Child	Female	25-May-2006
		<b>Principal</b>	<b>Female</b>	<b>03-Apr-1978</b>
		Unmarried Child	Female	23-Dec-2011
		<b>Principal</b>	<b>Male</b>	<b>09-Aug-1982</b>
		Spouse	Female	04-Apr-1988
		Unmarried Child	Female	07-Jul-2011
		Unmarried Child	Male	02-Jul-2014
		<b>Principal</b>	<b>Male</b>	<b>17-Mar-1977</b>

		Spouse	Female	11-Dec-1975
		<b>Principal</b>	<b>Female</b>	<b>12-Nov-1974</b>
		Unmarried Child	Male	13-Jul-2006
		<b>Principal</b>	<b>Female</b>	<b>23-Apr-1973</b>
		Spouse	Male	01-Jan-1975
		Unmarried Child	Female	10-Jun-2010
		Unmarried Child	Male	12-Dec-1999
		<b>Principal</b>	<b>Female</b>	<b>28-Aug-1978</b>
		Spouse	Male	22-Mar-1962
		Unmarried Child	Female	21-Nov-2003
		Unmarried Child	Female	05-Sep-2007
		Unmarried Child	Female	01-Dec-2016
		<b>Principal</b>	<b>Male</b>	<b>28-Jan-1989</b>
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1988</b>
		Spouse	Female	08-Mar-1990
		Unmarried Child	Female	15-Feb-2015
		Unmarried Child	Female	08-Sep-2013
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1969</b>
		Spouse	Female	01-Jan-1978
		Unmarried Child	Male	05-Dec-2002
		Unmarried Child	Male	31-Jul-2003
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1977</b>
		Spouse	Male	15-Jun-1973
		Unmarried Child	Male	27-Mar-1997
		Unmarried Child	Female	28-Sep-2000
		Unmarried Child	Female	29-Aug-2008
		<b>Principal</b>	<b>Female</b>	<b>28-Jun-1984</b>
		Unmarried Child	Female	24-Oct-2004
		<b>Principal</b>	<b>Male</b>	<b>12-Dec-1973</b>
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1976</b>
		Spouse	Female	17-Apr-1981
		Unmarried Child	Male	27-Aug-2003

		Unmarried Child	Male	29-Mar-2009
		Unmarried Child	Female	12-Apr-2013
		<b>Principal</b>	<b>Female</b>	<b>03-Dec-1975</b>
		<b>Principal</b>	<b>Female</b>	<b>02-Oct-1980</b>
		Unmarried Child	Female	14-Jul-2012
		<b>Principal</b>	<b>Male</b>	<b>05-Jul-1978</b>
		Unmarried Child	Female	08-Aug-2013
		<b>Principal</b>	<b>Female</b>	<b>04-Aug-1977</b>
		Unmarried Child	Male	12-Dec-2000
		Unmarried Child	Female	22-Aug-2011
		<b>Principal</b>	<b>Female</b>	<b>12-Dec-1968</b>
		Spouse	Male	21-May-1963
		Unmarried Child	Female	04-Mar-2003
		Unmarried Child	Female	09-Sep-2014
		Unmarried Child	Female	11-May-1999
		<b>Principal</b>	<b>Male</b>	<b>29-Oct-1980</b>
		Spouse	Female	05-Apr-1980
		Unmarried Child	Female	05-Mar-2006
		Unmarried Child	Male	25-Aug-2017
		<b>Principal</b>	<b>Male</b>	<b>22-Mar-1976</b>
		Spouse	Female	19-Sep-1984
		Unmarried Child	Male	26-Mar-2003
		Unmarried Child	Female	02-Jul-2015
		<b>Principal</b>	<b>Female</b>	<b>07-Nov-1968</b>
		Unmarried Child	Female	19-Jan-2000
		<b>Principal</b>	<b>Female</b>	<b>09-Oct-1977</b>
		Unmarried Child	Female	14-Jun-2006
		<b>Principal</b>	<b>Male</b>	<b>02-Dec-1974</b>
		Unmarried Child	Male	10-Oct-2004
		Unmarried Child	Female	10-Mar-1999
		<b>Principal</b>	<b>Male</b>	<b>04-Mar-1979</b>
		Spouse	Male	05-Mar-1983



		Unmarried Child	Female	24-Dec-2006
		Unmarried Child	Female	04-Jun-2008
		Unmarried Child	Female	15-Jun-2007
		<b>Principal</b>	<b>Male</b>	<b>08-Aug-1972</b>
		Spouse	Female	08-Jun-1978
		Unmarried Child	Female	30-Jan-2019
		Unmarried Child	Male	31-May-2012
		Unmarried Child	Male	26-Sep-2017
		<b>Principal</b>	<b>Female</b>	<b>14-Jun-1980</b>
		Unmarried Child	Male	20-Oct-2010
		Unmarried Child	Female	05-Jun-2013
		<b>Principal</b>	<b>Female</b>	<b>03-Dec-1972</b>
		Spouse	Male	01-Jan-1963
		Unmarried Child	Male	21-Jul-2006
		Unmarried Child	Male	14-Oct-2004
		Unmarried Child	Male	02-Jul-2014
		<b>Principal</b>	<b>Male</b>	<b>10-Dec-1978</b>
		Spouse	Female	15-Sep-1987
		Unmarried Child	Female	27-Sep-2015
		Unmarried Child	Female	24-Sep-2008
		Unmarried Child	Female	25-Sep-2006
		<b>Principal</b>	<b>Male</b>	<b>23-Jan-1960</b>
		Unmarried Child	Male	28-Jul-1994
		Unmarried Child	Male	11-May-1993
		<b>Principal</b>	<b>Male</b>	<b>01-Mar-1965</b>
		Unmarried Child	Female	09-Jun-2006
		Unmarried Child	Female	01-Jan-1998
		<b>Principal</b>	<b>Female</b>	<b>03-May-1974</b>
		Unmarried Child	Male	22-Jun-2010
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1967</b>

		Spouse	Female	04-May-1982
		Unmarried Child	Female	13-Dec-2002
		Unmarried Child	Male	01-Nov-2011
		Unmarried Child	Male	15-Aug-2005
		<b>Principal</b>	<b>Male</b>	<b>08-May-1972</b>
		Spouse	Female	01-Oct-1978
		Unmarried Child	Male	24-Jan-2004
		Unmarried Child	Male	19-Jan-1998
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1978</b>
		Spouse	Female	11-Aug-1983
		Unmarried Child	Male	03-Jul-2018
		Unmarried Child	Female	31-Dec-2011
		Unmarried Child	Male	31-Jan-2008
		<b>Principal</b>	<b>Male</b>	<b>06-Dec-1979</b>
		Spouse	Female	14-Feb-1990
		Unmarried Child	Male	06-Jun-2009
		Unmarried Child	Female	24-Aug-2016
		Unmarried Child	Female	26-Sep-2013
		<b>Principal</b>	<b>Male</b>	<b>01-Sep-1979</b>
		Spouse	Female	14-Sep-1985
		Unmarried Child	Female	01-Jan-2007
		Unmarried Child	Male	11-Jun-2011
		Unmarried Child	Male	14-Feb-2004
		<b>Principal</b>	<b>Male</b>	<b>07-Jan-1981</b>
		Spouse	Female	01-Jan-1993
		Unmarried Child	Male	12-Jul-2016
		<b>Principal</b>	<b>Female</b>	<b>30-Dec-1972</b>
		Unmarried Child	Female	24-Jan-1995
		Unmarried Child	Male	28-Jun-2012
		<b>Principal</b>	<b>Male</b>	<b>19-Sep-1974</b>
		Spouse	Female	16-Jun-1975

		Unmarried Child	Male	18-Oct-2008
		Unmarried Child	Female	22-Dec-2010
		Unmarried Child	Male	04-Feb-2000
		<b>Principal</b>	<b>Female</b>	<b>26-Mar-1970</b>
		Spouse	Male	23-Mar-1984
		Unmarried Child	Female	28-Jul-2001
		Unmarried Child	Male	30-Aug-2014
		Unmarried Child	Male	23-Apr-2000
		<b>Principal</b>	<b>Male</b>	<b>17-May-1975</b>
		Spouse	Female	15-Apr-1978
		Unmarried Child	Male	18-Sep-2015
		Unmarried Child	Male	15-Apr-2006
		Unmarried Child	Female	18-Feb-2000
		<b>Principal</b>	<b>Male</b>	<b>12-Dec-1970</b>
		Unmarried Child	Female	30-Nov-2014
		Unmarried Child	Female	18-Jul-2004
		<b>Principal</b>	<b>Male</b>	<b>22-Oct-1984</b>
		Spouse	Female	08-Apr-1998
		Unmarried Child	Female	19-Aug-2007
		Unmarried Child	Female	08-Nov-2008
		<b>Principal</b>	<b>Male</b>	<b>04-Aug-1967</b>
		Spouse	Female	25-Aug-1978
		Unmarried Child	Male	20-Aug-1997
		Unmarried Child	Male	07-May-1999
		<b>Principal</b>	<b>Male</b>	<b>30-Apr-1978</b>
		Spouse	Female	10-Jul-1986
		Unmarried Child	Female	14-Nov-2005
		Unmarried Child	Male	02-Dec-2009
		Unmarried Child	Female	01-Dec-2014
		<b>Principal</b>	<b>Male</b>	<b>04-May-1971</b>
		Spouse	Female	14-Jan-1978

		Unmarried Child	Female	10-Mar-2006
		Unmarried Child	Male	04-Jul-1999
		<b>Principal</b>	<b>Female</b>	<b>10-Oct-1985</b>
		Spouse	Male	05-Oct-1984
		Unmarried Child	Male	12-Aug-2006
		Unmarried Child	Male	23-Mar-2014
		Unmarried Child	Male	11-Dec-2004
		<b>Principal</b>	<b>Male</b>	<b>25-Feb-1975</b>
		Unmarried Child	Female	08-Jun-2006
		Unmarried Child	Male	10-Apr-2012
		Unmarried Child	Male	27-Aug-2014
		<b>Principal</b>	<b>Male</b>	<b>03-Jan-1973</b>
		Spouse	Female	06-Apr-1973
		Unmarried Child	Male	15-May-2006
		Unmarried Child	Male	22-Apr-2001
		Unmarried Child	Female	05-Mar-1999
		<b>Principal</b>	<b>Male</b>	<b>10-Aug-1976</b>
		Spouse	Female	20-Aug-1985
		Unmarried Child	Male	17-Mar-2011
		Unmarried Child	Female	11-Nov-2004
		Unmarried Child	Male	12-Dec-2007
		<b>Principal</b>	<b>Female</b>	<b>16-Feb-1977</b>
		Spouse	Male	25-Jan-1975
		Unmarried Child	Female	31-Jan-2006
		Unmarried Child	Male	13-Mar-2013
		Unmarried Child	Male	31-Jan-2006
		<b>Principal</b>	<b>Female</b>	<b>27-Jan-1980</b>
		Spouse	Male	06-Jan-1952
		Unmarried Child	Female	26-May-2016
		Unmarried Child	Female	28-Apr-1998

		Unmarried Child	Male	27-Jan-2002
		<b>Principal</b>	<b>Male</b>	<b>04-Apr-1970</b>
		Spouse	Female	02-Dec-1980
		Unmarried Child	Female	06-Mar-1997
		Unmarried Child	Male	15-Dec-1999
		Unmarried Child	Male	29-Jul-1996
		<b>Principal</b>	<b>Male</b>	<b>22-Dec-1974</b>
		Spouse	Female	06-May-1980
		Unmarried Child	Female	22-Nov-2000
		Unmarried Child	Female	12-Jul-2010
		Unmarried Child	Male	11-Nov-2016
		<b>Principal</b>	<b>Female</b>	<b>18-Jun-1980</b>
		Spouse	Male	01-Jan-1978
		<b>Principal</b>	<b>Male</b>	<b>24-Apr-1968</b>
		Spouse	Female	18-Feb-1974
		Unmarried Child	Female	29-Aug-1996
		Unmarried Child	Male	01-Jan-2005
		Unmarried Child	Male	17-Sep-2002
		<b>Principal</b>	<b>Female</b>	<b>25-Aug-1982</b>
		Unmarried Child	Male	07-Oct-2013
		<b>Principal</b>	<b>Male</b>	<b>14-Feb-1978</b>
		Spouse	Female	23-Dec-2015
		Unmarried Child	Male	18-Nov-2016
		Unmarried Child	Male	29-May-2014
		<b>Principal</b>	<b>Male</b>	<b>20-Apr-1978</b>
		Spouse	Female	20-Oct-1982
		Unmarried Child	Male	03-Jun-2007
		Unmarried Child	Male	01-May-2018
		Unmarried Child	Male	06-Jan-2013
		<b>Principal</b>	<b>Male</b>	<b>20-Dec-1984</b>
		Spouse	Female	04-Jan-1982
		Unmarried Child	Male	13-Mar-2008

		Unmarried Child	Male	13-Jul-2015
		Unmarried Child	Male	10-Jan-2006
		<b>Principal</b>	<b>Male</b>	<b>05-May-1987</b>
		Spouse	Female	25-Dec-1996
		<b>Principal</b>	<b>Female</b>	<b>25-Dec-1983</b>
		Unmarried Child	Female	27-Jul-2003
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1982</b>
		Spouse	Female	07-Apr-1987
		Unmarried Child	Female	19-Aug-2017
		Unmarried Child	Male	21-Mar-2011
		Unmarried Child	Male	21-Mar-2011
		<b>Principal</b>	<b>Male</b>	<b>06-May-1974</b>
		Spouse	Fe 0020male	26-Nov-1985
		Unmarried Child	Male	25-Sep-2019
		Unmarried Child	Female	22-Feb-2010
		Unmarried Child	Female	02-Aug-2014
		<b>Principal</b>	<b>Male</b>	<b>24-Dec-1978</b>
		Spouse	Female	16-Dec-1987
		Unmarried Child	Male	27-Aug-2009
		Unmarried Child	Female	15-Aug-2005
		<b>Principal</b>	<b>Male</b>	<b>08-May-1973</b>
		Spouse	Female	19-Apr-1984
		Unmarried Child	Male	21-Jun-2004
		Unmarried Child	Male	07-Jun-2009
		Unmarried Child	Female	03-Sep-2011
		<b>Principal</b>	<b>Female</b>	<b>12-Mar-1967</b>
		Spouse	Male	10-Nov-1964
		Unmarried Child	Male	10-Jan-2003
		Unmarried Child	Female	14-Jul-2000
		Unmarried Child	Female	11-Feb-2009
		<b>Principal</b>	<b>Female</b>	<b>21-Sep-1977</b>

		Spouse	Male	11-Dec-1974
		Unmarried Child	Male	21-Mar-2005
		Unmarried Child	Male	27-Sep-2014
		<b>Principal</b>	<b>Female</b>	<b>09-Jul-1977</b>
		Spouse	Male	20-Jun-1989
		Unmarried Child	Female	25-May-2009
		<b>Principal</b>	<b>Male</b>	<b>28-Aug-1982</b>
		Spouse	Female	15-Aug-1985
		Unmarried Child	Male	03-Jun-2008
		Unmarried Child	Male	08-Dec-2003
		Unmarried Child	Male	13-Dec-2010
		<b>Principal</b>	<b>Male</b>	<b>24-Mar-1968</b>
		Spouse	Female	21-Dec-1986
		Unmarried Child	Female	14-Jul-2005
		Unmarried Child	Female	11-Apr-2010
		Unmarried Child	Male	27-Oct-2007
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1984</b>
		Spouse	Female	11-Jan-1990
		Unmarried Child	Male	04-May-2010
		Unmarried Child	Female	01-Dec-2013
		Unmarried Child	Female	04-Jul-2015
		<b>Principal</b>	<b>Male</b>	<b>06-Feb-1974</b>
		Spouse	Female	04-Feb-1978
		Unmarried Child	Male	08-Sep-2004
		Unmarried Child	Female	30-Apr-2000
		<b>Principal</b>	<b>Male</b>	<b>10-Oct-1964</b>
		Spouse	Female	15-Oct-1968
		Unmarried Child	Male	04-Feb-2003
		Unmarried Child	Female	23-Mar-2010
		Unmarried Child	Female	06-May-1999
		<b>Principal</b>	<b>Male</b>	<b>16-May-1982</b>

		Unmarried Child	Male	05-Apr-2003
		<b>Principal</b>	<b>Female</b>	<b>16-Jul-1982</b>
		Spouse	Male	06-Jul-1982
		Unmarried Child	Male	01-Aug-2017
		Unmarried Child	Female	11-Nov-2002
		Unmarried Child	Male	09-Jul-2009
		<b>Principal</b>	<b>Male</b>	<b>27-Aug-1985</b>
		Spouse	Male	06-Nov-1995
		Unmarried Child	Male	27-Nov-2018
		<b>Principal</b>	<b>Female</b>	<b>15-Sep-1978</b>
		Spouse	Male	13-Mar-1975
		Unmarried Child	Male	04-Apr-1999
		Unmarried Child	Male	28-Jan-2006
		Unmarried Child	Female	20-Jul-2012
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1980</b>
		Spouse	Male	01-Jan-1987
		Unmarried Child	Female	12-Apr-2012
		Unmarried Child	Male	25-Oct-2005
		<b>Principal</b>	<b>Female</b>	<b>07-Mar-1973</b>
		Spouse	Female	11-Nov-1983
		Unmarried Child	Female	11-Jan-2008
		Unmarried Child	Male	14-Jan-2017
		<b>Principal</b>	<b>Female</b>	<b>25-Dec-1980</b>
		Unmarried Child	Male	26-Sep-2008
		Unmarried Child	Female	11-Jan-2012
		Unmarried Child	Male	08-Aug-2018
		Unmarried Child	Female	17-Apr-2002
		<b>Principal</b>	<b>Male</b>	<b>04-Mar-1974</b>
		Spouse	Female	10-Feb-1974
		Unmarried Child	Male	22-Apr-2008
		Unmarried Child	Male	29-Jun-1998



		Unmarried Child	Female	22-Apr-2001
		<b>Principal</b>	<b>Female</b>	<b>15-Jun-1970</b>
		Spouse	Male	18-Oct-1970
		Unmarried Child	Female	28-Feb-1992
		Unmarried Child	Female	03-Aug-2012
		Unmarried Child	Female	03-Oct-2011
		<b>Principal</b>	<b>Male</b>	<b>10-Apr-1977</b>
		Spouse	Female	11-Mar-1980
		Unmarried Child	Male	22-Mar-2005
		Unmarried Child	Female	21-Apr-2008
		<b>Principal</b>	<b>Female</b>	<b>22-Dec-1983</b>
		Unmarried Child	Male	10-Oct-1995
		Unmarried Child	Male	27-Oct-2004
		Unmarried Child	Female	10-Jan-1997
		<b>Principal</b>	<b>Female</b>	<b>03-Jul-1973</b>
		Unmarried Child	Male	03-Nov-2003
		Unmarried Child	Male	26-Feb-2000
		<b>Principal</b>	<b>Male</b>	<b>07-Jan-1960</b>
		Spouse	Female	07-Jan-1972
		Unmarried Child	Male	02-Sep-1996
		Unmarried Child	Female	09-Dec-2009
		Unmarried Child	Male	30-Aug-2000
		<b>Principal</b>	<b>Male</b>	<b>17-Oct-1976</b>
		Spouse	Female	18-Nov-1982
		Unmarried Child	Male	28-Feb-2016
		Unmarried Child	Male	23-Aug-2004
		Unmarried Child	Male	12-Nov-2000
		<b>Principal</b>	<b>Female</b>	<b>31-Jan-1984</b>
		Spouse	Male	11-Aug-1981
		Unmarried Child	Female	15-May-2018
			Female	15-May-2018

		Unmarried Child		
		Unmarried Child	Male	16-Jun-2010
		<b>Principal</b>	<b>Male</b>	<b>27-Jun-1982</b>
		Unmarried Child	Female	20-Dec-2011
		Unmarried Child	Male	31-Aug-2000
		<b>Principal</b>	<b>Male</b>	<b>05-May-1987</b>
		Spouse	Female	16-May-1989
		Unmarried Child	Female	26-Oct-2015
		<b>Principal</b>	<b>Female</b>	<b>23-Oct-1982</b>
		Unmarried Child	Female	10-Sep-2002
		Unmarried Child	Female	29-Sep-2007
		<b>Principal</b>	<b>Male</b>	<b>02-Feb-1974</b>
		Unmarried Child	Male	13-Oct-1998
		Unmarried Child	Male	10-Dec-2004
		Unmarried Child	Female	29-Jul-2009
		Unmarried Child	Male	09-Jul-2009
		<b>Principal</b>	<b>Male</b>	<b>07-Dec-1962</b>
		Spouse	Female	20-Oct-1968
		Unmarried Child	Male	10-Mar-1992
		Unmarried Child	Male	25-May-1990
		<b>Principal</b>	<b>Male</b>	<b>18-Feb-1965</b>
		Spouse	Female	08-Nov-1982
		Unmarried Child	Female	25-May-1998
		Unmarried Child	Male	08-Jul-2012
		Unmarried Child	Female	31-Jan-2018
		<b>Principal</b>	<b>Female</b>	<b>21-Nov-1983</b>
		Spouse	Female	22-Feb-1988
		Unmarried Child	Female	16-Nov-2013
		Unmarried Child	Female	16-Nov-2013
		Unmarried Child	Female	06-Jun-2009

		<b>Principal</b>	<b>Female</b>	<b>19-Sep-1972</b>
		Unmarried Child	Male	25-Sep-2003
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1972</b>
		Unmarried Child	Male	18-Nov-2018
		Unmarried Child	Female	28-Oct-2011
		Unmarried Child	Male	30-Apr-2008
		Unmarried Child	Female	18-Nov-2018
		<b>Principal</b>	<b>Male</b>	<b>17-Aug-1978</b>
		Spouse	Female	18-Sep-1983
		Unmarried Child	Male	18-Apr-2017
		Unmarried Child	Female	10-Oct-2010
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1982</b>
		Spouse	Male	24-Apr-1978
		Unmarried Child	Male	01-Jan-2003
		Unmarried Child	Male	22-Mar-2014
		Unmarried Child	Female	01-Mar-2012
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1987</b>
		Spouse	Male	08-Mar-1988
		Unmarried Child	Female	04-Jul-2016
		Unmarried Child	Female	02-Nov-2013
		<b>Principal</b>	<b>Male</b>	<b>21-Aug-1972</b>
		Spouse	Female	04-Mar-1982
		Unmarried Child	Female	13-Sep-2006
		Unmarried Child	Female	13-Mar-2013
		<b>Principal</b>	<b>Male</b>	<b>24-Apr-1980</b>
		Spouse	Female	08-Apr-1988
		Unmarried Child	Male	01-Mar-2007
		Unmarried Child	Male	01-Mar-2007
		<b>Principal</b>	<b>Male</b>	<b>05-Oct-1982</b>
		Spouse	Female	30-Aug-1993
		Unmarried Child	Female	15-Aug-2011

		Unmarried Child	Male	24-Sep-2010
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1973</b>
		Spouse	Female	01-Jan-1974
		Unmarried Child	Female	04-Dec-1996
		Unmarried Child	Male	01-Jul-2012
		Unmarried Child	Male	19-Mar-2002
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1961</b>
		Spouse	Female	01-Jan-1976
		Unmarried Child	Female	01-Jan-1996
		Unmarried Child	Female	07-Sep-2008
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1975</b>
		Spouse	Male	28-Feb-1975
		Unmarried Child	Male	15-Oct-2004
		Unmarried Child	Male	04-Jan-2019
		Unmarried Child	Female	15-Oct-2004
		<b>Principal</b>	<b>Male</b>	<b>27-Mar-1978</b>
		Spouse	Female	17-Feb-1985
		Unmarried Child	Female	21-Sep-2004
		Unmarried Child	Male	07-Nov-2007
		Unmarried Child	Male	16-Nov-2011
		<b>Principal</b>	<b>Male</b>	<b>31-May-1976</b>
		Spouse	Female	18-May-1987
		Unmarried Child	Female	04-Sep-2017
		Unmarried Child	Male	18-Jun-2012
		Unmarried Child	Female	26-Mar-2009
		<b>Principal</b>	<b>Male</b>	<b>23-Mar-1972</b>
		Spouse	Female	01-Jan-1961
		Unmarried Child	Female	22-Jul-2002
		Unmarried Child	Female	24-Aug-1996
		Unmarried Child	Male	09-Oct-2013
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1975</b>

		Spouse	Female	01-Jan-1980
		Unmarried Child	Male	17-Oct-2002
		Unmarried Child	Female	10-Nov-2000
		<b>Principal</b>	<b>Male</b>	<b>22-Oct-1975</b>
		Spouse	Female	06-Oct-1983
		Unmarried Child	Female	02-Jul-2017
		Unmarried Child	Male	12-May-2005
		Unmarried Child	Male	22-Nov-2007
		<b>Principal</b>	<b>Female</b>	<b>23-Feb-1981</b>
		Spouse	Male	24-Jun-1951
		Unmarried Child	Male	25-Aug-2017
		Unmarried Child	Male	21-Dec-2009
		Unmarried Child	Male	31-May-2011
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1978</b>
		Spouse	Female	01-Jan-1984
		Unmarried Child	Male	05-Nov-2016
		Unmarried Child	Female	04-Jan-2006
		Unmarried Child	Male	30-Mar-2010
		<b>Principal</b>	<b>Male</b>	<b>03-Feb-1982</b>
		Spouse	Female	07-Jul-1986
		Unmarried Child	Female	10-Jul-2006
		Unmarried Child	Female	24-Jan-2011
		Unmarried Child	Female	09-Nov-2008
		<b>Principal</b>	<b>Male</b>	<b>21-Dec-1978</b>
		Spouse	Male	30-Dec-1989
		Unmarried Child	Male	23-Jul-2009
		Unmarried Child	Female	24-Jul-2008
		Unmarried Child	Male	11-Nov-2013
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1970</b>
		Spouse	Female	17-Oct-1976
		Unmarried Child	Female	15-May-2006

		Unmarried Child	Female	08-Jan-2013
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1975</b>
		Spouse	Female	01-Jan-1988
		Unmarried Child	Male	06-Jan-2000
		Unmarried Child	Male	01-Jan-2005
		<b>Principal</b>	<b>Female</b>	<b>18-May-1974</b>
		Unmarried Child	Female	16-Nov-1977
		Unmarried Child	Male	10-Feb-1999
		<b>Principal</b>	<b>Female</b>	<b>22-Nov-1975</b>
		Spouse	Male	01-Jan-1969
		Unmarried Child	Male	20-Aug-2006
		Unmarried Child	Male	20-Dec-2009
		Unmarried Child	Female	02-Jul-2015
		<b>Principal</b>	<b>Female</b>	<b>23-Dec-1966</b>
		Spouse	Male	01-Jan-1966
		Unmarried Child	Female	17-Nov-1995
		Unmarried Child	Female	04-Sep-2004
		Unmarried Child	Female	28-Feb-1997
		<b>Principal</b>	<b>Female</b>	<b>03-Sep-1984</b>
		Spouse	Male	01-Jan-1979
		Unmarried Child	Female	22-Aug-2017
		Unmarried Child	Female	30-Jul-2009
		Unmarried Child	Female	30-Jan-2008
		<b>Principal</b>	<b>Female</b>	<b>28-Nov-1964</b>
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1987</b>
		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1972</b>
		<b>Principal</b>	<b>Female</b>	<b>19-May-1978</b>
		Unmarried Child	Male	14-Mar-2007
		Unmarried Child	Male	29-May-2000
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1980</b>
		Spouse	Female	03-Apr-1980
		Unmarried Child	Male	05-Mar-2004

		Unmarried Child	Female	02-Aug-2008
		Unmarried Child	Female	06-Dec-2011
		<b>Principal</b>	<b>Male</b>	<b>12-Apr-1993</b>
		Spouse	Female	31-Jan-1994
		Unmarried Child	Male	10-May-2010
		Unmarried Child	Female	25-Nov-2018
		<b>Principal</b>	<b>Female</b>	<b>01-Jan-1967</b>
		Spouse	Male	01-Jan-1962
		Unmarried Child	Female	12-May-2005
		Unmarried Child	Female	05-Nov-1998
		Unmarried Child	Female	30-Apr-1995
		<b>Principal</b>	<b>Male</b>	<b>05-Jun-1994</b>
		Spouse	Female	02-Aug-1995
		Unmarried Child	Male	04-Jun-2016
		<b>Principal</b>	<b>Male</b>	<b>15-May-1966</b>
		Spouse	Female	22-Aug-1978
		Unmarried Child	Female	16-Dec-2015
		Unmarried Child	Female	06-Jul-2007
		Unmarried Child	Male	31-Jul-2011
		<b>Principal</b>	<b>Female</b>	<b>11-Feb-1990</b>
		Spouse	Male	21-Sep-1988
		Unmarried Child	Male	31-May-2017
		<b>Principal</b>	<b>Male</b>	<b>03-Mar-1984</b>
		Spouse	Female	05-Jun-1992
		Unmarried Child	Female	13-May-2010
		Unmarried Child	Male	10-Jan-2016
		Unmarried Child	Female	19-Jul-2003
		<b>Principal</b>	<b>Male</b>	<b>28-Jan-1984</b>
		Spouse	Female	11-Mar-1991
		Unmarried Child	Female	28-Apr-2014
		Unmarried Child	Male	07-Dec-2017
		<b>Principal</b>	<b>Male</b>	<b>12-Dec-1994</b>

		<b>Principal</b>	<b>Male</b>	<b>01-Jan-1971</b>
		Spouse	Female	01-Jan-1978
		Unmarried Child	Male	01-Mar-2009
		Unmarried Child	Male	04-Apr-2003
		Unmarried Child	Male	02-Jun-2001
		<b>Principal</b>	<b>Male</b>	<b>12-Jul-1991</b>
		<b>Child</b>	<b>Female</b>	<b>25-Mar-2006</b>
		<b>Principal</b>	<b>Female</b>	<b>01-Jul-1990</b>
		Spouse	Male	01-Jan-1987
		Unmarried Child	Female	27-Mar-2010
		<b>Principal</b>	<b>Female</b>	<b>13/01/1995</b>
		Spouse	Male	10/31/1988
		<b>Principal</b>	<b>Female</b>	<b>12/24/1991</b>
		Spouse	Male	11/12/1992
		Son	Male	9/26/2009
		Son	Male	12/13/2015
		Son	Male	10/19/2018
		<b>Principal</b>	<b>Female</b>	<b>7/17/1986</b>
		Spouse	Male	2/10/1979
		Daughter	Female	5/8/2005
		Son	Male	8/18/2016
		Daughter	Female	12/17/2018
		<b>Principal</b>	<b>Male</b>	<b>1/1/1991</b>
		Spouse	Female	1/1/1992
		Daughter	Female	12/21/2013
		<b>Principal</b>	<b>Male</b>	<b>3/1/1994</b>
		Spouse	Female	4/24/1994
		Daughter	Female	12/21/2013
		Daughter	Female	9/23/2018
		Daughter	Female	6/4/2015
		<b>Principal</b>	<b>Male</b>	<b>4/8/1996</b>
		<b>Principal</b>	<b>Male</b>	<b>3/5/1981</b>
		Spouse	Female	9/27/1984
		<b>Principal</b>	<b>Male</b>	<b>12/12/1987</b>
		Spouse	Female	8/24/1994
		Son	Female	11/25/2019
		<b>Principal</b>	<b>Male</b>	<b>6/2/1987</b>
		Spouse	Female	12/28/1991
		Daughter	Female	8/2/2007
		Son	Male	4/16/2012



		Son	Female	5/4/2015
		<b>Principal</b>	<b>Male</b>	<b>9/6/1975</b>
		Spouse	Female	7/24/1987
		Daughter	Female	6/20/2007
		Daughter	Female	11/26/2013
		Son	Male	5/14/2017
		<b>Principal</b>	<b>Male</b>	<b>11/5/1986</b>
		Spouse	Female	10/12/1989
		Daughter	Female	11/26/2013
		Son	Male	11/23/2017
		<b>Principal</b>	<b>Male</b>	<b>1/1/1980</b>
		Spouse	Female	1/1/1980
		Daughter	Female	6/12/2014
		Daughter	Female	12/16/2017
		<b>Principal</b>	<b>Male</b>	<b>10/2/1985</b>
		Spouse	Female	2/21/1995
		Son	Male	3/21/2015
		Son	Male	9/25/2018
		<b>Principal</b>	<b>Male</b>	<b>12/29/1987</b>
		Spouse	Female	8/28/1991
		Daughter	Female	9/30/2014
		Son	Male	3/31/2019
		<b>Principal</b>	Female	6/14/1991
		<b>Principal</b>	Female	5/2/1993
		<b>Principal</b>	Female	11/15/1995
		<b>Principal</b>	Female	11/3/1992
		<b>Principal</b>	Male	12/03/93

**Important Notes**

- 1) The Underwriter will be expected to provide the range of services listed below:
  - i) Claims Management: This should be done through **thorough** verification of Membership/eligibility, proper billing and detection of misuse or abuse etc;
  - ii) Claims Payment: This should be done through ensuring prompt payments to medical payments to medical providers, providing clients requested reports, maintaining balances, ensure timely re-imburement etc;
  - iii) Utilization Management: This should be done through ensuring effective and efficient health care by working with medical providers;
- 2) Premium is based on current number of staff members and the ceiling per family. Any additions of new staff members will be included at the contracted premium pro-rata the period of entry.
- 3) Exit will also be invoiced less credit note of the unutilized premium from the date thereof.

## 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 Bomas of Kenya Ltd
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 Bomas of Kenya Ltd.
7. **Past Performance Form-** This form must be completed by the participating bidders at the time of preparation of the bid .The information given in the form must be supported with the required attachments
8. **Litigation History Form-**This form must be completed by the bidder at the time of bid preparation.
9. **Anti- Corruption Declaration Form-** This form must be completed by the bidder at the time of bid preparation.

**TENDER FORM**

Bomas of Kenya Ltd  
P.O Box 40689-00100  
**NAIROBI**

Tender No: **BoK/DSMIC/01/2020**

**Tender Name: PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS & STAFF OF BOMAS OF KENYA LIMITED (IN AND OUT PATIENT)**

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 Ksh:.....[Total Tender amount in words].....  
.....  
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.....

**2. PRICE SCHEDULE FORM:**

<b>ITEM NO.</b>	<b>DESCRIPTION OF INSURANCE COVER</b>	<b>TOTAL PREMIUM (KSHS.)</b>
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

**Note:** The actual numbers of staff members and their dependants shall be provided by company at the time of preparing the contract and the sum assured and the premium quoted shall be adjusted accordingly.

**3. 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 Bomas of Kenya Ltd invited tenders for the Insurance cover and has accepted a tender by the tenderer for the supply of the services in the sum of Ksh.....[contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
  - the Tender Form and the Price Schedule submitted by the tenderer;
  - the Details of cover
  - the General Conditions of Contract
  - the Special Conditions of Contract
3. In consideration of the payments to be made by Bomas of Kenya Ltd to the tenderer as hereinafter mentioned, the tenderer hereby covenants with Bomas of Kenya Ltd to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. Bomas of Kenya Ltd 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 ..... (Bomas of Kenya Ltd)  
Signed, sealed, delivered by ..... the ..... (for the tenderer) in the presence of .....

**3. CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2( c) Whichever applies to your type of business and part 3.

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

**Part 1: General:**

1.1: Business Name

.....

1.2: Location of business premises .....

1.3: Plot No. ....

1.4: Street/Road .....

1.5: Postal Address .....

1.6: Office Tel. No. ....

1.7: Mobile: .....

1.8: Fax No: .....

1.9: Email Address: .....

1.10: Nature of business:.....

1.11: Registration Certificate No. .... 1.12:

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

1.13: Name of your bankers ..... Branch .....

**Part 2(a) – Sole Proprietor:**

2a.1: Your name in full ..... Age .....

2a.2: Nationality ..... Country of origin .....

Citizenship details.....

**Party 2(b) – Partnership**

2b.1: Give details of partners as follows

2b.2: Name	Nationality	Citizenship Details	Shares
1. ....	.....	.....	.....
2. ....	.....	.....	.....
3. ....	.....	.....	.....
4. ....	.....	.....	.....
5. ....	.....	.....	.....

**Part 2(c) – Registered Company:**

2c.1: Private or public .....

2c.2: State the nominal and issued capital of the company –

Nominal Kshs.. .....

Issued Kshs.....

2c.3: 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

**Part 3 – Eligibility Status**

3.1 Are you related to an Employee who works in the Finance or Procurement Departments at Bomas of Kenya Ltd?

Yes..... No:.....



3.2: If answer in '3.1' is **YES** give the relationship:.....

3.3: Does an Employee as in "3.1" above, sit in the Board of Directors or Management of your Organization Subsidiaries or Joint Ventures?  
Yes..... No.....

3.4: If answer in '3.3' above is YES give details .....

.....

.....

3.5: Has your Organization, Subsidiary Joint Venture or Sub-contractor been involved in the past directly or indirectly with a firm or any of its affiliates that have been engaged by Bomas of Kenya Ltdto provide consulting services for preparation of design, specifications and other documents to be used for procurement or the goods or services under this invitation? Yes..... No.....

3.6: If answer in '3.5' above is YES give details.....

.....

.....

3.7: Are you under a declaration of ineligibility for corrupt and fraudulent practices?  
Yes..... No.....

3.8: If answer in '3.7' above is YES give details.....

.....

3.9: Have you offered or given anything of value to influence the procurement process?  
Yes..... No.....

3.10: If answer in '3.9' above is YES give details.....

.....

.....

I DECLARE that the information given on this form is correct to the best of my knowledge and belief.

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

If a Kenyan Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.

**5. TENDER SECURITY FORM**

Whereas .....(hereinafter called <the tenderer> has submitted its bid  
[*name of Bidder*]

dated .....for the provision of insurance services (hereinafter called <the tender?  
[*date of submission of bid*]

KNOW ALL PEOPLE by these presents that WE ..... of.....  
having

[*name of bank*] [*name of country*]

our registered office at ..... (Hereinafter called <the procuring entity>  
in

[*name of procuring entity*]

the sum of Kshs..... for which payment well and truly to be made to  
[*state the amount*]

Bomas of Kenya Ltd, 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 Bomas of Kenya Ltd on the Form; or
- 2. If the tender, having been notified of the acceptance of its tender by Bomas of Kenya Ltd during the period of tender validity

fails or refuses to execute the Contract Form, if required; or fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to Bomas of Kenya Ltd up to the above amount upon receipt of its first written demand, without The Company having to substantiate its demand, provided that in its demand The Company 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.

Signature:.....Date:.....

Official Stamp:.....

**6. PERFORMANCE SECURITY FORM**

Bomas of Kenya Ltd  
P.O Box 40689-00100,  
**NAIROBI**

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]

**7. OATHS AND STATUTORY DECLARATION FORM**

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION ACT CHAPTER 15  
OF THE LAWS OF KENYA AND IN THE MATTER OF THE PUBLIC  
PROCUREMENT AND DISPOSAL ACT NO. 3 OF 2005**

I,..... Of P.O Box.....

Being a resident of..... In the Republic of Kenya do hereby make oath and state as follows:-

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer/Director of..... (name of the Candidate) which is a Candidate in respect of Tender Number..... to supply goods, render services and/or carry out works for Bomas of Kenya Ltd and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Bomas of Kenya Ltd, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Bomas of Kenya Ltd.
4. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

**SWORN** at..... by the  
said}.....}

Name of chief Executive/Managing Director/}

Principal Officer/Director }

On this..... day of ..... 20.....}

}

} \_\_\_\_\_

}

**DEPONENT**

Before me }

}

}

}

Commissioner for Oaths }

**8. BANK GUARANTEE FOR ADVANCE PAYMENT (TO BE APPLICABLE AFTER SIGNING CONTRACT)**

To.....

Name of tender.....

Gentlemen and/or Ladies:

In accordance with the payment provision included in the special conditions of contract, which amends the general conditions of contract to provide for advance payment,

.....[name and address of tenderer][hereinafter called “the tenderer”] shall deposit with Bomas of Kenya Ltda bank guarantee to guarantee its proper and faithful performance under the said clause of the contract in an amount of .....[amount of guarantee in figures and words]. We, the .....[bank or financial institution], as instructed by the tenderer, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to Bomas of Kenya Ltdon its first demand without whatsoever right of objection on our part and without its first claim to the tenderer, in the amount not exceeding.....[amount of guarantee in figures and words].

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between Bomas of Kenya Ltdand the tenderer, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the tenderer under the Contract until [date] .....

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
[name of bank or financial institution]

\_\_\_\_\_  
[address]