



**REQUEST FOR QUOTATION FOR THE PROVISION OF TAXI SERVICES FOR THE PERIOD
2022 - 2024**

**KENYA REINSURANCE CORPORATION LIMITED
P. O. BOX 30271 – 00100
NAIROBI – KENYA
procurement@kenyare.co.ke**

QUOTATION NUMBER - KRC/1807/2022/047

REQUEST FOR QUOTATIONS (RFQ)

Firm _____

P.O. Box _____

E-Mail _____

Mobile _____

Contact Person _____

From:

Kenya Reinsurance Corporation Limited
P.o. Box 30271 – 00100,
Nairobi – Kenya

1. Kenya Reinsurance Corporation Limited invites you to submit quotations for **PROVISION OF TAXI SERVICES FOR THE PERIOD 2022 – 2024**. The quotation shall follow the instructions and documents in this RFQ document and shall be in English Language. Tenderers may obtain further information during office hours: i.e., Monday to Friday from **0800 to 1700 hours** at the 14th floor, Reinsurance Plaza Nairobi – Supply Chain officers.
2. Quotations shall be submitted in accordance with the instruction in Part 1: Quotation Procedures and in a sealed envelope clearly indicating name and address of tenderer, the quotation name and title and must reach the Procuring Entity at the address indicated below not later than **Thursday 21/04/2022 at 10.AM**. Quotations can be delivered by registered mail, courier, or hand delivery at the tenderer's option. Late quotations shall be rejected.
3. Enquiries regarding this quotation may be addressed to procurement@kenyare.co.ke
4. Any resulting contract shall be subject to the terms and conditions detailed in Part 3: Contract.
5. Please inform by email or express mail the undersigned within two (2) days (*Specify the number of days*) of receipt of this RFQ if you will not be submitting a quotation.

Address for Submission of Quotations.

- 1) Name of Procuring Entity: **Kenya Reinsurance Corporation Limited**
- 2) Mailing Address: P.O. Box 30271 – 00100
- 3) Physical address: 14th floor, Reinsurance Plaza Nairobi – Taifa Road

Yours sincerely,

[Signature, Designation and Position of Authorized Official]

INSTRUCTIONS TO TENDERERS

1. **Tenderers are advised to carefully read** these instructions and the Conditions of Contract in Part 3: Contract, before preparing the quotation. The standard forms in this RFQ may be photocopied for completion but the Tenderer is responsible for their accurate reproduction. The term Tenderer shall mean the firm or person invited to submit a quotation. The term Quotation herein shall mean the quotation submitted as usually understood in public procurement.
2. **Validity of Quotations:** The quotation will be held valid for 90 days from the date of submission.
3. **The Quotation shall consist of** completed Tables A, B and C and the Form of Quotation all indicated in Part 2 of this Request for Quotations, and documents to evidence Eligibility and Conformity to Technical Specifications.
4. **Sealing and Marking of Quotations:** Quotations in one “one original” should be sealed in a single envelope, clearly marked with the **Quotation Reference Number** in the RFQ, the Tenderer's name and the name of the Procuring Entity. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.
5. **Submission of Quotations:** Quotations, and any alternatives if allowed as per Item 11 below, should be submitted to the address below, on or before the date and time indicated in sub-item 4 below. Late quotations will be rejected.

Address for Submission of Quotations.

- 1) Name of Procuring Entity : **Kenya Reinsurance Corporation Limited**
- 2) Mailing Address: Postal Address P.O Box 30271 00100 Nairobi.
- 3) Physical address for hand or Courier Delivery to an office or Quotation Box (City, Street Name, Building, Floor Number and Room): Reinsurance Plaza 16th Floor, Taifa Road
- 4) Date of submission: **21/04/2022 at 10:00am**
- 5) Time of submission (deadline): 10.00AM (*Kenya time*).

6. **Opening of Quotations:** Quotations will be opened immediately after the closing date and time specified in item 5 (4) above, by at least three appointed officials of the Procuring Entity.
7. **Tenderer Eligibility:** Tenderer must submit Documentary evidence to show His/her eligibility to be awarded a contract to cover each of the following: (i) valid trading license (ii) certificate of registration, and (iii) valid tax compliance certificate for the previous Financial Year. (iv) AGPO Certificate (where applicable). The Tenderer shall also complete attached forms to confirm eligibility and non-existence of a conflict of interest in relation to this procurement requirement by signing the attached Forms.
8. **Invitation not transferable:** This invitation is not transferable to other firms or individuals not so invited.
9. **Goods Eligibility:** Tenderer must submit as evidence documents to show the country of origin of any goods to be supplied or incorporated in the work or services.
10. **Technical Specifications:** Documentary evidence to show that the goods meet the technical specifications.
11. **Alternative Quotations:** Tenderers **are not permitted** (*select one*) to submit alternative quotations for goods/alternative technical solutions for specified parts of the Works or Services (*select one*). Only the alternatives, if any, of the Tenderer with the winning quotation conforming to the basic technical requirements shall be considered by the Procuring Entity.
12. **Currency:** Quotations shall be priced in Kenya Shillings. Quotations in other currencies will be rejected.
13. **Evaluation of Quotations:** The evaluation of quotations will be conducted using the procedure set out below:
 - i) Preliminary examination to determine Tenderer eligibility:
 - ii) Technical examination to determine goods eligibility, compliance with technical specifications and commercial responsiveness. Quotations failing this stage will be rejected and not considered in next stage.
14. **Lowest Evaluated Quotation:** The lowest evaluated quotation shall be recommended for award of contract.
15. **Award of contract:** Award of contract shall be by placement of a Letter of Acceptance or Local Purchase Order in accordance with Part 3: Contract. The currency of award and payment shall be currency in which the quotation was submitted. Unsuccessful tenderers who responded will be notified of the accepted quotation, indicating the name and the amount of the accepted quotation.
16. **Right to Reject:** The Procuring Entity reserves the right to accept or reject any quotation or to cancel the quotation process and reject all quotations at any time prior to contract award.

QUOTATION AND QUALIFICATION DOCUMENTS

Instructions to Tenderer. Tenderer must complete and submit as part of the Form of quotation.

- (i) SCHEDULE OF REQUIREMENTS TABLE
- (ii) FORM FOR DISCLOSURE OF INTEREST
- (iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION
- (iv) SELF-DECLARATION FORM
- (v) FOREIGN TENDERER 40% RULE *(where provided)*

FORM OF QUOTATION *[To be completed by Tenderer]*

Quotation Addressed to (<i>Procuring Entity</i>)	
Date of Quotation	
Quotation Reference Number:	
Subject of Quotation	

1. We have examined and have no reservations to the Request for Quotation document and understand its full content and intent.
2. In compliance with your request for quotations dated _____ referenced above, we offer to _____ *(specify one of supply goods, complete the works or provide the services)* to cover and conform to our pricing listed in the attached in Table B. Quotation Submission TABLE at a total price of Kenya Shillings _____ *(in words)*
3. We confirm that we are eligible to participate in public procurement and meet the eligibility criteria specified in Part 1: INSTRUCTIONS TO TENDERERS.
4. We also confirm that the *services to be provided* conform to the **SCHEDULE OF REQUIREMENTS TABLE** below and in conformity with technical specifications listed in PART 2: SCHEDULE OF REQUIREMENTS of this RFQ Document.
5. We undertake to adhere by the Code of Ethical Conduct for Suppliers, Contractors and Service Providers, copy available from www.kenyare.co.ke
6. We confirm that the prices quoted are fixed and firm for the duration of the validity period and performance of the contract and will not be subject to revision or variation.
7. The validity period of our quotation is: --90-- days from the time and date of the submission deadline *(number to be same as in the instructions to Tenderers)*.

8. We confirm we are not submitting any other Quotation as an individual or firm, and we are not participating in any other Quotation as a Joint Venture member or as a subcontractor.
9. We, along with any of our subcontractors, suppliers, Engineer, manufacturers, or service providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to a temporary suspension or a debarment imposed by the Public Procurement Regulatory Authority or any other entity of the Government of Kenya, or any international organization.
10. We hereby certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
11. We hereby certify and confirm that the Quotation is genuine, non-collusive and made with the intention of accepting the contract if awarded. To this effect we have signed the "Certificate of Independent Quotation Determination" attached below.
12. We, the Tenderer, have completed fully and signed the **FORM FOR DISCLOSURE OF INTEREST**- interest of the firm in the Procuring Entity, attached below.

The Delivery/Completion period offered is _____ days from date of acceptance of Quotation. The warranty period offered is _____ weeks.

Quotation Authorized by:

Name and designation _____

Signature: _____

TERMS OF REFERENCE

- A.** A professional firm to provide taxi Services from Monday to Friday and when need arises, including weekends.
- B.** The Taxi must have an online application 100% online operations.

GENERAL REQUIREMENTS

1. Avail five-, seven- and nine-Seater vehicles when needed for transporting the Corporation's staff and its guests within Nairobi metropolitan area and its environs.
2. The vehicles must be clean, newer models and well maintained at all times.
3. The vehicles must be available promptly on call preferably in less than 15 minutes after notification/ call.
4. The vehicles must be safety compliant and have all the necessary insurances, licenses and permits and these be always up to date.
5. The drivers must be knowledgeable of all the Nairobi County routes, roads, places and buildings and be well experienced and exposed.
6. The vehicles must have working umbrellas and a working AC (air conditioning)
7. The service provider must have a minimum of at least 300 vehicles and an equal number of drivers which are spread around Nairobi County and its environs.
8. The supplier should have a working software application fitted in all vehicles and to ensure that clients are able to access a taxi from wherever they are in Nairobi and its environs
9. The services must demonstrate improved efficiency, productivity and reducing the overall transportation and staff cost and also be able to provide 100% audit trail of the transportation cost for the company.
10. The services must be devoid of cancellation fees and also eliminate waiting charges
11. The application should be able to be controlled by one to two only appointed officer (s) who would give final approvals and the where the officer is the administrator of the system and is able to manage the whole company from a single access. (Phone)
12. The system must be able to generate detailed Reports which include the name of employee, department, their mobile phone number and the point of departure, and arrival, date and at what time, amount of the ride and who approved among other information
13. Email Receipt: Emails are sent at the end of each ride to the administrator for ease of reconciliation
14. At least two dedicated Account Managers should be allocated as contact persons and who will assist in the overall management of the corporate account
15. The staff / guest should be able to input information such as from and where they are going. They also include reason for taking the ride and pickup.
16. The firm must ensure the drivers have certificates of good conduct
17. The drivers must have at least over two years of driving experience
18. The Drivers must be good communicators (English), extremely polite and possess customer service skills.
19. The Drivers should be neatly dressed and well-groomed at all times, (uniformed staff with name identification tags on) will be an added advantage.

20. Supplier/ owners must be compliant with labour laws as far as employment requirements are concerned e.g., uniforms and protective clothing (in this era of Covid-19) and prompt payment to employees.
21. The Supplier/ owners to ensure the Corporation is protected from any losses arising from the suppliers and their driver's negligence.

B. The criteria for evaluating the above items are shown below.

Mandatory Requirements (Failure to show evidence or filling of the required forms will lead to automatic disqualification).

TAXI SERVICES EVALUATION CRITERIA

	ITEMS	
PART A	MANDATORY REQUIREMENTS	YES/NO
1.	Valid Tax Compliance certificate	Required
2.	Certificate of Registration	Required
3.	CR 12	Required
4.	Evidence of office location (To Attach lease agreement or title or utility bill)	Required
5.	Form for Disclosure of Interest	Fill Form
6.	Certificate of Independent Quotation Determination	Fill Form
7.	Self-Declaration Form	Fill Form
PART B	TECHNICAL EVALUATION	
1.	Proof of available five-, seven- and nine-Seater vehicles More than 100, Five-Seater vehicles (2 marks) More than 20, Seven-Seater Vehicles (3 marks) More than 10, Nine-Seater vehicles (5 marks)	10
2.	1. Recommendation letters from two (2) current reputable client of an establishment of 100 and above employees where you have successfully performed their contracts of the same nature for the last three (3) years (the same nature of work). (Attach copies of recommendation letters) Two (2) Recommendation letters (4 marks) One (1) Recommendation letter (2 marks) No recommendation letter (no marks) 2. The services must be devoid of cancellation fees (3 marks)	10

	<p>3. The services must be devoid /eliminate waiting charges (3 Marks) Tenderers to commit in writing that they will not charge cancellation and waiting charges.</p>	
3.	<p>All vehicles must be below 12 years from date of purchase, Provide log books as evidence</p> <p>Five-Seater (25 vehicles) - Less than 8 years (15 marks) Seven-Seater(5vehicles) - Less than 10 years (3 Marks) Nine-Seater (3 vehicles) - Less than 10 but less than 12 years (2 Marks)</p> <p>No proof no marks</p>	20
4.	<p>1. The Software application must be fitted in all vehicles and to ensure that clients are able to access a taxi from wherever they are in Nairobi and its environs (5 marks)</p> <p>2. The system must be able to generate detailed Reports which include the name of employee, department, their mobile phone number and the point of departure, and arrival, date and at what time, amount of the ride and who approved among other information and be able to email Receipts at the end of each ride to the administrator for ease of reconciliation. (10 Marks)</p> <p>3. Two contact Managers attached to Kenya Re to operate this service and both officers must have at least 5 years' experience in such service provision (Attach CV with relevant work experience) Five (5) years' experience and above – (5 marks each)</p>	25
5.	<p>Driver's proof of : Name tags & Uniforms (2Marks) Certificate of good conduct (2marks) Any of either certificate of customer services and / or first aid (1marks)</p>	5
	Sub Total	70
PART C	Financial aspect	30

NB. Cut off points for the technical evaluation shall be 50 marks and bidders who shall not have attained this mark shall not proceed to the next stage of the evaluation process.

FORM FOR DISCLOSURE OF INTEREST - Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in
 (Name of Procuring Entity) who has/have an interest or relationship in this firm?
 Yes/No.....

If yes, provide details as follows.

	NAME OF PERSON	DESIGNATION IN THE PROCURING ENTITY	INTEREST OR RELATIONSHIP WITH TENDERER
1			
2			
3			

ii) Conflict of interest disclosure

		Disclosure YES or NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controlling, is controlled by or is under common control with another tenderer.		
2	Tenderer received or has received any direct or indirect subsidy from another tenderer .		
3	Tender has the same legal representative as another tenderer.		
4	Quotation has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the quotation of another tenderer or influence the decisions of the procuring entity regarding this quotation process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the quotation.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this quotation document.		
7	Tenderer has a close business or family relationship with a professional staff of the procuring entity who are directly or indirectly involved in the preparation of the quotation document or specifications of the contract and/or the quotation evaluation process of such contract.		
8	Tender has a close business or family relationship with a professional staff of the procuring entity who would be involved in the implementation or supervision of the contract.		
9	Has the conflict stemming from such relationship stated in item 7 & 8 above been resolved in a manner acceptable to the procuring entity throughout the quotation process and execution of the contract		

CERTIFICATION

On behalf of the Tenderer, I certify that the information given above is complete, current, and accurate as at the date of submission.

Full Name: _____

Title or Designation:

(Signature)

_____)
(Date)

iii) CERTIFICATE OF INDEPENDENT QUOTATION DETERMINATION

I, the undersigned, in submitting the accompanying Letter of quotation to the _____
_____ [Name of Procuring Entity]
for:

_____ [Name and number of quotation]

in response to the request for tenders made by: _____
_____ [Name of Tenderer]
do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer]
that:

1. I have read and I understand the contents of this Certificate.
2. I understand that the Tenderer will be disqualified if this Certificate is found not to be true and complete in every respect.
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the quotation on behalf of the Tenderer.
4. For the purposes of this Certificate and the quotation, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) has been requested to submit a quotation in response to this request for quotations.
 - b) could potentially submit a quotation in response to this request for quotations based on their qualifications, abilities or experience.
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the quotation independently from, and without consultation, communication, agreement, or arrangement with, any competitor.
 - b) the Tenderer has entered consultations, communications, agreements, or arrangements with one or more competitors regarding this request for quotations, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements.
6. Without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement, or arrangement with any competitor regarding:
 - a) prices.
 - b) methods, factors, or formulas used to calculate prices.
 - c) the intention or decision to submit, or not to submit, a quotation; or
 - d) the submission of a quotation which does not meet the specifications of the request for quotations; except as specifically disclosed pursuant to paragraph (5) (b) above.

7. In addition, there has been no consultation, communication, agreement, or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above.
8. the terms of the quotation have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official quotation opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name

Title

Date

[Name, title, and signature of authorized agent of Tenderer and Date]

SELF-DECLARATION FORM

We, the Tenderer _____
_____ (*insert name*) submitting our Quotation in respect of
Quotation No _____ for
_____ (*insert quotation Title*
Description) for _____ (*insert Name of Procuring Entity*)

DECLARE AS FOLLOWS:

That, We the Tenderer including any entity or individual that directly or indirectly controls, is controlled by or is under common control with us, and any subcontractors, suppliers, project managers, consultants, manufacturers, service providers, agents, individuals, or any other party involved or to be involved for any part of the processes of procurement and contract execution related to the above quotation:

- a) have not engaged/will not engage in any corrupt or fraudulent practices in the processes of procurement and contract execution related to the above quotation as defined and/or described in the following:
 - i) the RFQ for the above Quotation.
 - ii) Kenya's Public Procurement and Asset Disposal Act, 2015 and its attendant Regulations.
 - iii) Kenya's Anti-Corruption and Economic Crimes Act, 2013; and
 - iv) any such other Acts or Regulations of Government of Kenya.
- b) have not offered/will not offer any inducement to any member of the board, management, staff and/or employees and/or agents of (*name of the procuring entity*).
- c) have not engaged/will not engage in any collusive or corrosive practice with other tenderers participating in the subject quotation.
- d) have not been sanctioned or debarred by any entity from participation in public procurement proceedings of Kenya.

That, what is deponed to herein above is true to the best of our knowledge, information, and belief.

Name of the Tenderer: [*insert complete name of tenderer signing the quotation*]

Name of the person duly authorized to sign the quotation on behalf of the Tenderer: [*insert complete name of person duly authorized to sign the quotation*]

Title of the person signing the Quotation: [*insert complete title of the person signing the quotation*]

Signature of the person named above: [*insert signature of person whose name and capacity are shown above*]



KENYA REINSURANCE CORPORATION LIMITED

ANTI – CORRUPTION POLICY

Kenya Re has committed itself to “Zero” tolerance on corruption and working with the government and other agencies in tackling the vice. Part of our corporate values is “integrity”; Kenya Re does not engage in corruption or any form of unethical inducement or payment including facilitation payments and “kickbacks”.

In order to achieve this, Kenya Re is committed to ensure that:

- No form of bribery or corruption is tolerated.
- Strong internal controls to avert any form of corruption are put in place at all times.
- All employees avoid any activities that might lead to or suggest a conflict of interest with the business of the Corporation.
- Employees declare gifts accepted or offered which will be subjected to managerial review.
- A strong corporate governance framework which encompasses accountability, transparency, participation, equality, rule of law, capacity and competence and responsiveness to people’s needs is consistently embraced.
- Immoral behaviour, favouritism, discrimination and nepotism are not tolerated.
- All corruption cases reported by any employee are handled expeditiously and fairly.
- The protection of the identity of persons making corruption disclosures and also take all possible actions to protect individuals subject to unfair or malicious allegations.
- For disciplinary cases, the process as detailed in the HR Policy will be followed.
- Staff are continuously sensitized and trained on matters of ethics and integrity once every year.

This policy document shall be reviewed from time to time at such intervals as management may determine.

Jadhah Mwarania, OGW
Managing Director

Date 24/08/2020



KENYA REINSURANCE CORPORATION LTD

INFORMATION SECURITY POLICY

It is the policy of the Kenya Reinsurance Corporation (Kenya Re) that information confidentiality, integrity, and availability requirements, needs and expectations of interested parties are identified and that information is protected through a systematic process of risk assessment and risk treatment to satisfy, as appropriate, interested parties and needs of the Corporation in consideration of its mission to provide risk management solutions that secure the future and create value for stakeholders.

To ensure the integration and effective management of information security practices within Kenya Re, an Information Security Management System (ISMS) has been established, implemented, maintained, and shall be continually improved in accordance with the requirements of ISO/IEC 27001. The management system shall be independently audited for conformity at least once annually and results reported to the Managing Director.

As part of this framework, measureable information security objectives shall be established and monitored in the Corporation at all departmental levels. The overall performance of the ISMS shall be reviewed by the Management at planned intervals, and at least once annually or in the event of significant changes to ensure the continuing suitability, adequacy, and effectiveness of the ISMS.

The Corporation is committed to:-

- Establishing, implementing, maintaining, and continually improving the ISMS in accordance with the requirements of ISO/IEC 27001,
- Establishing and reviewing Information Security objectives at all Functions,

- Managing of information security risks through risk assessment and treatment,
- Reviewing the ISMS at planned intervals and in the event of significant changes to ensure its continuing suitability, adequacy, and effectiveness, and
- Providing assurance to interested parties of the Corporation's information security capability and commitment in meeting their requirements and expectations through third party audits.

This policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website www.kenyare.co.ke).



JADIAH MWARANIA, OGW
MANAGING DIRECTOR

DATE: 24/08/2020



KENYA REINSURANCE CORPORATION LTD

QUALITY POLICY

As a leading Reinsurer in our chosen markets, we commit to:

- Provide risk management solutions that secure the future and create value for stakeholders
- Comply with International Standards as well as Quality Management System (QMS) requirements as outlined in ISO 9001
- Comply with all applicable regulatory and statutory requirements, and any other requirements that may not be statutory/regulatory.

We undertake to realize the above by keeping tabs on our Corporate Performance Objectives:

- Financial performance:** Achieve sustainably robust financial performance to grow stakeholder value
- Business process:** Maintain systems and processes that address business needs and stakeholder interests
- Business development:** Grow and diversify quality portfolios for business sustainability
- Risk management:** Maintain robust risk management initiatives in order to achieve corporate objectives
- People and culture:** Develop human resource capabilities and culture to match the Corporation's performance requirements

Consistent with this policy, specific quality objectives are established at relevant functions and levels within the Corporation. By mutual encouragement, commitment and cooperation through teamwork, all Kenya Re employees will perform their tasks diligently towards the achievement of our quality objectives, and continual improvement of the quality management system.

This policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website www.kenyare.co.ke). It shall be reviewed for continuing suitability taking into account changing Quality Management Systems and other practices.

JADIAH MWARANIA, OGW

MANAGING DIRECTOR

DATE: _____

24/08/2020