



**REGISTRATION OF DEBT COLLECTORS
FOR KENYA RE ZAMBIA FOR ONE YEAR**

TENDER NO. KRCZ/2024/007

REGISTRATION OF DEBT COLLECTORS

- i. The Kenya Reinsurance Corporation Zambia Limited intends to Register Debt Collectors for the provision of debt collection services for one year. Interested eligible debt collectors are invited to apply for registration.

TENDER NUMBER: KRCZ/2024/007 PROVISION OF DEBT COLLECTION SERVICES

Reference Number	DESCRIPTION/CATEGORY	ELIGIBILITY
KRCZ/2024/007	PROVISION OF PROFESSIONAL DEBT COLLECTION SERVICES FOR KENYA RE ZAMBIA FOR ONE YEAR	OPEN

- ii. Interested and eligible applicants may download the registration document from the Kenya Reinsurance Corporation website www.kenyare.co.ke free of charge. Complete registration documents MUST be submitted in plain sealed envelopes clearly marked **KRCZ/2024/007 Provision of professional debt collection Services for the year 2024.** All bidders interested in participating in the tender are required to forward their contact details on email to procurement@kenyare.co.ke in case of any further tender addendum.
- iii. Completed registration documents, in a plain sealed envelope, clearly marked **“REGISTRATION OF DEBT COLLECTORS FOR KENYA RE ZAMBIA FOR ONE YEAR** and bearing the respective **REFERENCE NUMBER & CATEGORY** but no indication of the applicant, and deposited in the Tender Box located at **Kenya Reinsurance Corporation Zambia Limited** offices at **DG Office Park, Chila Road** or be sent to:

**Regional Manager
Kenya Reinsurance Corporation Zambia Limited
DG Office Park
Chila Road
P.O. Box 30578 - 10101
LUSAKA**

- iv To be received by **23rd April 2024 at 10.00 a.m.** The registration documents will be opened the same day and time in the Corporation’s Boardroom in the presence of bidders or their representatives who choose to attend. Applications received late will not be accepted.

GENERAL INSTRUCTIONS

1. You are requested to provide all the general information as per the prequalification document.
2. The Corporation attaches great importance to correct information given. If the information given is found to be incorrect in any respect, the applicant shall be rendered ineligible for registration.
3. The Corporation serves the right to visit and inspect business premises of all the applicants to verify the information provided.
4. All information provided will be treated as confidential.
5. Your prequalification document should be submitted spiral/velo bound and properly page numbered.

REGISTRATION INSTRUCTIONS

1.1 Introduction

The Kenya Reinsurance Corporation Zambia Limited would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract for the provision of debt collection services.

1.2 Prequalification Objective

The main objective is to provide debt collection services to the Corporation as and when required during the stated period.

1.3 Invitation of Prequalification

Debt collectors are invited to submit their registration documents to the Corporation so that they may be registered for the provision of debt collection services.

1.4 Experience

Prospective debt collectors must have carried out successful delivery of similar services to corporate institutions of similar size. Potential debt collectors must demonstrate the willingness and commitment to meet the prequalification criteria.

1.5 Additional Information

Kenya Re reserves the right to request for submission of additional information from prospective bidders.

BRIEF CONTRACT REGULATIONS/GUIDELINES

2.1 Collection fees

The collections fees due for successfully collected debts on the collection accounts shall be a commission of 10% of the collected debt value.

2.2 Payments

Collection fees shall be payable to the consultant within 30 days of submission of the respective invoice by the consultant subject to satisfactory completion of the contracted services to be acknowledged by the corporation in writing.

3. REGISTRATION DATA INSTRUCTIONS

3.1 The attached questionnaire forms described are to be completed by prospective debt collectors who wish to be registered for submission of tender for the specific tender.

3.1.1 The registration application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English and indelible.

3.2 QUALIFICATION

3.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by Kenya Re in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to each tender item/category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of Kenya Re they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

**REGISTRATION DOCUMENTATION
(TENDER SUBMISSION REQUIREMENTS)**

All firms **should** provide copies of the following: -

1. Submit a copy of the **Certificate of Registration** - mandatory.
2. Submit a copy of the **TPIN certificate** of the company - mandatory.
3. Submit a copy of a **Valid Tax Compliance Certificate** from ZRA - mandatory.
4. Submit your company's profile and company manpower/staff capacity.
5. Fill and submit the confidential business questionnaire.

CONFIDENTIAL BUSINESS QUESTIONNAIRE GENERAL INFORMATION

Category applied.....

Company name.....

P. O. Box..... Town..... Post code.....

Telephone number(s).....

Mobile number(s).....

Fax number(s).....

Email address.....

Physical address.....

Building.....Floor.....

Plot number.....Door.....

Street.....

Nature of business.....

Certificate of Registration/Incorporation No.....(attach copy)

VAT/PIN Certificate
No (attach copy)

Tax Compliance certificate No..... (attach copy)

Contact persons:

Name..... Position.....

Name..... Position.....

Name..... Position.....

COMPANY PROFILE (submit a copy)

A. Names of Directors:

1.....Nationality.....

2.....Nationality.....

3.....Nationality.....

4.....Nationality.....

B. Personnel

Number of staff
employed.....

Qualifications.....

Level of
experience.....

C. Experience

No. of years the company has been in operation

Referees:

Name of company:
Postal address:
Contact person:
Signature:
Company rubber stamp:

Name of company:
Postal address:
Contact person:
Signature:
Company rubber stamp:

Name of company:
Postal address:
Contact person:
Signature:
Company rubber stamp:

Scope of clientele (attach at least five (3) current letters of recommendation from reputable organizations that you have been providing similar services for the last 5 years.

FINANCIAL

A. Financial position

You will be required to demonstrate that the company's financial position is healthy enough to enable you transact business with Kenya Re.

B. Magnitude of business

Please indicate the maximum amount of business (in financial terms) your company can handle at any given time.....

D. Credit period.

Please indicate the credit period you are willing to offer Kenya Re.....

E. Annual turnover

What is your annual turnover?.....

LITIGATION HISTORY

Name of Contractor/Supplier

Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

Year	Award for or against	Name of client cause of Litigation and matter in dispute	Disputed Amount (current value, ZMW Equivalent)

PROCLAMATION/SWORN STATEMENT

I / We the undersigned, state that, ALL the information we have provided in this document is correct/accurate to the best of our knowledge and that I / We hereby give Kenya Re authority to seek any references it may deem vital while carrying out their evaluation. I/We also hereby declare that the company is not debarred from participating in any procurement proceedings.

Name

Designation

Signature

S/no.	TECHNICAL CAPACITY EVALUATION STAGE TWO	Points/ Marks
	5mark per proof. Total Marks 15 marks	
2	Personnel	
	Team Leader’s relevant professional experience, and qualifications: Level of experience more than 5 years Provide supporting documents (certificates and testimonials).	10
	Adequacy for the assignment: Demonstrate experience in similar assignments. Bidders should attach letters or reports of proof of staff having accomplished similar assignments- 4 marks for two staff up to a maximum of 8 marks.	8
	Give a listing of team composition including task assignments. Provide Curriculum Vitae (CV) for Key staff to be engaged in the assignment – 4 marks for each CV, up to a maximum of three CVs. Attach evidence of qualification in a business-related course.	12
3	Work Plan and Methodology The firm should provide a logical, well- structured work plan consistent with the timeframes and terms of References.	10
4	Financial	
	Financial position @ 5 marks - audited financial accounts for the last two years 2023 & 2022 or 2022 and 2021 (2.5 marks each year)	5
5	Supplier details	
	Confirmation of physical address e.g., a lease or title deed or a utility bill	15
Total marks		100

The qualification points/marks is 60 and above.

NB.

1. Bids must be valid for a period of 120 days or above.
2. Those who score 60 and above will be considered registered for debt collection.

Financial

The collections fees due for successfully collected debts on the collection accounts shall be a commission of 10% of the collected debt value.

KENYA REINSURANCE CORPORATION LIMITED

QUALITY POLICY

As a **leading partner in securing the future**, we commit to **provide sustainable risk and financial solutions** through:

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

We undertake to realize the above by tracking and monitoring the performance of our Corporate Objectives, as outlined below:

- Growing shareholders' value** by improving the quality of reinsurance business portfolio; maximizing return on investments; containing management expenses and improving credit control operations.
- Improving customer centricity** through enhancing customer satisfaction; maintaining ISO 27001 and ISO 9001 certifications and initiating IT capability and maturity assessment.
- Improving analytics capabilities** by utilizing smart analytics to increase efficiency and grow into new markets.
- Leveraging on technology to improve processes** by enhancing use of new information technologies; providing a robust and secure IT infrastructure; enhancing collaboration across the Corporation through digital solutions and protecting integrity of the Corporation's information and IT assets.
- Growing market share** through enhancing brand visibility and recognition; improving credit rating; and advocating for domestication of insurance and reinsurance for government projects.
- Strengthening the human resource capacity** by attracting and retaining competent and diverse human resource; building staff capacity; implementing a culture change programme and strengthening performance management systems.
- Strengthening governance practices** by reviewing the existing legal and regulatory framework and streamlining decision-making authority levels within the Kenya Re Group.



viii) Enhancing enterprise risk management through enhancing risk maturity; enhancing business continuity and enhancing actuarial function.

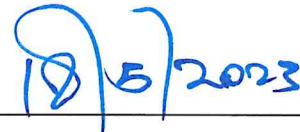
ix) Strengthening internal controls by enhancing assurance reporting to the HQ and subsidiary audit committee boards and enhancing internal controls.

Consistent with this policy, specific quality objectives have been 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 System requirements and other best practices.


DR. HILLARY WACHINGA,
MANAGING DIRECTOR

DATE: _____





PUBLIC

KENYA REINSURANCE CORPORATION LIMITED

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, measurable 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). It shall be reviewed for continuing suitability taking into account changing Information Security Management System requirements and other best practices.



**DR. HILLARY WACHINGA,
MANAGING DIRECTOR**

DATE: _____

18/5/2023



PUBLIC

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.


DR. HILLARY WACHINGA,
MANAGING DIRECTOR

DATE: _____

18/5/2023