



KENYA REINSURANCE CORPORATION LIMITED

KRC/2021/036

LOCAL AREA NETWORK CABLING

INVITATION TO TENDER

1.1 The Kenya Reinsurance Corporation Ltd. invites interested bidders to tender for:-

TENDER NO	DESCRIPTION OF SERVICE	TENDER SUBMISSION FORMAT	ELIGIBILITY
KRC/2021/036	TENDER FOR LOCAL AREA NETWORK CABLING	COMBINE TECHNICAL & FINANCIAL PROPOSAL	OPEN TO ALL

1.2 Documents containing technical and financial specifications can be downloaded from our website www.kenyare.co.ke

1.3 Tender documents **2 Copies** in plain sealed envelopes clearly bearing the correct **tender numbers** should be deposited in the Tender Box located on the 16th floor of Reinsurance Plaza Aga Khan Walk NAIROBI or be sent to:-

Managing Director
Kenya Reinsurance Corporation, Ltd
Reinsurance Plaza, Nairobi
Aga Khan Walk
P.O. Box 30271 - 00100
NAIROBI

1.4 To be received by 13TH APRIL 2021 at **10.00.am**. The tenders will be opened the same day **in** the Corporation's Boardroom. Interested bidders or their representatives are invited to attend the opening sessions.

1.5 Prices quoted should be expressed in **Kenya shillings**, inclusive of Government taxes and should remain valid for a period of 120 days.

SECTION V DESCRIPTION OF SERVICES

a. Scope

Kenya Reinsurance Corporation hereby invites potential vendors to submit a proposal and quote for upgrading our Local Area Network horizontal cabling at its Headquarters – **Reinsurance Plaza 16th Floor** and **Anniversary Towers** – Management Office in Nairobi. The total number of points for **Reinsurance Plaza 16th Floor** – is **162 Network Points** while **Anniversary Towers – Management Office** is **16 Points**.

The following will entail the scope of works to be carried out: -

1. The Contractor will be responsible for the supply of all materials and components necessary to complete the installation of the structured cabling system.
2. The contractor will be responsible for pulling, terminating, and testing all circuits installed and each cable shall be assigned a unique cable number.
3. The primary media for horizontal cabling will be 4-pair Unshielded Twisted Pair (UTP) in accordance with International Structured Cabling System designs. Each subsystem will be implemented using category 6 compliant components and be deployed according to ANSI/TIA/EIA-568-B and ISO/IEC 11801 standards. Each designated network interface will have capacity to support Gigabit Ethernet speed.
4. The horizontal cabling will include outlets and consolidation or transition points, connectors, and patch cords that compose horizontal cross-connect. The cables will be routed in existing wall trunking and terminated on patch panels and at data outlets. Patch panels must be equipped with RJ45 contacts of category 6 sockets with a capacity of 24 and must be rack mountable. Where cables cannot be run in the building's trunkings within the walls or floor, surface pathways using metal trunkings will be installed.
5. The contractor shall test the newly terminated network points with a fluke meter to validate performance, Cable Length etc. All results shall then be availed as documented evidence.
6. The contractor will be required to comply with the manufacturers recommended installation practices.

NOTE: Bidders will be required to carry out an independent site survey only on the following date and time: **7TH April 2021 at 09:30 AM Reinsurance Plaza** and **7th April 2021 at 12:00 PM - Anniversary Towers**.

Print and come with the site survey attached herein for signing and stamping.

b. Bill of quantities / materials

The table below contains the Bill of materials for bidders to bid against.

NO	ITEM	DESCRIPTION	QUANTITY	PRICE PER UNIT	TOTAL PRICE
1	4-PR, SOLID, CAT 6, UTP,305M, CM,23AWG,500MHZ, REEL, GRAY	Category 6 UTP - 4 - PAIR Cable - EMEA, 4 PR, Solid, UTP 24WG, 350 MHZ, 100 OHM, 305m Roll.	48		
2	24 PORT CAT 6, UTP, T568A/B PATCH PANEL	Patch Panel 24port cat 6 T568A/B wiring, 1U complete with 24 high density RJ 45 certified front termination.	8		
3	DUAL OUTLET CAT6A, SHIELDED, HYBRID COMPLETE WITH FACE PLATES	Cat 6 dual data outlets, unshielded, with blank, Angled module with T568A/ B wiring includes a protective rubber door.	80		
4	Cat 6, UTP, T568A/B, STRD, LSOH, CLR BOOT, BULK,05M	Cat 6, 1M patch cable (RJ45 - RJ45) double-ended, 4 - pair modular stranded cord jacket with coloured boot, T568A/B wiring.	40		
5	Cat 6, UTP, T568A/B, STRD, LSOH, CLR BOOT, BULK,03M	Cat 6, 3M patch cable (RJ45 - RJ45) double-ended, 4 - pair modular stranded cord jacket with coloured boot, T568A/B wiring.	80		
6	Cat 6, UTP, T568A/B, STRD, LSOH, CLR BOOT, BULK,01M	Cat 6, 1M patch cable (RJ45 - RJ45) double-ended, 4 - pair modular stranded cord jacket with coloured boot, T568A/B wiring.	320		
7	1HU Cable managers		5		
8	Accessories (32mm PVC Conduits, Flex Conduits, Saddles 32mm Pvc,32mm Couplers,32mm Bends, Roll Bolts, Metal Screws, Wall Plugs, Paints, Tapes, Labels, Rj45, Etc) 100mm x 50mm Metal Trunking		LOT		
9	Labour for installation, Labelling, Testing using a Fluke meter, Documentation. Etc		LOT		
TOTAL COST (KSHs)					

SECTION VI – SCHEDULE OF REQUIREMENTS AND EVALUATION CRITERIA

The following will constitute how the tenders will be evaluated. All documents under the mandatory section **MUST** be submitted and must be current.

Table 1: **Mandatory Requirements (Attach)**

ITEM	DESCRIPTION	BIDDER'S RESPONSE
1.	Certificate of Incorporation	
2.	Tax Compliance (current)	
3.	Site Visit Certificate (Attached here in ANNEX 1) – Signed and Stamped by Kenya Re Representatives.	
4.	A Valid Siemon Registered installer Certificate	

Table2: **Technical Evaluation**

ITEM	DESCRIPTION	MARKS	BIDDER'S RESPONSE
1.	Provide a detailed company profile in colour detailing the ownership / directors, staff, office location, Core business etc. 2 Marks for the Company profile in colour. 1 Marks for the Company profile in black and white. 0 Marks if the Company profile is not attached.	2 Marks (Max)	
2.	Two (2) recommendation letters from corporate clients. Provide letters of recommendation from clients you have offered the services. 10 Marks for each Recommendation letter. Maximum 20 Marks	20 Marks	
3.	Technical Staff Networks expertise: Technical staff should be Certified Network Profession - Certifications at least 1 staff. CCNA, Network+, Siemon certified Network installer, Huawei Maximum 18 Marks	18 Marks	
4.	The firm should have deployed at least 4 projects for networking with a minimum of 100 Network Points . Attach relevant evidence SLA's, /project signoffs/project completion certificates or recommendation letters. 5 Marks for each project Maximum 20 Marks	20 Marks	
5.	Schedule of activities - Give a draft proposal on how you will schedule the proposed activities with lead times and resources. 10 Marks for the schedule. 0 Marks if none is attached. Maximum 10 Marks	10 Marks	
6.	Relevant professional experience of the staff who will be involved with this project (Attach CV showing network projects handled and year). At least 2 No. degree/diploma holder of key personnel in ICT field With over 5 years of relevant experience-----10 With over 3 years of relevant experience-----6 With under 3 years of relevant experience -----3 Maximum 10 Marks	10 Marks	
TOTAL MARKS		80	

To proceed to **Financial evaluation** bidders **MUST** score at least **60 Marks out of 80 Marks**.

Technical proposal will carry a weighting of 80% marks and financial proposals will have a weighting of 20% marks.

The formula in determining the financial score is as follows: - (The single currency for the price conversion is KENYA SHILLINGS)

$$SF = \frac{FM}{F} \times 100$$

$$SF = \text{Financial Score}$$

$$FM = \text{Lowest Financial Proposal}$$

$$F = \text{Financial Proposal under consideration.}$$

The lowest bid will be given maximum financial score.

Determining the Financial Score

The formula in determining the financial score is as follows: - (The single currency for the price conversion is Kenyan Shillings)

$$SF = \frac{FM}{F} \times 100$$

$$SF = \text{Financial Score}$$

$$FM = \text{Lowest Financial Proposal}$$

$$F = \text{Financial proposal under consideration.}$$

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1; 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.

No	Part 1 – General
4.1	Business Name
4.2	Location of Business Premises
4.3	Plot No.Street/Road..... Postal Address Telephone Numbers..... Fax Number E-mail Address
4.4	Nature of Business
4.5	Registration Certificate No.
4.6	Maximum value of Business which you can handle at any one time. Kshs Name of your Bankers.....Branch.....
4.7	Confirm credit period extended your to clients
	Part 2 (a) – Sole Proprietor

<p>4.8</p>	<p>Your Name in Full</p> <p>Age.....</p> <p>Nationality</p> <p>Country of Origin.....</p> <p>Citizen Details.....</p> <p>.....</p>
	<p>Part 2 (b) – Partnership</p>
<p>4.9.</p>	<p>Given details of partnership as follows:-</p> <p><u>2b.2</u></p> <p>Name..... Nationality.....Citizenship Details..... Share.....</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p>

	<p>.....</p>
	<p>Part 2 (C) – Registered Company</p>
<p>4.10</p>	<p>Private or Public</p> <p>.....</p> <p>.....</p>
<p>4.11</p>	<p>State the Nominal and issued Capital or Company</p> <p>Nominal Kshs</p> <p>Issued Kshs</p>
<p>4.12</p>	<p>Given details of all Directors as follows:-</p> <p>Name..... Nationality.....Citizenship Details....., Share.....</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p> <p>5.....</p>

Part 3 – Eligibility Status	
4.13	<p>Are you related to an Employee, Committee member or Board Members of Kenya Re? Yes.....No.....</p> <p>If answer in '4.13 is Yes give the relationship.</p>
4.14	<p>.....</p>
<p>4.15 Does an Employee, Committee Member, Board Member of Kenya Re sit in The Board of Directors or Management of your Organization, subsidiaries or Joint Venture? Yes.....No.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>4.16 If Answer in '4.15' above is Yes give details</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>4.17 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 Kenya Reinsurance Corporation Ltd to provide consulting services for preparation of design, specifications and other documents to be used for procurement of the goods under this invitation? Yes.....No.....</p>	

4.18. If answer in '4.17' above is **Yes** give details

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4.19 Are you under a declaration of ineligibility for corrupt and fraudulent Practices? Yes
No.....

4.20 If answer in '4.19' above is **Yes** give details

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4.21 Have you offered or given anything of value to influence the pre-qualification
Process? YesNo.....

4.22 If answer in '4.20' above is Yes give details

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I/We Declare that the information given on this form is correct to the best of My/our knowledge and belief and that I/We Kenya Reinsurance corporation Ltd to seek any other reference concerning my/our company from whatever sources deemed relevant e.g. Company Registrars Office, Bankers etc.

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

If a Kenyan citizen, indicate under "citizenship Details," whether by Birth, Naturalization of registration.



TENDER FORM

To: Kenya Reinsurance Corporation Limited,
Reinsurance Plaza Nairobi, Taifa Road,
P.O Box 30271 - 00100,
NAIROBI. Kenya.

Gentlemen and/or Ladies:

Having examined the bidding documents the receipt of which is hereby duly acknowledged,
we, the undersigned, offer to provide **Local Area Network cabling at Reinsurance Plaza
and Anniversary Towers**

KRC/2021/036 in conformity with the said bidding documents for the sum of

_____ VAT Inclusive

or such other sums as may be ascertained in accordance with the Schedule of Rates attached
herewith and made part of this Tender.

We undertake, if our Tender is accepted, to deliver the services in accordance with the schedule
specified in the Schedule of Assignment.

If our Tender is accepted, we will obtain the guarantee of a bank in a sum equivalent to 10%
percent of the Contract Price for the due performance of the Contract, in the form prescribed
by the Employer.

We agree to abide by this Tender for a period of 90 days from the date fixed for Tender opening
under Clause 5 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.

Until a formal Contract is prepared and executed, this Tender, together with your written
acceptance thereof and your notification of award, shall constitute a binding Contract between
us.

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 _____

ANNEX 1

KENYA REINSURANCE CORPORATION LIMITED

LOCAL AREA NETWORK CABLING: TENDER NO. KRC/2021/036

SITE VISIT CLEARANCE CERTIFICATE

KENYA REINSURANCE CORPORATION LIMITED.

This is to certify that M/s. _____ have visited, inspected and
 Verified the scope of works at _____ (Name of site).

KENYA RE REPRESENTATIVE

NO.	STATION	NAME OF KENYA RE REPRESENTATIVE	SIGN	DATE OF VISIT
1.	Reinsurance Plaza, L.R NUMBER 209/8770 on Taifa Road, CBD Nairobi			<u>7th April</u> <u>2021</u>
2.	Anniversary Towers LR NUMBER 209/9744, University Way. CBD Nairobi			<u>7th April</u> <u>2021</u>

TENDERERS REPRESENTATIVE

NO.	STATION	NAME OF TENDERERS REPRESENTATIVE	SIGN	DATE OF VISIT
1.	Reinsurance Plaza, L.R NUMBER 209/8770 on Taifa Road, CBD Nairobi			<u>7th April</u> <u>2021</u>
2.	Anniversary Towers LR NUMBER 209/9744, University Way. CBD Nairobi			<u>7th April</u> <u>2021</u>



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, 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).

A handwritten signature in blue ink, appearing to read 'JADIAH MWARANIA'.

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