



**KENYA REINSURANCE CORPORATION LIMITED**

**KRC/2020/204**

---

**PROVISION OF COURIER SERVICES FOR NAIROBI REGION FOR THE PERIOD 2021 - 2022**

---

## 1 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/2020/204	COURIER SERVICES FOR NAIROBI REGION	COMBINE TECHNICAL & FINANCIAL PROPOSALS	<b>OPEN TO ALL</b> OBTAIN TENDER DOCUMENTS FROM THE WEBSITE ( <a href="http://www.kenyare.co.ke">www.kenyare.co.ke</a> )

1.2 Documents containing technical and financial specifications can be downloaded from our website [www.kenyare.co.ke](http://www.kenyare.co.ke)

1.3 Tender documents **1 Copy** in plain sealed envelopes clearly bearing the correct **tender numbers** should be deposited in the Tender Box located on the 16<sup>th</sup> 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 **5<sup>TH</sup> JANUARY 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.

## TERMS OF REFERENCE

**A.** A professional firm to provide courier services for Nairobi region every day, Monday to Friday

with the following:

1. One rider (with a Motorbike)
2. Working time (8.30 am to 4.45 pm with one-hour lunch break)
3. Duties: -

To provide courier services within the greater Nairobi geographical region. This service will cover a radius of approximately 50 Kilometers from Reinsurance Plaza, The supplier, will be expected to offer the services while fully adhering to the Terms of Reference as stipulated in the contract.

### **4. General Requirements:**

1. Provide Pick-Up, dispatch and Messenger tasks including auxiliary services and errands to and from the Corporation's offices at Reinsurance Plaza, Anniversary Towers and Kenya Re Towers to any designated delivery points.
2. The contracted supplier shall provide a standby and fulltime officer (messenger) to be stationed at the Corporation's Head Office at Reinsurance Plaza Nairobi from 8.30 AM till 4.45 PM daily from Monday to Friday.
3. Articles to be dispatched shall include but not limited to; letters, parcels, goods or other items of value received by the officer (messenger) by reason of this contract.
4. The supplier shall provide adequate attire and facilities to the attached officer (messenger) including a motorbike for the officer (messenger) for ease of execution of this contract. All related resources should be readily available for immediate deployment to facilitate ease of service delivery to the Corporation. A replacement officer / messenger should be availed seamlessly should that need arise.

5. The officer (messenger) should have a full report of integrity and adequately trained as a proficient rider and should maintain two records as proof of delivery or service rendered.
6. The service provider shall visit and present a report to the head office every quarter for work updates and challenges on the service delivery.
7. Supplier to be compliant with labour laws as far as employment requirements are concerned e.g. uniforms and protective clothing and prompt payment to employees.
8. The Supplier to ensure the Corporation is protected from any losses arising from the suppliers and their supplier negligence.

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

***Mandatory Requirements (Failure to show evidence of this will lead to disqualification).***

**COURIER SERVICES FOR NAIROBI REGION**

	ITEMS	
<b>PART A</b>	<b>MANDATORY REQUIREMENTS</b>	<b>YES/NO</b>
1.	Valid Tax Compliance certificate	
2.	Certificate of good conduct for the firm's Director's	
3.	Certificate of Registration	
4.	Filling of business questionnaire	
<b>PART B</b>	<b>TECHNICAL EVALUATION</b>	
1.	The employee/ rider should have riding experience of at least minimum of five years to work for Kenya Re.	15
2.	Recommendation letters from two (2) current reputable client of an establishment of 100 and above you have successfully performed their contracts of the same nature for the last five (3) years (the same nature of work).  (Attach copies of recommendation letters)  Two (2) Recommendation letters (15 marks) One (1) Recommendation letter (7 marks) No recommendation letter (no marks)	15

3.	Academic/Professional qualifications of the rider be at least a bearer of KCSE. While the owners of the business have KCSE and or a degree from recognized institutions (attach copies of certificates)  Rider's KCSE (5 marks) Owner's KCSE ( 10Marks) A degree or any work related certificates (10 Marks) No Certificates (No Mark)	20
4.	The Motorbike to work for Kenya Re should not exceed three years from year of purchase. The newer the better  Provide proof. Less than one year (10 marks) More than a year and a half ( 3Marks) Two years to Three years ( 2Marks)	15
5	Evidence of office location (To Attach lease agreement)	5
	<b>Sub Total</b>	70
<b>PART C</b>	<b>Financial aspect</b>	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.**

**Upon award the designated rider should have a certificate of good conduct.**

#### 5.4 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 you to clients
	<b>Part 2 (a) – Sole Proprietor</b>

<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 align="center"><b>Part 2 (b) – Partnership</b></p>
<p>4.9.</p>	<p>Given details of partnership as follows: -</p> <p><b><u>2b.2</u></b></p> <p>Name..... Nationality.....Citizenship Details..... Share.....</p> <p>1.....</p> <p>2.....</p> <p>3.....</p> <p>4.....</p>

	<p>.....</p>
	<p><b>Part 2 (C) – Registered Company</b></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 Are you related to an Employee, Committee member or Board Members of Kenya Re?  
 Yes..... No.....

If answer in '4.13 is Yes give the relationship.

4.14 .....

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.....

.....  
 .....  
 .....  
 .....

4.16 If Answer in '4.15' above is **Yes** give details

.....  
 .....  
 .....  
 .....

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.....

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

.....  
.....  
.....  
.....

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

.....  
.....  
.....

4.21 Have you offered or given anything of value to influence the pre-qualification  
Process? Yes ..... No.....

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

.....  
.....  
.....

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 Registrar's Office, Bankers etc.

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

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



Tender Securing Declaration Form

(r.22)

[The Bidder shall fill in this Form in accordance with the instructions indicated.]

Date: [insert date ..... (as day, month and year) of Bid Submission]

Tender No.....

To: Kenya Reinsurance Corporation

We, the undersigned, declare that:

1. We understand that, according to your conditions, bids must be supported by a Tender Securing Declaration.
2. We accept that we will automatically be suspended from being eligible for bidding in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation(s) under the bid conditions, because we:
  - (a) have withdrawn our Bid during the period of bid validity specified by us in the Bidding Data Sheet; or
  - (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity,
    - (i) fail or refuse to execute the Contract, if required, or
    - (ii) fail or refuse to furnish the Performance Security, in accordance with the Instructions to Tenderers.
3. We understand this Tender Securing Declaration shall expire if we are not the successful Bidder, upon the earlier of
  - (i) our receipt of a copy of your notification of the name of the successful Bidder; or
  - (ii) twenty-eight days after the expiration of our Bid.
4. We understand that if we are a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid. If the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed: ..... [insert signature of person whose name and capacity are shown] In the capacity of [insert legal capacity of person signing the Bid Securing Declaration]

Name: ..... [insert complete name of person signing the Tender Securing Declaration]

Duly authorized to sign the bid for and on behalf of: [insert complete name of Bidder]

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ [insert date of signing]



## 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 **Provision of COURIER SERVICES FOR NAIROBI REGION KRC/2020/204** 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 \_\_\_\_\_



# 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](http://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](http://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