



KENYA REINSURANCE CORPORATION LTD

TENDER DOCUMENT FOR

SUPPLY OF 15 LAPTOPS

TENDER No. KRC/2021/039

SECTION I INVITATION TO TENDER

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

NO	TENDER NO	DESCRIPTION	TENDER SUBMISSION FORMAT	ELIGIBILITY
1	KRC/2021/039	SUPPLY OF 15 LAPTOPS	COMBINED TECHNICAL & FINANCIAL PROPOSALS	YOUTH

1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at Kenya Re website www.kenyare.co.ke.

1.3 **Each page in the tender document must be continuously serialized and paginated.**

1.4 Tender documents in plain sealed envelopes clearly bearing the correct **tender number** 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

To be received by **15TH APRIL 2021 at 10.00 am**. Tenders will be opened immediately thereafter in the presence of the candidate's representatives who choose to attend at the Corporations boardroom located at 16th Floor of the same building.

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

1.6 A complete set of tender documents may be obtained by interested candidates by downloading from KenyaRe Website – www.kenyare.co.ke, under tender documents.

1.7 The Procuring entity shall prepare **THREE** copies of the tender, clearly marking each **"ORIGINAL TENDER"** and **"COPY 1 AND COPY 2 OF TENDER,"** as appropriate. In the event of any discrepancy between them, the original shall govern.

SECTION II - TECHNICAL SPECIFICATIONS

5.1 General

5.1.1 These specifications describe the requirements for goods. Tenderers are requested to submit with their offers the detailed specifications, drawings, catalogues, etc. for the products they intend to supply.

5.1.2 The tenderers are requested to present information along with their offers as follows:

- (i) Shortest possible delivery period of each product
- (ii) Information on proper representative and/or workshop for back-up service/repair and maintenance including their names and addresses.

Kenya Re is seeks to buy 15 brand new business Laptops that meet the specifications as per the tables below.

1. 8 laptops should have **14" diagonal** measured screen and as per specs shown in **Table A** below.
2. 7 Laptops should have **15.6" diagonal** measured screen as per the specs shown in **Table B** below.
3. All the 15 laptops **must** be supplied with an **original branded backpack** and **mouse** of same Manufacturer as the laptop.

5.2 LAPTOP SPECIFICATIONS

A. QUANTITY – 8 (EIGHT) PIECES

TECHNICAL SPECIFICATIONS	DESCRIPTION	YES	NO
Operating System	Windows 10 PRO, 64 bit (MUST NOT BE WINDOWS PRO -N)		
Processors family	11th Generation Intel® Core™ i5 processor		
Processor	Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores		
Chipset	Chipset is integrated with processor		
Memory	8 GB DDR4-3200 SDRAM (1 x 8 GB)		
Memory Slots	2 SODIMM		
Graphics and Video	Integrated: Intel® Iris® Xe Graphics		
Hard Drive Storage	256 GB PCIe® NVMe™ SSD		
External I/O Ports	3 Super Speed USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™); 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4b; 1 AC power		
Expansion slots	1 microSD Supports SD, SDHC, SDXC.		
Networking	Intel® Wireless-AC 9560 802.11a/b/g/n/ac (2x2) Wi-Fi® and Bluetooth® 5 combo Wired Connectivity		
Audio	Dual stereo speakers, dual array microphone		
Camera	720p HD webcam		
I/O (Input/Output) Ports and Slots	2 USB 3.1 Gen 1; 1 USB 3.1 Type-C™ Gen 1 (Power delivery, DisplayPort™); 1 USB 2.0 (power port); 1 RJ-45; 1 HDMI 1.4b; 1 headphone/microphone combo; 1 AC power		
Display	14" diagonal , FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC		
Night Light	Night Light		
Keyboard and Touchpad	Spill-resistant, backlit keyboard with drain		
Bluetooth	Bluetooth 3.0		
Color	Pike silver aluminum		
Dimensions (W X D X H)	12.67 x 8.42 x 0.78 in		
Battery	HP Long Life 3-cell, 45 Wh Li-ion		
Warranty Period	1 Year Minimum . Manufacturer Warranty.		
Mouse -	Include an original manufacturer branded Mouse of similar make as the laptop. (8 Pieces) Attach manufacturers brochure		
Backpack	Include an original manufacturer branded backpack of similar make as the laptop. (8 Pieces) Attach manufacturers brochure		

B. QUANTITY – 7 (SEVEN) PIECES

TECHNICAL SPECIFICATIONS	DESCRIPTION	YES	NO
Operating System	Windows 10 PRO, 64 bit (MUST NOT BE WINDOWS PRO -N)		
Processors family	11th Generation Intel® Core™ i5 processor		
Processor	Intel® Core™ i5-1135G7 (up to 4.2 GHz with Intel® Turbo Boost Technology, 8 MB L3 cache, 4 cores)		
Chipset	Chipset is integrated with processor		
Memory	8 GB DDR4-3200 SDRAM (1 x 8 GB)		
Memory slots	2 SODIMM		
Graphics and Video	Integrated: Intel® UHD Graphics 620		
Hard Drive Storage	256 GB PCIe® NVMe™ SSD		
Networking	Wireless Connectivity (Realtek RTL8822BE 802.11ac (2x2) Wi-Fi® and Bluetooth® 4.2 Combo) Wired Connectivity		
Audio	HD audio with DTS Studio Sound; two integrated stereo speakers; Dual array microphones; Headphone and microphone combo jack 1. Single digital microphone		
Camera	720p HD webcam		
I/O (Input/Output) Ports and Slots	2 USB 3.1 Gen 1; 1 USB 3.1 Type-C™ Gen 1 (Power delivery, DisplayPort™); 1 USB 2.0 (power port); 1 RJ-45; 1 HDMI 1.4b; 1 headphone/microphone combo; 1 AC power		
Display	15.6" diagonal , FHD (1920 x 1080), IPS, narrow bezel, anti-glare, 250 nits, 45% NTSC		
External I/O Ports	3 Super Speed USB Type-A 5Gbps signaling rate (1 charging, 1 power); 1 SuperSpeed USB Type-C® 10Gbps signaling rate (USB Power Delivery, DisplayPort™); 1 RJ-45; 1 headphone/microphone combo; 1 HDMI 1.4b; 1 AC power		
Expansion slots	1 microSD Supports SD, SDHC, SDXC.		
Graphics	Integrated: Intel® Iris® Xe Graphics		
Night Light	Night Light		
Keyboard and Touchpad	Full-size, spill-resistant, backlit keyboard		
Pointing device	Clickpad with multi-touch gesture support		
Bluetooth	Bluetooth 3.0		
Color	Pike silver aluminum		
Dimensions (WXDXH)	14.14 x 9.2 x 0.78 in		
Battery	HP Long Life 3-cell, 45 Wh Li-ion		
Warranty Period	1 Year Minimum		
Mouse	Include an original manufacturer branded Mouse of similar make as the laptop. (7 Pieces). Attach manufacturers brochure		
Backpack	Include an original manufacturer branded backpack similar make as the laptop. (7 Pieces) Attach manufacturers brochure		

NOTES

The above specifications are all **mandatory** failure to meet some or any will lead to automatic disqualification.

5.3 EVALUATION CRITERIA

a. MANDATORY	
VALID TAX COMPLIANCE	MANDATORY
COMPANY REGISTRATION CERTIFICATES	MANDATORY
FILLED TENDER FORMS AS PER SECTION VII - STANDARD FORMS	MANDATORY
VALID / CURRENT SPECIAL GROUP CERTIFICATE (<u>YOUTH</u>)	MANDATORY
COLORED MANUFACTURERS BROCHURE(S) OF THE EXACT PRODUCT(S) AS PER THE SPECIFICATIONS ABOVE (LAPTOP(S) , MOUSE, BAGS)	MANDATORY
ICT AUTHORITY CERTIFICATE AT LEAST AT CATEGORY - ICTA - 4	MANDATORY
VALID MANUFACTURER AUTHORIZATION / MANUFACTURER DEALERSHIP.	MANDATORY
SHOULD HAVE SUPPLIED AT LEAST TEN (10) NEW LAPTOPS TO AT LEAST THREE (3) CORPORATE COMPANIES. ATTACH LPO'S OR VIABLE PROOF. IN THE LAST 4 YEARS.	MANDATORY

TO PROCEED TO FINANCIAL EVALUATION BIDDERS MUST MEET ALL THE ABOVE

SECTION VI - PRICE SCHEDULE FOR GOODS

Name of tendererTender Number

Item	Description	Quantity of <u>varies items</u>	Unit price (Inclusive of VAT)	Total Price per item (Inclusive of VAT)	Delivery Period in weeks
1	SUPPLY OF 15 LAPTOPS				

NOTE:

- (i) Quote strictly as per specifications attached to the Tender otherwise your tender will be declared non-responsive.
- (ii) In case of discrepancy between unit price and total price, the unit price shall prevail.

TENDER'S NAME _____

Signature of tenderer _____

COMPANY'S RUBBER STAMP _____

Note: In case of discrepancy between unit price and total, the unit price shall prevail.

8.1 FORM OF TENDER

To:
The Managing Director
Kenya Reinsurance Corporation ,
P.O. Box 30271-00100,
NAIROBI

We offer to execute the **SUPPLY OF 15 LAPTOPS**
in accordance with the Conditions of Contract accompanying this Tender for the Contract Price of
Kshs [amount in numbers] _____ *[amount in*
words] _____
_____ and completion period
of _____ *[weeks]*

We are not participating, as Tenders, in more than one Tender in this Tendering process other than alternative Tenders in accordance with the Tendering documents.

Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the contract has not been declared ineligible by the Kenya Government under Kenya’s laws or any other official regulations.

This Tender and your written acceptance of it shall constitute a binding Contract between us.

We understand that you are not bound to accept the lowest or any tender you receive.

We hereby confirm that this Tender complies with the Tender validity and Tender Security required by the Tendering documents and specified in the Tender Data Sheet.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Tenderer: _____

Address: _____

8.2 **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
1.1	Business Name
1.2	Location of Business Premises
1.3	Plot No.Street/Road..... Postal Address Telephone Numbers..... Fax Number E-mail Address
1.4	Nature of Business
1.5	Registration Certificate No.
1.6	Maximum value of Business which you can handle at any one time. Kshs Name of your Bankers.....Branch.....
1.7	Confirm credit period extended your to clients
	Part 2 (a) – Sole Proprietor
2a.1	Your Name in Full Age..... Nationality Country of Origin..... Citizen Details.....

	Part 2 (b) – Partnership
2b.1	<p>Given details of partnership as follows:- <u>2b.2</u> Name..... Nationality.....Citizenship Details..... Share..... 1..... 2..... 3..... 4.....</p>
	Part 2 (C) – Registered Company
2c.1	<p>Private or Public State the Nominal and issued Capital or Company</p>
2c.2	<p>Nominal Kshs Issued Kshs</p>
2c.3	<p>Given details of all Directors as follows:- Name..... Nationality.....Citizenship Details....., Share..... 1..... 2..... 3..... 4..... 5.....</p>
	Part 3 – Eligibility Status
1.1	<p>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>

3.2 If Answer in '3.1' above is **Yes** give details

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

3.3 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.....

3.4 If answer in '3.3' above is **Yes** give details

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

3.5 Are you under a declaration of ineligibility for corrupt and fraudulent.

Practices? Yes No.....

3.6 If answer in '3.5' above is **Yes** give details

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

3.7 Have you offered or given anything of value to influence the analysis process?

YesNo.....

3.8 If answer in '3.7' above is **Yes** give details

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

I/We Declare that the information given on this form is correct to the best of My/our knowledge.

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

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

8.3 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]*

8.6 LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS).....

SIGNED FOR ACCOUNTING OFFICER

8.7 FORM RB 1

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....
BETWEEN
.....APPLICANT
AND
.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public Procurement
Administrative Review Board to review the whole/part of the above mentioned decision on the
following grounds , namely:-

- 1.
 - 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
 - 2.
- etc

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary

SECOND SCHEDULE

Tender Securing Declaration Form

[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]*



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).



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.


JADIA MWARANIA, OGW
MANAGING DIRECTOR

DATE: 24/08/2020