



**TENDER NO. KP1/9A.2/PR-Q/001/INS/26-27**  
**PREQUALIFICATION TENDER FOR PROVISION OF INSURANCE SERVICES**  
**(BROKERS & INSURANCE COMPANIES)**

DATE OF TENDER DOCUMENT: **FEBRUARY 2026**

**ALL TENDERERS ARE ADVISED TO READ CAREFULLY THIS TENDER DOCUMENT IN  
ITS ENTIRETY BEFORE MAKING ANY BID**

TENDER DOCUMENT FOR PREQUALIFICATION OF GOODS, WORKS & SERVICES  
(E-PROCUREMENT OPEN TENDER SYSTEM)

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## **PREFACE**

Pursuant to Section 70 of the Public Procurement and Asset Disposal Act 2015, this Standard Tender Document (STD) has been prepared by prepared by Kenya Power based on The Public Procurement Regulatory Authority's Standard Tender Document (STD) for use for Prequalification of Goods, Works & Services.

## **ABBREVIATIONS**

AO	Accounting Officer
CBK	Central Bank of Kenya
CBQ	Confidential Business Questionnaire
FY	Financial / Fiscal Year
GTP	Guaranteed Technical Particulars
IFT	Invitation for Tenders
ITT	Instructions to Tenderers
JV	Joint Venture
NCB	National competitive tender
PPADA	Public Procurement and Asset Disposal Act, 2015
PPADR	Public Procurement and Asset Disposal Regulations 2020
PPRA	Public Procurement Regulatory Authority
R	Responsive
NR	Not-Responsive
RFQ	Request for Quotation
STD	Standard Tender Documents
TDS	Tender Data Sheet
AKI	Association of Kenya Insurers

# INVITATION TO APPLY FOR PREQUALIFICATION TENDER FOR PROVISION OF INSURANCE SERVICES

**DATE: 12.02.2026**

**TENDER NO: KP1/9A.2/PR-Q/001/INS/26-27**

**NAME: PREQUALIFICATION TENDER FOR PROVISION OF INSURANCE SERVICES**

## **1.1 Introduction.**

The Kenya Power & Lighting Company Plc (KPLC) invites applications from eligible applicants for **Prequalification Tender for Provision of Insurance Services**, Interested Eligible applicants may obtain further information from the General Manager- Supply Chain, The Kenya Power & Lighting Company Plc at Stima Plaza, 3<sup>rd</sup> Floor, Kolobot Road, P.O. Box 30099 – 00100 Nairobi, Kenya.

## **1.2 Obtaining Prequalification document.**

1.2.1 Prequalification documents detailing the requirements may be obtained from the KPLC E- Procurement Portal under RFx No3000000460

1.2.2 Prospective applicants may also download the document from KPLC's website ([www.kplc.co.ke](http://www.kplc.co.ke)) free of charge.

## **1.3 Submission of Applications**

Completed prequalification application are to be submitted in electronic format on the KPLC's E-procurement portal on the due date and time published on the portal. Applicants are required to visit the portal from time to time for revised closing dates and addendums. The application is to be submitted **ONLINE** on or before the submission date and time indicated on the **KPLC tendering portal**.

## **1.4 Closing Date and Time**

The closing date and time is as specified in the KPLC's tendering portal.

## **1.5 Opening of submitted applications**

Applications will be opened promptly thereafter in the presence of the applicants or their representatives who choose to attend in KPLC Auditorium at Stima Plaza, Kolobot Road, Parklands, Nairobi. All health protocols during opening **must** be observed and **only one representative** will be allowed in opening venue.

## **1.7 Pre-Application Meeting**

There will be a Pre-Application meeting on 20<sup>th</sup> February ,2026

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## **PART 1 - APPLICATION PROCEDURES**

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## **SECTION I - INSTRUCTIONS TO APPLICANTS (ITA)**

### **A. General**

#### **1 Scope of Application**

- 1.1 The name of Procuring Entity inviting for applications is defined in the **PDS**. The particular type of contract (works, goods or Non-Consulting Services required) and its name and description of the contract(s) and its reference number are defined in the **PDS**. If the scope of contract so defined is in multiple contracts, it will be specified in the **PDS** if prequalification will be based on individual contracts or multiple contracts. The Full scope of Works or Goods or Non-Consulting Services are described in Section V (Scope of Works or goods contract).

- 2 Source of Funds** to be specified in the PDS, if deemed necessary.

#### **3 Fraud and Corruption**

- 3.1 The Government of Kenya requires compliance with its Anti-Corruption laws and its prevailing sanctions policies and procedures.
- 3.2 In further pursuance of this policy, Applicants shall permit and shall cause their agents (where declared or not), subcontractors, sub consultants, service providers, suppliers, and their personnel, to permit the Public Procurement Regulatory Authority (PPRA) to inspect all accounts, records and other documents relating to any initial selection process, prequalification process, tender submission (in case prequalified), proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the PPRA.

#### **4 Collusive practices**

- 4.1 KPLC requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any applicant found to have engaged in collusive conduct shall be disqualified and criminal and/or civil sanctions may be imposed. To this effect, applicants shall be required to complete and sign a Certificate of Independent Tender Determination" annexed to the Form of applicant.

#### **5 Eligible Applicants**

- 5.1 Applicants shall meet the eligibility criteria as per this ITA and ITA 5.1 and 5.2. An Applicant may be a firm that is a private entity, a state-owned enterprise or institution subject to ITA 5.9 or any combination of such entities in the form of a joint venture ("JV") under an existing agreement or with the intent to enter into such an agreement supported by a letter of intent. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the prequalification process, tendering (in the event the JV submits a Tender) and during contract execution (in the event the JV is awarded the Contract). Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the PDS.
- 5.2 Public Officers of KPLC, their Spouses, Child, Parent, Brothers or Sister. Child, Parent, Brother or Sister of a Spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to be prequalified. Public Officers with such relatives are also not allowed to participate in any procurement proceedings.
- 5.3 A firm may apply for prequalification both individually, and as part of a joint venture, or participate as a subcontractor. If prequalified, it will not be permitted to tender for the same contract both as an individual firm and as a part of the joint venture or as a subcontractor. However, a firm may participate as a subcontractor in more than one Tender, but only in that capacity. Tenders submitted in violation of this procedure will be rejected.
- 5.4 A firm and any of its affiliates (that directly or indirectly control, are controlled by or are under common control with that firm) may submit its application for prequalification either individually, as joint venture or as a subcontractor among them for the same contract. However, if prequalified, only one prequalified Applicant will be allowed to tender for the. All Tenders submitted in violation of this procedure will be rejected.
- 5.5 An Applicant may have the nationality of any country, subject to the restrictions pursuant to ITA 5.1 and 5.2. An Applicant shall be deemed to have the nationality of a country if the Applicant is constituted, incorporated

or registered in and operates in conformity with the provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. sub-contractors or suppliers for any part of the Contract including related Non-Consulting Services.

- 5.6 Applicants shall not have a conflict of interest. Applicants shall be considered to have a conflict of interest, if they, or any of their affiliates, participated as a consultant in the preparation of the design or technical specifications or have been hired or proposed to be hired by KPLC as Engineer for contract implementation of the contract(s) that are the subject of this prequalification. In addition, Applicants may be considered to have a conflict of interest if they have a close business or family relationship with a professional staff of KPLC who:
- a are directly or indirectly involved in the preparation of the prequalification Document or Invitation to Tender (ITT), Document or specifications of the Contract, and/or the Tender evaluation process of such Contract; or
  - b would be involved in the implementation or supervision of such Contract, unless the conflict stemming from such relationship has been resolved in a manner acceptable to KPLC throughout the prequalification, ITT process and execution of the Contract.
- 5.7 An Applicant that has been debarred shall be ineligible to be initially selected for, prequalified for, tender for, propose for, or be awarded a contract during such period of time as the PPRA shall have determined. The list of debarred firms and individuals is available at [www.ppra.go.ke](http://www.ppra.go.ke)
- 5.8 Applicants that are state-owned enterprise or institutions in Kenya may be eligible to prequalify, compete and be awarded a Contract(s) only if they can establish, in a manner accept able to KPLC, that they (i) are legally and financially autonomous (ii) operate under commercial law, and (iii) are not under supervision of any public entity.
- 5.9 An Applicant shall not be under sanction of debarment from Tendering by the PPRA as the result of the execution of a Tender/Proposal–Securing Declaration.
- 5.10 An Applicant that is a Kenyan firm or citizen shall provide evidence of having fulfilled his/her tax obligations by producing a current tax clearance certificate or tax exemption certificate issued by the Kenya Revenue Authority.
- 5.11 An Applicant shall provide any other such documentary evidence of eligibility satisfactory to KPLC, as KPLC shall reasonably request.

## **6 Eligibility**

- 6.1 Firms and individuals may be ineligible if they are nationals of ineligible countries as indicated herein. The countries, persons or entities are in eligible if:
- a. As a matter of law or official regulations, Kenya prohibits commercial relations with that country, or
  - b. By an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or Non- Consulting Services from that country, or any payments to any country, person, or entity in that country.
- 6.2 When the Works, supply of Goods or provision of non-consulting services are implemented a cross jurisdictional boundary (and more than one country is a Procuring Entity, and is involved in the procurement), then exclusion of a firm or individual on the basis of ITA 5.1 (a) above by any country may be applied to that procurement a cross other countries involved, if the Procuring Entities involved in the procurement so agree.
- 6.3 Any goods, works and production processes with characteristics that have been declared by the relevant national environmental protection agency or by other competent authority as harmful to human beings and to the environment shall not be eligible for procurement.

## **B. Contents of the Prequalification Documents**

### **7 Sections of Prequalification Document**

- 7.1 This Prequalification Document consists of parts 1 and 2 which comprise all the sections indicated below, and which should be read in conjunction with any Addendum issued in accordance with IT A8.

## **PART 1 - Prequalification Procedures**

- i) Section I- Instructions to Applicants (ITA)
- ii) Section II - Prequalification Data Sheet (PDS)
- iii) Section III - Qualification Criteria and Requirements
- iv) Section IV- Application Forms

## **PART 2 - Works, Goods, or Non-Consulting Services Requirements**

- i) Section VII- Scope of Works, Goods, or Non-Consulting Services

7.2 Unless obtained directly from KPLC, KPLC accepts no responsibility for the completeness of the document, responses to requests for clarification, the minutes of the pre-Application meeting (if any), or Addenda to the Prequalification Document in accordance with ITA 8. In case of any discrepancies, documents issued directly by KPLC shall prevail.

7.3 The Applicant is expected to examine all instructions, forms, and terms in the Prequalification Document and to furnish with its Application all information or documentation as is required by the Prequalification Document.

## **8 Clarification of Prequalification Documents, site visit(s) and Pre-Application Meeting**

8.1 An Applicant requiring any clarification of the Prequalification Document shall contact KPLC in writing at KPLC's address indicated in the **PDS**. KPLC will respond in writing to any request for clarification provided that such request is received no later than fourteen (14) days prior to the deadline for submission of the applications. KPLC shall forward a copy of its response to all prospective Applicants who have obtained the Prequalification Document directly from KPLC, including a description of the inquiry but without identifying its source. If so indicated in the **PDS**, KPLC shall also promptly publish its response at the webpage identified in the **PDS**. Should KPLC deem it necessary to amend the Prequalification Document as a result of a clarification, it shall do so following the procedure under ITA 8. And in accordance with the provisions of ITA 17.2.

8.2 The Applicant, at the Applicant's own responsibility and risk, is encouraged to visit and examine and inspect the Site of the required contracts and obtain all information that may be necessary for preparing the application. The costs of visiting the Site shall be at the Applicant's own expense. KPLC shall specify in the **PDS** if a pre-application meeting will be held, when and where. KPLC shall also specify in the **PDS** if a pre-arranged Site visit will be held and when. The Applicant's designated representative is invited to attend a pre- application meeting and a pre-arranged site visit. The purpose of the meetings will be to clarify issues and to answer questions on any matter that may be raised at that stage.

8.3 The Applicant is requested to submit any questions in writing, to reach KPLC not later than the period specified in the **PDS** before the submission date of applications.

8.4 Minutes of a pre-arranged site visit and those of the pre-application meeting, if applicable, including the text of the questions asked by Applicants and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Applicants who have acquired the prequalification documents. Minutes shall not identify the source of the questions asked.

8.5 KPLC shall also promptly publish anonymized (*no names*) Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page identified **in the PDS**. Any modification to the Prequalification Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-application meeting shall be made by KPLC exclusively through the issue of an Addendum pursuant to PDS 8 and not through the minutes of the pre-application meeting. Non-attendance at the pre- arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

## **9 Amendment of Prequalification Document**

9.1 At any time prior to the deadline for submission of Applications, KPLC may amend the Prequalification Document by issuing an Addendum.

9.2 Any Addendum issued shall be part of the Prequalification Document and shall be communicated in writing to all Applicants who have obtained the Prequalification Document from KPLC. KPLC shall promptly publish the Addendum at KPLC's webpage identified in the PDS.

- 9.3 To give Applicants reasonable time to take an Addendum into account in preparing their Applications, KPLC may, at its discretion, extend the deadline for the submission of Applications in accordance with ITA 17.2.

## **C. Preparation of Applications**

### **10 Cost of Applications**

- 10.1 The Applicant shall bear all costs associated with the preparation and submission of its Application. KPLC will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the prequalification process.

### **11 Language of Application**

- 11.1 The Application as well as all correspondence and documents relating to the prequalification exchanged by the Applicant and KPLC, shall be written in English Language. Supporting documents and printed literature that are part of the Application may be in another language, provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for purposes of interpretation of the Application, the translation shall govern.

### **12 Documents Comprising the Application**

- 12.1 The Application shall comprise the following:
- Application Submission Letter, in accordance with ITA 13.1;
  - Eligibility: documentary evidence establishing the Applicant's eligibility, in accordance with ITA 14.1;
  - Qualifications: documentary evidence establishing the Applicant's qualifications, in accordance with ITA 15; and
  - Any other document required as specified in the PDS.
- 12.2 The Applicant shall furnish information on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Application.

### **13 Application Submission Letter**

- 13.1 The Applicant shall complete an Application Submission Letter as provided in Section IV (Application Forms). This Letter must be completed without any alteration to its format.

### **14 Documents Establishing the Eligibility of the Applicant**

- 14.1 To establish its eligibility in accordance with ITA 4, the Applicant shall complete the eligibility declarations in the Application Submission Letter and Forms ELI (eligibility) 1.1 and 1.2, included in Section IV (Application Forms).

### **15 Documents Establishing the Qualifications of the Applicant**

- 15.1 To establish its qualifications to perform the contract(s) in accordance with Section III, Qualification Criteria and Requirements, the Applicant shall provide the information requested in the corresponding Information Sheets included in Section IV (Application Forms).
- 15.2 Wherever an Application Form requires an Applicant to state a monetary amount, Applicants should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:
- For construction turnover or financial data required for each Year-Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted).
  - Value of single Contract-Exchange rate prevailing on the date of the contract.
- 15.3 Exchange rates shall be taken from the publicly available source identified in the PDS. Any error in determining the exchange rates in the Application may be corrected by KPLC.
- 15.4 Applicants shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by KPLC, a particular contractor or group of contractors qualifies for a margin of preference. Further the information will enable KPLC identify any actual or potential conflict of interest in relation to the procurement and/or contract management processes, or a possibility of collusion between Applicants, and thereby help to prevent any corrupt

influence in relation to the procurement processor contract management.

- 15.5 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which an Applicant may have. There can be no circumstances in which it would be justified for an Applicant to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by KPLC as a justification for an Applicant's failure to disclose, or failure to provide required information on its ownership and control.
- 15.6 The Applicant shall provide further documentary proof, information or authorizations that KPLC may request in relation to ownership and control which information on any changes to the information which was provided by the Applicant under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 15.7 All information provided by the Applicant pursuant to these requirements must be complete, current and accurate as at the date of provision to KPLC. In submitting the information required pursuant to these requirements, the Applicant shall warrant that the information submitted is complete, current and accurate as at the date of submission to KPLC.
- 15.8 If an Applicant fails to submit the information required by these requirements, its application will be rejected. Similarly, if KPLC is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by an Applicant pursuant to these requirements, then the application will be rejected.
- 15.9 If information submitted by an Applicant pursuant to these requirements, or obtained by KPLC (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the Applicant in relation to the procurement or contract management process, then:
- If the procurement process is still ongoing, the Applicant will be disqualified from the procurement process,
  - If the contract has been awarded to that Applicant, the contract award will be set aside,
- 15.10 the Applicant will be referred to the relevant law enforcement authorities for investigation of whether the Applicant or any other persons have committed any criminal offence.
- 15.11 If an Applicant submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the Applicant can show to the reasonable satisfaction of KPLC that any such act was not material, or was due to genuine error which was not attributable to the intentional act, negligence or recklessness of the Applicant.

## **16 Signing of the Application and Number of Copies**

- 16.1 The Applicant shall prepare one original of the documents comprising the Application as described in ITA 11 and clearly mark it "ORIGINAL". The original of the Application shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Applicant. In case the Applicant is a JV, the Application shall be signed by an authorized representative of the JV on behalf of the JV and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized signatories.
- 16.2 The Applicant shall submit copies of the signed original Application, in the number specified in the PDS, and clearly mark them "COPY". In the event of any discrepancy between the original and the copies, the original shall prevail.

## **D. Submission of Applications**

### **17 Sealing and Marking of Applications**

- 17.1 The Applicant shall enclose the original and the copies of the Application in a sealed envelope that shall:
- Bear the name and address of the Applicant;
  - Be addressed to KPLC, in accordance with ITA 17.1; and
  - Bear the specific identification of this prequalification process indicated in the PDS 1.1.
- 17.2 KPLC will accept no responsibility for not processing any envelope that was not identified as required in ITA 16.1 above.

### **18 Deadline for Submission of Applications**



- 18.1** Applicants may either submit their Applications by mail or by hand. Applications shall be received by KPLC at the address and no later than the deadline indicated in the PDS. When so specified in the PDS, Applicants have the option of submitting their Applications electronically, in accordance with electronic Application submission procedures specified in the **PDS**.
- 18.2** KPLC may, at its discretion, extend the deadline for the submission of Applications by amending the Prequalification Document in accordance with ITA 8, in which case all rights and obligations of KPLC and the Applicants subject to the previous deadline shall thereafter be subject to the deadline as extended.

## **19 Late Applications**

- 19.1** KPLC reserves the right to accept applications received after the deadline for submission of applications, unless otherwise specified in the **PDS**. If late applications will be accepted, they must be received not later than the date specified in the **TDS** after the deadline for submission of applications.

## **20. Opening of Applications**

- 20.1** KPLC shall open all Applications at the date, time and place specified in the **PDS**. Late Applications shall be treated in accordance with ITA 19.1.
- 20.2** Applications submitted electronically (if permitted pursuant to ITA 17.1) shall be opened in accordance with the procedures specified in the **PDS**.
- 20.2** KPLC shall prepare a record of the opening of Applications to include, as a minimum, the name of the Applicants. A copy of the record shall be distributed to all Applicants.

## **E. Procedures for Evaluation of Applications**

### **21 Confidentiality**

- 21.1** Information relating to the Applications, their evaluation and results of the prequalification shall not be disclosed to Applicants or any other persons not officially concerned with the prequalification process until the notification of prequalification results is made to all Applicants in accordance with ITA 28.
- 21.2** From the deadline for submission of Applications to the time of notification of the results of the prequalification in accordance with ITA 28, any Applicant that wishes to contact KPLC on any matter related to the prequalification process may do so only in writing.

### **22 Clarification of Applications**

- 22.1** To assist in the evaluation of Applications, KPLC may, at its discretion, ask an Applicant for a clarification (including missing documents) of its Application, to be submitted within a stated reasonable period of time. Any request for clarification from KPLC and all clarifications from the Applicant shall be in writing.
- 22.1** If an Applicant does not provide clarifications and/or documents requested by the date and time set in KPLC's request for clarification, its Application shall be evaluated based on the information and documents available at the time of evaluation of the Application.

### **23 Responsiveness of Applications**

- 23.1** KPLC may reject any Application which is not responsive to the requirements of the Prequalification Document. In case the information furnished by the Applicant is incomplete or otherwise requires clarification as per ITA 21.1, and the Applicant fails to provide satisfactory clarification and/or missing information, it may result in disqualification of the Applicant.

### **24 Margin of Preference**

- 24.1** Unless otherwise specified in the **PDS**, a margin of preference shall not apply in the Tendering process resulting from this prequalification.

### **25 Nominated Subcontractors**

- 25.1** Unless otherwise stated in the PDS, KPLC does not intend to execute any specific elements of the works by sub-contractors selected in advance by KPLC (so-called "Nominated Subcontractors").

- 25.2 The Applicant shall not propose to subcontract the whole of the Works or Goods. The maximum limit of subcontracting permitted under the contract may be specified by KPLC in the Tendering Document. KPLC, in ITA 25.2, may permit the Applicant to propose subcontractors for certain specialized parts of the contract as indicated there in as ("Specialized Subcontractors"). Applicants planning to use such Specialized Subcontractors shall specify, in the Application Submission Letter, the activity(ies) or parts of the Works proposed to be subcontracted along with details of the proposed subcontractors including their qualification and experience.

## **F. Evaluation of Applications and Prequalification of Applicants**

### **26 Evaluation of Applications**

- 26.1 KPLC shall use the factors, methods, criteria, and requirements defined in Section III, Qualification Criteria and Requirements, to evaluate the qualifications of the Applicants, and no other methods, criteria, or requirements shall be used. KPLC reserves the right to waive min or deviations from the qualification criteria if they do not materially affect the technical capability and financial resources of an Applicant to perform the Contract.
- 26.2 Subcontractors proposed by the Applicant shall be fully qualified and meet the minimum specific experience criteria as specified for their parts of the proposed contract for Works or Goods or non-consulting services. The subcontractor's qualifications shall not be used by the Applicant to qualify for the Works or Goods or non-consulting services unless their parts of the Works or Goods or non-consulting services were previously designated by KPLC in the PDS as can be met by Specialized Subcontractors, in which case:
- i) The Specialized Subcontractors shall meet the minimum qualification requirements specified in Section III, and
  - ii) the qualifications with respect to specific experience of the Specialized Subcontractor proposed by the Applicant may be added to the qualification of the Applicant for the purpose of the evaluation. Unless the Applicant has been determined prequalified on its own without taking into account the qualification and experience of the proposed specialized sub-contractor, the tender submitted by the Applicant shall include the same specialized sub-contractor failing which, such tender may be rejected unless a change in the specialized sub-contractor was requested by the Applicant and approved by KPLC subsequent to prequalification but before the tender submission deadline in accordance with ITA 30.
- 26.3 In case of multiple contracts, Applicants should indicate in their Applications the individual contract or combination of contracts in which they are interested. KPLC shall prequalify each Applicant for each lot and for a combination of contracts for which the Applicant has thereby indicated its interest and for which the Applicant meets the appropriate aggregate requirements the Eligibility and Qualification Criteria.
- 26.4 Further, in the case of multiple contracts, KPLC will prepare the Eligibility and Qualification Criteria Form for items 3.1, 3.2, 4.2(a) and 4.2(b) for each Lot, to be completed by applicants.
- 26.5 Only the qualifications of the Applicant shall be considered. The qualifications of other firms, including the Applicant's subsidiaries, parent entities, affiliates, subcontractors (other than Specialized Subcontractors in accordance with ITA 25.2 above) or any other firm(s) different from the Applicant shall not be considered.

### **27 Procuring Entity's Right to Accept or Reject Applications**

- 27.1 KPLC reserves the right to accept or reject any Application, and to annul the prequalification process and reject all Applications at any time, without thereby incurring any liability to the Applicants.

### **28 Prequalification of Applicants**

- 28.1 All Applicants whose Applications substantially meet or exceed the specified qualification requirements will be prequalified by KPLC. KPLC shall notify all Applicants in writing of the names of those Applicants who have been prequalified or conditionally prequalified. In addition, those Applicants who have been disqualified will be informed separately.
- 28.32 Applicants that have not been prequalified may write to KPLC to request, in writing, the grounds on which they were disqualified.

### **28 Invitation to Tender**

- 29.1 Promptly after the notification of the results of the prequalification, KPLC shall invite Tenders from all the

Applicants that have been prequalified or conditionally prequalified.

- 28.2 Applicants may be required to provide a Tender Security or a Tender-Securing Declaration acceptable to KPLC in the form and an amount to be specified in the tendering document.
- 28.3 The successful Applicant shall be required to provide a Performance Security as specified in the tendering document.

## **29 Changes in Qualifications of Applicants**

- 30.1 Any change in the structure or formation of an Applicant after being prequalified in accordance with ITA 27 and invited to tender (including, in the case of a JV, any change in the structure or formation of any member and also including any change in any specialized subcontractor whose qualifications were considered to prequalify the Applicant) shall be subject to the written approval of KPLC prior to the deadline for submission of Tenders. Such approval shall be denied if (i) a prequalified applicant proposes to associate with a disqualified applicant or in case of a disqualified joint venture, any of its members; (ii) as a consequence of the change, the Applicant no longer substantially meets the qualification criteria set forth in Section III (Qualification Criteria and Requirements); or (iii) in the opinion of KPLC, the change may result in a substantial reduction in competition. Any such change should be submitted to KPLC not later than fourteen (14) days after the date of the Invitation to Tender.

## **31 Procurement Related Complaints and Administrative Review**

- 31.1 The procedures for making a Procurement-related Complaint are as specified in the PDS.
- 31.2 A request for administrative review shall be made in the form provided.



## SECTION II - PREQUALIFICATION TENDER FOR PROVISION OF INSURANCE DATA SHEET (PDS)

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 1.1	<p>The Procuring Entity is: Kenya Power &amp; Lighting Company PLC , P.O. Box 30099,00100 Nairobi, Stima Plaza, Kolobot Road</p> <p>The identification of the Invitation for Prequalification is: <i>KP1/9A.2/PR-Q/001/INS/26-27 – Pre-Qualification tender for provision of Insurance Services</i></p> <p>The particular type of contract is on <i>Non-Consulting Services</i></p> <p>The application is for <i>Pre-qualification tender for provision of insurance services</i> Prequalification will be based on <i>individual contracts</i>.</p> <p><b>Electronic – Procurement System</b> KPLC shall use the following electronic-procurement system to manage this tendering process: <i>SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></i> (NB: You are required to be registered via this link to be able to participate in this tender) The electronic-procurement system shall be used to manage the following aspects of the tendering process: (<i>Issuing Tendering document, submission of Tenders, opening of Tenders</i>) Proof of receipt will be done via the bidder's Submitted Response Number for RFx No3000000460</p>
ITA 2	Not Applicable
ITA 5.2	The eligible applicants shall be Insurance Brokers and Insurance Companies registered in Kenya.
<b>B. Contents of the Prequalification Document</b>	
ITA 8.1	<p>For clarification purposes, the Procuring Entity's address is: <i>same as in ITA1.1 above</i></p> <p>Attention: <i>General Manager, Supply Chain &amp; Logistics</i> Physical Address: <i>Nairobi , Kolobot Road, Stima Plaza, 3<sup>rd</sup> Floor</i></p> <p>Telephones: +254-20-3201000; 3644000 Pilot Lines Telephones: +254-711031904; 0711031932 Cellular</p> <p>Electronic mail address: <a href="mailto:Procurement@kplc.co.ke">Procurement@kplc.co.ke</a> Web page: <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></p>
ITA 8.2	A pre-application meeting will be held on <b>Friday 20<sup>th</sup> February 2026 at 10.00am.</b>
ITA 8.3	Questions and requests for clarification made in writing or by email shall reach the Procuring Entity not later than <b>the inquiries must be received by KPLC at least 7 days before tender closing date</b>
ITA 8.5	Minutes of the pre-arranged site visit and those of the pre-proposal meeting at the web page <b>Electronic – Procurement System; SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b>
ITT 9.2	Addendum issued shall be published at the website <b>Electronic – Procurement System; SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b>
ITA 8.2	Pre-Application Meeting will be held: <i>Yes</i> <i>At Stima Plaza, 20<sup>th</sup> February 2026, at 10.00am</i>
<b>C. Preparation of Applications</b>	

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
ITA 12.1 (d)	The Applicant shall submit with its Application, the following additional documents: <b><i>as specified in Section III: Evaluation Criteria</i></b>
ITA 15.2(b)	The source for determining exchange rates is CBK Website
ITA 16.2	In addition to the original, the number of copies to be submitted with the Application is: Not Applicable. Submission to <b>Electronic – Procurement System; SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b>
<b>D. Submission of Applications</b>	
ITA 17.1	<p>The deadline for Application submission is: Date: <i>Thursday, 05<sup>th</sup> March 2026</i></p> <p>Time: <i>10.00am</i></p> <p>For Application submission purposes only, the Procuring Entity's address is: <i>“Procuring Entity’s address is the same as that indicated in 1.1</i></p> <p>General Manager, Supply Chain &amp; Logistics, The Kenya Power and Lighting Company PLC, Stima Plaza, 3rd Floor Kolobot Road, Parklands P.O Box 30099 - 00100 Nairobi, Kenya Telephone: +254-20-3201821 Electronic mail address <a href="mailto:procurement@kplc.co.ke">procurement@kplc.co.ke</a>, <a href="mailto:JMutai@kplc.co.ke">JMutai@kplc.co.ke</a>, <a href="mailto:Mngewa@kplc.co.ke">Mngewa@kplc.co.ke</a> Website: <a href="http://www.kplc.co.ke">www.kplc.co.ke</a> KPLC will publish its response at the Website: <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></p> <p>Applicants “shall” have the option of submitting their Applications electronically.</p> <p>The electronic Application submission procedures shall be: Submission to <b>SAP Tendering Portal on <a href="http://www.kplc.co.ke">www.kplc.co.ke</a></b> (NB: You are required to be registered via this link to be able to participate in this prequalification)</p> <p>The electronic-procurement system shall be used to manage the following aspects of the tendering process: (<b>Issuing Tendering document, submission of Tenders, opening of Tenders</b>) Proof of receipt will be done via the bidder’s <b>Submitted Response Number</b> for RFx 3000000460</p>
ITA 18.1	The Procuring Entity will only accept tenders submitted before the closing time
ITA 19.1	The Procuring Entity will not accept late applications.
ITA 20.1	The opening of the Applications shall be at <i>05<sup>th</sup> March 2026, 10.30am and address- Nairobi, Stima Plaza, Auditorium</i>
ITA 20.2	The electronic Application opening procedures shall be applicable
<b>E. Procedures for Evaluation of Applications</b>	
ITA 24.1	A margin of preference <i>shall not</i> apply.
ITA 25.1	At this time the Procuring Entity [ <i>insert “intends” or “does not intend”</i> ] to execute certain specific parts of the Works by sub-contractors selected in advance. <i>[If the above states “intends” list the specific parts of the works and the respective sub-contractors]</i> <b>Not Applicable</b>
ITA 25.2	<b>Not Applicable</b>
ITA 31.1	An Applicant wishes to make a Procurement-related Complaint, the Applicant

Reference to ITC Clause	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
<b>A. General</b>	
	<p>should submit its complaint in writing (by the quickest means available, that is either by hand delivery or email), to:</p> <p>For the attention:</p> <p>General Manager, Supply Chain &amp; Logistics,  The Kenya Power and Lighting Company PLC,  Stima Plaza, 3rd Floor  Kolobot Road, Parklands  P.O Box 30099 - 00100  Nairobi, Kenya  Telephone:+254-20-3201821  Email address:</p> <p>In summary, at this stage, a Procurement-related Complaint may challenge any of the following:</p> <p>the terms of the Prequalification Documents; and</p> <p>the Procuring Entity's decision not to prequalify an Applicant.</p>

### SECTION III - QUALIFICATION CRITERIA AND REQUIREMENTS

1. This section contains all the methods, criteria, and requirements that KPLC shall use to evaluate Applications, all in one Form “Eligibility and Qualification Criteria”. The information to be provided in relation to each requirement and the definitions of the corresponding terms are included in the Form.
2. KPLC shall insert one Form for each Lot or Contract in case of multiple contracts.
3. This form is generic and refers to works and construction. In case of Supply of Goods or Non-Consulting Services, the form shall be amended to read Goods or Non-Consulting Services as appropriate.

#### PART A(1): MANDATORY REQUIREMENTS FOR INSURANCE BROKERS

**The following Mandatory requirements must be fulfilled by potential Insurance Brokers**

MR1	Registration Documents (Certified true copies) <ol style="list-style-type: none"><li>a. A copy of Certificate of Registration/Incorporation issued by the registrar of Companies. Broker must have been in existence for at least 10years.</li><li>b. Current Business Permit for the year 2026</li><li>c. CR12 from Registrar of Companies (downloaded less than 3 months Old). Attach copies of IDs for owners/ directors of the firm.</li><li>d. Valid Tax Compliance Certificate, be verified using the online KRA Compliance checker.</li></ol>
MR 2	Certified True copies of Valid NSSF and SHA Compliance Certificates
MR 3	Copy AIBK membership certificate for the year 2026 certified by Association of Insurance Brokers of Kenya.
MR 5	A copy of Insurance Regulatory Authority (IRA) Practicing License for the year 2026 stamped and signed by IRA and Evidence of IRA practicing licenses for the last 10 years, certified by IRA.
MR 7	Professional Indemnity Certificate of at least Kshs. 200 million from a reputable insurance company in Kenya. The professional indemnity to be certified, signed and stamped by the insurance company’s CEO/Principal officer. KPLC reserves the right to confirm the validity of the policy document/renewal endorsement with the issuing Underwriter).
MR 8	Certified copies of Audited books of accounts for 2023 & 2024. This certification <b>must not be dated more than three (3) months to the tender closing. Attach</b> the Auditors/Audit Firm valid ICPAK practicing license.
MR 9	Proof of having done an average Annual Gross Premium of at least Kshs. 500 million over the last two years 2023 and 2024. Provide certified extracts from books of account.
MR 10	Evidence of Paid-up capital of at least KES. 10 million. Attach CR 12 Returns less than 3 months old from tender closing date.
MR 11	Certified copy of Bank Guarantee of KShs. 3 million, signed and stamped by an Advocate of the High Court of Kenya. This certification must not be dated more than three (3) months prior to the tender closing date.
MR 12	Power of Attorney Commissioned by Commissioner of Oaths signed by the person authorized to sign the documents on behalf of the Broker.
MR 13	Provide a List of at least 5 Corporate clients with at least a Premium of Ksh. 10M each (Excluding Motor and Medical) served within the last 2 years (2024 & 2025). Attach a copy of the Award letters and their respective contracts (Certified True

	copies of the original).
MR 14	Current Reference letters from the list of clients above(MR13) with at least a premium of 10M each served for the last 2 years, excluding motor and Medical business. The letter must be current addressed to <u>procuring entity</u> in client's letter head.
MR 15	Provide a CV of the Principal Officer with at least a bachelor's degree and Professional qualification in ACII/AIHK/LOMA/CPA, minimum of 5 Years' experience in insurance or financial services. Attach certified True copies of academic and professional certificates, IIK membership certificate for 2026.
MR 16	Provide consent in the format given with authorization letters signed by the CEO/Principal Officer to allow KPLC as the procuring entity to conduct due diligence.
MR 17	Data Protection Compliance Certificates (Data Processor and Data Controller) issued by the Office of the Data Protection Commissioner. Certified, signed and stamped by an Advocate of the High Court of Kenya. This advocate's certification must not be dated more than Three (3) Months to the tender closing date.
MR 18	Undertaking by the Insurance broker: <ul style="list-style-type: none"> <li>a) A statement by the principal officer confirming that all information provided is accurate and that any material misrepresentation could lead to disqualification, contract and policy cancellation.</li> <li>b) A statement by the principal officer confirming that processing of any fully documented claims during the duration of the policy that does not involve litigation shall not exceed the claims processing period proposed in the claims methodology.</li> <li>c) The broker will render claims administration services to KPLC until all claims that fall under the tender/contract duration are fully settled. Brokers who have stopped serving KPLC for past period claims are not eligible to apply.</li> </ul>
MR 19	Statement on the past contracts with KPLC. <ul style="list-style-type: none"> <li>a) A statement by the principal officer on any past misrepresentation</li> <li>b) A statement on unsettled fully documented claims exceeding 90 days. A broker with unsettled fully documented claims exceeding 90 days as at the tender submission date will be disqualified.</li> </ul>

**Note: Brokers must meet ALL the Mandatory requirements before proceeding to the technical evaluation. KPLC is free to confirm the authenticity and accuracy of the information given. Inaccurate information will result in automatic disqualification.**

## **PART A(2) INSURANCE BROKER'S TECHNICAL EVALUATION**

Evaluation of the bidder's responsiveness to a Scoring Criteria:

This is a scoring criteria with a total score of 100% . Bidders shall be required to score 75 marks and above.

<b>No.</b>	<b>Evaluation Criteria</b>	<b>Max. Score (%)</b>
<b>T1.</b>	<b>Years of Existence of Firm (Minimum 10 years).</b> Years of experience of the firm. Attach current certified, stamped and signed certificate of incorporation. <ul style="list-style-type: none"> <li>a) Between 10 years – to 15 years of existence - (5) Marks</li> <li>b) Over 15 years existence – Eight (8) Marks</li> </ul>	<b>8</b>
<b>T2</b>	<b>Technical capability of the Broker to handle non-motor claims.</b> Evidence of handling claims Exceeding Kes.50 million in the last two years i.e. 2024 and 2025 Cumulatively. Evidence in form of Underwriter's DV signed by the claimant and Bank transfer/RTGs signed and stamped by Principal officer/MD of the insurance company. Certified by commissioner of oaths.	<b>10</b>

	a) Claims paid above KShs. 50 million – Ten (10 marks) b) Claims paid between Ksh. 25 and KShs. 50 million– Eight (8 marks) c) Claims paid below KShs. 25 million Five (5 marks)	
<b>T3.</b>	<p><b>Claims Turnaround time</b>  Provide a claims turnaround time for fully documented claims. Provide a list of at least 10 Non-Motor claims excluding KPLC of at least 15M each paid within 14 days of DV execution by the claimant for the last 2 years (2024, 2025). Provide evidence in form of (Discharge voucher and bank remittance advice/ RTGs. Must be Certified, stamped and dated by the underwriter. Certification must be within the last 3 months.</p> <p>a) Ten (10) claims settled within fourteen (14) days (10 Marks)  b) Ten Claims settled within thirty days (30 days (8 marks)  c) Ten claims Settled within sixty (60) days (5 marks)  d) Settlement of claims over sixty (60) days (0 marks)</p>	<b>10</b>
<b>T4.</b>	<p><b>Technical Capacity- Experience of Proposed Team</b></p> <p>Qualifications and competence of 4 key staff as follows.</p> <p>a) Principal Officer, Team Leader -( Maximum 3 marks)  - Master’s business Degree (1 mark)  - University Graduate one (0.5) Mark  - ACII/AIHK/LOMA one (1) Mark  - Experience Minimum 15 years (0.5 Mark)</p> <p>b) Three (3) other Technical Officers,  <b>Underwriting Lead, Claims lead and Legal lead</b>  - University Graduate one (0.5) Mark each  - Diploma ACII/AIHK/PGD -One (0.5 Mark) each  - Experience Minimum 7 years (0.5 Mark) each</p> <p>c) IIK/LSK Membership certificate for all (0.5 marks each)</p> <p>(All the certificates and CVs to be stamped, signed and Certified by Commissioner of Oaths.</p> <p><b>N/B; Information provided for the technical team to be verified during site visit assessment and evaluation.</b></p>	<b>9</b>
<b>T5</b>	<p><b>Technical underwriting &amp; Servicing Expertise in Energy Sector or NSE listed Corporates.</b>  Broker’s experience in underwriting and claims administration in the Energy sector or NSE Listed Corporates in the last 3 years. Attach a list of at least 5 Energy related clients or NSE Listed Corporates with Awarded Annual premiums of Ksh. 50M each (Excluding Motor and Medical) for the last 3 years. Attach Certified copies of award letters, Extracts of contracts and Recommendation letters addressed to KPLC. (2 marks each).</p> <p>KLC will conduct due diligence on each client) - Give a list of the Five (5) clients together with the Contact Person and telephone numbers and email address.</p> <p><b>NB: Any broker who provides fake clients or false information will face automatic disqualification.</b></p>	<b>10</b>

<b>T6</b>	<b>Insurance System for Underwriting &amp; Claims Administration</b> Provide Evidence of Insurance system in place to handle the risks. Provide evidence of purchase contracts and agreements with the service providers, Remittance of payment for the system. Attache certified True copies.	<b>8</b>
	<b>Total</b>	<b>55</b>

**PART A (3): EVALUATION ON METHODOLOGY & WORKPLAN FOR PERFORMING THE ASSIGNMENT.**

This Part of technical evaluation will focus on execution of service, Operational procedures, Detailed scope of cover /Clauses, Value addition, Technical capacity and knowledge of the broker to handle KPLC insurance policies and provide technical advice when required.

<b>No.</b>	<b>Evaluation criteria</b>	<b>Verified</b>
1.	<p><b>Compliance to Scope of Cover &amp; Clauses</b> Provide a methodology and Operational work plan on:</p> <ul style="list-style-type: none"> <li>a) Broker's approach to ensure adequacy of cover to the procuring entity. (5marks)</li> <li>b) Measures to ensure Extensive clauses are favorable to the procuring entity to avoid any exposure. 5 Marks)</li> <li>c) Steps to ensure policy clauses conform to the procuring entity's risk notes. (5marks)</li> </ul> <p><b>Brokers who have exposed the procuring entity in the past by failing to scrutinize and countercheck policy documents and clauses to confirm alignment with KPLC's risk notes in the tender documents will score zero (0) under this criterion.</b></p>	15
2	<p><b>Claims Administration and Management</b> Provide your methodology and work plan in the following.</p> <ul style="list-style-type: none"> <li>a) Claims administration and management on Liability policies, specifically; Public &amp; Products Liability, GPA-WIBA&amp; GLA and Motor Vehicle Insurance policies. Provide details for each policy. (9 marks)</li> <li>b) Proposed Service Level Agreements (SLA) and Turnaround Times (TATs) with <b>underwriters</b> and other service providers i.e Loss Adjusters/Investigators, and Lawyers. (6marks)</li> <li>c) Strategies to ensure quick response and full documentation from staff on GPAWIBA/GLA Insurance claims. (2 marks).</li> <li>d) Strategies to ensure procuring entity is not subjected to Auctioneers for Litigation claims. (3 marks).</li> <li>e) Strategies to resolve disputes between the procuring entity and Underwriters on claims closure due to late documentation (2 marks)</li> </ul> <p><b>Brokers with outstanding fully documented claims exceeding 90 days with exemption of claims under litigation process will score zero (0) under this criterion.</b></p>	20



3	<p><b>Value Addition</b></p> <p>Provide Methodology and work plan on the below stated Value additions</p> <ul style="list-style-type: none"> <li>a) Capacity Building for the Procuring Entity's insurance team on Claims Reserving. (3 Marks)</li> <li>b) Capacity building to the team on Extensive clauses under Liability policies. (2 marks)</li> <li>c) Risk improvement measures to contain the Cost of premiums on Public/ Products Liability, GPAWIBA/GL and Motor Vehicle Insurance. (3 marks)</li> <li>d) Regular update on trends and changes in the Insurance industry. (2 marks)</li> </ul> <p><b>Current brokers who have not offered any value addition on the policies they are serving like Capacity building, risk assessment or policy awareness will score zero (0) under this criterion.</b></p>	10
	<b>Total evaluation.</b>	45

**Note: The pass mark for technical requirements will be cumulatively 75%.**



## MANDATORY REQUIREMENTS FOR UNDERWRITERS

### PART B (1) MANDATORY REQUIREMENTS (GENERAL & LIFE UNDERWRITER)

<b>MR 1</b>	<p>Registration Documents (Certified True Copies)</p> <ol style="list-style-type: none"> <li>A copy of Certificate of Registration/Incorporation issued by the registrar of Companies. Underwriter must have been in existence for at least 10 years.</li> <li>Current Business Permit for the year 2026</li> <li>CR12 from Registrar of Companies (downloaded less than 3 months Old). Attach copies of IDs for owners/ directors of the firm.</li> <li>Valid Tax Compliance Certificate, be verified using the online KRA Compliance checker</li> </ol>
<b>MR 2</b>	Certified True copies of Valid NSSF and SHA Compliance Certificates
<b>MR 3</b>	Certified copy of AKI membership certificate for the year 2026.
<b>MR 4</b>	A copy of Insurance Regulatory Authority (IRA) Practicing License for the year 2026 stamped and signed by IRA. Evidence of IRA practicing licenses for the last 10 years certified by IRA.
<b>MR 5</b>	Certified copies of Reinsurance Cover notes and Approved Reinsurance arrangements by IRA for 2026.
<b>MR 6</b>	Proof of Annual Gross premium (GWP) year 2024 as per IRA report of at least Kes. 2 billion on General Insurance business excluding Medical Insurance, and Kes 1 billion on Life Assurance (Group Life and Group Credit) premiums excluding ordinary life, Pension, Annuities & Investments).
<b>MR 7</b>	Certified copies of the audited accounts for the last Two years i.e., 2023 & 2024
<b>MR 8</b>	Power of Attorney Commissioned by Commissioner of Oaths signed by the person authorized to sign the documents on behalf of the insurance company.
<b>MR 9</b>	A statement by the Principal Officer on whether the company has exposed KPLC to Auctioneers due to late or non-payment of claims. An underwriter who has exposed KPLC to auctioneers is not eligible to apply.
<b>MR 10</b>	A Certified copy of certificate of confirmation of Directors & Shareholding CR12. Must have a Paid-up capital of at least Kshs 1 Billion (General Business) and Kshs 600 Million Group Life Assurance. Must be less than three (3) months old to the tender closing date.
<b>MR 11</b>	Must have a Capital Adequacy Ratio of at least 100%. Provide evidence in form of IRA reports for 2023 and 2024 and Extracts of Audited Accounts Certified by Auditor.
<b>MR 12</b>	Provide consent in the format given with authorization letters signed by the CEO/Principal Officer to allow KPLC as the procuring entity to conduct due diligence.
<b>MR 13</b>	Data Protection Compliance Certificates (Data Processor and Data Controller) issued by the Office of the Data Protection Commissioner. Certified, signed and stamped by an Advocate of the High Court of Kenya. This advocate's certification must not be dated more than Three (3) Months to the tender closing date.
<b>MR 14</b>	<p>Undertaking by the Insurance Company:</p> <ol style="list-style-type: none"> <li>A statement by the Principal officer/MD confirming that all information provided is accurate and that any material misrepresentation could lead to disqualification, contract and policy cancellation.</li> </ol>

	<p>b) A statement by the principal officer/MD confirming that processing of any fully documented claims during the duration of the policy that does not involve litigation shall not exceed the claims processing period proposed in the claims methodology.</p> <p>Any underwriter with outstanding fully documented claim exceeding 90 days with exemption of claims under litigation process is not eligible to apply.</p>

**Note: Only those underwriters who qualify under the Mandatory requirements will proceed for detailed technical evaluation.**

## **PART B (1) TECHNICAL REQUIREMENTS FOR GENERAL INSURANCE COMPANIES**

	<b>Scale</b>	<b>Maximum</b>
<b>T1</b>	<p><b>Years of Existence of Firm (Minimum 10 years).</b>  Years of experience of the firm. Attach current certified, stamped and signed certificate of incorporation.  a) Between 10 years -15 years of existence - Eight (3) Marks  Over 15 years existence (5) Marks</p>	<b>5</b>
<b>T2</b>	<p><b>Experience in Underwriting NSE listed risks or Energy sector related risks.</b></p> <p>a) Attach a list of at least 5 Energy related clients or NSE Corporate, with Annual premiums of at least Ksh. 50M each (Excluding Motor and Medical) for the last 2 years.  b) Attach Certified copies of award letters, Extracts of contracts and Recommendation letters addressed to KPLC as indicated under I.T.T. (2 marks each).</p>	<b>10</b>
<b>T3</b>	<p><b>Claims Payment</b></p> <p><b>Claims Turnaround time</b>  a) Provide a claims turnaround time (TAT) for fully documented non- motor claims (6 mks). <b>The indicated TAT will be used in the contract for successful bidders.</b></p> <p>b) Provide a list of at least 10 Non-Motor claims excluding KPLC of at least 15M each paid within 14 days of DV execution by the claimant for the last 2 years (2024, 2025).</p> <p>Provide evidence in form of (Discharge voucher and bank remittance advice/ RTGs. Must be Certified, stamped and dated by the Principal officer/MD. Certification must be within the last 3 months.(4 mks per qualified claim).</p> <p>c) Attach 5 Claims recommendation letters in client's letter head addressed to the procurement entity as per the format provided. (10 Marks)</p> <p><b>Details provided exclude Medical, GPAWIBA/GLA and motor business.</b></p>	<b>22</b>
<b>T4</b>	<p><b>Technical Capacity- Experience of Proposed Team</b></p> <p>Qualifications and competence of 4 key staff as follows.  a) Principal Officer, Team Leader -( Maximum 4 marks)</p>	<b>10</b>

	<ul style="list-style-type: none"> <li>- Master's business Degree (1 mark)</li> <li>- University Graduate one (0.5) Mark</li> <li>- ACII/AIIK/LOMA one (1) Mark</li> <li>- Experience Minimum 15 years (0.5 Mark)</li> <li>- Attach Appointment approval letter for the principal officer from IRA (1mk)</li> <li>b) Three (3) other Technical Officers, <b>Underwriting Lead, Claims lead and Legal lead</b> <ul style="list-style-type: none"> <li>- University Graduate one (0.5) Mark each</li> <li>- Diploma ACII/AIIK/PGD -One (0.5 Mark) each</li> <li>- Experience Minimum 7 years (0.5 Mark) each</li> </ul> </li> <li>c) IIK/LSK Membership certificate for all (0.5 marks each)</li> </ul> <p><b>(All the certificates and CVs to be stamped, signed and Certified by Commissioner of Oaths and Principal officer/MD).</b></p>	
<b>T5</b>	<p><b>Methodology &amp; workplan for performing the assignment.</b> Provide methodology &amp; workplan based on a sample of 2 policies i.e Public/Products Liability with consequential loss and Motor insurance policies.</p> <ol style="list-style-type: none"> <li><b>1. Service Provider management (15 mks)</b> Provide an SLA and turnaround times with service providers i.e Loss adjusters, loss investigators and lawyers clearing indicating deliverables and Turnaround times. (5 mks each SLA &amp;TAT per service provider)</li> <li><b>2. Cover placement (6 mks)</b> Cover Placement Strategy that ensures seamless process flow and a positive customer experience journey e.g for motor insurance with deliverables after an award. Mitigation plan where there is delay in placement instructions. Methodology on cover adequacy</li> <li><b>3. Claims Management strategy (litigation)</b> <ol style="list-style-type: none"> <li>a) Measures to ensure Advocates enter appearance, attend hearing and communicate judgements on time. (3 mks)</li> <li>b) Methodology on Facilitation of Pre- Trial conferences and witnesses' preparation for all claims above 50M (3mks)</li> <li>c) Payment of service Providers plan- 3 mks</li> </ol> </li> </ol>	<b>30</b>
<b>T6</b>	<p><b>Value Addition.</b></p> <ol style="list-style-type: none"> <li>a) Customer service methodology both to broker and KPLC to ensure the procurement entity's portfolio is well managed.</li> <li>b) Capacity building methodology to both broker and KPLC insurance team on claims reserving.</li> <li>c) Overall risk management services proposal to manage the KPLC insurable risks.</li> </ol>	<b>6</b>
<b>T7</b>	<p><b>Capital Adequacy Ratio</b> <b>Provide evidence in form of IRA reports extracts for the year</b></p>	<b>9</b>

	<b>2023 &amp; 2024 and Extracts of Audited accounts certified by the Auditor.</b> 150% and above (9 Marks) 100% and below 150% (5 Marks) Below 100% - Does not qualify	
<b>T8</b>	<b>Share capital</b> Provide proof of share capital of at least 1Billion as per 2024 IRA Report. Above Kshs. 1.5 billion (8 Marks) Between 1Billion and 1.5Billion (5 Marks) Below 1B- Does not qualify	<b>8</b>
	<b>TOTAL</b>	<b>100</b>

## **PART B (2) TECHNICAL REQUIREMENTS FOR LIFE INSURANCE COMPANIES**

	<b>Scale</b>	<b>Maximum</b>
<b>T1</b>	<b>Years of Existence of Firm (Minimum 10 years).</b> Years of experience of the firm. Attach current certified, stamped and signed certificate of incorporation. b) Between 10 years -15 years of existence - Eight (8) Marks Over 15 years existence - Ten (10) Marks	<b>10</b>
<b>T2</b>	<b>Experience in Underwriting A Combined solution for NSE Corporate client/ or listed risks (GPAWIBA/GLA with CI)</b>  Attach a list of at least 5 Corporate clients with Annual premiums awarded of at least Ksh. 50M each (Excluding ordinary life, Pension, Annuities & Investments) for the last 2 years.  Attach Certified copies of award letters, extracts of contracts and Recommendation letters addressed to KPLC. (2 marks each).	<b>10</b>
<b>T3</b>	<b>Claims Payment</b>  <b>Claims Turnaround time</b> a) Provide a claims turnaround time for fully documented claims (2 mks). The indicated TAT will be used in the contract for successful bidders.  b) Provide a list of at least 10 GPA/WIBA, GLA, or CI claims excluding KPLC of at least 15M each paid within 14 days of DV execution by the claimant for the last 2 years (2024, 2025). Provide evidence in form of (Discharge voucher and bank remittance advice/ RTGs. Must be Certified, stamped and dated by the Principal officer/MD. Certification must be within the last 3 months.(10 mks).  c) Attach 5 Claims Recommendation letters in client's letterhead addressed to the procurement entity as per the format provided. (10)	<b>22</b>

	(Excluding ordinary life, Pension, Annuities & Investments)	
<b>T4</b>	<b>Technical Capacity- Experience of Proposed Team</b>  Qualifications and competence of 4 key staff as follows. a) Principal Officer, Team Leader -( Maximum 3 marks) - Master's business Degree (1 mark) - University Graduate one ( 0.5) Mark - ACII/AIHK/LOMA one (1) Mark - Experience Minimum 15 years (0.5 Mark) - Attach Appointment approval letter for the principal officer from IRA (1mk) b) Three (3) other Technical Officers, <b>Underwriting Lead, Claims lead and Legal lead</b> - University Graduate one (0.5) Mark each - Diploma ACII/AIHK/PGD -One (0.5 Mark) each - Experience Minimum 7 years (0.5 Mark) each c) IIK/LSK Membership certificate for all (0.5 marks each)  (All the certificates and CVs to be stamped, signed and Certified by Commissioner of Oaths and Principal officer/MD).	<b>10</b>
<b>T5</b>	<b>Methodology &amp; workplan for performing the assignment.</b>  a) <b>Service Provider management (6 mks)</b>  Provide an SLA and turnaround times with service providers i.e Doctors and lawyers indicating deliverables and Turnaround times. (3 mks each SLA &TAT per service provider) b) <b>Claims Management strategy for GPAWIBA/GLA/CI</b> Proactive Measures to ensure prompt claims documentation from staff. (5mks) c) <b>A clear Standard operating procedure (SOP) for Death, Disability and accidental medical reimbursement claims. (4 marks each)</b>	<b>15</b>
<b>T6</b>	<b>Value Addition.</b> a) Customer service methodology both to broker and KPLC to ensure the procurement entity's employees policies are well managed.(2mks) b) Capacity building methodology to procuring entity's employees on claims process and general awareness of scope of cover and limitation of time for claim closure. (2mks) c) Overall risk management services proposal to manage KPLC employee related risks.(2mks)	<b>6</b>
<b>T7</b>	<b>Gross Written Premiums (GWP)</b> Proof of Gross Written Premiums in the year 2024 as per the IRA report <b>excluding ordinary life, Pension, Annuities &amp; Investments).</b>  Above Kshs.2 Billion (10 Marks) Kshs. 1.5 Billion to 2Billion (8 Marks) Kshs 1Billion to 1.5Billion (5 Marks)	<b>10</b>

<b>T8</b>	<b>Capital Adequacy Ratio</b>  <b>Provide evidence in form of IRA reports extracts for the year 2023 &amp; 2024 and Extracts of Audited accounts certified by the Auditor</b> 150% and above (9 Marks) 100% and below 150% (5 Marks) Below 100% -Zero marks	<b>9</b>
<b>T9</b>	<b>Share capital</b> Provide proof of share capital of at least 1Billion as per 2024 IRA Report. Above Kshs. 1 Billion (8 Marks) Kshs 600 Million to 1Billion (4 Marks)	<b>8</b>
	<b>TOTAL</b>	<b>100</b>



Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
FOR LOT_____ (in case of Multiple contracts)							
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
1. Eligibility							
1.1	Nationality	Nationality in accordance with ITA 5.6	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments
1.2	Conflict of Interest	No conflicts of interest in accordance with ITA 5.7	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.3	Eligibility	Not declared ineligible by not meeting any of the conditions in ITA 5 and 6.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
1.4	State-owned Entity in Kenya	Applicant required to meet conditions of ITA 5.9	Must meet requirement	Must meet requirement	Must meet requirement	N / A	Forms ELI -1.1 and 1.2, with attachments
1.5	United Nations resolution or laws of Kenya	Not having been excluded as a result of prohibition in the laws of Kenya or official regulations against commercial relations with Kenya, or by an act of compliance with UN Security Council resolution, both in accordance with ITA 6.1 and 6.2 and Section V.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Forms ELI – 1.1 and 1.2, with attachments



Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
2. Historical Contract Non-Performance							
2.1	History of Non-Performing Contracts	Non-performance of a contract <sup>1</sup> did not occur as a result of contractor’s default since 1 <sup>st</sup> January <i>[insert year]</i> .	Must meet requirement <sup>1</sup>	Must meet requirements	Must meet requirement <sup>2</sup>	N/A	Form CON-2
2.2	Suspension Based on Execution of Tender/Proposal Securing Declaration by KPLC	Not under suspension based on execution of a Tender/Proposal Securing Declaration pursuant to ITA 5.10.	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Application Submission Letter
2.3	Pending Litigation	Applicant’s financial position and prospective long-term profitability still sound according to criteria established in 3.1 below and assuming that all pending litigation will be resolved against the Applicant	Must meet requirement	N/A	Must meet requirement	N/A	Form CON – 2
2.4	Litigation History	No consistent history of court/arbitral award decisions against the Applicant <sup>3</sup> since 1 <sup>st</sup> January <i>[insert year]</i>	Must meet requirement	Must meet requirement	Must meet requirement	N/A	Form CON – 2
3. Financial Situation and Performance							
3.1	Financial Capabilities	(i) The Applicant shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the construction cash flow requirements estimated as _____ <i>[insert amount in KENYA SHILLINGS]</i> for the subject contract(s) net of the Applicants other commitments  (ii) The <b>Applicant</b> shall also demonstrate, to the	Must meet requirement  				

<sup>1</sup> Nonperformance, as decided by KPLC, shall include all contracts where (a) nonperformance was not challenged by the contractor, including through referral to the dispute resolution mechanism under the respective contract, and (b) contracts that were so challenged but fully settled against the contractor. Nonperformance shall not include contracts where Procuring Entity's decision was overruled by the dispute resolution mechanism. Nonperformance must be based on all information on fully settled disputes or litigation, i.e. dispute or litigation that has been resolved in accordance with the dispute resolution mechanism under the respective contract and where all appeal instances available to the applicant have been exhausted.

<sup>2</sup> This requirement also applies to contracts executed by the Applicant as JV member.

<sup>3</sup> The Applicant shall provide accurate information on the related Application Form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the last five years. A consistent history of awards against the Applicant or any member of a joint venture may result in rejection of the Application.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		satisfaction of KPLC, that it has adequate sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.  (iii) The audited balance sheets or, if not required by the laws of Kenya, other financial statements acceptable to KPLC, for the last <i>[insert number]</i> years shall be submitted and must demonstrate the current soundness of the Applicant's financial position and indicate its prospective long-term profitability.	Must meet requirement	N/A	Must meet requirement	N/A	
3.2	Average Annual Construction Turnover	Minimum average annual construction turnover of KENYA SHILLINGS <i>[insert amount in KENYA SHILLING equivalent in words and figures]</i> , calculated as total certified payments received for contracts in progress and/or completed within the last <i>[insert number]</i> years, divided by <i>[insert number of years in words]</i> years	Must meet requirement	Must meet requirement	Must meet <i>[insert number]</i> %, <i>[insert percentage in words]</i> of the requirement	Must meet <i>[insert number]</i> %, <i>[insert percentage in words]</i> of the requirement	Form FIN – 3.2
4. Experience							
4.1 (a)	General Construction Experience	Experience under construction contracts in the role of prime contractor, JV member, subcontractor, or management contractor for at least the last <i>[insert number]</i> years, starting 1 <sup>st</sup> January <i>[insert year]</i> .	Must meet requirement	N/A	Must meet requirement	N/A	Form EXP – 4.1
4.2 (a)	Specific Construction & Contract Management Experience	(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially <sup>4</sup> completed as a prime contractor, joint venture member <sup>5</sup> , management contractor or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline:	Must meet requirement	Must meet requirement <sup>6</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum]</i>	Form EXP 4.2(a)

<sup>4</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>5</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>6</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
						<i>requirements to be met by one member otherwise state: "N/A"]</i>	
4.2 (b)		<p>For the above and any other contracts [substantially completed and under implementation] as prime contractor, joint venture member, or sub-contractor between 1st January [insert year] and Application submission deadline, a minimum construction experience in the following key activities successfully completed<sup>7</sup>: [list key activities indicating volume, number or rate of production as applicable.</p> <p><i>Under 4.2(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.2(a) and 4.2(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]</i><sup>8</sup></p>	<p>Must meet requirements [Specify activities that may be met through a specialized subcontractor, if permitted in accordance with ITA 25.2]</p>	<p>Must meet requirements [Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2]</p>	N/A	<p>Must meet the following requirements for key activities listed below [if applicable, out of the key activities in the first column of this 4.2 b), list key activities (volume, number or rate of production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</p>	Form EXP – 4.2 (b)

<sup>7</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

<sup>8</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
4.3 (a)	Specific Management Experience in supply of goods	<p>(i) A minimum number of <i>[state the number]</i> similar contracts specified below that have been satisfactorily and substantially<sup>9</sup> completed as a prime supplier, joint venture member<sup>10</sup>, management contractor or subcontractor between 1st January <i>[insert year]</i> and Application submission deadline:</p> <p>The similarity of the contracts shall be based on the following: <i>[Based on Section VII, Scope of goods contracts, specify the minimum key requirements in terms of physical size, complexity, construction method, technology and/or other characteristics including part of the requirements that may be met by Specialized Subcontractors, if permitted in accordance with ITA 25.2]</i></p>	Must meet requirement	Must meet requirement <sup>11</sup>	N/A	Must meet the following requirements for the key activities listed below <i>[list key activities and the corresponding minimum requirements to be met by one member otherwise state: "N/A"]</i>	Form EXP 4.3(a)
4.3 (b)		For the above and any other contracts [substantially completed and under implementation] as prime supplier, joint venture member, or sub-contractor between 1st January <i>[insert year]</i> and Application submission deadline, a minimum construction experience in the following key activities successfully completed <sup>12</sup> : <i>[list key activities indicating volume, number or rate of production as applicable]</i> .	Must meet requirements <i>[Specify activities that may be met through a specialized subcontractor, if permitted in accordance</i>	Must meet requirements <i>[Specify activities that may be met through a Specialized Subcontractor, if permitted in accordance with ITA 25.2 ]</i>	N/A	Must meet the following requirements for key activities listed below <i>[if applicable, out of the key activities in the first column of this 4.3 b), list key activities (volume, number or rate of</i>	Form EXP – 4.2 (b)

<sup>9</sup> Substantial completion shall be based on 80% or more works completed under the contract.

<sup>10</sup> For contracts under which the Applicant participated as a joint venture member or sub-contractor, only the Applicant's share, by value, and role and responsibilities shall be considered to meet this requirement.

<sup>11</sup> In the case of JV, the value of contracts completed by its members shall not be aggregated to determine whether the requirement of the minimum value of a single contract has been met. Instead, each contract performed by each member shall satisfy the minimum value of a single contract as required for single entity. In determining whether the JV meets the requirement of total number of contracts, only the number of contracts completed by all members each of value equal or more than the minimum value required shall be aggregated.

<sup>12</sup> Volume, number or rate of production of any key activity can be demonstrated in one or more contracts combined if executed during same time period.

Eligibility and Qualification Criteria			Compliance Requirements				Document/ Form
No.	Subject	Requirement	Single Entity	Joint Venture (existing or intended)			Submission Requirement
				All Members Combined	Each Member	One Member	
		<i>Under 4.3(a), specified requirements define similarity of contracts, whereas the key activities or production rates to be specified under 4.2 (b) define the required capability of the Applicant to execute the Works. There shall not be any inconsistency or repetition of requirement between 4.3(a) and 4.3(b). For the rate of production, specify that the rate of production shall be on the basis of either the average during the entire specified period OR the rate of annual production in any 12-month period in the specified period.]<sup>13</sup></i>	<i>with ITA 25.2]</i>			<i>production as applicable) and the corresponding minimum requirements that have to be met by one member, otherwise this cell should state: "N/A".]</i>	

<sup>13</sup> The minimum experience requirement for multiple contracts will be the sum of the minimum requirements for respective individual contracts, unless specified otherwise.

SECTION IV- APPLICATION FORMS

1. Application Submission Letter

Date: .....[insert day, month, and year]  
ITT No. and title: ..... [insert ITT number and title]  
  
To: .....[insert full name of Procuring Entity] We, the undersigned, apply to be prequalified for the referenced ITT and declare that:  
a) No reservations: We have examined and have no reservations to the Prequalification Document, including Addendum(s) No(s), issued in accordance with ITA 8: [insert the number and issuing date of each addendum].  
  
b) No conflict of interest: We have no conflict of interest in accordance with ITA 5.7;  
  
c) Eligibility: We (and our subcontractors) meet the eligibility requirements as stated ITA 5, we have not been suspended by KPLC based on execution of a Tender/Proposal-Securing Declaration in accordance with ITA 5.8;  
  
Suspension and Debarment: We, along with any of our subcontractors, suppliers, consultants, 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 PPRA. Further, we are not ineligible under the Kenya laws or official regulations or pursuant to a decision of the United Nations Security Council;  
  
State-owned enterprise or institution: [select the appropriate option and delete the other] [We are not a state-owned enterprise or institution] / [We are a state-owned enterprise or institution but meet the requirements of ITA5.9];  
  
f) Subcontractors and Specialized Subcontractors: We, in accordance with ITA 24.2 and 25.2, plan to subcontract the following key activities and/or parts of the works or supply contracts: .....  
[Insert any of the key activities identified in Section III-4.2 (a)or(b) or 4.3(a) or (b) which KPLC has permitted under the Prequalification Document and which the Applicant intends to subcontract along with complete details of the Specialized Subcontractors, their qualification and experience]  
  
(g) Commissions, gratuities, fees: We declare that the following commissions, gratuities, or fees have been paid or are to be paid with respect to the prequalification process, the corresponding Tendering process or execution of the Contract:

Name of Recipient	Address	Reason	Amount
[insert full name for each occurrence]	[insert street/ number/city/country]	[indicate reason]	[specify amount currency, value, exchange rate and KENYA SHILLING equivalent]

[If no payments are made or promised, add the following statement: “No commissions or gratuities have been or are to be paid by us to agents or any third party relating to this Application”]

- (h) Not bound to accept: We understand that you may cancel the prequalification process at any time and that you are neither bound to accept any Application that you may receive nor to invite the prequalified Applicants to Tender for the contract subject of this Prequalification process, without incurring any liability to the Applicants, in accordance with ITA 26.1.
- (i) True and correct: All information, statements and description contained in the Application are in all respect true, correct and complete to the best of our knowledge and belief.

Signed.....*[insert signature(s) of an authorized representative(s) of the Applicant]*

Name .....*[insert full name of person signing the Application]*

In the capacity of ..... *[insert capacity of person signing the Application]*

Duly authorized to sign the Application for and on behalf of: Applicant's

Name..... *[insert full name of Applicant or the name of the JV]*

Address ..... *[insert street number/town or city/country address]*

Dated on .....*[insert day number]* day of *[insert month]*, *[insert year]*

*[For a joint venture, either all members shall sign or only the authorized representative, in which case the power of attorney to sign on behalf of all members shall be attached]*

## 2. Form ELI -1.1 - Applicant Information Form

Date: ..... *[insert day, month, year]*

ITT No. and title: ..... *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

Applicant's name <i>[insert full name]</i>
In case of Joint Venture (JV), name of each member: <i>[insert full name of each member in JV]</i>
Applicant's actual or intended country of registration: <i>[indicate country of Constitution]</i>
Applicant's actual or intended year of incorporation: <i>[indicate year of Constitution]</i>
Applicant's legal address [in country of registration]: <i>[insert street/ number/ town or city/ country]</i>
Applicant's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITA 5.6. <input type="checkbox"/> In case of JV, letter of intent to form JV or JV agreement, in accordance with ITA 5.3. <input type="checkbox"/> In case of state-owned enterprise or institution, in accordance with ITA 5.9 documents establishing: Legal and financial autonomy Operation under commercial law Establishing that the Applicant is not under supervision of KPLC 2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.



### 3. Form ELI-1.2 - Applicant's JV Information Form

*[The following form is additional to Form ELI-1.1., and shall be completed to provide information relating to each JV member (incase the Applicant is a JV) as well as any Specialized Subcontractor proposed to be used by the Applicant for any part of the Contract resulting from this prequalification]*

Date: ..... *[insert day, month, year]*

ITT No. and title: ..... *[insert ITT number and title]*

Page.....*[insert page number]* of *[insert total number]* pages

Applicant name: <i>[insert full name]</i>
Applicant's JV Member's name: <i>[insert full name of Applicant's JV Member]</i>
Applicant's JV Member's country of registration: <i>[indicate country of registration]</i>
Applicant JV Member's year of constitution: <i>[indicate year of constitution]</i>
Applicant JV Member's legal address in country of constitution: <i>[insert street/ number/ town or city/ country]</i>
Applicant JV Member's authorized representative information Name: <i>[insert full name]</i> Address: <i>[insert street/ number/ town or city/ country]</i> Telephone/Fax numbers: <i>[insert telephone/fax numbers, including country and city codes]</i> E-mail address: <i>[indicate e-mail address]</i>
1. Attached are copies of original documents of <input type="checkbox"/> Articles of Incorporation (or equivalent documents of constitution or association), and/or registration documents of the legal entity named above, in accordance with ITA 5.6 <input type="checkbox"/> In case of a state-owned enterprise or institution, documents establishing legal and financial autonomy, operation in accordance with commercial law, and they are not under the supervision of KPLC, in accordance with ITA 5.9.
2. Included are the organizational chart, a list of Board of Directors, and the beneficial ownership.

#### 4. Form CON 2 - Historical Contract Non-Performance, and Pending Litigation and Litigation History

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: *[insert full name]*

Date: *[insert day, month, year]*

Joint Venture Member's Name: *[insert full name]*

ITT No. and title: *[insert ITT number and title]*

Page *[insert page number]* of *[insert total number]* pages

Non-Performed Contracts in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> Contract non-performance did not occur since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Qualification Criteria and Requirements, Sub-Factor 2.1.			
<input type="checkbox"/> Contract(s) not performed since 1 <sup>st</sup> January <i>[insert year]</i> specified in Section III, Qualification Criteria and Requirements, requirement 2.1			
Year	Non- performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and KENYA SHILLING equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Reason(s) for nonperformance: <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
Pending Litigation, in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3.			
<input type="checkbox"/> Pending litigation in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.3 as indicated below.			
Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)
<i>insert year]</i>	<i>[insert amount]</i>	Contract Identification: <i>[indicate complete contract name, number, and any other identification]</i> Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate "Procuring Entity" or "Contractor"]</i> Status of dispute: <i>[Indicate if it is being treated by the Adjudicator, under Arbitration or being dealt with by the Judiciary]</i>	<i>[insert amount]</i>
Litigation History in accordance with Section III, Qualification Criteria and Requirements			
<input type="checkbox"/> No Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4.			
<input type="checkbox"/> Litigation History in accordance with Section III, Qualification Criteria and Requirements, Sub-Factor 2.4 as indicated below.			
Year of award	Outcome as percentage of Net Worth	Contract Identification	Total Contract Amount (currency), USD Equivalent (exchange rate)

<i>[insert year]</i>	<i>[insert percentage]</i>	Contract Identification: [indicate complete contract name, number, and any other identification] Name of Procuring Entity: <i>[insert full name]</i> Address of Procuring Entity: <i>[insert street/city/country]</i> Matter in dispute: <i>[indicate main issues in dispute]</i> Party who initiated the dispute: <i>[indicate “Procuring Entity” or “Contractor”]</i> Reason(s) for Litigation and award decision <i>[indicate main reason(s)]</i>	<i>[insert amount]</i>
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## 5. Form FIN – 3.1 - Financial Situation and Performance

### Financial Situation and Performance

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of *[insert total number]* pages

#### 1. Financial data

Type of Financial information in (currency)	Historic information for previous <i>[insert number]</i> years, <i>[insert in words]</i> (amount in currency, currency, exchange rate*, USD equivalent)				
	Year 1	Year 2	Year 3	Year4	Year 5
Statement of Financial Position (Information from Balance Sheet)					
Total Assets (TA)					
Total Liabilities (TL)					
Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liabilities (CL)					
Working Capital (WC)					
Information from Income Statement					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
Cash Flow Information					
Cash Flow from Operating Activities					

\* Refer ITA 14 for the exchange rate

## 5.2 Sources of Finance

*[The following table shall be filled in for the Applicant and all parties combined in case of a Joint Venture]*

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No.	Source of finance	Amount (Kenya shilling equivalent)
1		
2		
3		

## 5.3 Financial documents

The Applicant and its parties shall provide copies of financial statements for *[number]* years pursuant Section III, Qualifications Criteria and Requirements, Sub-factor 3.1. The financial statements shall:

- a) reflect the financial situation of the Applicant or in case of JV member, and not an affiliated entity (such as parent company or group member).
  - b) Be independently audited or certified in accordance with local legislation.
  - c) Be complete, including all notes to the financial statements.
  - d) Correspond to accounting periods already completed and audited.
- ☐ Attached are copies of financial statements<sup>1</sup> for the *[number]* years required above; and complying with the requirements

<sup>1</sup>*If the most recent set of financial statements is for a period earlier than 12 months from the date of Application, the reason for this should be justified.*

## 6 Form FIN - 3.2 - Average Annual Construction or Supply Contracts Turnover

*[The following table shall be filled in for the Applicant and for each member of a Joint Venture]* Applicant's

Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: *[insert ITT number and title]*

Page.....*[insert page number]* of .....*[insert total number]* pages Table A (Complete if Contractor)

Annual turnover data (construction only)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Construction Turnover **	

\* Refer ITA 14 for date and source of exchange rate.

\*\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

***Not Applicable***

**Table B (Complete if Supplier)**

Annual turnover data (Supply contracts)			
Year	Amount Currency	Exchange rate*	USD equivalent
<i>[indicate calendar year]</i>	<i>[insert amount and indicate currency]</i>		
		Average Annual Construction Turnover **	

Refer ITA 15 for date and source of exchange rate.

\*\* Total Kenya shilling equivalent for all years divided by the total number of years. See Section III, Qualification Criteria and Requirements, 3.2.

## 7 Form EXP - 4.1 - General Construction or Supply or service Contract Experience (*Select one*)

*[The following table shall be filled in for the Applicant and in the case of a JV Applicant, each Member]*  
Applicant's Name: *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page ..... *[insert page number]* of *[insert total number]* pages

*[Identify contracts that demonstrate continuous construction work over the past [number] years pursuant to Section III, Qualification Criteria and Requirements, Sub-Factor 4.1. List contracts chronologically, according to their commencement (starting) dates.]*

Starting Year	Ending Year	Contract Identification	Role of Applicant
<i>[indicate year]</i>	<i>[indicate year]</i>	Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and KENYA SHILLING equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>
		Contract name: <i>[insert full name]</i> Brief Description of the Works performed by the Applicant: <i>[describe works performed briefly]</i> Amount of contract: <i>[insert amount in currency, mention currency used, exchange rate and Kenya shillings equivalent*]</i> Name of Procuring Entity: <i>[indicate full name]</i> Address: <i>[indicate street/number/town or city/country]</i>	<i>[insert "Prime Contractor" or "JV Member" or "Sub-contractor" or "Management Contractor"]</i>

\* Refer ITA 15 for date and source of exchange rate.



## ***Not Applicable***

### **8 Form EXP - 4.2(a) - Specific Construction and Contract Management Experience or Supply or service Contract Experience (*Select one*)**

*[The following table shall be filled in for contracts performed by the Applicant, each member of a Joint Venture, and Specialized Sub-contractors]*

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Joint Venture Member Name: ..... *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page..... *[insert page number]* of..... *[insert total number]* pages

Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i>	Information			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in local currency]</i>		KENYA SHILLING <i>[insert Exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
If member in a JV or sub-contractor, specify share in value in total Contract amount and roles and responsibilities	<i>[insert a percentage amount]</i>	<i>[insert total contract amount in local currency]</i>	<i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent] *</i>	
	<i>[insert roles and responsibilities]</i>			
Procuring Entity's Name:	<i>[insert full name]</i>			
Address:	<i>[indicate street / number / town or city / country]</i>			
Telephone/fax number	<i>[insert telephone/fax numbers, including country and city area codes]</i>			
E-mail:	<i>[insert e-mail address, if available]</i>			

***Not Applicable***

**9 Form EXP - 4.2(a) (cont.) - Specific Construction and/or Contract Management Experience (cont.)**

<b>Similar Contract No. <i>[insert number] of [insert number of similar contracts required]</i></b>	<b>Information</b>
Description of the similarity in accordance with Sub-Factor 4.2(a) of Section III:	
1. Amount	<i>[insert amount in local currency, exchange rate, KENYA SHILLING in words and in Figures]</i>
2. Physical size of required works items	<i>[insert physical size of items]</i>
3. Complexity	<i>[insert description of complexity]</i>
4. Methods/Technology	<i>[insert specific aspects of the methods/technology involved in the contract]</i>
5. Construction rate for key activities	<i>[insert rates and items]</i>
6. Other Characteristics	<i>[insert other characteristics as described in Section VII, Scope of Works]</i>

**10 Form EXP - 4.2(b) - Construction Experience or Supply or service contract in Key Activities (select one)**

Applicant's Name: ..... *[insert full name]*

Date: ..... *[insert day, month, year]*

Applicant's JV Member's Name: ..... *[insert full name]*

Sub-contractor's Name..... (as per ITA 24.2 and 24.3): *[insert full name]*

ITT No. and title: ..... *[insert ITT number and title]*

Page.....*[insert page number]* of..... *[insert total number]* pages

All Sub-contractors for key activities must complete the information in this form as per ITA 24.2 and 24.3 and Section III, Qualification Criteria and Requirements, 4.2.

1. Key Activity No. One: *[insert brief description of the Activity, emphasizing its specificity]*  
Total Quantity of Activity under the contract: \_\_\_\_\_

	<b>Information</b>			
Contract Identification	<i>[insert contract name and number, if applicable]</i>			
Award date	<i>[insert day, month, year, e.g., 15 June, 2015]</i>			
Completion date	<i>[insert day, month, year, e.g., 03 October, 2017]</i>			
Role in Contract <i>[check the appropriate box]</i>	Prime Contractor <input type="checkbox"/>	Member in JV <input type="checkbox"/>	Management Contractor <input type="checkbox"/>	Sub-contractor <input type="checkbox"/>
Total Contract Amount	<i>[insert total contract amount in contract currency(ies)]</i>		KENYA SHILLING <i>[insert exchange rate and total contract amount in KENYA SHILLING equivalent]</i>	
Quantity (Volume, number or rate of production, as applicable) performed under the contract per year or part of the year <i>[Insert extent of participation indicating actual quantity of key activity successfully completed in the role performed]</i>	Total quantity in the contract (i)	Percentage participation (ii)	Actual Quantity Performed (i) x (ii)	
Year 1				
Year 2				
Year 3				
Year 4				
Procuring Entity's Name:	<i>[insert full name]</i>			
Address: Telephone/fax number E-mail:	<i>[indicate street / number / town or city / country]</i> <i>[insert telephone/fax numbers, including country and city area codes]</i> <i>[insert e-mail address, if available]</i>			

2. Activity No. Two

3. ....

	Information
Description of the key activities in accordance with Sub-Factor 4.2(b) of Section III:	
	<i>[insert response to inquiry indicated in left column]</i>

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## **PART 2 - NON – CONSULTING SERVICES REQUIREMENTS**

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## **SECTION V – DETAILS OF SERVICE**

The Details of Services describe the basic requirements for services. In addition to the information and documentation in the Tender Document regarding the technical aspects of this tender, all Tenderers shall comply with the following

### **GENERAL REQUIREMENTS**

1. Technical documentation shall be in English language. The specific services on offer shall be marked clearly for the services they intend to provide.
  2. Detailed contact information including title, e-mail, telephone or any other form of acceptable communication of the certification or recognition and standards body used shall be provided.
  3. Where Certificates and their Reports are translated into English, all pages of the translations must be signed and stamped by the certifying authority.
  4. Insurance Brokerage Firms are required to provide information on proper representative(s) including their names, telephone, facsimile, e-mail, physical and postal addresses.
  5. The Insurance Brokerage Firm shall arrange frequent meetings to review portfolio performance.
  6. The Insurance Brokerage Firm shall ensure that the sums insured under the policy will be adjustable accordingly by suitable means at the discretion of the Procuring Entity from time to time;
  7. The Insurance Brokerage Firm shall negotiate with the qualified Recommended Underwriter any other pertinent aspects of the policy that may arise during the term of the policy;
  8. The Insurance Brokerage Firm shall carry out loss control surveys and make viable appropriate risk improvement recommendations, where applicable.
  9. In addition to the above, the successful tenderer shall be responsible for, inter alia, the following:
    - 9.1 Communication of acceptance after notification of pre- qualification.
    - 9.2 Execution and return of contracts, including Service Level Agreements with Insurance Companies, upon receipt of drawn contracts upon notification of award of contract;
    - 9.3 Execution of co-insurance memoranda after award of a co-insurance policy;
    - 9.4 Submission of premium invoices after contract execution and submission of performance bonds and policy documents.
    - 9.5 Reporting of claims to Insurance Companies after notification by KPLC;
    - 9.6 Reporting to KPLC on outstanding claim documentation necessary for resolution of claims;
    - 9.7 Coordination of the appointment of loss adjustors, investigators and assessors as the case may be;
    - 9.8 Submission of loss adjustors, investigators and assessors reports to KPLC;
    - 9.9 Coordination of settlement of insurance portfolio claims by the insurance companies;
    - 9.10 Proposing to KPLC prudent portfolio premium cost management measures;
    - 9.11 Putting in place a robust communication strategy for portfolio performance review;
    - 9.12 Putting in place a robust complaints resolution mechanism;
    - 9.13 Co-ordination of insurance and risk management related training and or awareness to KPLC staff as and when required.
-

## Request For Review

### FORM FOR REVIEW (r.203 (1))

#### 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 KPLC of .....dated the...day of .....20.....in the matter of Tender No.....of .....20..... for ..... (Tender description).

#### REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box 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.

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

- 1.
- 2.

SIGNED ..... (Applicant) Dated on.....day of ...../...20.....

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FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of .....20.....

**SIGNED**

**Board Secretary**

[Email: procurement@kplc.co.ke](mailto:procurement@kplc.co.ke)