



National Transport and Safety Authority

TENDER DOCUMENT

FOR

**PROVISION OF GENERAL INSURANCE FOR EMPLOYER'S &
PUBLIC LIABILITY, EMPLOYEES AND BOARD GROUP
PERSONAL ACCIDENT, GROUP LIFE ASSURANCE AND WORK
INJURY BENEFITS**

TENDER NO. NO. NTSA/NCB-003/2017-2018

OCTOBER, 2017

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SECTION I - INVITATION FOR TENDERS

Date _____

TENDER REF NO. NTSA/NCB-003/2017-2018

TENDER NAME: PROVISION OF GENERAL INSURANCE FOR EMPLOYER'S & PUBLIC LIABILITY, EMPLOYEES AND BOARD GROUP PERSONAL ACCIDENT, GROUP LIFE ASSURANCE AND WORK INJURY BENEFITS - NTSA/NCB-003/2017-2018

The National Transport and Safety Authority invites sealed bids from eligible candidates for the **Provision Of Insurance Brokerage Services for General Insurance**

Interested eligible candidates may obtain further information from and inspect the tender documents at the **National Transport and Safety Authority, Procurement Office, 3rd Floor, Hill Park Building** during normal working hours.

A complete set of tender documents may be obtained by interested candidates from Procurement office on 3rd Floor Hill Park Plaza, Upper hill Road, during normal working hours upon payment of a non-refundable fee of **KES.1,000/=** in bankers Cheque payable to National Transport and Safety Authority or download from our website at <http://www.ntsago.ke> or <http://supplier.treasury.go.ke> free of charge. Bidders who download the tender document must forward their particulars immediately to procurement@ntsago.ke for record and communication of any tender clarifications.

Completed tender documents are to be enclosed in plain sealed envelopes marked with the tender number and be deposited in the tender box on **Ground Floor, National Transport & Safety Authority's Headquarters, Hill Park Building, Upper Hill Road, Nairobi** or to be **addressed to the Director General, Box 3602-00506 Nairobi** so as to be received on or before Wednesday 8th November at 10:00 a.m

Prices quoted should be net inclusive of all taxes and delivery costs, and must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender. Bidders must ensure that each bid submitted must be serialized from the first to the last page including any attachments.

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the **Conference Room on 3rd Floor, Hill Park Building.**

A Mandatory pre-bid briefing will be held on **25th October, 2017 at 10.00am** in the Conference room on 3rd Floor, Hill Park Building. Interested bidders are invited to attend.

Any canvassing or giving of false information will lead to automatic disqualification.

FOR: DIRECTOR GENERAL

SECTION II - INSTRUCTION TO TENDERERS

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SECTION II - INSTRUCTIONS TO TENDERERS

2.1. Eligible Tenderers

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 NTSA's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender pursuant to section 33 of the Act 2005.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by NTSA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and NTSA, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 NTSA shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify NTSA by post, fax or by email at NTSA's address indicated in the Invitation for tenders. NTSA will respond in writing to any request for clarification of the tender documents, which it receives not later than five (5) days prior to the deadline for the submission of the tenders, prescribed by NTSA. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 NTSA shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Tender Documents

- 2.5.1 At any time prior to the deadline for submission of tenders, NTSA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.
- 2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.
- 2.5.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, NTSA, at its discretion, may extend the deadline for the submission of tenders.

2.6 Language of Tenders

- 2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and NTSA, shall be written in English language. Any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

2.7 Documents Comprising the Tender

- 2.7.1 The tender prepared by the tenderer shall comprise the following components:
- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
 - (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
 - (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
 - (d) Declaration Form.

2.8 Form of Tender

- 2.8.1 The tenderer shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9 Tender Prices

- 2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.
- 2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.
- 2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

- 2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

- 2.11.1 Pursuant to paragraph 2.1 the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if it's tender is accepted.
- 2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to NTSA's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

- 2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.
- 2.12.2 The tender security is required to protect NTSA against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7
- a) The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of a bank guarantee.

2.12.3 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by NTSA as non-responsive, pursuant to paragraph 2.20.5

2.12.4 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity

2.12.5 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.6 The tender security may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity.
- (b) If the tenderer reject correction of an arithmetic error in the tender.
- (c) in the case of a successful tenderer, if the tenderer fails:
 - (i) To sign the contract in accordance with paragraph 2.29 or
 - (ii) To furnish performance security in accordance with paragraph 2.30.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 120 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by NTSA as non-responsive.

2.13.2 In exceptional circumstances, NTSA may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare **one (1) original and (1) replica copy** of the tender, clearly marking each "**ORIGINAL TENDER**" and "**REPLICA COPY OF TENDER,**" as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly

authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as **“ORIGINAL TENDER”** and **“REPLICA COPY OF TENDER”**. The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) Be addressed to NTSA at the address given in the Invitation to Tender.
- (b) Bear tender number and name in the invitation to tender and the words, **“DO NOT OPEN BEFORE 8TH NOVEMBER, 2017 AT 10.00 A.M**

2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared **“late”**.

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, NTSA will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by NTSA at the address specified under paragraph 2.15.2 not later **8TH NOVEMBER, 2017 AT 10.00 A.M**

2.16.2 NTSA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of NTSA and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.3 Bulky tenders which will not fit the tender box shall be received by NTSA as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

- 2.17.1 The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by NTSA prior to the deadline prescribed for submission of tenders.
- 2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.
- 2.17.3 No tender may be modified after the deadline for submission of tenders.
- 2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

- 2.18.1 NTSA will open all tenders in the presence of tenderers' representatives who choose to attend, on **8TH NOVEMBER, 2017 AT 10.00 A.M** and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as NTSA, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Employer may, at his discretion, extend the deadline for the submission of bids through the issue of an Addendum in which case all rights and obligations of the Employer and the bidders previously subject to the original deadline shall thereafter be subject to the new deadline as extended.

2.18.3 NTSA will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

2.19.1 To assist in the examination, evaluation and comparison of tenders NTSA may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.19.2 Any effort by the tenderer to influence NTSA during tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

2.20 Preliminary Examination and Responsiveness

2.20.1 NTSA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.

2.20.2 Arithmetical errors will be rectified on the following basis:- If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail

2.20.3 NTSA may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, NTSA will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations NTSA's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by NTSA and may not subsequently be made responsive by the tenderer by correction of the nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, NTSA will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22. Evaluation and Comparison of Tenders

2.22.1 NTSA will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 NTSA's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2, the following evaluation methods will be applied.

(a) Operational Plan

(i) NTSA requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than NTSA's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

(i) Tenderers shall state their tender price for the payment on schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price.

Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. NTSA may consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 15 days from the date of opening the tender.

2.23. Contacting NTSA

2.23.1 Subject to paragraph 2.19 no tenderer shall contact NTSA on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a tenderer to influence NTSA in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Tenderers' tender.

2.24 Post-qualification

2.24.1 The Procuring entity will verify and determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as NTSA deems necessary and appropriate

2.24.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event NTSA will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 NTSA will award the contract to the successful tenderer whose tender has been determined to be substantially responsive

and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.25.2 To qualify for contract award, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.26. Procuring entity's Right to accept or Reject any or all Tenders

2.26.1 NTSA reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for NTSA's action. If NTSA determines that none of the tenders is responsive, NTSA shall notify each tenderer who submitted a tender.

2.26.2 NTSA shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

2.26.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

2.27 Notification of Award

2.27.1 Prior to the expiration of the period of tender validity, NTSA will notify the successful tenderer in writing that its tender has been accepted. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the tenderer and NTSA pursuant to

clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 NTSA will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

2.28 Signing of Contract

2.28.1 At the same time as NTSA notifies the successful tenderer that its tender has been accepted, NTSA will simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to NTSA.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award BUT not before expiry of 7 days unless there is an administrative review request.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to NTSA.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event NTSA may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 NTSA requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 NTSA will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to instructions to Tenderers

The following information for the procurement of insurance brokerage services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

(I) Provisions of Appendix to instructions to Tenderers

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1	Insurance Brokerage Firms
2.4	Preference not applicable
2.12 Tender Security	Kshs. 100,000/= in form of Bank guarantee and in the format provided in the tender document only
2.14.1 Number of Tender Copies Required	One (1) original and one (1) replica copy properly bond.
2.15.2 (b) State day, date and time of tender closing	8TH NOVEMBER, 2017 AT 10.00 A.M
2.16.1 State day, date and time of tender closing	<i>As 2.15.2 (b) above</i>
2.16.3 Bulk documents	To be delivered to the Procurement's Office, National Transport and Safety Authority, 3 rd Floor, Upper Hill Road, Hill Park Plaza
2.18.1 Tender opening	<i>As 2.15.2 (b) above</i>
2.22. The evaluation criteria	See (II) below
2.29 Performance security	10% of the tender sum in form of Bank guarantee only

(II) CRITERIA OF EVALUATION

EVALUATION CRITERIA

The evaluation exercise will be conducted in the following three (3) stages.

- Preliminary Evaluation (**Mandatory**)
- Technical Evaluation – 100% (pass mark is 70%)
- Financial Evaluation – lowest evaluated bidder

A. Preliminary Evaluation Criteria (MANDATORY)

Bidders who fail to present any of the below documents will be considered NON-RESPONSIVE and disqualified at this stage.

Preliminary Evaluation Criteria for Insurance Broker

No	Requirement	Yes/ No
1.	Tender security of Kshs.100,000.00 from a bank or a guarantee by a licensed insurance company in Kenya as provided by the Public Procurement Regulatory Authority and must be valid for 150 days from tender opening date.	
2.	Must be registered with the Insurance Regulatory Authority (IRA) for the current year. Submit a certified copy of the valid current license.	
3.	Must have a Bank guarantee of Ksh.3,000,000.00 deposited with IRA. Submit a certified copy.	
4.	Must have a Professional Indemnity Insurance Cover of at least Ksh.50,000,000.00 and valid for the full period of tender validity and the term of contract.	
6.	Must submit a certified copy of the audited accounts for the last three (3) years 2014, 2015 and 2016	
7.	Premium Turnover of at least Ksh.100,000,000.00 per year for the last three years together with a list of accounts constituting the declared premium turnover.	
8.	Must be a current member of the Association of Insurance Brokers of Kenya (AIBK). Submit a certified copy of certificate	
9.	Submit copy of Certificate of Registration/Incorporation	
10.	Valid Tax Compliance certificate	
11.	Certified Copy of CR 12 for Limited companies and must have been issued within the last 12 months.	
12.	Dully filled business questionnaire	
13.	Dully filled form of tender	
14.	Duly signed self-declaration form that the tenderer will not engage in corrupt and fraudulent practices.	
15.	Submit power of attorney	
16.	Submit a commitment letter from the proposed underwriter, committing to the terms and conditions of the tender ONE UNDERWRITER ONLY	

Preliminary Evaluation Criteria for Insurance Company (Underwriter)

No	Requirement	Yes/ No
1.	Must be registered with the Insurance Regulatory Authority (IRA) for the current year. Submit a copy of the valid current license.	
2.	Must have done annual gross premiums in previous year of KES. 1 Billion	
3.	Must have a paid up capital of at least KES 450 Million	
4.	Must provide a list of five (5) reputable clients and total clients premiums within the last three (3) years together with their contacts and physical address. Submit evidence in form of letters of recommendation/copy of LSO/copy of Contract.	
5.	Must submit a copy of the audited accounts for the last three (3) years 2014, 2015 and 2016	
6.	Provide a copy of organizational chart	
7.	Must have a total number of management staff of at least ten (10)	
8.	Must be a current member of the Association of Kenya Insurance (AKI)	
9.	Submit copy of Certificate of Registration/Incorporation	
10.	Valid Tax Compliance certificate	
11.	Certified Copy of CR 12 for Limited companies and must have been issued within the last 12 months.	
12.	Dully filled business questionnaire	
13.	Duly signed self-declaration form that the tenderer will not engage in corrupt and fraudulent practices.	

N/B; Both the broker and the Underwriter must meet all the mandatory requirements to qualify for technical evaluation.

B. TECHNICAL EVALUATION CRITERIA FOR INSURANCE BROKERS

No	Requirement	Score
a)	Must provide a list of five (5) reputable clients and total clients premiums within the last three (3) years together with their contacts and physical address. Submit evidence in form of certified copies of LSO/ Contract. (5 Marks each)	25
b)	Premium quoted: Lowest Premium quoted Scores 10 and prorated with premium quoted by other firms.	10
c)	Least period used to settle previous claims upon presentation of all required documents. (Attach evidence) Within 1-3 Months -10 Marks Within 4-6 Months -5 Marks Above 6 months -2 Marks	10

d)	Benefit Limit: Highest benefits attract highest Score of 10 and prorated with offered benefit limits	10
e)	Deductibles/ Riders/ Excess Premium. The lowest Deductibles/Excess Premium scores 10 and prorated with other offered Deductibles/Excess Premium.	10
f)	Certified List and documentary evidence of at least four (4) key professional staff and their portfolio/tasks (5mks per staff) Master degree in relevant field – 5mks Bachelor degree in relevant field – 3mks Diploma in relevant field – 2mks Certificate in relevant filed – 1mk	20
g)	Financial Resources: Financial capability of the firm based on information provided in the last Three (3) years i.e 2014, 2015, 2016 audited accounts <ul style="list-style-type: none"> • Sound liquidity ratio for the last 3(three) years. (5mks) • The average turnover of Kshs.100,000,000.00 for the last 3 years (10 Marks) 	15
	TOTAL TECHNICAL SCORE	100

NB: - To qualify for financial evaluation bidders must score a minimum of 70 points (70%).

C. Financial Evaluation Criteria

The winning bidder will be the lowest evaluated bidder among those who will have passed the technical evaluation as outlined in bid document.

SECTION III - GENERAL CONDITIONS OF CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between NTSA and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to NTSA under the Contract.
- (d) “NTSA” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract

(h) “Day” means calendar day

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superceded by provisions of other part of the contract

3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without NTSA’s prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of NTSA in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without NTSA’s prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of NTSA and shall be returned (all copies) to NTSA on completion of the contract’s or performance under the Contract if so required by NTSA.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify NTSA against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

3.6.1 Within fourteen (14) days of receipt of the notification of Contract award, the successful tenderer shall furnish to NTSA the performance security where applicable in the amount specified in SCC

- 3.6.2 The proceeds of the performance security shall be payable to NTSA as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.
- 3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to NTSA and shall be in the form of Bank guarantee and in the format provided in the tender document only:
- 3.6.4 The performance security will be discharged by NTSA and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

- 3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by NTSA in the schedule of requirements and the special conditions of contract

3.8. Payment

- 3.81. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC
- 3.82. Payment shall be made promptly by NTSA, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor.

3.9. Prices

- 3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in NTSA's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.
- 3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)
- 3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by NTSA within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with NTSA's prior written consent.

3.11. Termination for Default

3.11.1 NTSA may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

- (a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by NTSA.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contractor in the judgment of NTSA has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event NTSA terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to NTSA for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 NTSA may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to NTSA.

3.13. Termination for Convenience

- 3.13.1 NTSA by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination NTSA may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

- 3.14.1 NTSA and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

- 3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16. Applicable Law

- 3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

3.17 Force Majeure

- 3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance

or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18 Notices

- 3.1.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.
- 3.1.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE UNDERWRITER (INSURANCE COMPANY)

- 4.1.1 Must be registered with the Insurance Regulatory Authority (IRA) for the current year and a copy of the current license be submitted.
- 4.1.2 Must have done annual gross premiums in previous year of KES. 1 Billion
- 4.1.3 Must have paid up capital of at least KES. 450 Million
- 4.1.4 Must give a list of 5 (five) reputable clients and the total clients premiums within the last three (3) years together with their contacts and physical addresses.
- 4.1.5 Must submit a certified copy of the audited accounts for the last three years 2014, 2015 and 2016.
- 4.1.6 Must have total number of management staff of at least ten (10) in number
- 4.1.7 Must submit copies of the following documents;
 - (a) Valid Tax Compliance Certificate
 - (b) Certificate of Registration/Incorporation
- 4.1.8 Must be a member of the Association of Kenya Insurance (AKI) attach certified copy of 2017 certificate.

4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

- 4.2.1 Must be registered with the Insurance Regulatory Authority for current year and a a certified copy of the current license be submitted.
- 4.2.2 Must have a Bank guarantee of KES. 3,000,000.00 deposited with the IRA and a a certified copy be submitted
- 4.2.3 Must have a Professional Indemnity Insurance Cover of at least KES.50,000.000.00 and a certified copy be submitted
- 4.2.4 Must give a list of 5 (five) reputable clients and the total clients premium in the last three (3) years amounting to Kshs.100 million.
- 4.2.5 Must submit certified copies of the audited accounts for the last three (3) years 2014, 2015 and 2016
- 4.2.6 Must be a current member of the Association of Insurance Brokers (AIB)
- 4.2.7 Must submit copies of the following documents;
 - a) Valid Tax Compliance Certificate
 - b) Certificate of Registration/Incorporation

4.2 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	The performance bond must be issued in the form of a bank guarantee. The bank guarantee must be valid in Kenya and be 10% of the annual contract value.
3.7 Delivery of Services	As specified in the schedule of requirements
3.8 Payment	The National Transport and Safety Authority (NTSA) payment terms are that payment shall be made within thirty (30) days after receipt of invoice. However, NTSA may negotiate mutually acceptable payment terms with the successful tenderer.
3.9 Price adjustment	Prices charged by the tenderer for services performed under the Contract shall not, with the exception of any price adjustments authorized in Special Conditions of Contract, vary from the prices by the tenderer in its tender. All prices quoted by the tenderers must be inclusive of all taxes, discounts and delivery costs
3.16 Applicable law	Laws of Kenya
3.18 Notices	Deputy Director Procurement National Transport & Safety Authority Hill Park Building, Upper Hill Road, Box 3602-00506 Nairobi E-Mail: Procurement@ntsa.go.ke
	The notice period shall be seven (7) days

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for preparing Schedule of Requirements

1. The schedule of Requirements shall be included in the tender documents by NTSA and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
2. The objectives of the schedule of requirements are to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
3. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26

SECTION V - SCHEDULE OF REQUIREMENTS

PROVISION OF GENERAL INSURANCE FOR EMPLOYER'S & PUBLIC LIABILITY, EMPLOYEES AND BOARD GROUP PERSONAL ACCIDENT, GROUP LIFE ASSURANCE AND WORK INJURY BENEFITS

1.0 Background

The National Transport and Safety Authority (NTSA) seeks to contract a reputable insurance company to provide general insurances services for its Employer's Liability, Public Liability, Employees and Board Members' Group Personal Accident, Group Life Assurance and Work Injury Benefits.

The cover will run for a period of two years w.e.f 1st January, 2018 and is subject to annual renewal at the sole discretion of NTSA and upon satisfactory performance. A member's cover will cease immediately he/she leaves service of the Authority.

The details of classes/covers of insurance required are provided here below. Insurance firms are required to provide all the details in the format given of the cover that include: -

1. Special Clauses,

2. Exclusion Clauses,
3. Excess/Deductibles/Riders,
4. Premium Charged,
5. Insurer/underwriter, etc

2.0 CLASS OF POLICY - Group Life Cover (NTSA Staff) Cover

Period of Insurance	:	12 months.
Summary of Cover	:	Payment of defined benefits in the event of death of a member from any cause while in employment of NTSA or his disappearance while in active service of the Authority.
Persons Covered	:	712 Employees
Benefits		<ul style="list-style-type: none"> • Death (5 times annual basic salary) • Last expense of Kshs.200,000 per member

NB.

- The Life Cover benefits must be payable through NTSA within 2 weeks of submission of original death certificate.
- The last expense benefits shall be paid within 48 hours of notification of demise of an eligible member.
- The insurer should provide a free cover of at least Kshs.6, 000,000.

SUBMIT YOUR RATES HERE BELOW.

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Life Cover						

3.0 CLASS OF POLICY – Group Personal Accident (NTSA Board Members) Cover

Period of Insurance	:	12 months.
Summary of Cover	:	Payment of the benefits including medical expenses as defined in the event of an insured person sustaining bodily injury caused by violent, accidental external and visible means which results in death or disablement.
Persons Covered	:	11 board members
Benefits	:	<ul style="list-style-type: none"> • Death-KES. 2,000,000 per member • Permanent Total Disablement- KES. 2,000,000 per member • Medical expense- 500,000 per member per accident

SUBMIT YOUR RATES HERE BELOW.

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Group Personal Accident (Board Members) cover						

4.0 CLASS OF POLICY - Group Personal Accident (NTSA Staff) Cover

Period of Insurance	:	12 months.
Summary of Cover	:	Payment of the benefits including medical expenses as defined in the event of an insured person sustaining bodily injury caused by violent, accidental, external and visible means including riots strikes which results in death or disablement.
Benefits	:	<ul style="list-style-type: none"> • Death (5 times annual basic salary) • Permanent Total Disability 6 years' salary. • Temporary Total Disablement (Actual weekly earnings up to 52 weeks) • Medical expenses (per person per accident) – KES. 1,000,000.
Persons Covered	:	<ul style="list-style-type: none"> • No. of employees – 712 employees • Total annual basic salary – KES. 516,013,464
Definition of Earnings	:	Basic monthly earnings as appearing on the Pay slip plus bonus, overtime and any other Allowances and benefits that are of a constant nature.

NB. The members will have worldwide cover while on travel.

SUBMIT YOUR RATES HERE BELOW

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Group Personal Accident (Staff Members) cover						

5.0 CLASS OF POLICY - Work Injury Benefits Insurance (Act limits)

Period of Insurance	:	12 months
Summary of Cover	:	Legal liability in respect of accidental death, bodily injury or illness/disease to employees as declared

	<p>arising out of and in the course of employment. The cover includes incidents occurring when employees are travelling to and from work including training, social and sporting activities organized by or on behalf of the Authority. This cover should include all benefits as provided under Work Injury Benefits Act, 2007.</p> <p>Area limits – Geographical limits as per provisions of WIBA, 2007.</p>
Persons Covered	: <ul style="list-style-type: none"> • 712 Employees • Total annual basic salary KES. 516,013,464
Benefits	: <ul style="list-style-type: none"> • Death - 96 months earnings • Permanent total disability – 96 months earnings • Temporary total disability – 50% of actual weekly earnings (maximum – 52 weeks) • Medical expense – KES. 100,000

'The underwriter must indemnify the Authority against all liabilities under the Work Injury Benefits Act, 2007'

SUBMIT YOUR RATES HERE BELOW

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Work Injury Benefits Insurance (Act limits)						

6.0 CLASS OF POLICY - Employers Liability (common law)

Period of Insurance	: 12 months
Summary of Cover	: Indemnity in respect of bodily injury by accident or disease caused during the period of insurance and arising out of and in the course of employment by the insured in the business and directly related to negligence or breach of common law or statutory duty by the employer.
Limits of	: <ul style="list-style-type: none"> • Any one person – KES. 5,000,000

Indemnity	:	<ul style="list-style-type: none"> Any one occurrence – KES. 25,000,000 Any one period - Unlimited
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SUBMIT YOUR RATES HERE BELOW

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Employers Liability (common law)						

7.0 CLASS OF POLICY - Public Liability

Period of Insurance	:	12 months
Summary of Cover	:	<p>Cover: Legal Liability in respect of accidental death, bodily injury, illness or loss or damage to property of third parties including legal expenses.</p> <p>Area Limits: In and adjoining all premises owned or occupied by the insured in Kenya. Including work away from premises.</p>
Limit of Indemnity	:	<ul style="list-style-type: none"> Any one event. Kshs.5,000,000 Any one period. Unlimited

SUBMIT YOUR RATES HERE BELOW

Policy	Basis of charging	Sum Insured	Basic premium	Taxes	Total	Excess
Public Liability						

NB.

- Number of staff indicated will increase as new staff join the Authority.
- The bidders should list all exclusions applicable for all the above policies.

PRICE SCHEDULE FORM

PREMIUM SUMMARY

S/No.	POLICY/CLASS	TOTAL COST PAYABLE BY CLIENT			Excess	NAME OF UNDERWRITER
		Premium	Taxes- show separately all applicable taxes	Total Premium		
1.	Life Cover (Staff)					
2.	Group Personal Accident (Board Members) cover					
3.	Group Personal Accident (Staff)					
4.	Work Injury Benefits Insurance					
5.	Employers Liability					
6.	Public Liability					
	TOTAL (KES)					

'NB. In case of discrepancy between unit price and the total cost, the unit price shall prevail'

ANNEX: EMPLOYEE EARNINGS

STAFF CODE	DATE OF BIRTH	MONTHLY BASIC SALARY	ANNUAL BASIC SALARY
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1	27/03/1981	124,222.00	1,490,664.00
2	May 4, 1984	45,889.00	550,668.00
3	16/04/1968	575,556.00	6,906,672.00
4	19/03/1987	68,333.00	819,996.00
5	22/01/1989	68,333.00	819,996.00
6	April 2, 1990	68,333.00	819,996.00
7	23/04/1988	68,333.00	819,996.00
8	27/11/1990	68,333.00	819,996.00
9	26/12/1987	68,333.00	819,996.00
10	24/03/1985	68,333.00	819,996.00
11	April 9, 1988	68,333.00	819,996.00
12	24/08/1987	68,333.00	819,996.00
13	24/12/1984	68,333.00	819,996.00
14	23/08/1990	68,333.00	819,996.00
15	17/09/1975	68,333.00	819,996.00
16	13/06/1987	68,333.00	819,996.00
17	20/05/1987	68,333.00	819,996.00
18	20/03/1989	81,889.00	982,668.00
19	August 11, 1987	68,333.00	819,996.00
20	September 5, 1991	68,333.00	819,996.00

21	17/02/1989	68,333.00	819,996.00
22	March 8, 1971	129,000.00	1,548,000.00
23	26/07/1991	68,333.00	819,996.00
24	00/00/1976	68,333.00	819,996.00
25	September 1, 1990	68,333.00	819,996.00
26	23/11/1989	68,333.00	819,996.00
27	28/09/1991	68,333.00	819,996.00
28	14/10/1989	68,333.00	819,996.00
29	September 7, 1989	68,333.00	819,996.00
30	31/1/1987	68,333.00	819,996.00
31	July 11, 1988	68,333.00	819,996.00
32	25/3/1989	68,333.00	819,996.00
33	14/3/1991	68,333.00	819,996.00
34	16/08/1989	68,333.00	819,996.00
35	23/09/1988	68,333.00	819,996.00
36	21/6/1984	68,333.00	819,996.00
37	November 10, 1989	68,333.00	819,996.00
38	21/05/1984	68,333.00	819,996.00
39	August 8, 1988	68,333.00	819,996.00
40	26/07/1985	70,944.00	851,328.00

41	26/10/1958	334,020.00	4,008,240.00
42	29/04/1977	307,667.00	3,692,004.00
43	00/00/1977	41,667.00	500,004.00
44	16/10/1976	41,667.00	500,004.00
45	December 8, 1988	41,667.00	500,004.00
46	25/04/1974	41,667.00	500,004.00
47	00/00/1982	41,667.00	500,004.00
48	00/00/1979	41,667.00	500,004.00
49	October 7, 1965	41,667.00	500,004.00
50	28/8/1976	41,667.00	500,004.00
51	25/12/1991	41,667.00	500,004.00
52	January 5, 1984	41,667.00	500,004.00
53	18/11/1992	41,667.00	500,004.00
54	January 1, 1987	61,667.00	740,004.00
55	April 5, 1989	41,667.00	500,004.00
56	14/04/1992	41,667.00	500,004.00
57	January 1, 1980	41,667.00	500,004.00
58	14/07/1989	41,667.00	500,004.00
59	24/5/1992	64,833.00	777,996.00
60	20/04/1980	64,833.00	777,996.00

61	20/11/1988	64,833.00	777,996.00
62	April 7, 1985	64,833.00	777,996.00
63	20/08/1974	77,056.00	924,672.00
64	00/00/1973	77,056.00	924,672.00
65	30/12/1975	77,056.00	924,672.00
66	May 8, 1978	77,056.00	924,672.00
67	31/12/1986	77,056.00	924,672.00
68	00/00/1973	77,056.00	924,672.00
69	18/09/1971	96,778.00	1,161,336.00
70	13/05/1959	141,333.00	1,695,996.00
71	22/01/1985	96,778.00	1,161,336.00
72	18/01/1982	141,333.00	1,695,996.00
73	16/03/1982	81,667.00	980,004.00
74	27/04/1980	141,333.00	1,695,996.00
75	December 1, 1980	96,778.00	1,161,336.00
76	28/11/1986	81,667.00	980,004.00
77	14/03/1983	141,333.00	1,695,996.00
78	25/02/1984	96,778.00	1,161,336.00
79	August 10, 1985	96,778.00	1,161,336.00
80	30/03/1966	141,333.00	1,695,996.00

81	July 12, 1979	124,222.00	1,490,664.00
82	18/02/1980	141,333.00	1,695,996.00
83	00/00/1972	31,333.00	375,996.00
84	22/02/1987	37,444.00	449,328.00
85	19/07/1987	89,333.00	1,071,996.00
86	22/05/1975	37,444.00	449,328.00
87	July 12, 1976	37,444.00	449,328.00
88	March 8, 1969	278,333.00	3,339,996.00
89	13/01/1980	111,667.00	1,340,004.00
90	23/12/1976	37,444.00	449,328.00
91	21/06/1980	96,778.00	1,161,336.00
92	22/06/1971	37,444.00	449,328.00
93	21/07/1984	37,444.00	449,328.00
94	00/00/1970	37,444.00	449,328.00
95	15/6/1988	37,444.00	449,328.00
96	January 1, 1973	37,444.00	449,328.00
97	24/02/1975	129,000.00	1,548,000.00
98	26/02/1982	58,722.00	704,664.00
99	April 2, 1981	124,222.00	1,490,664.00
100	00/00/1975	58,722.00	704,664.00

101	May 5, 1985	58,722.00	704,664.00
102	13/04/1978	124,222.00	1,490,664.00
103	00/00/1990	58,722.00	704,664.00
104	14/11/1983	58,722.00	704,664.00
105	December 10, 1983	58,722.00	704,664.00
106	00/00/1977	58,722.00	704,664.00
107	February 8, 1985	41,667.00	500,004.00
108	25/09/1985	41,667.00	500,004.00
109	November 1, 1984	41,667.00	500,004.00
110	May 1, 1989	41,667.00	500,004.00
111	March 5, 1987	41,667.00	500,004.00
112	00/00/1986	41,667.00	500,004.00
113	16/05/1981	41,667.00	500,004.00
114	July 6, 1985	41,667.00	500,004.00
115	20/12/1984	41,667.00	500,004.00
116	March 11, 1979	41,667.00	500,004.00
117	21/04/1981	41,667.00	500,004.00
118	October 1, 1991	35,000.00	420,000.00
119	00/00/1983	41,667.00	500,004.00
120	September 8, 1988	41,667.00	500,004.00

121	15/01/1982	41,667.00	500,004.00
122	17/03/1983	41,667.00	500,004.00
123	29/08/1979	35,000.00	420,000.00
124	28/10/1986	45,667.00	548,004.00
125	April 10, 1977	45,667.00	548,004.00
126	May 1, 1983	35,000.00	420,000.00
127	March 3, 1985	61,667.00	740,004.00
128	18/04/1983	61,667.00	740,004.00
129	May 5, 1985	35,000.00	420,000.00
130	September 5, 1988	45,667.00	548,004.00
131	00/00/1980	45,667.00	548,004.00
132	00/00/1984	41,667.00	500,004.00
133	30/12/1984	45,667.00	548,004.00
134	23/08/1981	35,000.00	420,000.00
135	00/00/1974	41,667.00	500,004.00
136	25/04/1988	41,667.00	500,004.00
137	19/10/1988	41,667.00	500,004.00
138	16/12/1988	41,667.00	500,004.00
139	November 11, 1983	41,667.00	500,004.00
140	17/02/1982	41,667.00	500,004.00

141	26/08/1986	41,667.00	500,004.00
142	17/12/1983	45,667.00	548,004.00
143	February 8, 1987	35,000.00	420,000.00
144	February 6, 1982	41,667.00	500,004.00
145	27/08/1988	45,667.00	548,004.00
146	00/00/1977	41,667.00	500,004.00
147	00/00/1977	41,667.00	500,004.00
148	21/05/1978	41,667.00	500,004.00
149	February 4, 1984	41,667.00	500,004.00
150	00/00/1982	61,667.00	740,004.00
151	28/08/1980	45,667.00	548,004.00
152	November 7, 1978	278,333.00	3,339,996.00
153	May 7, 1979	141,333.00	1,695,996.00
154	October 21, 1979	58,722.00	704,664.00
155	00/00/1973	58,722.00	704,664.00
156	February 7, 1989	96,778.00	1,161,336.00
157	December 13, 1989	37,444.00	449,328.00
158	December 28, 1979	96,778.00	1,161,336.00
159	00/00/1980	58,722.00	704,664.00
160	November 3, 1982	124,222.00	1,490,664.00

161	00/00/1969	129,000.00	1,548,000.00
162	November 7, 1976	37,444.00	449,328.00
163	June 20, 1984	124,222.00	1,490,664.00
164	August 31, 1982	58,722.00	704,664.00
165	June 26, 1989	124,222.00	1,490,664.00
166	December 22, 1975	58,722.00	704,664.00
167	January 1, 1974	58,722.00	704,664.00
168	00/00/1980	58,722.00	704,664.00
169	00/00/1983	37,444.00	449,328.00
170	00/00/1983	58,722.00	704,664.00
171	September 11, 1984	58,722.00	704,664.00
172	August 3, 1985	141,333.00	1,695,996.00
173	28/11/1972	293,000.00	3,516,000.00
174	17/07/1980	293,000.00	3,516,000.00
175	00/00/1977	58,722.00	704,664.00
176	March 9, 1982	58,722.00	704,664.00
177	March 7, 1966	278,333.00	3,339,996.00
178	15/08/1979	183,000.00	2,196,000.00
179	May 4, 1976	278,333.00	3,339,996.00
180	August 23, 1967	307,667.00	3,692,004.00

181	April 29, 1986	68,333.00	819,996.00
182	September 15, 1985	68,333.00	819,996.00
183	April 4, 1978	68,333.00	819,996.00
184	December 23, 1985	68,333.00	819,996.00
185	June 1, 1990	68,333.00	819,996.00
186	December 15, 1989	68,333.00	819,996.00
187	January 11, 1976	68,333.00	819,996.00
188	December 24, 1987	68,333.00	819,996.00
189	00/00/1988	68,333.00	819,996.00
190	00/00/1986	68,333.00	819,996.00
191	December 3, 1988	68,333.00	819,996.00
192	May 7, 1984	68,333.00	819,996.00
193	December 10, 1987	68,333.00	819,996.00
194	January 23, 1976	68,333.00	819,996.00
195	July 7, 1994	68,333.00	819,996.00
196	June 10, 1987	68,333.00	819,996.00
197	00/00/1972	68,333.00	819,996.00
198	April 24, 1980	68,333.00	819,996.00
199	January 28, 1989	68,333.00	819,996.00
200	August 16, 1987	68,333.00	819,996.00

201	August 8, 1980	68,333.00	819,996.00
202	February 28, 1989	68,333.00	819,996.00
203	October 7, 1988	68,333.00	819,996.00
204	April 17, 1984	129,000.00	1,548,000.00
205	February 15, 1983	129,000.00	1,548,000.00
206	December 11, 1986	68,333.00	819,996.00
207	January 1, 1979	68,333.00	819,996.00
208	May 27, 1981	68,333.00	819,996.00
209	May 15, 1982	68,333.00	819,996.00
210	January 1, 1989	68,333.00	819,996.00
211	December 30, 1987	68,333.00	819,996.00
212	November 7, 1991	68,333.00	819,996.00
213	September 2, 1984	68,333.00	819,996.00
214	January 19, 1987	68,333.00	819,996.00
215	May 14, 1987	68,333.00	819,996.00
216	February 2, 1986	68,333.00	819,996.00
217	February 5, 1980	68,333.00	819,996.00
218	September 18, 1989	68,333.00	819,996.00
219	October 12, 1978	183,000.00	2,196,000.00
220	November 22, 1979	68,333.00	819,996.00

221	May 7, 1989	68,333.00	819,996.00
222	00/00/1986	68,333.00	819,996.00
223	December 2, 1980	68,333.00	819,996.00
224	00/00/1978	37,444.00	449,328.00
225	00/00/1989	37,444.00	449,328.00
226	00/00/1970	37,444.00	449,328.00
227	July 25, 1972	37,444.00	449,328.00
228	February 26, 1979	37,444.00	449,328.00
229	July 11, 1984	37,444.00	449,328.00
230	June 6, 1985	37,444.00	449,328.00
231	September 30, 1989	37,444.00	449,328.00
232	October 1, 1979	37,444.00	449,328.00
233	May 28, 1987	37,444.00	449,328.00
234	May 30, 1985	37,444.00	449,328.00
235	April 17, 1968	207,444.00	2,489,328.00
236	00/00/1978	141,333.00	1,695,996.00
237	March 25, 1981	37,444.00	449,328.00
238	March 6, 1983	207,444.00	2,489,328.00
239	July 13, 1974	37,444.00	449,328.00
240	November 29, 1972	96,778.00	1,161,336.00

241	January 1, 1971	207,444.00	2,489,328.00
242	May 10, 1978	207,444.00	2,489,328.00
243	January 12, 1980	96,778.00	1,161,336.00
244	February 25, 1987	96,778.00	1,161,336.00
245	January 24, 1991	45,889.00	550,668.00
246	December 31, 1987	45,889.00	550,668.00
247	July 30, 1993	45,889.00	550,668.00
248	00/00/1976	34,667.00	416,004.00
249	00/00/1985	45,889.00	550,668.00
250	December 10, 1989	45,889.00	550,668.00
251	April 12, 1969	45,889.00	550,668.00
252	January 1, 1982	45,889.00	550,668.00
253	June 6, 1972	45,889.00	550,668.00
254	17/07/1974	45,889.00	550,668.00
255	December 12, 1994	45,889.00	550,668.00
256	December 10, 1994	45,889.00	550,668.00
257	November 11, 1979	34,667.00	416,004.00
258	June 4, 1984	33,222.00	398,664.00
259	00/00/1964	33,222.00	398,664.00
260	May 19, 1979	33,222.00	398,664.00

261	00/00/1976	33,222.00	398,664.00
262	December 27, 1981	33,222.00	398,664.00
263	July 22, 1982	33,222.00	398,664.00
264	May 1, 1980	33,222.00	398,664.00
265	March 30, 1991	33,222.00	398,664.00
266	January 7, 1992	33,222.00	398,664.00
267	September 29, 1989	33,222.00	398,664.00
268	February 19, 1992	33,222.00	398,664.00
269	March 27, 1990	33,222.00	398,664.00
270	April 18, 1986	33,222.00	398,664.00
271	July 1, 1989	33,222.00	398,664.00
272	October 9, 1987	33,222.00	398,664.00
273	October 30, 1990	33,222.00	398,664.00
274	May 30, 1983	33,222.00	398,664.00
275	00/00/1988	33,222.00	398,664.00
276	February 17, 1989	33,222.00	398,664.00
277	May 12, 1989	33,222.00	398,664.00
278	July 10, 1987	33,222.00	398,664.00
279	July 16, 1985	33,222.00	398,664.00
280	February 1, 1992	33,222.00	398,664.00

281	December 1, 1986	33,222.00	398,664.00
282	September 21, 1987	33,222.00	398,664.00
283	January 30, 1980	33,222.00	398,664.00
284	June 12, 1984	33,222.00	398,664.00
285	January 23, 1990	29,000.00	348,000.00
286	March 6, 1985	33,222.00	398,664.00
287	May 11, 1980	33,222.00	398,664.00
288	January 1, 1987	33,222.00	398,664.00
289	November 10, 1989	33,222.00	398,664.00
290	January 1, 1977	33,222.00	398,664.00
291	January 1, 1972	33,222.00	398,664.00
292	January 1, 1978	33,222.00	398,664.00
293	January 1, 1974	33,222.00	398,664.00
294	January 9, 1979	33,222.00	398,664.00
295	May 4, 1973	33,222.00	398,664.00
296	December 14, 1972	33,222.00	398,664.00
297	July 28, 1977	33,222.00	398,664.00
298	February 12, 1983	33,222.00	398,664.00
299	July 18, 1976	33,222.00	398,664.00
300	January 1, 1983	33,222.00	398,664.00

301	January 2, 1984	33,222.00	398,664.00
302	January 25, 1970	33,222.00	398,664.00
303	January 1, 1976	33,222.00	398,664.00
304	September 23, 1982	33,222.00	398,664.00
305	January 1, 1972	33,222.00	398,664.00
306	June 16, 1983	33,222.00	398,664.00
307	January 1, 1969	33,222.00	398,664.00
308	19/08/1969	33,222.00	398,664.00
309	August 11, 1979	33,222.00	398,664.00
310	27/1/1965	33,222.00	398,664.00
311	April 9, 1980	33,222.00	398,664.00
312	December 27, 1980	33,222.00	398,664.00
313	January 1, 1983	33,222.00	398,664.00
314	June 13, 1975	33,222.00	398,664.00
315	December 24, 1976	33,222.00	398,664.00
316	January 1, 1970	33,222.00	398,664.00
317	October 20, 1976	33,222.00	398,664.00
318	November 13, 1987	33,222.00	398,664.00
319	March 3, 1984	33,222.00	398,664.00
320	March 23, 1989	33,222.00	398,664.00

321	January 1, 1980	33,222.00	398,664.00
322	January 1, 1990	33,222.00	398,664.00
323	January 1, 1978	33,222.00	398,664.00
324	November 25, 1983	33,222.00	398,664.00
325	September 22, 1985	33,222.00	398,664.00
326	January 1, 1964	33,222.00	398,664.00
327	December 12, 1978	33,222.00	398,664.00
328	25/08/1988	33,222.00	398,664.00
329	24/06/1991	33,222.00	398,664.00
330	November 9, 1981	33,222.00	398,664.00
331	January 1, 1981	33,222.00	398,664.00
332	18/09/1970	33,222.00	398,664.00
333	August 29, 1980	33,222.00	398,664.00
334	January 1, 1977	33,222.00	398,664.00
335	January 1, 1984	33,222.00	398,664.00
336	17/03/1971	33,222.00	398,664.00
337	January 1, 1986	33,222.00	398,664.00
338	January 1, 1977	33,222.00	398,664.00
339	January 1, 1971	33,222.00	398,664.00
340	January 1, 1983	33,222.00	398,664.00

341	May 21, 1988	33,222.00	398,664.00
342	June 19, 1986	33,222.00	398,664.00
343	July 2, 1982	33,222.00	398,664.00
344	January 1, 1976	33,222.00	398,664.00
345	July 27, 1985	33,222.00	398,664.00
346	January 14, 1977	132,778.00	1,593,336.00
347	January 1, 1982	33,222.00	398,664.00
348	June 17, 1977	101,500.00	1,218,000.00
349	April 13, 1993	45,889.00	550,668.00
350	January 6, 1994	45,889.00	550,668.00
351	January 1, 1979	45,889.00	550,668.00
352	January 1, 1988	45,889.00	550,668.00
353	July 30, 1989	61,667.00	740,004.00
354	April 19, 1989	61,667.00	740,004.00
355	May 11, 1983	61,667.00	740,004.00
356	October 29, 1993	61,667.00	740,004.00
357	October 14, 1980	89,333.00	1,071,996.00
358	May 20, 1973	195,222.00	2,342,664.00
359	November 21, 1984	89,333.00	1,071,996.00
360	September 4, 1971	34,667.00	416,004.00

361	September 9, 1969	31,000.00	372,000.00
362	10/7/1983	52,611.00	631,332.00
363	01/01/1976	52,611.00	631,332.00
364	11/08/1981	52,611.00	631,332.00
365	October 4, 1974	52,611.00	631,332.00
366	25/09/1979	52,611.00	631,332.00
367	02/06/1978	52,611.00	631,332.00
368	06/05/1979	52,611.00	631,332.00
369	14/06/1979	52,611.00	631,332.00
370	01/01/1976	52,611.00	631,332.00
371	13/05/1981	52,611.00	631,332.00
372	August 10, 1988	52,611.00	631,332.00
373	June 15, 1979	46,500.00	558,000.00
374	July 9, 1966	46,500.00	558,000.00
375	April 3, 1987	46,500.00	558,000.00
376	April 3, 1992	46,500.00	558,000.00
377	July 29, 1977	183,000.00	2,196,000.00
378	23/12/1985	249,000.00	2,988,000.00
379	November 2, 1977	367,460.00	4,409,520.00
380	October 10, 1993	81,889.00	982,668.00

381	20/08/1977	124,222.00	1,490,664.00
382	August 26, 1989	124,222.00	1,490,664.00
383	June 25, 1980	334,020.00	4,008,240.00
384	January 1, 1976	183,000.00	2,196,000.00
385	January 1, 1989	29,000.00	348,000.00
386	January 1, 1966	29,000.00	348,000.00
387	October 23, 1980	29,000.00	348,000.00
388	February 3, 1984	29,000.00	348,000.00
389	January 1, 1979	55,000.00	660,000.00
390	December 5, 1995	29,000.00	348,000.00
391	August 1, 1981	29,000.00	348,000.00
392	May 7, 1995	29,000.00	348,000.00
393	November 5, 1984	29,000.00	348,000.00
394	January 27, 1986	46,500.00	558,000.00
395	January 24, 1994	29,000.00	348,000.00
396	January 1, 1991	46,500.00	558,000.00
397	January 13, 1989	29,000.00	348,000.00
398	January 1, 1988	55,000.00	660,000.00
399	August 11, 1990	46,500.00	558,000.00
400	November 30, 1991	29,000.00	348,000.00

401	May 7, 1983	29,000.00	348,000.00
402	May 28, 1992	46,500.00	558,000.00
403	February 26, 1992	46,500.00	558,000.00
404	October 12, 1979	29,000.00	348,000.00
405	August 8, 1990	29,000.00	348,000.00
406	March 15, 1988	29,000.00	348,000.00
407	December 10, 1986	29,000.00	348,000.00
408	January 16, 1992	55,000.00	660,000.00
409	January 9, 1990	29,000.00	348,000.00
410	August 17, 1990	46,500.00	558,000.00
411	July 27, 1988	55,000.00	660,000.00
412	May 12, 1984	29,000.00	348,000.00
413	July 26, 1990	29,000.00	348,000.00
414	July 13, 1985	29,000.00	348,000.00
415	July 12, 1988	29,000.00	348,000.00
416	May 31, 1989	46,500.00	558,000.00
417	August 22, 1982	55,000.00	660,000.00
418	October 5, 1987	29,000.00	348,000.00
419	September 21, 1991	29,000.00	348,000.00
420	July 27, 1987	55,000.00	660,000.00

421	November 18, 1980	46,500.00	558,000.00
422	November 22, 1991	55,000.00	660,000.00
423	January 21, 1991	55,000.00	660,000.00
424	January 28, 1989	29,000.00	348,000.00
425	March 9, 1991	29,000.00	348,000.00
426	March 13, 1992	29,000.00	348,000.00
427	April 17, 1991	29,000.00	348,000.00
428	June 16, 1989	29,000.00	348,000.00
429	January 1, 1991	29,000.00	348,000.00
430	October 1, 1980	29,000.00	348,000.00
431	October 26, 1990	29,000.00	348,000.00
432	December 27, 1980	29,000.00	348,000.00
433	August 31, 1990	29,000.00	348,000.00
434	May 23, 1986	46,500.00	558,000.00
435	October 21, 1993	29,000.00	348,000.00
436	January 22, 1991	55,000.00	660,000.00
437	December 30, 1987	29,000.00	348,000.00
438	July 11, 1989	29,000.00	348,000.00
439	March 21, 1994	29,000.00	348,000.00
440	December 13, 1993	55,000.00	660,000.00

441	June 14, 1996	29,000.00	348,000.00
442	October 19, 1993	29,000.00	348,000.00
443	May 6, 1989	29,000.00	348,000.00
444	January 22, 1994	29,000.00	348,000.00
445	August 29, 1973	55,000.00	660,000.00
446	February 24, 1987	29,000.00	348,000.00
447	January 26, 1989	55,000.00	660,000.00
448	January 1, 1991	29,000.00	348,000.00
449	May 12, 1978	29,000.00	348,000.00
450	June 1, 1990	29,000.00	348,000.00
451	December 23, 1979	29,000.00	348,000.00
452	September 11, 1990	55,000.00	660,000.00
453	April 1, 1994	55,000.00	660,000.00
454	November 8, 1987	55,000.00	660,000.00
455	March 3, 1992	29,000.00	348,000.00
456	December 14, 1988	29,000.00	348,000.00
457	March 9, 1971	29,000.00	348,000.00
458	December 18, 1987	29,000.00	348,000.00
459	June 18 1992	29,000.00	348,000.00
460	December 28 1993	29,000.00	348,000.00

461	November 21 1990	29,000.00	348,000.00
462	February 10 1997	29,000.00	348,000.00
463	August 30, 1976	29,000.00	348,000.00
464	December 5, 1988	29,000.00	348,000.00
465	January 1, 1975	29,000.00	348,000.00
466	June 18, 1994	29,000.00	348,000.00
467	January 1, 1971	29,000.00	348,000.00
468	March 26, 1983	29,000.00	348,000.00
469	July 9, 1993	29,000.00	348,000.00
470	November 2, 1992	29,000.00	348,000.00
471	August 22, 1987	29,000.00	348,000.00
472	November 24, 1994	29,000.00	348,000.00
473	November 2, 1981	29,000.00	348,000.00
474	February 1, 1992	29,000.00	348,000.00
475	September 17, 1987	29,000.00	348,000.00
476	November 2 1991	55,000.00	660,000.00
477	July 20, 1989	29,000.00	348,000.00
478	August 6, 1983	29,000.00	348,000.00
479	July 6, 1977	29,000.00	348,000.00
480	February 17, 1980	29,000.00	348,000.00

481	August 10, 1996	29,000.00	348,000.00
482	October 2, 1990	29,000.00	348,000.00
483	June 26, 1991	29,000.00	348,000.00
484	July 25, 1993	29,000.00	348,000.00
485	January 1, 1991	29,000.00	348,000.00
486	March 26 1989	29,000.00	348,000.00
487	December 20, 1985	46,500.00	558,000.00
488	August 23 1990	29,000.00	348,000.00
489	November 10 1988	55,000.00	660,000.00
490	May 2 1988	55,000.00	660,000.00
491	November 26 1982	29,000.00	348,000.00
492	December 30 1994	29,000.00	348,000.00
493	October 9 1990	29,000.00	348,000.00
494	May 5 1982	29,000.00	348,000.00
495	May 11, 1990	46,500.00	558,000.00
496	April 9, 1987	46,500.00	558,000.00
497	February 25, 1988	46,500.00	558,000.00
498	February 1 1991	29,000.00	348,000.00
499	September 20 1992	29,000.00	348,000.00
500	April 16 1988	29,000.00	348,000.00

501	January 1 1988	29,000.00	348,000.00
502	March 10 1993	29,000.00	348,000.00
503	February 5 1989	29,000.00	348,000.00
504	December 20, 1987	55,000.00	660,000.00
505	December 23 1993	55,000.00	660,000.00
506	April 22, 1991	29,000.00	348,000.00
507	August 25, 1993	29,000.00	348,000.00
508	November 5, 1992	29,000.00	348,000.00
509	September 14, 1991	46,500.00	558,000.00
510	October 10, 1986	29,000.00	348,000.00
511	May 2, 1992	29,000.00	348,000.00
512	April 2, 1991	46,500.00	558,000.00
513	October 21, 1991	29,000.00	348,000.00
514	June 15, 1985	46,500.00	558,000.00
515	October 16, 1991	29,000.00	348,000.00
516	January 1, 1989	55,000.00	660,000.00
517	January 2, 1992	29,000.00	348,000.00
518	April 25, 1993	46,500.00	558,000.00
519	May 17, 1982	29,000.00	348,000.00
520	July 14, 1989	29,000.00	348,000.00

521	May 10 1993	29,000.00	348,000.00
522	April 5 1992	29,000.00	348,000.00
523	April 14, 1986	29,000.00	348,000.00
524	January 12, 1994	29,000.00	348,000.00
525	January 26, 1986	29,000.00	348,000.00
526	July 7, 1992	29,000.00	348,000.00
527	May 22, 1993	29,000.00	348,000.00
528	May 18, 1984	29,000.00	348,000.00
529	May 31 1988	46,500.00	558,000.00
530	April 4, 1989	55,000.00	660,000.00
531	November 17, 1983	29,000.00	348,000.00
532	January 1, 1990	29,000.00	348,000.00
533	January 1, 1993	46,500.00	558,000.00
534	January 1, 1988	55,000.00	660,000.00
535	January 1, 1988	29,000.00	348,000.00
536	February 27, 1992	29,000.00	348,000.00
537	October27 1986	46,500.00	558,000.00
538	February 15 1988	46,500.00	558,000.00
539	August 31 1991	46,500.00	558,000.00
540	January 4 1979	46,500.00	558,000.00

541	September 3 1991	46,500.00	558,000.00
542	May 22 1992	46,500.00	558,000.00
543	Sept 24 1984	46,500.00	558,000.00
544	April 27 1992	46,500.00	558,000.00
545	February 8 1986	46,500.00	558,000.00
546	August 18 1991	46,500.00	558,000.00
547	September 2 1989	46,500.00	558,000.00
548	October 15, 1985	46,500.00	558,000.00
549	August 16, 1992	46,500.00	558,000.00
550	February 9, 1989	46,500.00	558,000.00
551	December 21, 1993	46,500.00	558,000.00
552	December 18, 1984	46,500.00	558,000.00
553	November 11, 1985	46,500.00	558,000.00
554	December 31, 1991	46,500.00	558,000.00
555	January 18, 1992	46,500.00	558,000.00
556	July 18, 1992	46,500.00	558,000.00
557	August 20, 1983	46,500.00	558,000.00
558	December 15, 1986	46,500.00	558,000.00
559	January 2, 1985	46,500.00	558,000.00
560	March 16, 1987	46,500.00	558,000.00

561	February 20, 1988	46,500.00	558,000.00
562	January 1, 1992	46,500.00	558,000.00
563	September 23, 1988	46,500.00	558,000.00
564	November 28, 1972	46,500.00	558,000.00
565	May 7, 1989	46,500.00	558,000.00
566	January 1 1992	46,500.00	558,000.00
567	April 10, 1984	46,500.00	558,000.00
568	August 24 1983	46,500.00	558,000.00
569	January 1 1986	46,500.00	558,000.00
570	April 29 1983	46,500.00	558,000.00
571	January 1 1987	46,500.00	558,000.00
572	March 2 1992	46,500.00	558,000.00
573	June 15, 1990	46,500.00	558,000.00
574	June 28, 1991	46,500.00	558,000.00
575	October 12, 1990	46,500.00	558,000.00
576	January 14, 1987	46,500.00	558,000.00
577	June 26, 1986	46,500.00	558,000.00
578	October 28, 1990	46,500.00	558,000.00
579	May 5, 1991	46,500.00	558,000.00
580	December 31,1989	29,000.00	348,000.00

581	March 23 1992	46,500.00	558,000.00
582	June 1 1990	29,000.00	348,000.00
583	January 1 1989	46,500.00	558,000.00
584	April 19 1977	46,500.00	558,000.00
585	May 16 1990	46,500.00	558,000.00
586	August 26 1991	55,000.00	660,000.00
587	October 7 1985	55,000.00	660,000.00
588	November 28 1986	46,500.00	558,000.00
589	January 1, 1989	46,500.00	558,000.00
590	November 26 1984	46,500.00	558,000.00
591	November 25, 1986	46,500.00	558,000.00
592	December 27, 1989	46,500.00	558,000.00
593	September 13, 1984	46,500.00	558,000.00
594	April 25, 1993	46,500.00	558,000.00
595	February 15, 1989	29,000.00	348,000.00
596	July 19, 1991	46,500.00	558,000.00
597	March 18, 1992	46,500.00	558,000.00
598	May 20, 1977	183,000.00	2,196,000.00
599	September 16, 1983	129,000.00	1,548,000.00
600	December 12, 1973	183,000.00	2,196,000.00

601	November 5, 1980	58,722.00	704,664.00
602	August 23, 1983	141,333.00	1,695,996.00
603	September 4, 1978	129,000.00	1,548,000.00
604	July 4, 1984	129,000.00	1,548,000.00
605	April 1, 1978	183,000.00	2,196,000.00
606	13/12/1981	307,667.00	3,692,004.00
607	October 28, 1984	129,000.00	1,548,000.00
608	January 3, 1972	183,000.00	2,196,000.00
609	17/09/1981	52,611.00	631,332.00
610	July 25, 1981	64,833.00	777,996.00
611	27/10/1971	37,444.00	449,328.00
612	January 7, 1979	37,444.00	449,328.00
613	29/03/1964	219,667.00	2,636,004.00
614	January 1, 1965	124,222.00	1,490,664.00
615	27/06/1983	124,222.00	1,490,664.00
616	21/12/1982	124,222.00	1,490,664.00
617	24/08/1988	29,000.00	348,000.00
618	April 11, 1969	141,333.00	1,695,996.00
619	January 30, 1963	141,333.00	1,695,996.00
620	July 1, 1969	141,333.00	1,695,996.00

621	January 7, 1960	88,333.00	1,059,996.00
622	28/04/1972	88,333.00	1,059,996.00
623	December 23, 1968	74,444.00	893,328.00
624	December 12, 1963	35,000.00	420,000.00
625	December 2, 1963	35,000.00	420,000.00
626	19/11/1972	88,333.00	1,059,996.00
627	22/03/1973	88,333.00	1,059,996.00
628	August 8, 1969	88,333.00	1,059,996.00
629	June 9, 1984	70,944.00	851,328.00
630	November 4, 1989	29,000.00	348,000.00
631	October 17, 1975	158,333.00	1,899,996.00
632	May 22, 1984	45,889.00	550,668.00
633	June 1, 1988	45,889.00	550,668.00
634	00/00/1984	45,889.00	550,668.00
635	January 13, 1984	45,889.00	550,668.00
636	February 28, 1994	45,889.00	550,668.00
637	March 23, 1994	45,889.00	550,668.00
638	00/00/1976	45,889.00	550,668.00
639	January 1, 1989	45,889.00	550,668.00
640	April 4, 1992	45,889.00	550,668.00

641	January 27, 1989	45,889.00	550,668.00
642	December 25, 1985	45,889.00	550,668.00
643	February 23, 1982	45,889.00	550,668.00
644	00/00/1978	45,889.00	550,668.00
645	April 29, 1993	45,889.00	550,668.00
646	February 9, 1995	45,889.00	550,668.00
647	March 7, 1986	45,889.00	550,668.00
648	August 29, 1992	45,889.00	550,668.00
649	00/00/1972	45,889.00	550,668.00
650	September 21, 1983	45,889.00	550,668.00
651	November 14, 1986	45,889.00	550,668.00
652	January 1, 1989	45,889.00	550,668.00
653	January 2, 1993	45,889.00	550,668.00
654	September 28, 1983	45,889.00	550,668.00
655	August 3, 1993	45,889.00	550,668.00
656	April 26, 1996	45,889.00	550,668.00
657	January 1, 1990	45,889.00	550,668.00
658	May 29, 1986	45,889.00	550,668.00
659	January 1, 1981	45,889.00	550,668.00
660	January 1, 1973	45,889.00	550,668.00

661	May 31, 1994	45,889.00	550,668.00
662	August 7, 1989	45,889.00	550,668.00
663	October 3, 1990	45,889.00	550,668.00
664	December 31, 1983	45,889.00	550,668.00
665	March 29, 1993	45,889.00	550,668.00
666	January 1, 1988	45,889.00	550,668.00
667	November 11, 1991	45,889.00	550,668.00
668	,1983	124,222.00	1,490,664.00
669	1978	124,222.00	1,490,664.00
670	1969	124,222.00	1,490,664.00
671	1992	124,222.00	1,490,664.00
672	1983	124,222.00	1,490,664.00
673	1989	124,222.00	1,490,664.00
674	1991	46,500.00	558,000.00
675	1987	46,500.00	558,000.00
676	1984	46,500.00	558,000.00
677	1984	46,500.00	558,000.00
678	1986	46,500.00	558,000.00
679	1978	46,500.00	558,000.00
680	1992	46,500.00	558,000.00

681	1983	46,500.00	558,000.00
682	1982	46,500.00	558,000.00
683	1984	46,500.00	558,000.00
684	1991	46,500.00	558,000.00
685	1991	46,500.00	558,000.00
686	1987	46,500.00	558,000.00
687	1988	46,500.00	558,000.00
688	1984	46,500.00	558,000.00
689	1990	46,500.00	558,000.00
690	1984	46,500.00	558,000.00
691	1976	46,500.00	558,000.00
692	1987	46,500.00	558,000.00
693	1981	46,500.00	558,000.00
694	1994	46,500.00	558,000.00
695	1981	46,500.00	558,000.00
696	04-09-91	46,500.00	558,000.00
697	1973	46,500.00	558,000.00
698	1981	46,500.00	558,000.00
699	1990	46,500.00	558,000.00
700	1986	46,500.00	558,000.00

701	1989	46,500.00	558,000.00
702	1974	46,500.00	558,000.00
703	1983	46,500.00	558,000.00
704	1991	46,500.00	558,000.00
705	1978	46,500.00	558,000.00
706	1971	168,111.00	2,017,332.00
707	October 2, 1991	55,000.00	660,000.00
708	January 20, 1986	55,000.00	660,000.00
709	April 8, 1984	81,889.00	982,668.00
710	January 1, 1984	45,889.00	550,668.00
711	August 23, 1985	45,889.00	550,668.00
712	April 23, 1994	45,889.00	550,668.00
TOTAL		42,653,122.00	511,837,464.00

SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. **FORM OF TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **PRICE SCHEDULE FORM** - The price schedule form must similarly be completed and submitted with the tender.

3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - As per the tender document the tenderer shall provide tender security in the form included hereinafter.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to NTSA.

Form of Tender

To: NTSA

Date

Tender No. NTSA/RTD/006/2014-2015

Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document for the sum of.....
.....
..... [Total Tender amount in words and figures]
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of [Number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

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

Dated this _____ day of _____ 2014

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

PRICE SCHEDULE FORM

NATIONAL TRANSPORT AND SAFETY AUTHORITY

PREMIUM SUMMARY

NB: one Underwriter per policy/class.

S/No.	POLICY/CLASS	TOTAL COST PAYABLE BY CLIENT				NAME OF UNDERWRITER
		Premium	Taxes- show separately all applicable taxes	Total Premium	Excess	
1	Group Personal Accident & WIBA- Employees					
2	Group Life Assurance					

	(All Employees)					
3	Employer's Liability					
4	Public Liability					

We undertake, if our tender is accepted, to place insurance covers in accordance with the details specified herein above.

Name of the Broker

Name of signatory:

In the capacity of:

Authorized Signature:

Company Rubber Stamp/Seal:

CONTRACT FORM

THIS AGREEMENT made the _____ day of _____ 20_____ between National Transport and Safety Authority of _____ [country of Procurement entity] (hereinafter called NTSA) of the one part and _____ [name of tenderer] of _____ [city and country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS NTSA invited tenders for the GPA cover and has accepted a tender by the tenderer for the supply of the services in the sum of _____ [contract price in words in figures] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (c) the Details of cover
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of Contract; and
 - (f) NTSA’s Notification of Award
3. In consideration of the payments to be made by NTSA to the tenderer as hereinafter mentioned, the tenderer hereby covenants with NTSA to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. NTSA hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by _____ the _____ (for NTSA)

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Whichever applies to your type of business?

You are advised that it is a serious offence to give false information on this Form.

Part _____ General:

Business Name

Location of business premises

Plot No. Street/Road

.....

Postal Address Tel. No.Fax

..... Email

Nature of business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time Kshs .

.....

Name of your bankers Branch

.....

Part 2(a) – Sole Proprietor:

Your name in full Age

 Nationality Country of origin

 Citizenship
 details.....

Party 2(b) – Partnership
 Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public

State the nominal and issued capital of the company –

Nominal Kshs.
 Issued Kshs.

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.

2.

.....
.....

3.

.....
.....

4.

.....
.....

5.

.....
.....

Date..... Signature of Tenderer
.....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at National Transport and Safety Authority (hereinafter called <NTSA> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by NTSA on the Form; or
2. If the bidder refuses to accept the correction of errors in his bid or,
3. If the tender, having been notified of the acceptance of its tender by NTSA during the period of tender validity

- (a) Fails or refuses to execute the Contract Form, if required; or
- (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to NTSA up to the above amount upon receipt of its first written demand, without NTSA having to substantiate its demand, provided that in its demand NTSA will note that the amount claimed by it is due to it, owing to the occurrence of any of the above conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

At the request of the Employer the Bid validity period may be extended by mutual agreement between the Employer and the Bidder and we undertake to extend the validity of this surety accordingly without you having to inform us of such an extension of the Bid validity period if within this period the Bidder has been notified of the acceptance of his Bid. This Surety shall remain valid up to the time the Contract Agreement has been executed

SIGNATURE OF THE BANK.....

NAME OF SIGNATORY
DATE.....

NAME OF THE WITNESS

SIGNATURE OF THE WITNESSDATE

ADDRESS OF THE WITNESS

PERFORMANCE SECURITY FORM

To:
[Name of procuring entity]

WHEREAS [*name of tenderer*]
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No. ___
_____ [*reference number of the contract*] dated _____ 20 _____
_____ to supply
[*description of insurance services*] (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[*amount of the guarantee in words and figures*], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of [*Amount of guarantee*] as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____ 20 _____

Signature and seal of the Guarantors

[*Name of bank of financial institution*]

[*Address*]

[*Date*]

(*Amend accordingly if provided by Insurance Company*)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

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

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 7 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

DIRECTOR GENERAL

FORM RB 1

REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the National Transport and Safety Authority ofdated the...day of20.....in the matter of Tender No.....of20...

REQUEST FOR REVIEW

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

- 1.
 - 2.
- etc.

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

- 1.
 - 2.
- etc.

SIGNED (Applicant)

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

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
..... day of20.....

SIGNED
BOARD SECRETARY