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**TENDER NO. AAIK/EO1/0001/2025/2027**

**PRE – PROVISION OF GENERAL MOTOR AND NON-MOTOR INSURANCE COVER FOR THE YEAR 2025/2027**

**NOTICE DATE: 15th** MAY 2025

**CLOSING DATE:** Noon Friday 30th May 2025

**Non-refundable fee of 1000 Ksh. Bank Name: Standard Chartered Bank of Kenya**

**Bank branch address: Westlands.**

**Bank branch code or Sort code: 084**

**Account Number: 0108033600600; SWIFT code: SCBLKENXXXX**

**Account Name: ActionAid International Kenya; Account Currency: KES**

**For each bid per category to be paid, a receipt is attached**

ACTIONAID INTERNATIONAL KENYA

All Africa Conference of Churches (AACC)

P.O. BOX 42814 – 00100 NAIROBI

TEL: +254(0) 20 4440440/4/9

Email: [*Procurement.Kenya@actionaid.org*](mailto:Procurement.Kenya@actionaid.org)

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**1.0 INVITATION FOR PREQUALIFICATION (IFPQ)**

**1.1**. **Introduction**

ActionAid International Kenya (AAIK) intends to prequalify candidates for provision of goods and services to the Organization.

**1.2.** **Objective**

The objective is to supply and deliver assorted goods and services under request for quotations/ tenders at the ActionAid International Kenya as and when required.

**1.3.** **Invitation of Pre-qualification**

This invitation for pre-qualification is open to all candidates who are eligible bidders for supply and delivery of various goods and services. The Organization requires prospective suppliers to provide mandatory information for pre-qualification. The Organizations’ employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

**1.4.** **Experience**

As a minimum, prospective suppliers and contractors must have successfully carried out supply and delivery of similar goods/ services to public institutions of similar size and complexity. Potential suppliers/contractors must demonstrate the willingness and commitment to meet the pre-qualification criteria.

**1.5**. **Pre-Qualification Document**

This document includes questionnaire forms and documents required from prospective suppliers.

**1.6.** To be considered for pre-qualification, prospective suppliers must submit **ALL** the information herein requested.

**1.7. Distribution of Pre-qualification Documents**

One copy of the completed pre-qualification data and other requested information shall be submitted in a plain sealed envelope marked:

AAIK/PQS/ITEM CODE/2025-2027 FOR PROVISION OF GENERAL MOTOR AND NON-MOTOR INSURANCE COVER ……….

Addressed and delivered to: -

ACTIONAID INTERNATIONAL KENYA

All Africa Conference of Churches (AACC)

P.O. BOX 42814 – 00100 NAIROBI

TEL: +254(0) 20 4440440/4/9

[*email*](mailto:manager-procurement@uonbi.ac.ke)*:* [*Procurement.Kenya@actionaid.org*](mailto:Procurement.Kenya@actionaid.org)

deposited in the Tender Box located at the reception not later than **12:00 P.M.** (Local time) on 30th May 2025.

**1.8**. **Questions arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Procurement and Administration Coordinator and raised latest one week before close of tender to ActionAid International Kenya whose address is given in Para 1.7

**Additional information**

The Organization reserves the right to request submission of additional information from prospective bidders.

**1.9. Invitation to Tenders/Quotations**

Bidders who will qualify after scoring a minimum of **75 points.**

Will be invited to participate in Tenders/Quotations as and when need arises.

**2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES**

**2.1**. **Taxes on Imported Materials.**

The supplier will have to pay custom duty, VAT and all other taxes as applicable for all imported materials to be supplied.

**2.2.** **Customs Clearance**

The contractors shall be responsible for customs clearance of the imported goods and materials.

**2.3.** **Contract Price**

The contract price may show unit price only or may show cumulative price as computed by product of the unit price and quantities required. Quantities may increase or decrease as determined by demand.

**2.4.** **Payments**

All local purchases shall be on credit of a minimum of **thirty (30) days** or otherwise as stipulated in the contract agreement.

**3.0. PRE – PRE-QUALIFICATION DATA INSTRUCTIONS**

**3.1.** **Pre-qualification data Forms**

3.1.1. The attached documents AAIK/PQ-1, AAIK/PQ-2, AAIK/PQ-3, AAIK/PQ-4, AAIK/PQ-5, AAIK/PQ-6, AAIK/PQ-7, and AAIK/PQ-8 are to be completed by prospective suppliers/contractors who wish to be pre-qualified for submission of quotations/ tenders under the **specified categories.**

3.1.2. The pre-qualification application forms that are not filled out completely and submitted in the prescribed manner **SHALL** **NOT** be considered. All the documents that form part of the proposal must be written in the English language and in ink.

3.2. **QUALIFICATION**

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Organization in determining, according to its sole judgment and discretion, the ability of prospective bidders to supply goods and servicesas described by the client.

3.2.2. Prospective bidders will not be considered qualified unless, in the judgment of the Organization, they possess capability, experience, qualified personnel, suitable equipment, and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

3.3. **Essential criteria for pre-qualification**

3.3.1. (a) **Experience**

Prospective bidder shall have at least **3 years’ experience** in the supply of goods, services, and allied items. In any case, the potential supplier/contractor should show competence, willingness, and capacity to service the contract.

(b) The prospective supplier requires special experience and capability to organize the supply and delivery of goods/ services on short notice.

3.3.2. **Personnel**

The names, pertinent information, and curriculum vitae of the key personnel who will be involved in carrying out the contract must be indicated in form AAIK/PQ.3.

3.3.3. **Financial Position**

The prospective bidders’ financial situation will be determined by evaluating the financial statements and letters of reference from their respective bankers regarding the supplier’s credit position. Potential suppliers/ contractors will be pre-qualified based on the information given.

3.3.4. Special consideration will be given to the financial resources available, such as working capital, considering the number of uncompleted orders resulting from previous and ongoing contracts. Data is to be provided on form AAIK/PQ4.

Potential bidders **MUST** provide evidence of financial capacity to execute the contract in the event of award.

3.3.5. **Past Performance**

Past performance will be given due consideration in the pre-qualification process. Letters of reference from past customers should be included in form AAIK/PQ-5 where applicable.

**3.4.** **STATEMENT**

Applications must include a sworn statement on Form AAIK/PQ-6 by the bidders ensuring accuracy of the information given.

**3.5**. **WITHDRAWAL OF PREQUALIFICATION**

Should conditions arise which in the opinion of the Organization may substantially affect the performance and qualification of the bidder or his ability to perform the contract in the event of award (such as, but not limited to bankruptcy, change in ownership or new commitments, among others) the Organization reserves the right to reject the bid from such a bidder even if he was initially pre-qualified

**3.6** **PRE-QUALIFICATION CRITERIA**

|  |  |  |  |
| --- | --- | --- | --- |
| **NO.** | **REQUIRED INFORMATION** | **FORM TYPE** | **POINTS SCORE** |
| 1. | Registration Documentation | AAIK/PQ-1 | 10 |
| 2. | Pre-qualification Data | AAIK/PQ-2 | 5 |
| 3. | Supervisory Personnel | AAIK/PQ-3 | 5 |
| 4. | Financial Position | AAIK/PQ-4 | 20 |
| 5. | Past Experience | AAIK/PQ-5 | 15 |
| 6. | Sworn Statement | AAIK/PQ-6 | 5 |
| 7. | Confidential Questionnaires | AAIK/PQ-7 | 20 |
| 8. | Litigation History | AAIK/PQ-8 | 10 |
| 9. | KRA Tax Compliance Certificate and PIN/VAT Certificate (Attach a valid copy) |  | 10 |
| **TOTAL** | | | **100** |

**Qualification Mark**

The qualification mark is a minimum of **75 points**

**FORM AAIK/ PQ-1 - PRE-QUALIFICATION DOCUMENTATION**

**All firms must provide:**

1. Copies of Certificate of Registration/Incorporation
2. Valid KRA Tax Compliance and PIN/VAT Certificates.
3. List of ongoing contracts/projects (for goods/services)
4. Bank references

**FORM AAIK/ PQ-2 - PRE-QUALIFICATION DATA**

1. Category name and code ………………………………………………………………………………………..

Legal name of firm ……………………………………………………………………………………..…

Post office address ………………………………………………………………………………………..

Street and address ………………………………………………………………………………………..

City …………………………………………………………………………………….….

Country ………………………………………………………………………………………..

Telephone number …………………………………………………………….………………………………

**Email address** …………………………………………………………………………………………….

Person to contact ……………………………………………………………………………………….

Title …………………………………………………………………………………………

2. Organization & Business Information:

Management Personnel

Director …………………………………………………………………………………………

Secretary …………………………………………………………………………………………

General Manager …………………………………………………………………………………………

Treasurer …………………………………………………………………………………………

Others …………………………………………………………………………………………

Partnership (*if applicable*) ……………………………………………………………………………………….

Names of Partners ……………………………………………………………………………………..…

3. Business founded or incorporated since………………………………………………………………………….

4. Under present management since ………………………………………………………………………………...

5. Net worth Equivalent Kshs.……………………………………………………………………………………………

6. Bank reference and address ……………………………………………………………………………………..…

**FORM AAIK/ PQ-3 - SUPERVISORY PERSONNEL**

1. Name …………………...……………………………………………………………………….………….

Age ………………..…………………………………………………….…………………………..………

Academic Qualification ………………………………………………………………….…………….

Professional qualification …………………………………………………………………………….

Length of service with contractor or supplier position held

……………………………………………………………………………..……………………………………

1. Name …………………...………………………………………………………….………….……………

Age ………………..…………………………………………………….…………………………..………

Academic Qualification ………………………………………………………………….…………….

Professional qualification …………………………………………………………………………….

Length of service with contractor or supplier position held

……………………………………………………………………………..…………………………..…….…

1. Name …………………...………………………………………………………….………….………….…

Age ………………..…………………………………………………….………………………………....…

Academic Qualification ……………………………………………………………………..……..….

Professional qualification ……………………………………………………………………..…….

Length of service with contractor or supplier position held ….……………………….

**FORM AAIK/ PQ-4**

**FINANCIAL CAPABILITY**

Attach a copy of the organization’s three recent certified financial statements (2022, 2023 & 2024) giving a summary of total assets and current liabilities and/ or any other financial support.

**FORM AAIK/ PQ – 5 - PAST EXPERIENCE**

**NAMES OF THE APPLICANT’S CLIENTS IN THE LAST THREE YEARS**

1. Name of 1st client (Organization

1. Name of client (organization) ………………………………………….….………………….
2. Address of Client (Organization) ………………………………………………………….…
3. Telephone No. of Client ………………………………………………………………….…....
4. Value of contract …………………………….…………………………………………….…….
5. Duration of contract (Date) ……………………………………………….………………….
6. Name of contact person……………….……………............................................
7. Sign………………………………………. stamp………………………………………………….

..…………………………………………………

..…………………………………………………

2. Name of 2nd client (Organization)

1. Name of client (organization) ………………………………………….….………………….
2. Address of Client (Organization) ………………………………………………………….…
3. Telephone No. of Client ………………………………………………………………….…....
4. Value of contract …………………………….…………………………………………….…....
5. Duration of contract (Date) ……………………………………………….……………….
6. Name of contact person……………….……………............................................
7. Sign………………………………………. stamp………………………………………………….

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3. Name of 3rd client (Organization)

1. Name of client (organization) ………………………………………….….………………….
2. Address of Client (Organization) ………………………………………………………….…
3. Telephone No. of Client ………………………………………………………………….…....
4. Value of contract …………………………….…………………………………………….…....
5. Duration of contract (Date) ……………………………………………….……………….
6. Name of contact person……………….……………............................................
7. Sign………………………………………. stamp…………………………………………………..

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.…………………………………………………

4. Others ……………………………………………………………………………………………………………..

**FORM AAIK/ PQ-6 - SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state: -

1. The information furnished in our application is accurate to the best of our knowledge.
2. That in case of being pre-qualified, we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on the provision in the tender or quotation documents to follow.
3. When the call for tenders/Quotations is issued, the legal, technical, or financial conditions or the contractual capacity of the firm changes, we will come to inform you and acknowledge your right to review the pre-qualification made.
4. We enclose all the required documents and information required for the Pre-qualification evaluation.

Date …………………………………………………………………………………………………………….…

Applicant’s Name ………………………………………………………………………………………….

Represented by ……………………………………………………………………………………………….

Signature …………………………………………………………………………………………………………

(Full name and designation of the person signing and stamp or seal)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FORM AAIK/ PQ-7 - CONFIDENTIAL BUSINESS**  **QESTIONNAIRE FORM**  You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.  You are advised that it is a serious offence to give false information on this form.   |  |  |  | | --- | --- | --- | | *Part 1 – General:*  Business Name ………………………………………………………………………………………………………….  Location of business premises. ……………………………………………………………………………………..  Plot No………………………………………………… Street/Road ………………………………………………….  Postal Address ……………………………. Tel No. …………………. Fax ………………. E mail …………….  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 ………………………………………………………………………………………. | |  | Part 2 (b) Partnership  Given details of partners as follows:  Name Nationality Citizenship Details Shares   1. ……………………………………………………………………………………………………………… 2. ……………………………………………………………………………………………………………… 3. ……………………………………………………………………………………………………………… 4. ……………………………………………………………………………………………………………… | |  | Part 2 (c) – Registered Company  Private or Public ………………………………………………………………………………………………  State the nominal and issued capital of company: -  Nominal Kshs.  Issued Kshs.  Given details of all directors as follows:  Name……………………………………………………………………………………………………………….  Nationality………………………………………………………………………………………………………….  Citizenship Details……………………………………………………………………………………………….  Shares………………………………………………………………………………………………………………. | | Date …………………………………………………………. Signature of Candidate ………………………………. | | |  * + - If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration. |

**FORM AAIK/ PQ-8 - LITIGATION HISTORY**

Name of Contractor/Supplier: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contractors/Supplier should provide information on any history of litigation or arbitration

resulting from contracts executed in the last five years or currently under execution.

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **AWARD FOR OR AGAINST** | **NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE** | **DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)** |
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**MANDATORY REQUIREMENTS FOR BIDDERS OF INSURANCE SERVICES**

To be considered, bidders must meet the following mandatory requirements:

1. Copies of Certificate of registration as a Broker for the current period.
2. Copy of professional indemnity cover.
3. Copy of the current membership certificate of the Association of Insurance Brokers of Kenya (AIB).
4. Copy of current registration with the Insurance Regulatory Authority (IRA).
5. Copies of audited financial statements for the last three years.
6. Evidence of professional compliance.
7. Must also submit copies of all documents as indicated in pg. 8 of 19

**Prequalification Categories:**

|  |  |  |
| --- | --- | --- |
| **NO.** | **CODE** | **CATEGORIES** |
|  | **SUPPLY OF GOODS/SERVICES: -** |  |
| 1. | **AAIK/EO1/0001/2025/2027** | **PROVISION OF GENERAL MOTOR AND NON-MOTOR INSURANCE COVER FOR THE YEAR 2025/2027** |