

**REPUBLIC OF KENYA**



**KWALE COUNTY GOVERNMENT**

**TENDER NAME: PROVISION OF ANNUAL MOTOR  
VEHICLE COMPREHENSIVE INSURANCE COVER FOR  
VEHICLE REGISTRATION NO 02CG072A TOYOTA HIACE  
FOR COUNTY PUBLIC SERVICE BOARD OF KWALE**

**RFQ NO:--1883217-2024/2025**

**P.O. BOX 4 – 80403  
KWALE.**

*PREPARED BY:*

Issued By:

Head of

Procurement

**Procurement officer**  
of Kwale

County Government

Department of County Public Service Board  
P.O BOX 4 – 80403  
**KWALE**

To be submitted on or Before 29-5-2024/ 2025

## INSTRUCTION TO Bidders

*The County Government of Kwale, Department of County Public Service Board invites sealed Quotations from eligible insurance Companies for Provision of comprehensive annual motor vehicle insurance covers 2025- TO 2026 ONE YEAR PERIOD STARTING FROM THE DATE OF SIGNING CONTRACT .This Quotation is OPEN TENDER for all Insurance companies registered appropriately in Kenya to undertake insurance business. In the schedule of requirements in this Quotation document ,one vehicle has been listed. 1.The successful bidders to this Quotation will finally be assessed based on the premium rate quoted rather than premium amount, and the premium rate for similar vehicle will be used to compute premium charge to be borne for the vehicles that will require insurance covers much later in the year and in early 2023.*

- 1.2 Interested eligible candidates may obtain further information from and view and inspect the Quotation documents at the County Government of Kwale website [www.kwalecounygov.com](http://www.kwalecounygov.com) and the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke)
- 1.3 The Request for Quotation documents may be downloaded from the County Government of Kwale website [www.kwalecountygov.com](http://www.kwalecountygov.com) or the public procurement information portal by interested candidates free of charge.
- 1.4 Prices (Premium rates) quoted should be net inclusive of all taxes, and delivery costs, must be in Kenya Shillings and shall remain valid for (30) days from the closing date of the Quotation . The closing date will be **29-5- 4.30PM 2025**
- 1.5 Completed and signed Tender support documents eg self-declaration forms SD1 & SD2 ,Schedule of requirements ,and any supporting/required documents are to be scanned and attached in the IFMIS tender platform before closing date displayed in the Integrated

Financial Management Information System(IFMIS)  
platform of the /Request for Quotation(RFQ).

- 1.1 Submitted Tender documents will be opened and evaluated online as per IFMIS procedures.
- 1.6 Unsuccessful bidders will be notified of the reasons for being unsuccessful via IFMIS or email.

The Department of County Public Service Board wishes to procure Insurance covers for its MOTOR VEHICLE REGISTRATION NUMBER 02CG-070A You are hereby invited to submit quotations for the same as listed below:

- a) **THIS IS NOT AN ORDER.** Read the conditions and instructions on the next page before quoting.
- b) This quotation should be submitted ONLINE VIA OUR WEBSITE ABOVE so as to reach the Procuring Entity by **29-5-2025**
- c) Your quotation should include all costs for delivery of the services including duty tax, delivery charges etc. to the Headquarters of the County government of Kwale.
- d) Supplier's I.D/ Code No. will be required by the procuring entity
- e) Supplier completes shaded sections only.

#	DESCRIPTION OF SERVICES( SEE ALSO ATTACHED SCHEDULE OF REQUIREMENTS)	QUAN TITY	UNIT COST	TOTAL
1				
2				
3				
4				
5				

## SCHEDULE OF REQUIREMENTS

(DETAILS OF INSURANCE COVERS)

	Required Services			Comprehensive, annual through issuance of insurance and insurance policy document
	Risks to be covered			1.Theft, Burglary 2. Accidents, Collisions 3. Fire 4. Excess protector 5. Political violence and
No.	Motor Vehicle			
	Reg No.	Make/Manufacturer, Model	Body	Value per valuation report/Sum insured
1	02CG072A	TOYOTA HIACE 17 Seater including driver .White in colour body . Body type-Minibus /matatu Diesel .Date of manufacture 201040 kgs .Rating cc 2494 Chasis /frame Number JTFSS22P200189069 Tare weight (kgs)2190	MINIBUS (See herein attached valuation report)  MINIBUS/MATATU	2,036,063

Authorized person as per power of attorney: -

Name :.....

ID No.....

### CONDITIONS

1. The General conditions of contract for the procurement of goods 2009 (obtainable from PPOA website [www.ppoa.go.ke](http://www.ppoa.go.ke) ) apply to third transaction. This form properly submitted constitutes the agreement to supply or provide the goods or services shown at the prices and within the delivery period stated overleaf.
2. The offer shall remain firm for 30 days from the closing date unless otherwise stipulated by the procuring entity.
3. Procuring Entity shall not be bound to accept the lowest or any other offer.
4. Procuring entity reserves the right to accept any offer in part unless the contrary is stipulated by the Candidate.
5. Samples of offers when required will be provided free and before the closing date of the quotation. If not destroyed during test they will, open request be returned at the candidate's expense, or may be collected by the owner.

	EVALUATION CRITERIA
<b>1</b>	<b>PRELIMINARY EVALUATION</b>  ATTACH SINGLE BUSINESS PERMIT
<b>2</b>	ATTACH CERTIFICATE OF INCOOPERATION
<b>3</b>	ALL PAGES OF THE <b>TENDER</b> DOCUMENTS AND ALL <b>ATTACHED</b> DOCUMENTS TO BE SEQUENTIALLY SERIALIZED
<b>4</b>	ATTACH TAX COMPLIANCE
<b>5</b>	ATTACH INSUARANCE REGULATORY AUTHORITY CERTIFICATE-.
<b>6</b>	ATTACH APPROPRIATELY FILLED SD1 AND SD2
<b>7</b>	ATTACH A LIST OF THE DIRECTORS /OWNERS OF THE FIRM AND A FROOF THAT INDEED THEY OWN THE FIRM

<b>8.</b>	<p>OTHER THAN ABOVE CRITERIA THE TENDER DOCUMENT MUST BE SUBSTANTIALLY COMPLETED eg FULLY COMPLY TO THE :</p> <p>1-INSTRUCTION TO TENDERERS-ITT</p> <p>2.SECTION 111 OF THIS TENDER DOCUMENT ON EVALUATION AND QUALIFICATION</p> <p>3..TENDERING FORMS--SECTION 1V OF THE TENDER DOCUMENT</p> <p>4.TENDER INFORMATION FORMS -</p>
<b>1</b>	<b>FINANCIAL LEVEL</b>
	THE LOWEST RESPONSIVE BIDDER WILL BE AWARDED

### **INSTRUCTIONS**

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections made and initiated by persons who are authorized to sign quotations.
2. Quote for each item separately, and in units as specified
3. This form must be signed by an authorized representative of the candidates and must be rubber stamped.
4. Each quotation should be submitted separately online via our website above with quotations number endorsed outside. Descriptive literature or samples of items offered may be forwarded with the quotation.

5. If you do not wish to quote, please endorse the reasons on this form and return it, otherwise your name may be deleted from the procuring entity's mailing list for the items listed here on.
6. By quoting you confirm that you have not engaged in any corrupt practices relating to procurement and if found not have done so as at any time you will be liable for the sanctions contained in the standard public procurement integrity declaration published on the PPOA website abo

SELF  
DECLARATION  
FORMS

(r.47)

FORM

SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS  
NOT DEBARRED IN THE MATTER OF THE PUBLIC  
PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I, ....., of Post Office Box  
.....  
being a resident of  
.....in the Republic of  
..... do hereby make a statement as follows :-

1. THAT I am the Company Secretary/ Chief Executive/Managing  
Director/Principal Officer/Director of .....  
(insert name of the Company) who is a Bidder in respect of  
Tender No  
for

.....(insert tender title/description) for  
.....( insert name of the Procuring entity) and  
duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to hereinabove is true to the best of my knowledge, information and belief.

.....  
(Title) (Signature) (Date)

Bidder Official Stamp

FORM SD2

### SELF DECLARATION FORMS

SELF DECLARATION THAT THE PERSON/TENDERER  
WILL NOT ENGAGE IN ANY CORRUPT OR  
FRAUDULENT PRACTICE.

I, .....of P. O. Box  
..... being a resident of  
..... in the Republic of  
do  
hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director  
of

.....

..... (insert name of the Company) who is a  
Bidder in respect of Tender No. .... for  
.....(insert tender title/description) for  
.....( insert name of the Procuring entity) and duly  
authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of .....( insert name of the Procuring entity) which is the procuring entity.

3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of.... (name of the procuring entity)

4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender

5. THAT what is deponed to hereinabove is true to the best of my knowledge information and belief.

.....  
..... (Title) (Signature) (Date)

Bidder’s Official Stamp

