



KENYA VETERINARY VACCINES PRODUCTION INSTITUTE

**TENDER FOR PROVISION OF MEDICAL INSURANCE COVER FOR KEVEVAPI STAFF
FOR THE YEAR 2015-2016**

TENDER NO. KVVPI/T/03/15-16

**The Chief Executive Officer
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CLOSING DATE 13TH AUGUST 2015

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KENYA VETERINARY VACCINES PRODUCTION INSTITUTE

SECTION 1- INVITATION TO TENDER

TENDER FOR PROVISION OF MEDICAL INSURANCE COVER FOR KEVEVAPI STAFF FOR THE YEAR 2015-2016

TENDER NO. KVVPI/T/03/15-16

KENYA VETERINARY VACCINES PRODUCTION INSTITUTE invites eligible Medical Insurance service providers to participate in the above captioned tender

Tender documents with detailed information may be viewed and down loaded from www.vaccines@kevevapi.org and <http://supplier.tresury.go.ke> websites free of charge.

Those who download the document must immediately forward their particulars (i.e. Name & contacts of the tenderer on email to procurement@kevevapi.org for record purposes and any further tender clarifications and addenda.

The completed tenders in plain sealed envelopes clearly marked with Tender reference Number and Tender reference name; shall be addressed to;

The Chief Executive Officer

Kenya Veterinary Vaccines Production Institute (KEVEVAPI)

P.O.Box 53260, Code: 00200

NAIROBI, KENYA

and deposited in the Tender Box at the **Reception** of KEVEVAPI Headquarters

Located at Industrial Area, Road A, OFF- Enterprise Road, so as to be received on or before **13TH August 2015 at 11.00 a.m.** Local Time. Tenders will be opened on **13th August 2015 at 11:30 am** at the KENYA VETERINARY VACCINES PRODUCTION INSTITUTE Headquarters in the presence of candidates/representatives who wish to attend.

Late Tenders will be rejected.

“Registered Youth, Women and Persons with Disabilities are encouraged to quote”

SECTION II - INSTRUCTION TO TENDERERS

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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 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 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 the Procuring entity 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 the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process.
- 2.2.3 The procuring entity 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) Confidential Business Questionnaire Form
 - (x) Tender security Form
 - (xi) Performance security 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 the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. 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 The procuring entity 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, the Procuring entity, 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, the Procuring entity, 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 the Procuring entity, 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 the Procuring entity'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 shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect the Procuring entity against the risk of

Renderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) A bank guarantee.
- b) Such insurance guarantee approved by the Institute.

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

2.12.6 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.

2.12.7 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

2.12.8 The tender security may be forfeited:

- (a) if a tenderer withdraws its tender during the period of tender validity.
- (b) 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.
- (c) If the tenderer reject correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 In exceptional circumstances, the Procuring entity 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 an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "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 "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 the Procuring entity at the address given in the Invitation to Tender.
- (b) bear the tender number and name in the invitation to tender and the words **"DO NOT OPEN BEFORE 13.08.2015 at 11.00 am"**

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, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than 13.08.2015 at 11.00 am

2.16.1 The Procuring entity 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 the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

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 the Procuring entity 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 The Procuring entity will open all tenders in the presence of tenderers representatives who choose to attend, on 13.08.2015 at 11.00 am

- 2.18.2 And in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.3 The tenderers names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.4 The Procuring entity will prepare minutes of the tender opening.

2.19 Clarification of Tenders

- 2.19.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity 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 the Procuring entity in the Procuring entity's 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 The Procuring entity 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 The Procuring entity 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, the Procuring entity 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 the Procuring entity'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 the procuring entity 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, the Procuring entity 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 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20
- 2.22.2 The Procuring entity'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) The Procuring entity 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 the procuring entity's required delivery time will be treated as non-responsive and rejected.
- (b) Deviation in payment schedule
- (ii) 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. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.
- 2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.23. Contacting the Procuring entity

- 2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity 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 the Procuring entity 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 the Procuring entity 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 the Procuring entity 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 the Procuring entity 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 awards, 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 The Procuring entity 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 the Procuring entity's action. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.26.2 The procuring entity 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 is 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, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.
- 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 the procuring entity 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 the Procuring entity 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 the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity 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 the Procuring entity.
- 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 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 the Procuring entity.
- 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 the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

- 2.30.1 The Procuring entity 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 The Procuring entity 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 medical insurance 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.

| Instruction to tender reference | Particulars of Appendix to instructions to tenderers |
|--|---|
| 2.1 | Particulars of eligible tenderers Medical Insurance service providers |
| 2.12 | Tender Security Tender security shall be in form of Bank Guarantee or from an authorized Insurance Firm amounting to 2% of the Total Tender Sum and must be valid for not less than 90 days after tender opening. |
| 2.15.2 (b) | Tender Closing/Opening The closing /opening date shall be 13.08.2015 at 11.00 a.m. |

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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 the Procuring entity 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 the Procuring entity under the Contract.
- (d) “The Procuring entity” 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” mean 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 the Procuring entity'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 the Procuring entity 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 the Procuring entity'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 the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

- 3.5.1 The Contractor shall indemnify the Procuring entity 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 twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC
- 3.6.2 The proceeds of the performance security shall be payable to the Procuring entity 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 the Procuring entity and shall be in the form of:
 - a) A bank guarantee.
 - b) Such insurance guarantee approved by the Institute.
- 3.6.4 The performance security will be discharged by the Procuring entity 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 the procuring entity 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 the Procuring entity immediately, 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 the procuring entity'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 the procuring entity 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 t his Contract, except with the Procuring entity's prior written consent.

3.11. Termination for Default

3.11.1 The Procuring entity 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 the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity 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 the Procuring entity 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 The Procuring entity 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 the procuring entity.

3.13. Termination for Convenience

3.13.1 The Procuring entity 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 the procuring entity 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 The procuring entity 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

3.18.1 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.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV – SPECIAL CONDITIONS OF CONTRACT

| Reference of general conditions of contract | Special condition of contract |
|---|---|
| 3.6 | Performance security: Within thirty (30) days of receipt of the notification of Contract award, the successful tenderer shall furnish to KEVEVAPI the performance bond in the form of a bank or insurance guarantee approved by the Institute. The guarantees must be valid in Kenya and be at least 2% of the contract value |
| 3.8 | Payment Payment terms are that payment shall be made within 30 days from the date the services are provided and or contract is signed by the two parties. |

SECTION V - SCHEDULE OF REQUIREMENTS

1.0 Scope of the Medical Cover

The Kenya Veterinary Vaccines Production Institute (KEVEVAPI) is a State corporation whose mandate is production, manufacturing, research and marketing of veterinary vaccines locally and abroad. The Institute operations stretch from its Headquarter at the FMD vaccine laboratory Embakasi in Nairobi including Kabete Vaccines Laboratory at Kabete and the Limuru farm in Kiambu County. The staff of the institute are spread out in the three stations and some are required to travel out on marketing activities both locally and regionally. The successful service provider must have the capacity to serve KEVEVAPI employees, their spouses and dependants wherever they are.

1.1.1 General Conditions.

All employees, their spouses and their children are entitled to the following medical benefits:-

1. In-patient medical treatment.
2. Out-patient medical treatment

All employees will be entitled to the following medical benefits:-

- (i) In-patient expenses
- (ii) All other hospital services for medical care in the hospital
- (iii) General medical expenses which include;-
 - a) Cost of visit to and by approved medical practitioners and specialists
 - b) Cost of visit to optician including spectacles, lenses and frames subject to specified limits
 - c) Cost of visit to dentist
 - d) Cost of medicines prescribed by the above
- (iv) Anesthetics and their administration
- (v) External aid e.g. Casts, splints, braces, crutches and rental wheelchair Removal of teeth
- (vi) Maternity and caesarean
- (vii) Anti-natal and post-natal care
- (viii) Operation chronic illnesses
- (ix) Congenital conditions
- (x) Counseling, psychiatry/ psychotherapy treatments
- (xi) General health and wellness checkups
- (xii) Vaccinations
- (xiii) Accidental cosmetic or plastic surgery
- (xiv) Anti-natal and post-natal care
- (xv) Rehabilitation Services (ADA related)

1.1.1 In-Patient Treatment.

KEVEVAPI intends to procure an in-patient medical insurance scheme for the employee, spouse and their children. For avoidance of doubt, anti-natal and post-natal care will be covered under the medical benefit scheme.

1. Premium cover – The cover will be based on payment of premium for the specified insured benefits
2. Give premium cover that includes the following:
 - Pre-existing and Chronic ailments i.e. Diabetes, Hypertension, Asthma, heart Disease, Renal Failure, Osteoarthritis, Liver disease, Eczema, Cancers and HIV/Aids (enhanced cover)
 - Dental Cover
 - Optical Cover
 - Maternity Cover
 - Accident Cover
3. Other details of the cover are:
 - Ward limits as specified in schedule under part **4.0**
 - Accident and illness Hospitalization
 - Home nursing and hospice
 - Maternity – C-Section and normal delivery (includes prenatal and post natal care)
 - Gynaecological Treatment
 - Give the age bracket of members to be covered
 - Physiotherapy
 - Drugs and Dressings (includes CT scans, MRI scans and Bone densitometry scans)
 - Internal prosthesis
 - External appliances such as wheel chairs, crutches ,nebulizer, glucometer etc
 - Local evacuation
 - Cancer treatment including chemotherapy and Radiotherapy
 - Neurology
 - Surgical Operations and Procedures
 - Psychiatric treatment
 - Treatment by neurosurgeons and radiotherapists.
4. Cover for HIV/AIDS inclusive with or without sub limits
5. Submit a proposal on HIV/AIDS Management.
6. Confirmation that the service provider will adapt all the following groups of providers
 - Hospitals
 - Pediatricians
 - Gynecologist
7. Provide Service performance levels for both outpatients and inpatients schemes stating:
 - Time frame for settlement of approved claims to providers
 - Time frame for informing members/company of inpatient cases with excluded conditions.
8. Confirm that cover for members in areas outside the Scheme Administrator network will be at the nearest NHIF approved hospital provided the scheme manager is informed within the stipulated time set by the administrator accordingly.
9. Provide list of all excluded conditions.

1.1.2 out-Patient Treatment

KEVEVAPI intends to procure a medical insurance cover for the employee, spouse and their children for out-patient treatment. Dental and optical treatment shall be allowed. Such treatment will include provision of lenses and include the supply of frames, dentures and similar appliances. At the inception of the scheme the employer will advise on any further rules of the cover. However, the outpatient scheme will cover the following:-

1. Consultation
2. Prescribed laboratory tests, X-rays and other diagnostic procedures
3. Family planning advice and procedures
4. Immunization and vaccination of children
5. Prescribed surgical contraception
6. Prescribed minor outpatient surgery
7. Antenatal and post natal advice and care
8. Management of HIV/AIDS
9. Health Education.

Generally the service provider should provide premium based outpatient cover rates with limits per family based on the population.

In addition the service provider should commit and confirm that:-

1. The firm's service providers must be Spread Nationally including all the Leading Hospitals in Kenya.
2. For pediatric and gynecological cases, members will be at liberty to visit the approved doctors directly without referral from general practitioners.

2.0 OUTPATIENT MEDICAL SCHEME RULES

2.1 Definitions

1. **“Employee”** means a person employed by the founder who is employed and confirmed on permanent/ contract terms exceeding one year of service.
2. **“Dependant”** means legal wife/husband of an employee (but not including those legally separated) or the person living with an employee in a recognized husband and wife relationship, who is registered as such in the company records. Evidence to this effect may be required.
3. **“Age limit of children”** means between 1 day and 18 years. Children up to 25 years must be full time students at any accredited college or university or disabled. Evidence to this effect to be provided. **(Note the child born shall immediately be considered to be a member of the scheme)**
4. “The number of dependants per employee is one spouse and a maximum of 4 child dependants.
5. **“Scheme Administrator”** means the person or company appointed under an instrument by the Founder to manage the administrative affairs of the scheme.
6. **“Benefits limits”** means the annual approved limits and such limits as spelt out in the Benefit Limit Schedule as stipulated in Clause

2.2 Enrolment Conditions

1. To become a member an employee has to complete an application form. After which identification document is issued by the scheme administrator. These documents are recognized throughout the scheme administrator network of providers.
2. The scheme administrator will further issue all members with medical card. This will contain the photograph and member details and will be used during all visits to hospitals by the members of dependant. This will serve as a member reference point in our patient benefit utilization.
3. General Procedures of receiving treatment
 - (i) When an employee falls sick he/she will present to the doctor (On identification with scheme administrator card).
 - (ii) When a dependant falls sick he/she will be required to visit the appointed provider directly on identifying him/herself with a scheme Administrator card.
 - (iii) Chronic conditions and medication are covered in this scheme. However all members/dependant with chronic conditions will be required to register themselves on the chronic medication.
 - (iv) The treatment of chronic conditions is treated as an ongoing therapy. The doctor will therefore make a running prescription for medicine once to be used throughout for two (2) months as such members will walk straight to the appointed chemists to collect their prescribed medicine once every month without necessarily having to go through the Doctor.
 - (v) For pediatric and gynecological cases, members will be at liberty to visit the approved doctors directly without referral from general practitioners.

3.0 TREATMENT OUTSIDE KENYA

KEVEVAPI always commits to provide medical treatment as is available in Kenya. However, where an employee is recommended for treatment abroad, such recommendation will be dealt with purely on its own merits. The service provider shall commit to ensure treatment under such circumstances is attained.

In instances where an employee falls sick while on official duty outside the country, the medical service provider must have arrangement in place to take care of the employee under such circumstances.

4.0 MEDICAL BENEFITS SCHEDULE

Detailed hereunder are benefits levels for the beneficiaries.

| Description of Benefit. | Level I | Level II | Level III | Level IV |
|---|------------------------------|---|-----------|----------|
| Hospitalization inpatient | 2,000,000 | 1,500,000 | 1,000,000 | 500,000 |
| Bed Limit | VIP | Private | Private | Standard |
| Out Patient | 200,000 | 100,000 | 100,000 | 60,000 |
| Non-accidental Dental in patient | 50,000 | 50,000 | 50,000 | 50,000 |
| Non-accident ophthalmologic in patient | 100,000 | 100,000 | 100,000 | 100,000 |
| Pre and Post Natal | 250,000.00 | (normal & C. Section within in-patient limit) | | |
| 1st Emergency Caesarean Section | 250,000.00 | (including ectopic pregnancy) | | |
| Vaccinations (baby friendly) | 10,000 | 10,000 | 10,000 | 10,000 |
| Pre-existing Chronic Related Diseases | 500,000 | 500,000 | 500,000 | 500,000 |
| Congenital Conditions | 150,000 | 150,000 | 150,000 | 150,000 |
| Psychiatry/ Psychotherapy treatment | 20 % of the inpatient limit. | | | |
| External aids on prescription (i.e. wheel chairs, walking frames etc.) | 40,000 | 40,000 | 40,000 | 40,000 |
| General Health Check-ups | 10,000 | 10,000 | 10,000 | 10,000 |

5.0 BOARD MEMBERS, STAFF AND THEIR DEPENDANTS

The population of beneficiaries of the intended medical scheme is as summarized below.

| S/NO | BENEFIT LEVEL | FAMILY SIZES | | | | | | | | | | SUB TOTALS |
|-------------------|--|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|------------|
| | | M | M+1 | M+2 | M+3 | M+4 | M+5 | M+6 | M+7 | M+8 | M+9 | |
| 1 | Level I (Nine Board Directors VPI.15 & VPI.16) | 0 | 1 | 0 | 9 | 1 | 0 | 0 | 0 | 0 | 0 | 10 |
| 2 | Level II (VPI.11 to VPI.14) | 0 | 1 | 4 | 4 | 1 | 0 | 0 | 0 | 0 | 0 | 10 |
| 3 | Level III (VPI.9 & VPI.10) | 1 | 2 | 3 | 8 | 9 | 2 | 0 | 0 | 0 | 0 | 25 |
| 4 | Level IV (VPI.1 to VPI.8) | 12 | 7 | 23 | 38 | 33 | 29 | 3 | 0 | 0 | 0 | 146 |
| Sub Totals | | 13 | 11 | 30 | 59 | 44 | 31 | 3 | 0 | 0 | 0 | 191 |

NETWORK COVERAGE

The bidder must provide a schedule that shows network and list of hospitals, medical practitioners, specialists and consultants spread all over the country. The schedule implies that the services can be accessed by staff and their dependants wherever they may be in the country. This should also ensure better management of the service.

Case Management

Details are required on how the service provider intends to cost and address the following issues, as well as the service agreement for turnaround times for the same.

1. Admission of Members into the cover; no waiting period and no co-payment.
2. Bed entitlement ensuite room to standard private room (indicate rates)
3. Admission and Management of Members with pre-existing, chronic conditions and HIV/Aids cover;
4. Psychiatric Illness per family
5. Congenital conditions and prematurity
6. First ever emergency caesarian section
7. Maternity
8. Post hospitalization
9. Procedure for coverage of excluded conditions (indicate terms for coverage for both In and Out patient);
10. Illness related to dental and Optical
11. Road and air evacuation
12. Lodger fee
13. Baby friendly Vaccinations
14. Health check - ups for board and staff members and their spouses
15. Procedure to be followed to procure prescription drugs not offered at hospital Pharmacy;
16. Procedure to be followed for overseas cover;
17. Procedure to be followed to procure last expense.
18. Eligibility and waiting period

Financial Stability

The provider should prove that they are financially sound and as such the tender documents must be accompanied with: -

- (i) Details and level of cover provided.
- (ii) Audited accounts for the last two years

Service Level Agreements:

1. 24-hour coverage, doctors, ambulance and access to medication and hospital.
2. Hospital network coverage is a requirement:
3. Demonstration of Service provision in all cities and major towns in all categories of cover.
4. The successful Bidder to provide Quarterly usage statements to staff
5. Evacuation during emergencies such as accident.
6. Indicate clearly other value added services available under your proposal.

Duration of contract

The contract shall be for one (1) year effective the date of signing the Contract renewable at the discretion of the Institute.

6.0 EVALUATION AND COMPARISON OF TENDERS

6.1.1 MANDATORY REQUIREMENTS

Tenderers are required to submit copies of the following **MANDATORY DOCUMENTS** which will be used during Preliminary Examination to determine responsiveness

1. Copy of certificate of Registration/Incorporation from the registrar of companies
2. Copy of Valid Tax Compliance certificate from Kenya Revenue Institute
3. Must Fill the Price Schedule in the format provided in the tender document
4. National Social Security Fund and National Hospital Insurance Fund certificate confirming their compliance
5. Must Fill the Form of Tender in the format provided in the tender document
6. Must Submit a Tender Security of 2% of the total tender sums valid for 90 days after date of tender opening
7. Must submit a dully filled up Confidential Business Questionnaire in format provided in the tender document
8. Must be registered with the Insurance Regulatory Institute for the year 2015 and a copy of the current license be submitted.
9. Medical Cover must be both In-patient and Out-patient and **no co-sharing**.
10. Must provide proof of award for excellent service delivery.
11. Must have been in existence and actively undertaking medical insurance for the last five years.
12. Must be a current member of the Association of Kenya Insurers (AKI). Please provide copy of membership certificate.
13. Must have and attach wide provider network in all counties and major towns.
14. Must make a presentation of the proposed cover details upon invitation

Tenders which do not satisfy any of the above requirements shall be rejected automatically at this stage and shall not be evaluated further.

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. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
4. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
5. **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 the procuring entity.

Form of TENDER

To:
Name and address of procuring entity

Date

Tender No.
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 Medical 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 2015

[Signature] [In the capacity of]

Duly authorized to sign tender for and on behalf of

Price Schedule Form

| ITEM No. | DESCRIPTION OF INSURANCE COVER | TOTAL PREMIUM(KSH) | |
|----------------------|--------------------------------|--------------------|--|
| 1. | | | |
| 2. | | | |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| Total Premium | | | |

Confidential Business Questionnaire Form

To: The Chief Executive Officer
Kenya Veterinary Vaccines Production Institute
P.o.Box 53260 -00200
NAIROBI, KENYA.

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 1: General:

Business Name
Location of business premises
Plot No. Street/Road
Postal Address Tel. No.Fax Email
Nature of business
Registration Certificate No
Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age Gender.....
Nationality Country of origin
Citizenship

Party 2(b) – Partnership

Give details of partners as follows

| Name | Nationality | Citizenship Details |
|---------|-------------|---------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |

Part 2(c) – Registered Company:

Private or public

Give details of all directors as follows

| Name | Nationality | Citizenship Details |
|---------|-------------|---------------------|
| 1 | | |
| 2 | | |
| 3 | | |

Date..... Signature of Tenderer

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

Tender Security Form

To: The Chief Executive Officer
Kenya Veterinary Vaccines Production Institute
P.o.Box 53260 -00200
NAIROBI, KENYA.

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/insurance] of [name of country], having our registered office at [name of procuring entity] (hereinafter called <the procuring entity> in the sum of [state the amount] for which payment well and truly to be made to the said procuring entity, the Bank/insurance binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank/insurance this day of 2015

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity 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 the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the 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.

[Authorized Signatories and official stamp of the Guarantors]

Performance Security Form

To: The Chief Executive Officer
Kenya Veterinary Vaccines Production Institute
P.o.Box 53260 -00200
NAIROBI, KENYA.

WHEREAS [Name of tenderer]
(Hereinafter called "the tenderer") has undertaken, in pursuance of Contract No.
[Reference number of the contract] dated 2015 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 of 2% of the total contract amount 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 or financial institution]

[Address]

[Date]