



National Drought Management Authority

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NAIROBI
KENYA

**PREQUALIFICATION FOR PROVISION OF
INSURANCE BROKERAGES SERVICES GENERAL
AND MOTOR VEHICLE SERVICES FY2020-2022**

CLOSING DATE: 22ND JULY 2020

CATEGORY: OPEN

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NATIONAL DROUGHT MANAGEMENT AUTHORITY

TENDER NOTICE:

1. Prequalification for Provision of Insurance Brokerages Services General and Motor Vehicle Services
2. Tenders are invited for Provision of Insurance Brokerages Services General and Motor Vehicle Insurance under the pre-qualification category to National Drought Management Authority (NDMA) for the period 2020 - 2022. Interested eligible brokerage firms are invited to apply pre-qualification.

Firms within arid and semi-arid counties where NDMA has presence may submit their applications through our respective NDMA county offices. Pre-qualification documents may be downloaded from the Authority's website: www.ndma.go.ke or from the Public Procurement Information Portal at <https://tenders.go.ke>

| CATEGORYC: Prequalification of Firms for Provision of Insurance Brokerages Services General and Motor Vehicle Services | | |
|---|---|---------------------|
| Tender Number | Tender Description | Target Group |
| NDMA/PRQ/02/2020-2022 | Prequalification for Provision of Insurance Brokerages Services General and Motor Vehicle Insurance | OPEN |

Prequalification documents with detailed specifications and tendering conditions may be downloaded free of charge from the Authority's website: www.ndma.go.ke or from the Public Procurement Information portal: <https://tenders.go.ke>

Completed tender and pre-qualification documents in plain sealed envelopes indicating the title of the tender, tender number and category shall be placed in separate envelopes and clearly marked on the envelope as below (**please note, each category must be submitted in a separate envelope**)

Item Description _____,

Prequalification No _____

Should be delivered/posted to the following address: -

**THE CHIEF EXECUTIVE OFFICER
NATIONAL DROUGHT MANAGEMENT AUTHORITY
P.O.BOX 53547 - 00200
NAIROBI.**

Or be deposited in the Tender Box at **NATIONAL DROUGHT MANAGEMENT AUTHORITY** Headquarters Lonrho House, 8th Floor Standard Street so as to be received on or **before 22nd July 2020 AT 10.30A.M.**

Tenders will be opened immediately thereafter in the presence of the candidate representatives who choose to attend at NDMA Boardroom on 17th Floor of the same building.

3. PREQUALIFICATION INSTRUCTIONS

1.1 Introduction

The **National Drought Management Authority** (NDMA) referred to as the Authority would like to invite interested brokerage firms who must qualify by meeting the set criteria as provided by the NDMA to perform the contract for provision of Insurance Brokerages Services General and Motor Vehicle Services to the Authority.

1.2 Pre-qualification Objective

The main objective is to provide insurance cover is essential because it covers your expenses in the event of vehicle damage or injuries to other drivers, passengers or pedestrians. All motorists must be insured against their liability to other people, as stipulated in the Road Traffic Act 1988. The relevant tenders or quotations to NDMA will be as and when required during the stated period.

1.3 Invitation of Pre-qualification.

Brokerage firms registered with Registrar of Companies under the laws of Kenya are invited to submit their Pre-Qualification documents to the Procurement Office, **National Drought Management Authority** so that they may be pre-qualified for submission of proposals. The prospective brokerage firms shall provide the mandatory information for pre-qualification.

1.4 Experience

Prospective suppliers must have carried out successful and relevant brokerage to Governments, Development Projects under Donor Funding, State Corporations, or other public institutions of similar size and complexity. The applicants 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 of prospective suppliers.

1.6 In order to be considered for pre-qualification, prospective suppliers must submit all the information herein requested.

1.7 Distribution of Pre-qualification Documents.

A copy of the considered data and other requested information shall be submitted to reach:

**CHIEF EXECUTIVE OFFICER
NATIONAL DROUGHT MANAGEMENT
AUTHORITY P.O. BOX 53547 - 00200
NAIROBI**

Not later than, **22nd July, 2020 at 10.30 a.m.**

1.8 Questions arising from documents.

Questions arising from documents should be directed to the Procurement Office, NATIONAL DROUGHT MANAGEMENT AUTHORITY on the following address:
Deputy Director Supply Chain Management,
P.O. BOX 53547 - 00200
NAIROBI.

Email Address: supplychain@ndma.go.ke

1.9 Additional Information

NATIONAL DROUGHT MANAGEMENT AUTHORITY reserves the right to request submission of additional information from prospective Consulting firms

- 1.10 Prequalified consulting firms would be shortlisted to respond to request for proposal for subsequent services required.

2.0 BRIEF CONTRACT REGULATIONS/GUIDELINES

The firm must provide all the request regulatory documents.

2.1 Payments

All future local purchase shall be on credit of a minimum of thirty (30) days or as may be stipulated in the Contract Agreement.

3.0 PRE-QUALIFICATION DATA INSTRUCTIONS

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7, and PQ-8, shall to be completed by prospective bidders who wish to be pre-qualified for submission of specific tender.

- 3.1 The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner will not be considered. All the documents that form part of the proposal must be written in English 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 NDMA in determining according to its sole judgment and discretion the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.

3.2.2 Prospective bidders will not be considered qualified unless in the judgment of NDMA they possess capability, experience, qualified personnel available and suitability of equipment and net 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 applicants shall have the required experience in consulting or training services and shall show competence, willingness and capacity to service future contracts if pre-qualified.

(b) Prospective consulting firm should demonstrate require special experience and capability to organize consultancy services at a short time.

3.3.2 Personnel

The names pertinent information and CV of the key personnel for individual or group to execute the contract must be indicated in form PQ-3.

3.3.3 Financial condition

The Insurance brokerages firm's financial position shall be determined by latest financial statement submitted with the pre-qualification documents and a letter of reference from a bank regarding its credit position. Potential suppliers will be pre-qualified on the satisfactory information given.

3.3.4 Special consideration will be given on the financial resources available as working capital, taking into account the amount of uncompleted orders on contract now in progress. Data to be filled provided on form PQ-4. However, potential consultants should provide evidence of financial capability to execute the contract.

3.3.5 Past Performance

Past performance will be given due consideration in pre-qualifying bidders. Letters of reference or copies of contract agreements from customers shall be included in Form PQ-6.

3.4 Statement

Application must include a sworn statement Form PQ-8 by the tenderer ensuring the accuracy of the information given.

3.5 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre-qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the

ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, then NDMA reserves the right to reject the tender from such a bidder even though they have been initially pre-qualified.

3.6 The firm must have a fixed Business Premises and must be registered in Kenya, with certificate of Registration, copies of which must be attached.

3.6.1 Tax Compliant Certificate.

The firm must show proof that it has paid all its statutory obligations and have current Tax Compliant Certificate.

3.7 Summary of Prequalification Criteria

The specific criteria to be used in the examination and evaluation of applications is in contained in Sections 1.1 and 1.2 of this document.

| Required Information | Form Type |
|-------------------------------|------------------|
| 1. Registration Documentation | PQ-1 |
| 2. Pre-qualification Data | PQ-2 |
| 3. Key Personnel | PQ-3 |
| 4. Financial Position | PQ-4 |
| 5. Confidential Report | PQ-5 |
| 6. Past Experience | PQ-6 |
| 7. Litigation | PQ-7 |
| 8. Sworn Statement | PQ-8 |

1. PQ-1. PREQUALIFICATION DOCUMENTS AND CRITERIA

1.1. Mandatory Documents

The Insurance brokerages firm shall submit the following documents to establish its eligibility to be considered for mandatory evaluation. Failure to submit any of the listed documents shall lead to automatic disqualification at this preliminary examinations stage.

| No | Requirement | Scoring |
|------|--|---------|
| MR1 | Copy certificate of registration or incorporation from Registrar of Companies | Yes/No |
| MR2 | Copy of valid Tax Compliance Certificate from the Kenya Revenue Authority | Yes/No |
| MR3 | Completely filled Form PQ-3 prequalification data registration of suppliers application form | Yes/No |
| MR4 | Completely filled Form PQ-4 key personnel | Yes/No |
| MR5 | Completely filled Form PQ-5 financial position and terms of trade | Yes/No |
| MR6 | Completely filled Form PQ-6 confidential business questionnaire | Yes/No |
| MR7 | Completely filled Form PQ-7 past experience | Yes/No |
| MR8 | Completely filled Form PQ-8 litigation history | Yes/No |
| MR9 | Completed Filled Form PQ-9 sworn statement | Yes/No |
| MR10 | Must provide IRA certificate | Yes/No |
| MR11 | A copy of CR12 for ltd companies | Yes/No |
| MR12 | Registered Business Name Users Must submit a copy of National Identification Card | Yes/No |
| MR13 | Pages Must be Serialized | Yes/No |
| MR14 | Must provide Trading License from the County Government | Yes/No |

This stage, the tender's submission will either be responsive in the entire mandatory requirement (MR) above or non-responsive. The non-responsive submission will be eliminated from the entire evaluation process and will not be considered any further

1.2 TECHNICAL EVALUATION CRITERIA

The **Insurance Brokerage** firm that pass the preliminary examination stage, shall be assessed using the following evaluation criteria. The minimum technical score required to pass and be prequalified is **75%**

| No | Requirement- CRITERIA | Form | Score (%) |
|--------|---|-------|------------|
| TE01 | Firm Experience: Specific experience of the Insurance Brokers firm related to the assignment; demonstrate having carried out at least 3 assignments in the past three years; as evidenced by submission of letters of reference or copy of the contract form of agreement. | PQ-06 | 50 |
| TE02 | Staff Qualifications: The brokerage firm shall submit CVs of at least three key personnel. minimum criteria; copies of the relevant certificates shall be submitted with the application: | PQ-03 | 10 |
| TE02-1 | <i>Academic Qualification:</i> At least a Degree in a field that is relevant to the subject matter of application | | 5 |
| TE02-2 | <i>Professional Qualification:</i> At least diploma and certificate qualification in the subject matter. | | 10 |
| TE02-3 | <i>Experience:</i> At least 3 years' experience in the subject matter. Attached evidence | | 10 |
| TE3 | Financial Position: The brokerage firm should be sound financial position and in compliance with the following criteria: | | |
| TE3-1 | The firm shall have no litigation history with any of its Clients in the past 3 years and decisions not against the firm. | PQ-07 | 5 |
| TE3-2 | The firm financial statements to demonstrate a positive cash and cash equivalent position at the end of each of the past two years (2018 and 2019) | PQ-04 | 5 |
| TE3-3 | The firm shall submit a letter of reference from the bank to demonstrate its capability to service future contracts through short terms financing option. | PQ-04 | 5 |
| | Total Score | | 100 |

2. FORM PQ-2 -PRE-QUALIFICATION DATA REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We.....hereby apply for
registration as supplier(s) (Name of Company/Firm)
Of.....
(Item Description) Category No.

Post office

Address.....

Town.....

Street.....

Name of Building.....

Room/Office No.....

Telephone Numbers.....

Email.....

Registration No.....

PIN No.....

Bank Account No.....

Branch Name.....

Account Number.....

Contact Person.....

Name of the Director.....

Age of the Director.....

ID of the Director.....

Partnership (if applicable).....

Names of

Partners.....

Business founded or incorporated on

3. FORM PQ-3 KEY PERSONNEL

Name.....

Age.....

Academic Qualification.....

Under Graduate.....

Post graduate.....

Diploma.....

High School.....

Professional Qualification.....

Length of service with Consulting firm and position held

.....
.....

(The Consultant shall attach Certificates and CVs of three key personnel)

4. FORM PQ-4: FINANCIAL POSITION AND TERMS OF TRADE

The Applicant must submit (a) a copy of the latest audited financial statements for the financial year 2019 or later to demonstrate a positive cash and cash equivalent position at the end of each of the past two years, and (b) a letter of reference from the bank to demonstrate capability to service future contracts through short terms financing option.

5. FORM PQ-5: CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part I 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. * If Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

| <p>Part I-General:</p> <p>Business Name..... Location of business premises Plot No..... Street/Road..... Postal Address..... Tel./No..... Nature of business..... Current Trade License. No..... Expiring date..... Maximum value of business which you can handle at any time: Kshs..... Name of your bankers..... Branch</p> | | | | | | | | | | | | | |
|--|--|--------------------|--------------------|----------------------------|--------|---------------|-------|-------|-------|-------|-------|-------|-------|
| | <p>Part 2 (a) – Sole Proprietor</p> <p>Your name in full..... Age..... Nationality..... Country of origin..... *Citizenship details.....</p> | | | | | | | | | | | | |
| | <p>Part 2 (b) –Partnership</p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Name</th> <th style="text-align: left;">Nationality</th> <th style="text-align: left;">Citizens of origin</th> <th style="text-align: left;">Shares</th> </tr> </thead> <tbody> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table> | Name | Nationality | Citizens of origin | Shares | | | | | | | | |
| Name | Nationality | Citizens of origin | Shares | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | | | | | | | | | | | | | |
| | <p>Part 2 (c) Registered Company</p> <p>Private or Public..... State the nominal and issued of company- Nominal Kshs..... Issued Kshs.....</p> <p>Give details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>Name</i></th> <th style="text-align: left;"><i>Nationality</i></th> </tr> </thead> <tbody> <tr> <td colspan="2">Citizenship details</td> </tr> <tr> <td colspan="2">Shares</td> </tr> <tr> <td style="text-align: center;">1.</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> </tr> </tbody> </table> | <i>Name</i> | <i>Nationality</i> | Citizenship details | | Shares | | 1. | | 2. | | 3. | |
| <i>Name</i> | <i>Nationality</i> | | | | | | | | | | | | |
| Citizenship details | | | | | | | | | | | | | |
| Shares | | | | | | | | | | | | | |
| 1. | | | | | | | | | | | | | |
| 2. | | | | | | | | | | | | | |
| 3. | | | | | | | | | | | | | |
| <p>Date..... Signature of Candidate.....</p> | | | | | | | | | | | | | |

1. FORM PQ – 6 PAST EXPERIENCE

NAMES OF THE APPLICANTS CLIENTS IN THE LAST TWO YEARS NAMES OF OTHER CLIENTS AND VALUES OF CONTRACT/ORDERS

- i) Name of Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client
- v) Value of Contract
- Vi Duration of Contract (date)

(Attach documental evidence of existence of contract)

- i) Name of 2nd Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client
- v) Value of Contract
- Vi Duration of Contract (date)

(Attach documental evidence of existence of contract

- i) Name of 3rd Client (organization).....
- ii) Address of Client (organization).....
- iii) Name of Contact Person at the client (organization).....
- iv) Telephone No. of Client
- v) Value of Contract
- Vi Duration of Contract (date)

(Attach documental evidence of existence of contract

FORM PQ – 7 LIGATION HISTORY

Name of Contract Supplier

Contractor/suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

| YEAR | AWARDED FOR OR AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE | DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT) |
|-------------|-------------------------------|---|--|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

2. FORM PQ -8 SWORN STATEMENT

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

- a. The information furnished in our application is accurate to the best of our knowledge.
- b. 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 on the basis of provisions in the tender or quotation documents to follow.
- c. 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)