



# Agro-Chemical and Food Company Limited

## OPEN TENDER

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### PREQUALIFICATION FOR PROVISION OF GENERAL AND LIFE INSURANCE BROKERAGE SERVICES 2024/25 - 2025/26

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**Tender №: ACFC/INS/02/2024/5-6**

**Agro Chemical and Food Company Limited**

P.O. Box 18 – 40107, Muhoroni

Email: [admin@acfc.co.ke](mailto:admin@acfc.co.ke)

Website: [www.acfc.co.ke](http://www.acfc.co.ke)

**SUBMISSION DEADLINE: APRIL 18, 2024 AT 1230HRS**



# Agro-Chemical and Food Company Limited

## INVITATION TO TENDER

**Tender No.:** ACFC/INS/02/2024/5-6

**Tender Name:** PRE-QUALIFICATION FOR PROVISION OF GENERAL & LIFE INSURANCE BROKERAGE SERVICES

1. Agro Chemical and Food Company Limited (ACFC), invites sealed tenders from interested, eligible and competent Insurance Brokerage firms for the provision of General & Life Insurance Brokerage Services on a two-year framework contract starting 1<sup>st</sup> July 2024. The contract will be subject to annual satisfactory performance review.
2. Tendering will be conducted under open competitive method using a standardized tender document. Tendering is open to all qualified and interested Insurance Brokerage firms.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours (*i.e., as from 0900 to 1400 hours, Monday to Friday except during public holidays*) at the address given below.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of KShs.1,000 in cash or Banker's Cheque and Agro Chemical and Food Company Limited.
5. Tender documents may also be viewed and downloaded from the ACFC website: [www.acfc.co.ke](http://www.acfc.co.ke) or the Public Procurement Information Portal (PIIP): [www.tenders.go.ke](http://www.tenders.go.ke) free of charge. Tenderers who download the tender document must forward their particulars immediately to [tenders@acfc.co.ke](mailto:tenders@acfc.co.ke) to facilitate any further clarification or addendum.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **April 18, 2024 at 1230hrs**. Electronic Tenders **will not** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

**A. Address for obtaining further information, and purchasing tender document.**

Agro Chemical and Food Company Limited  
Muhoroni Town, next to Muhoroni Sugar Company Limited  
P.O. Box 18 – 40107, Muhoroni  
Tel: +254 722-205448/ 734-242871  
Email: [tenders@acfc.co.ke](mailto:tenders@acfc.co.ke)

**B. Address for Submission of Tenders.**

The Resident Director & Chief Executive  
Agro Chemical and Food Company Limited  
Muhoroni Town, next to Muhoroni Sugar Company Limited  
P.O. Box 18 – 40107, Muhoroni

**C. Address for Opening of Tenders.**

Agro Chemical and Food Company Limited  
ACFC Training Centre at the Factory in Muhoroni

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

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Ashok Agrawal  
**RESIDENT DIRECTOR  
& CHIEF EXECUTIVE**  
March 25, 2024

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**SECTION A: GENERAL INFORMATION FORM**

**PRE-QUALIFICATION FORM FOR PROVISION OF GENERAL AND LIFE INSURANCE  
BROKERAGE SERVICES FOR THE YEAR 2024/2025 TO 2025/2026**

(Please note that information given in this form will be treated as confidential and will not be released to any third party unless by your written authority)

**1.1 LEGAL STATUS OF BROKER**

(Copies of Certificate of Incorporation, Personal Identification Number (PIN) and Value Added Tax (VAT). {Registration certificates must be attached}).

BUSINESS NAME: \_\_\_\_\_

Current registration with Commissioner of Insurance No. \_\_\_\_\_  
(Attach Certificate Copy).

Current registration with Association of Insurance Brokers of Kenya (AIB) No. \_\_\_\_\_  
(Attach Certificate copy).

LOCATION OF BUSINESS: COUNTRY/TOWN: \_\_\_\_\_

PLOT No.: \_\_\_\_\_

STREET/ROAD: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE No.: \_\_\_\_\_

FAX No.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

NATURE OF BUSINESS: \_\_\_\_\_

## 1.2 CONFIDENTIAL BUSINESS QUESTIONNAIRE

### SOLE PROPRIETOR

Your name in full \_\_\_\_\_ Age \_\_\_\_\_

Nationality \_\_\_\_\_ Country of Origin \_\_\_\_\_

Citizenship details \_\_\_\_\_

### PARTNERSHIP

GIVE DETAILS OF PARTNERS AS FOLLOWS:

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

### REGISTRATION OF COMPANY

PRIVATE OR PUBLIC \_\_\_\_\_

State the nominal and issued capital of the Company:

Nominal Kshs. \_\_\_\_\_

Issued Kshs. \_\_\_\_\_

**GIVE DETAILS OF ALL THE DIRECTORS AS FOLLOWS**

	NAME IN FULL	NATIONALITY	ADDRESS	OTHER DIRECTORSHIP IN KENYA
1.	-----	-----	-----	-----
2.	-----	-----	-----	-----
3.	-----	-----	-----	-----
4.	-----	-----	-----	-----
5.	-----	-----	-----	-----

**YEARS OF EXPERIENCE IN BROKERAGE SERVICE BUSINESS**

-----

MAXIMUM VALUE OF RISK WHICH YOU CAN HANDLE AT ANY TIME

KSHS. -----

GIVE DETAILS OF THE INSURANCE COMPANIES YOU ARE REPRESENTING:

1. -----
2. -----
3. -----
4. -----
5. -----

**(Company/Principals authorization certificate on their letter head signed by a competent person must be attached).**

1.3 TOTAL ANNUAL VOLUME OF PREMIUM INCOME IN THE LAST TWO YEARS

SR. NO.	YEAR	VOLUME (VALUE IN KSHS)
1.		
2.		

1.4 LIST YOUR MAJOR CUSTOMERS THAT YOU ARE CURRENTLY ACTING FOR AS BROKERS AND OBTAIN REFERENCES TO THAT EFFECT

SR. NO.	CLIENTS	NAME OF CLIENT AND ADDRESS	VALUE OF PREMIUM	COMPLETION PERIOD
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
<b>(REFERENCE IN CUSTOMERS' LETTER HEADS MUST BE ATTACHED)</b>				

1.5 QUALIFICATIONS AND EXPERIENCE OF KEY PERSONNEL FOR ADMINISTRATION AND EXECUTION OF THE BROKERAGE

POSITION	NAME	QUALIFICATION	YEARS OF EXPERIENCE



1.6 FINANCIAL REPORTS OF THE LAST TWO YEARS, STATEMENT OF FINANCIAL POSITION, INCOME STATEMENTS, STATEMENTS OF CASH FLOW, AUDITOR'S REPORTS, ETC. (List below and attach copies).

1.7 EVIDENCE OF ACCESS TO FINANCIAL RESOURCES TO MEET THE PRE-QUALIFICATION REQUIREMENTS

- 1. -----
- 2. -----
- 3. -----
- 4. -----
- 5. -----

(List and attach copies of supporting documents, e.g. lines of credits/professional indemnity policy)

1.8 NAME, ADDRESS AND TELEPHONE, FACSMILE AND E-MAIL NUMBERS OF BANKS THAT MAY PROVIDE REFERENCE IF CONTACTED

- 1. -----
- 2. -----
- 3. -----
- 4. -----
- 5. -----

1.9 ANY OTHER REMARKS:

Please give any further information or supporting documents about your business that may support your application.

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## 2.0 CONFIRMATION

I confirm that the information given in this form is true to the best of my knowledge.

\_\_\_\_\_  
NAME

\_\_\_\_\_  
POSITION

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

Note: Any false information will result in disqualification.

FOR USE BY AGRO-CHEMICAL AND FOOD COMPANY LIMITED

**SECTION B: SPECIAL CONDITIONS APPLICABLE TO THIS PRE-QUALIFICATION MANDATORY QUALIFICATION REQUIREMENTS FOR BROKERAGE FIRMS**

- (a). Copy of Certificate of Incorporation.
- (b). Copies of Certificate of registration as a Broker for the current period.
- (c). Copy of professional indemnity cover.
- (d). Copy of the current membership certificate of the Association of Insurance Brokers of Kenya (AIB).
- (e). Copy of current registration with the Insurance Regulatory Authority (IRA).
- (f). Copies of audited financial statements for the last two years.
- (g). Evidence of professional compliance.
- (h). Submit details of professional qualifications for the Principal Officer and at least three (3) officers.
- (i). Provide a list of at least five (5) large corporate clients.
- (j). Provide current reference letters from your corporate clients on their letter heads.
- (k). Proof of compliance with statutory requirements from the following:
  - NSSF
  - NHIF
  - Tax Compliance Certificate
- (l). Provide list of Directors and Principal Shareholders – percentage of ownership.
- (m). Proof of being in continuous business for the last three years to date.
- (n). Broker's Authorization letters from underwriters on their letter heads.
- (o). Any other information or documents, which in your opinion may assist in the objective evaluation of your proposal.

## **MANDATORY QUALIFICATION REQUIREMENTS FOR UNDERWRITERS**

Brokers should submit the following with regard to Underwriters from who they represent.

- (a). Proof of the underwriters who have been in continuous business for the last five (5) years.
- (b). Provide current underwriters reference letter on their letter heads.
- (c). Provide the underwriters audited accounts for the last two (2) years.
- (d). Attach Company profile showing qualifications of Principal Officers and three (3) other key officers.
- (e). Copy of Certificate of Registration with Commissioner of Insurance.
- (f). Copy of a current membership of the Association of Kenya Insurers (AKI).
- (g). Proof of compliance with statutory requirements from the following:
  - NSSF
  - NHIF
  - Tax compliance certificate
- (h). Provide list of Principal Shareholders and percentage of ownership.
- i. Provide any other information or documents which in the Brokers opinion may assist in the objective evaluation (of the underwriter's proposal).

\* \*\* \*\*\* \*\*\*\*\* \*\* \*\* \*\* \*

JOA/wk

19.03.2024

## **EVALUATION CRITERIA**

Detailed below please find the criteria that will form the basis of evaluation.

### **EVALUATION CRITERIA FOR PROVISION FOR INSURANCE BROKERAGE SERVICES UNDERWRITERS**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	
<b>S/No</b>	<b>Mandatory Requirements</b>	<b>Yes/No</b>
1	Certificate of Incorporation	
2	Copy of Registration as an insurer	
3	Copy of AKI membership certificate	
4	Valid NSSF compliance letter	
5	Valid NHIF compliance letter	
6	Valid Tax Compliance certificate	
7	Fully Completed Self-Declaration Forms SD1, SD2 & SD3	
<b>KEY: Yes = Responsive, No = Not Responsive</b>		

Note: *Failure to provide any of the above documents shall lead to **automatic** disqualification*

<b>B</b>	<b>MANDATORY REQUIREMENTS</b>	
<b>S/No</b>	<b>Requirement</b>	<b>Maximum Score</b>
1	Audited accounts Last 2 Years	4
2	Qualification of Key Officers	3
3	List five (5) Current Corporate clients	4
4	Directorship/shareholding	3
5	Proof of 5 years in business	4
6	Past Experience in Underwriting with ACFC	2
	<b>TOTAL SCORE (Pass Mark = 85%)</b>	<b>20</b>

Note: Underwriters attaining a minimum of 85% of the total maximum score (i.e. 85% of 20 Points = 17 Points) are prequalified.

**EVALUATION CRITERIA FOR PROVISION FOR INSURANCE BROKERAGE SERVICES**  
**INSURANCE BROKERS**

<b>A</b>	<b>MANDATORY REQUIREMENTS</b>	
<b>S/No</b>	<b>Mandatory Requirements</b>	<b>Yes/No</b>
1.	Certificate of Incorporation	
2.	Current Certificate of Association of Insurance Brokers AIBK	
3.	Current Registration Certificate from Insurance regulatory Authority	
4.	NSSF compliance letter	
5.	NHIF compliance letter	
6.	Tax Compliance certificate	
7.	Fully Completed Self-Declaration Forms SD1, SD2 & SD3	
<b>KEY: Yes = Responsive, No = Not Responsive</b>		

Note: Failure to provide any of the above documents shall lead to **automatic disqualification**

<b>B</b>	<b>MANDATORY REQUIREMENTS</b>	
<b>S/No</b>	<b>Requirement</b>	<b>Maximum Score</b>
1.	Copy of professional Indemnity cover	5
2.	Audited accounts Last 2 Years	4
3.	Qualification of Key Officers	5
4.	List five (5) Current Corporate clients	4
5.	Copies of letters from corporate clients appointing brokers on letter Head	5
6.	List of Directors and Principals Officers	4
7.	Total Volume of Business in last two years < KShs.10,000,000: <b>4mks</b> KShs.7,500,001 ≤ 10,000,000: <b>3mks</b> KShs.5,000,000 ≤ 7,500,000: <b>2mks</b> Below KShs.5,000,000: <b>1mk</b>	4
8.	Broker's Authorization letters from underwriters on their letter heads.	5
9.	Past Experience in Underwriting with ACFC	4
	<b>TOTAL SCORE (Pass Mark = 85%)</b>	<b>40</b>

Note: Brokers attaining a minimum of 85% of the total maximum score (i.e. 85% of 40 Points = 34 Points) are prequalified.

**SELF-DECLARATION FORM**

**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 P.O. Box \_\_\_\_\_ being a resident of \_\_\_\_\_ in the Republic of Kenya 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 here in above is true to the best of my knowledge, information and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
*[Authorized Officer's Name]*

\_\_\_\_\_  
*[Designation]*

\_\_\_\_\_  
*[Signature & Date]*

\_\_\_\_\_  
**Bidder's Company Seal / Rubber Stamp**

**FORM SD2**

**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 Kenya 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 here in above is true to the best of my knowledge information and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
*[Authorized Officer's Name]*

\_\_\_\_\_  
*[Designation]*

\_\_\_\_\_  
*[Signature & Date]*

\_\_\_\_\_  
**Bidder's Company Seal / Rubber Stamp**



**FORM SD3**

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I, \_\_\_\_\_ (person) on behalf of **(Name of the Business/ Company/ Firm)** \_\_\_\_\_ declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal Activities in Kenya and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

\_\_\_\_\_  
*[Authorized Officer's Name]*

\_\_\_\_\_  
*[Designation]*

\_\_\_\_\_  
*[Signature & Date]*

\_\_\_\_\_  
*[Name & Office Address for the Firm]*

\_\_\_\_\_  
*[Telephone No.]*

\_\_\_\_\_  
*[Email]*

\_\_\_\_\_  
**Bidder's Company Seal / Rubber Stamp**

\_\_\_\_\_  
*[Witness' Name]*

\_\_\_\_\_  
*[Signature & Date]*

