



PROCUREMENT - INSURANCE SERVICES ICPAC/Q/042/2024

In order to present the offer on the form and the content required, bidders should follow carefully the Tender Documents.

1. Timetable

	Date	Time
Deadline for submitting the quotation	22 November 2024	End of Day
Delivery Location		Bid to be sent Electronically to the below email. Email: procurement@icpac.net IGAD Climate Prediction and Applications Centre (ICPAC)
Currency		Submit quote in KES

2. Content of the bid

The bid must contain a technical offer and a financial offer. **Bids to be sent Electronically.** The bids should be sent to email: procurement@icpac.net before the deadline for submission as indicated above.

2.1. The technical offer

In order to prepare the technical offer, the bidders should consider carefully the Technical Specifications (annexed) which establish what ICPAC is requesting. The offer must stick to them. Work/Delivery will be carried out in the below address

ICPAC Head office, Ngong town, Kibiku

Separate technical (Specification sheets) and financial proposal. Financial proposal should be password protected.

3. Financial Offer

Submit quote in KES

Financial proposal should be password protected.

4. Taxes and other charges

ICPAC is exempted to pay VAT on goods.

5. Period of validity of the offer

The offer will be binding for a period of 90 days after the deadline for submission of offers.

6. Subcontracting

Subcontracting will **NOT** be allowed.

7. Cancellation of the Tender

The contracting authority can cancel the tender on the following circumstances:

- There are no bidders or the bids presented are neither technically nor financially compliant with the tender
- Exceptional circumstances alter the object of the contract or make it impossible to accomplish
- ICPAC has found out behaviors against the mentioned code of ethics that recommend cancelling the procedure
- The economic or technical data of the project are altered

ICPAC may re-tender the contract under the new circumstances with new conditions and criteria to adapt to the changes.

8. Evaluation of Tenders

The tenders will be evaluated according to the Information provided in the tender application form and evaluation of specification provided against ICPAC specification. No other criteria shall be used.

9. Ethical Behaviour

The tenderers will abstain from any behaviour aimed at distorting competition or trying to influence the Tendering Committee by any means other than the content of the offer.

10. Terms of Payment

100% Payment after delivery and acceptance of the goods/service. Credit period is 30 days after delivery and acceptance.

11. Quantity

Description on the table below

ANNEX 1

DECLARATION FOR NOT BEING IN THE GROUNDS FOR EXCLUSION CONTAINED IN ART. 2.7. OF THE IGAD PROCUREMENT MANUAL

(Declaration to be filled up by all the bidders, in case of consortium by all its members. In the pre-qualification method, in the short list process as well as in the evaluation process)

*Identification of the
company (address, name,
contact person)*

Identification of the project: name, reference, publication

Dear Sir/Madame:

I hereby confirm that the
company/institution/NGO.....is not under any of the
conditions stated in art. 2.7 of the IGAD Procurement Manual, namely:

- i. That we have not been declared in bankruptcy or insolvent under the national law, are not under court administration, have not entered into an arrangement procedure with creditors, have not suspended, voluntarily or not our main business activities or are under any similar situation under the national regulation.
- ii. That we have not been convicted by a competent court of a criminal offence related to our professional activity, or related to fraud, corruption or involvement in a criminal or terrorist organization.
- iii. That we are not being prosecuted for not currently fulfilling our obligations related to the payment of social security contributions or other taxes in accordance with the legal provisions of the country where we are established in any of the IGAD countries.
- iv. That we are willing to be out of the bidding process if IGAD can prove that we are guilty of grave misconduct in previous tendering procedures or unethical behavior has been discovered at any stage of the tendering procedure.

We will be providing the proof when IGAD will make the request in case the contract is awarded.

Yours faithfully,

Name:

Date and Signature:

Stamp

ANNEX 2

TENDER APPLICATION FORM

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1. Identification of the bidder/tenderer

Name of the company	Data of the companies (<i>address and registration number</i>)	Nationality
Leader		
Other member		

2. Contact Person of the bidder (single bidder)

Name:

Email address:

Professional address:

Telephone number:

Fax number:

3. Attach Company Profile
4. Provide atleast 3 referees
5. Provide atleast 3 contracts/LPOs from the past 5 years
6. Valid Tax compliance certificate
7. Certificate of Incorporation

The undersigned declare that all the data provided by this document is true.

Name:

Position:

Signature:

TECHNICAL SPECIFICATION

Specific Description	Quantity	Duration
Public Liability, WIBA(Work Injury Benefit), GPA (Group Personal Accident) and Employers Liability	30 staff	1 year
Cash in transit (Up to USD 50,000)		1 year
Staff with salary of USD. 5000.00 per month		