



**TENDER DOCUMENT FOR REGISTRATION OF  
NOTARY SERVICES (Conveyancing)  
2025-2028**

**TENDER NO.KRCWA/REG/2025/009**

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**REGISTRATION OF SUPPLIERS FOR PROVISION OF NOTARIES SERVICES  
(CONVEYANCING)  
FOR FINANCIAL YEAR 2025 - 2028**

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## **1. REGISTRATION INSTRUCTIONS**

### **1.1 Invitation of Registration.**

The Kenya Reinsurance Corporation Côte D'Ivoire invites sealed applications from competent firms of notaries for registration of legal services for registration and securitization of mortgages in Côte D'Ivoire for the period 2025 - 2028. Interested eligible notaries are invited to apply for prequalification.

Prospective bidders may download the tender document from the Kenya Re website **[www.kenyare.co.ke](http://www.kenyare.co.ke)**

Completed Tender Documents in plain sealed envelopes clearly marked Tender No. should be addressed to: -

**DIRECTEUR REGIONAL  
Kenya Reinsurance Corporation Ltd Côte  
d'Ivoire 01 Bp 7539 Abidjan 01  
Immeuble Sayegh; 3ème étage  
Rue des Jardins en face de Nice  
Cream Cocody VALON  
ABIDJAN**

To be received by 22<sup>ND</sup> April 2025 The registration documents will be opened the same day and time in the Corporation's Boardroom in the presence of bidders or their representatives who choose to attend.

All applications must be clearly marked as follows:

**"TENDER NO. *KRCWA/REG/2025/009* REGISTRATION FOR NOTARY  
LEGAL SERVICES (CONVEYANCING) FOR 2025 – 2028**

The Kenya Reinsurance Corporation Côte D'Ivoire reserves the right to accept or reject any bids either in whole or in part and does not bind itself to give reasons for its action.

### **1.2 Experience**

Prospective suppliers must indicate experience in registration and securitization of mortgages in Côte D'Ivoire. Potential bidders must demonstrate the willingness

and commitment to meet the registration criteria and further demonstrate competency and capacity to handle legal transactions involving property conveyancing and registration of mortgage securities.

### **1.3 Registration Document**

This document includes questionnaire forms and documents required of prospective service providers. In order to be considered for registration, prospective suppliers must submit all the information herein requested.

### **1.4 Invitation to Tenders/Quotations**

As and when need arises, Quotations will be invited from pre-qualified firms in the relevant category in accordance with the public procurement regulations.

## **2. REGISTRATION DATA INSTRUCTIONS**

### **2.1 REGISTRATION data forms**

- 2.1.1 The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ5, PQ-6, and PQ-7 are to be completed by prospective bidders who wish to be listed/ registered as suppliers of legal services.
- 2.1.2 The Registration application forms must be filled fully and signed. Any incomplete applications will lead to immediate disqualification.

### **2.2 Qualification**

- 2.2.1 It is understood and agreed that the registration data on a prospective bidder is to be used by Kenya Re in determining, **according to its sole judgment and discretion, the qualifications of prospective bidder to perform** in respect to the items/services required.
- 2.2.2 Prospective bidders will not be considered qualified unless in the judgment of Kenya Re, they possess capability, experience, qualified personnel available and suitability of equipment and net current assets or working capital sufficient to satisfactorily execute the contract for services required.

### **2.3 Essential Criteria for Registration.**

- 2.3.1 Experience: Prospective bidders shall have requisite experience in the provision of legal services and allied items. Potential law firms/ notaries should

show competence, willingness and capacity to service the contract.

2.3.2 Prospective bidders must possess all the statutory documents i.e. registration certificate and must provide valid tax compliance certificate from **La Direction Générale des Impôts / Côte d'Ivoire (Tax Administration Office)** in addition to other documents deemed mandatory as detailed herein.

## **2.4 Financial Condition**

The bidder's financial condition will be determined by latest bank statements submitted with the registrations documents as well as letters of reference from their bankers regarding supplier's credit position. Potential suppliers will be pre-qualified on the satisfactory nature of information given.

## **2.5 Past Performance**

Past performance will be given due consideration in pre-qualifying bidders.

Letters of reference from past customers should be included in form PQ-3 and documentary evidence of contracts executed where applicable.

## **2.6 Sworn Statement**

Application **Must** include a sworn statement (form PQ-7) by the Tenderer ensuring the accuracy of the information given.

# **3. REGISTRATION CRITERIA**

## **3.1 Evaluation Criteria (General Categories)**

<b>Required Information</b>	<b>Points Score</b>
1. Registration Documentation - Mandatory	
2. Registration Data	25
3. Supervisory Personnel & Past Experience	25
4. Financial Position	10
5. Confidential Questionnaire	5
6. Sworn Statement	5
<b>Total</b>	<b><u>70</u></b>

### 3.2 Evaluation Criteria (detailed Categories)

Firms will be evaluated according to the following detailed evaluation criteria:

<b>DETAILED EVALUATION MATRIX</b>		
<b>EVALUATION REQUIREMENT</b>	<b>CRITERIA / PARAMETER</b>	<b>YES/NO</b>
<b>MANDATORY DOCUMENTS</b>		
Copy of <u>firm's</u> valid certificate of tax compliance (to be verified by La Direction Générale des Impôts)- tax administration office in Cote d 'Ivoire )		
Copy of <u>firm's</u> valid license/accreditation.		
Proof of physical address i.e. signed Lease or Signed Letter of offer from Landlord etc.		
<b><i>ANY BIDDER MISSING ONE OF THE ABOVE MANDATORY REQUIREMENT WILL BE DISQUALIFIED</i></b>		
<b>REGISTRATION DATA</b>		
Duly completed registration form	2 marks for duly completed document and 0 marks for none	<b>5 marks</b>
Check Firm Profile showing a) number of Notary in good standing	6.5 mark per Notary up to a maximum of 2 Notary .	<b>11 marks</b>



b) number of l staff & number of support staff;	1 mark per staff for a maximum of 2.	<b>2</b>
Notary's experience with property registration and securitization of mortgages	Demonstrated experience doing property registration and securitization of mortgages in Côte D'Ivoire.	<b>7 marks</b>
	<b>Sub-total</b>	<b>25 marks</b>
<b>PERSONEL AND PAST EXPERIENCE</b>		
Curriculum Vitae of Notaries ;	2.5 marks for each CV up to a maximum of 2	<b>5 marks</b>
Reference letters on client letter heads (5) plus details of contact person;	4 marks for each client letter of reference including the contact person, up to a maximum of 5 clients	<b>20 marks</b>
	<b>Sub-total</b>	<b>25 marks</b>
<b>FINANCIAL POSITION</b>		
Six (6) months' current bank statement (Current period)	10 marks for consistent liquidity / stability and 0 marks for negative or inconsistent liquidity.	<b>10 marks</b>

	<b>Sub-total</b>	<b>10 marks</b>
<b>CONFIDENTIAL QUESTIONNAIRE</b>		
Duly Completed Confidential Questionnaire	5 marks for duly completed questionnaire. 0 marks for non-compliance	<b>5 marks</b>
	<b>Sub-total</b>	<b>5 marks</b>
<b>SWORN STATEMENT</b>		
Duly executed sworn statement	5 marks for duly completed sworn statement PQ7. 0 marks for non-compliance	<b>5 marks</b>
	<b>Sub-total</b>	<b>5 marks</b>
<b>Total Score out of 70</b>  <b>(Bidders getting less than 46 marks will be disqualified)</b>		

**NB: Kenya Re Reserves the right to determine the maximum number of suppliers of Legal Services to the Corporation.**

#### 4. Submission of Registration Documents

The prequalification documents dully filled with the necessary attachments should be arranged in a systematic order during submission in bound form, in the following sequence:

PQ1 Registration documentation - **MANDATORY**

PQ2 Prequalification data form duly filled

PQ 3 Experience of the firm form duly filled with the necessary evidence

PQ 4 Copies of financial statements & Professional Indemnity Cover

PQ 5 Confidential Business Questionnaire duly

PQ6 Sworn Statement

Any other requirement as applicable e.g. firm profile, Copies of Admission and practicing certificates of all partners and Associates, letter from the Law Society confirming that the Partners have no pending disciplinary action against them, and proof of valid indemnity cover for Legal Services.

## FORM PQ -1

### **REGISTRATION DOCUMENTATION**

These preliminary registration / statutory documents **shall** be provided by all bidding firms.

- i) Copy of firm's valid certificate of tax compliance (to be verified by La Direction Générale des Impôts)
- ii) Copy of firm's valid license/accreditation.
- iii) Proof of physical address i.e. signed Lease or Signed Letter of offer from Landlord etc.

**NB:** Failure to submit any of the above **mandatory** requirements will lead to **Automatic Disqualification**.

**FORM PQ-2**

**REGISTRATION DATA SUPPLIER**

**IDENTIFICATION**

1. Legal name of firm

.....

..... Post office

address.....Code..... City /

County.....

Country..... Land Line

Telephone No(s).....

..... Cell phone

No(s).....

..... Person to

contact.....

..... Contact person

cell phone No.....

2. Organization & Business Information

.....

Partnership (if applicable)

.....

Names of Notaries.....

.....  
.....

.....  
.....  
.....  
.....

3. Branches of firm (if any)

.....  
.....  
.....  
.....  
.....  
.....

4. Under present management since

.....

5. Bank reference and address.....

.....  
.....

**6. ENCLOSE COPY OF THE FIRM PROFILE INDICATING DETAILS OF Notaries AND OTHER SUPPORT STAFF AND ALSO INDICATING MAIN FIELDS OF PRACTICE.**

**FORM PQ-3**

**SUPERVISORY PERSONNEL AND PAST EXPERIENCE**

**A) ATTACH COPIES OF DETAILED CURRICULLUM VITAE NOTARIES  
IN THE FIRM.**

**B) NAMES OF APPLICANT'S OTHER CLIENTS DEALT WITH IN THE PAST**

1. (i) Name of client (Organization).....  
..... (ii) Address  
.....  
..... (iii) Telephone  
No..... (iv) Contact person  
.....
  
2. (i) Name of client (Organization).....  
..... (ii) Address  
.....  
..... (iii) Telephone  
No..... (iv) Contact person  
.....
  
3. (i) Name of client (Organization).....  
..... (ii) Address  
.....



.....

(iii) Telephone No.....

(iv) Contact person .....

4. (i) Name of client (Organization).....

..... (ii) Address

.....

..... (iii) Telephone

No..... (iv) Contact person

.....

5. (i) Name of client (Organization).....

..... (ii) Address

.....

..... (iii) Telephone

No..... (iv) Contact person

.....

**NB: Applicants shall attach current dated (not older than 1 year) letters of recommendation from at least 5 (five) of the major clients listed above.**

**FORM PQ-4**

**FINANCIAL STATEMENT**

Attach 3 copies of the firm's bank statements for at least the past six months.

**FORM PQ-5**

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2 (b) or 2 (c) whichever applies in your type of business.

You are advised that it is a serious offence to give false information this Form which **if discovered will lead to automatic disqualification** of bidder:

**Part 1- General:**

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 handle at any one-time .....

Name of your bankers.....

Branch.....

**Part 2 (a) – Sole Proprietor:**

Your name in full.....Age.....

Nationality.....Country of origin.....

Citizenship details.....

**Part 2 (b) – Notaries :**

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

**FORM PQ-6**

**SWORN STATEMENT**

Having studied the REGISTRATION 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 tenders or quotation(s) on the basis of provision in the quotation or tender documents.

Applicant Firm Name: .....

..... Represented by:

.....

.....

Designation: .....

Signature: .....  
(and Firm's Stamp)

IN THE PRESENCE OF NOTARY PUBLIC

-

\_\_\_\_\_ (stamp

) Date: .....

**NOTIFICATION OF COMPLETION OF REGISTRATION EXERCISE**

**REGISTRATION OF SUPPLIERS COMPLETION EXERCISE  
REGISTRATION OF LEGAL SERVICES (CONVEYANCING FOR THE PERIOD) 2025-2028 ..... - TENDER NO KRCI/2025/09.....**

**TO ALL APPLICANTS**

Notice is hereby given that the registration exercise for the above tender has been completed.

The results of the registration exercise have been posted on the Kenya Re website [www.kenyare.co.ke](http://www.kenyare.co.ke).

Please note that this communication is final as there will be no letters of notification to individual applicants.

Successful Bidders should submit letters of acceptance in the format to be provided by  
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# KENYA REINSURANCE CORPORATION LIMITED

## QUALITY POLICY

As a **leading partner in securing the future**, we commit to **provide sustainable risk and financial solutions** through:

- Provision of risk management solutions that secure the future and create value for our stakeholders.
- Compliance with International Standards as well as Quality Management System (QMS) requirements as outlined in ISO 9001.
- Compliance with all applicable regulatory and statutory requirements, and any other requirements that may not be statutory/regulatory.

We undertake to realize the above by tracking and monitoring the performance of our Corporate Objectives, as outlined below:

- Growing shareholders' value** by improving the quality of reinsurance business portfolio; maximizing return on investments; containing management expenses and improving credit control operations.
- Improving customer centricity** through enhancing customer satisfaction; maintaining ISO 27001 and ISO 9001 certifications and initiating IT capability and maturity assessment.
- Improving analytics capabilities** by utilizing smart analytics to increase efficiency and grow into new markets.
- Leveraging on technology to improve processes** by enhancing use of new information technologies; providing a robust and secure IT infrastructure; enhancing collaboration across the Corporation through digital solutions and protecting integrity of the Corporation's information and IT assets.
- Growing market share** through enhancing brand visibility and recognition; improving credit rating; and advocating for domestication of insurance and reinsurance for government projects.
- Strengthening the human resource capacity** by attracting and retaining competent and diverse human resource; building staff capacity; implementing a culture change programme and strengthening performance management systems.
- Strengthening governance practices** by reviewing the existing legal and regulatory framework and streamlining decision-making authority levels within the Kenya Re Group.





**viii) Enhancing enterprise risk management** through enhancing risk maturity; enhancing business continuity and enhancing actuarial function.

**ix) Strengthening internal controls** by enhancing assurance reporting to the HQ and subsidiary audit committee boards and enhancing internal controls.

Consistent with this policy, specific quality objectives have been established at relevant functions and levels within the Corporation. By mutual encouragement, commitment and cooperation through teamwork, all Kenya Re employees will perform their tasks diligently towards the achievement of our quality objectives and continual improvement of the quality management system.

This Policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website: [www.kenyare.co.ke](http://www.kenyare.co.ke)). It shall be reviewed for continuing suitability taking into account changing Quality Management System requirements and other best practices.

A handwritten signature in blue ink, appearing to be 'H. Wachinga', written over a horizontal line.

**DR. HILLARY WACHINGA,  
MANAGING DIRECTOR**

**DATE:** \_\_\_\_\_

18/5/2023



**PUBLIC**

## **KENYA REINSURANCE CORPORATION LIMITED**

### **INFORMATION SECURITY POLICY**

It is the policy of the Kenya Reinsurance Corporation (Kenya Re) that information confidentiality, integrity, and availability requirements, needs and expectations of interested parties are identified and that information is protected through a systematic process of risk assessment and risk treatment to satisfy, as appropriate, interested parties and needs of the Corporation in consideration of its mission to provide risk management solutions that secure the future and create value for stakeholders.

To ensure the integration and effective management of information security practices within Kenya Re, an Information Security Management System (ISMS) has been established, implemented, maintained, and shall be continually improved in accordance with the requirements of ISO/IEC 27001. The management system shall be independently audited for conformity at least once annually and results reported to the Managing Director.

As part of this framework, measurable information security objectives shall be established and monitored in the Corporation at all departmental levels. The overall performance of the ISMS shall be reviewed by the Management at planned intervals, and at least once annually or in the event of significant changes to ensure the continuing suitability, adequacy, and effectiveness of the ISMS.

The Corporation is committed to:-

- Establishing, implementing, maintaining, and continually improving the ISMS in accordance with the requirements of ISO/IEC 27001,
- Establishing and reviewing Information Security objectives at all Functions,
- Managing of information security risks through risk assessment and treatment,
- Reviewing the ISMS at planned intervals and in the event of significant changes to ensure its continuing suitability, adequacy, and effectiveness, and
- Providing assurance to interested parties of the Corporation's information security capability and commitment in meeting their requirements and expectations through third-party audits.

This Policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website: [www.kenyare.co.ke](http://www.kenyare.co.ke)). It shall be reviewed for continuing suitability taking into account changing Information Security Management System requirements and other best practices.



**DR. HILLARY WACHINGA,  
MANAGING DIRECTOR**

DATE: \_\_\_\_\_

18/5/2023



**PUBLIC**

# **KENYA REINSURANCE CORPORATION LIMITED**

## **ANTI – CORRUPTION POLICY**

Kenya Re has committed itself to “Zero” tolerance on corruption and working with the government and other agencies in tackling the vice. Part of our corporate values is “integrity”; Kenya Re does not engage in corruption or any form of unethical inducement or payment including facilitation payments and “kickbacks”.

In order to achieve this, Kenya Re is committed to ensure that:

- No form of bribery or corruption is tolerated.
- Strong internal controls to avert any form of corruption are put in place at all times.
- All employees avoid any activities that might lead to or suggest a conflict of interest with the business of the Corporation.
- Employees declare gifts accepted or offered which will be subjected to managerial review.
- A strong corporate governance framework which encompasses accountability, transparency, participation, equality, rule of law, capacity and competence and responsiveness to people’s needs is consistently embraced.
- Immoral behaviour, favouritism, discrimination and nepotism are not tolerated.
- All corruption cases reported by any employee are handled expeditiously and fairly.
- The protection of the identity of persons making corruption disclosures and also take all possible actions to protect individuals subject to unfair or malicious allegations.
- For disciplinary cases, the process as detailed in the HR Policy will be followed.
- Staff are continuously sensitized and trained on matters of ethics and integrity once every year.

This Policy document shall be reviewed from time to time at such intervals as management may determine.

  
**DR. HILLARY WACHINGA,**  
**MANAGING DIRECTOR**

**DATE:**

18/5/2023