



**TENDER DOCUMENT FOR REGISTRATION OF
SUPPLIERS FOR
GOODS, WORKS, AND SERVICES
2025-2026**

**TENDER NO.
KRC/REG/2024/266**

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TENDER INVITATION NOTICE

Date: **9/12/2024**

Reference: **KRC/REG/2024/266**

Tender Name: **REGISTRATION OF SUPPLIERS FOR THE SUPPLY OF GOODS, WORKS, PROVISION OF SERVICES & GENERAL CONSULTANCIES.**

Kenya Reinsurance Corporation Limited (Kenya Re) hereinafter referred to as “Procuring entity” intends to register suppliers for the under listed categories of goods, works and services. The resultant list will be updated periodically as prescribed in Regulations and in accordance with the public procurement and asset disposal act(the Act)Act. Kenya Re now invites applications from interested eligible firms for registration as suppliers for the years 2023 and 2024 as indicated in the schedule below:

a) **Registration Categories.**

ITEM	REGISTRATION NO.	ITEM DESCRIPTION	TARGET GROUP
SUPPLY OF GOODS			
1	KRC/REG/001/2025-26	Supply and Installation of Glass	Open to all bidders including special groups
2	KRC/REG/002/2025-26	Supply of Bottled water for dispensers and in small bottles.	Open to all bidders including special groups
3	KRC/REG/003/2025-26	Supply of water pumps	Open to all bidders including special groups
4	KRC/REG/004/2025-26	Supply of Metal Detectors, Walkthrough Detectors and Related items	Open to all bidders including special groups
SERVICES AND CONSULTANCY			
5	KRC/REG/005/2025-26	Courier Services(Local)	Open to all bidders including special groups
6	KRC/REG/006/2025-26	Courier Services (International)	Open to all bidders including special groups
7	KRC/REG/007/2025-26	Repair, service and maintenance of Desktops, Laptops, Printers and other ICT equipment	Open to all bidders including special groups
8	KRC/REG/008/2025-26	Service and Maintenance of Network Infrastructure	Open to all bidders including special groups
9	KRC/REG/009/2025-26	Service and Maintenance of servers	Open to all bidders including special groups
1	KRC/REG/010/2025-26	Repair and Maintenance of Air Conditioning Equipment/ and supply of associated spare parts.	Open to all bidders including special groups
1	KRC/REG/011/2025-26	Repair and Maintenance of firefighting and safety equipment/supply of related spare parts/consumables.	Open to all bidders including special groups
1	KRC/REG/012/2025-26	Plumbing Services	Open to all bidders including special groups
1	KRC/REG/013/2025-26	Electrical Contractors	Open to all bidders including

			special groups
1	KRC/REG/014/2025-26	Lift Maintenance Services	Open to all bidders including special groups
1	KRC/REG/015/2025-26	Lift Inspection services	Open to all bidders including special groups
1	KRC/REG/016/2025-26	Auctioneer Services for Nairobi and Kisumu (Bidders should indicate their areas of jurisdiction)	Open to all bidders including special groups
1	KRC/REG/017/2025-26	Debt Collectors (Collection) in Kenya, Africa and International	Open to all bidders including special groups
1	KRC/REG/018/2025-26	Repair and maintenance of CCTV cameras	Open to all bidders including special groups
1	KRC/REG/019/2025-26	Repair and Maintenance of Mechanical Ventilation equipment	Open to all bidders including special groups
2	KRC/REG/020/2025-26	Loss Assessors and Adjusters	Open to all bidders including special groups
2	KRC/REG/021/2025-26	Fire Surveyors and Risk Managers	Open to all bidders including special groups
2	KRC/REG/022/2025-26	Private Investigators	Open to all bidders including special groups
2	KRC/REG/023/2025-26	French Translators	Open to all bidders including special groups
2	KRC/REG/024/2025-26	Pension Fund Administrators	Open to all bidders including special groups
2	KRC/REG/025/2025-26	Pension Fund Investment Managers	Open to all bidders including special groups
2	KRC/REG/025(A)/2025-26	Offshore fund Managers	Open to all bidders including special groups
2	KRC/REG/025(B)/2025-26	CRB Listing Firms	Open to all bidders including special groups
2	KRC/REG/026/2025-26	External Auditors	Open to all bidders including special groups
2	KRC/REG/027/2025-26	Actuarial Services	Open to all bidders including special groups
3	KRC/REG/028/2025-26	ISO Standard trainers/ ISO Consultancy	Open to all bidders including special groups
3	KRC/REG/029/2025-26	Supply, Service and Maintenance of Pumps	Open to all bidders including special groups
3	KRC/REG/030/2025-26	Hire of LCD screens	Open to all bidders including special groups
3	KRC/REG/031/2025-26	Consultancy/Training for Disability mainstream awareness	Open to all bidders including special groups
3	KRC/REG/032/2025-26	Consultancy/Training for Gender Mainstreaming	Open to all bidders including special groups
3	KRC/REG/033/2025-26	Consultancy/Training on HIV Aids Alcohol and Drug Abuse	Open to all bidders including special groups
3	KRC/REG/034/2025-26	Consultancy for Architectural Services- Professional Services	Open to all bidders including special groups
3	KRC/REG/035/2025-26	Consultancy for Quantity Surveying Services -Professional Services	Open to all bidders including special groups
3	KRC/REG/036/2025-26	Consultancy for Civil and Structural Engineering services- Professional Services	Open to all bidders including special groups
3	KRC/REG/037/2025-26	Consultancy for Mechanical and Electrical Engineers - Professional Services	Open to all bidders including special groups
4	KRC/REG/038/2025-26	Valuation and Estate Management Services- Professional Services	Open to all bidders including special groups

4	KRC/REG/039/2025-26	Land Surveying Services - Professional Services	Open to all bidders including special groups
4	KRC/REG/040/2025-26	Consultancy for conducting surveys and related evaluations.	Open to all bidders including special groups
4	KRC/REG/041/2025-26	Consultancy for Strategic Planning	Open to all bidders including special groups
4	KRC/REG/042/2025-26	Consultancy for Team Building	Open to all bidders including special groups
4	KRC/REG/043/2025-26	Tax Advisory Services- Professional Services	Open to all bidders including special groups
4	KRC/REG/044/2025-26	Recruitment Agencies	Open to all bidders including special groups
4	KRC/REG/045/2025-26	Performance Contract Consultancy	Open to all bidders including special groups
ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO)			
4	KRC/REG/046/2025-26	Supply and delivery of office stationery	PWD
4	KRC/REG/047/2025-26	Supply of Gifts/ Award items/golf items	Reserved for all special groups (Youth, Women and Persons with Disabilities)
5	KRC/REG/048/2025-26	Supply and delivery of office furniture and equipment/repairs	Women
5	KRC/REG/049/2025-26	Supply and delivery of fresh cut flowers and maintenance of live potted plants	Women
5	KRC/REG/050/2025-26	Supply of uniforms, flags and related items	PWD
5	KRC/REG/051/2025-26	Supply of newspapers, magazines and periodicals	Youth
5	KRC/REG/052/2025-26	Design and printing services (Notebooks, magazines, calendars, diaries, cards, printed stationery, brochures, booklets and annual reports etc.	Youth
5	KRC/REG/053/2025-26	Printing and supply of promotional materials (Branded t-shirts, gift bags, caps, banners, gift items like pens etc.	Women
5	KRC/REG/054/2025-26	Supply and delivery of computer consumables	Youth
5	KRC/REG/055/2025-26	Supply and delivery of ICT equipment and accessories	Youth
5	KRC/REG/056/2025-26	Provision of assistive devices (Wheelchairs, white canes, braille etc.	PWD
5	KRC/REG/057/2025-26	Supply of sanitary/cleaning materials and consumables e.g. tissue etc.	PWD
6	KRC/REG/058/2025-26	Supply of fresh milk, beverages, tea leaves, coffee, milo etc.	Women
6	KRC/REG/059/2025-26	Electrical supplies	Youth
6	KRC/REG/060/2025-26	Supply of birthday cakes	Women
6	KRC/REG/061/2025-26	Provision of transport services and taxi services i.e. small cars, tour	Women

		vans, buses, canter etc.	
6	KRC/REG/062/2025-26	Provision of air tickets (IATA registered firms only)	Women/PWDs
6	KRC/REG/063/2025-26	Provision of fumigation and pest control services	Reserved for all special groups (Youth, Women)
6	KRC/REG/064/2025-26	Small works i.e. Office partitioning, painting, and general repairs	Reserved for all special groups (Youth, Women and Persons with Disabilities)
6	KRC/REG/065/2025-26	Garden flower bed maintenance	Youth
6	KRC/REG/066/2025-26	Glass/mosaic tile cleaning services	Reserved for all special groups (Youth, Women and Persons with Disabilities)
6	KRC/REG/067/2025-26	Provision of hospitality / staff catering services	Reserved for all special groups (Youth, Women and Persons with Disabilities)
7	KRC/REG/068/2025-26	Provision of calligraphy services	Youth
7	KRC/REG/069/2025-26	Photography and videography services	Youth
7	KRC/REG/070/2025-26	Provision of decoration services	Women
7	KRC/REG/071/2025-26	Provision of Entertainment (DJ services, sound equipment, entertainment groups, bands, models, musicians etc.)	Youth
7	KRC/REG/072/2025-26	Master of ceremony services	Reserved for all special groups (Youth, Women and Persons with Disabilities)
7	KRC/REG/073/2025-26	Transport of assistive devices and other items	Reserved for all special groups (Youth, Women and Persons with Disabilities)
7	KRC/REG/074/2025-26	Provision of roadshow caravan services	Reserved for all special groups (Youth, Women and Persons with Disabilities)
7	KRC/REG/075/2025-26	Supply of masks, gloves, sanitizers, dispensers and related items	Reserved for all special groups (Youth, Women and Persons with Disabilities)
7	KRC/REG/076/2025-26	Repair of safes, machine calibration i.e. franking machines	open

REGISTRATION INSTRUCTIONS.

1.1. Invitation of Registration.

- b) The Kenya Reinsurance Corporation Ltd invites sealed applications from competent firms for registration for supply of goods, services and works for the period 2025 and 2026 Interested eligible suppliers are invited to apply for registration, indicating the category of goods , works or services they wish to supply/provide.
- c) The registration is open as follows:
- i) Categories Reserved for the Youth, Women and PWDs (Special Groups) should only receive applications from the said Categories. (The criteria applicable to special groups indicated in the tender document will be used during evaluation in the case of the reserved categories).

- ii) All bidders can apply for Categories that are open to all bidders. Youth, Women and PWDs can apply for these categories and a separate list will be generated for this groups in such categories after the evaluation of tenders. In addition to evidence that they are qualified in the respective categories, the special groups should attach the certificate of registration for special groups from the National Treasury. (The evaluation criteria applicable to the open category will apply in this cases).
- d) Interested and eligible applicants may download the registration document from the Kenya Reinsurance Corporation website www.kenyare.co.ke free of charge or from the **Public Procurement Information Portal (PPIP)** at <https://tenders.go.ke/>. Complete registration documents **MUST** be submitted in plain sealed envelopes clearly marked: **TENDER No. KRC/REG/2024/266**
- e) – **CATEGORY NO.REGISTRATION OF SUPPLIERS FOR 2025 – 2026** and deposited in the Tender Box located on the 16th floor of Reinsurance Plaza Aga Khan Walk NAIROBI or be sent to:-
- f) Completed applications for prequalification must be submitted in plain sealed envelopes clearly marked Tender No. and the Registration Category and should be addressed to:-

Managing Director
Kenya Reinsurance Corporation, Ltd
Reinsurance Plaza, Nairobi
Aga Khan Walk
P.O. Box 30271 - 00100
NAIROBI

To be received by **17TH DECEMBER 2024 at 10.00 a.m.** The registration documents will be opened the same day and time at the Corporation's Boardroom in the presence of bidders or their representatives who choose to attend. Applications received late will not be accepted.

- g) For each category Kenya Re will prepare a list of registered suppliers not exceeding 15 No per category or will be decided by Kenya Re . In preparing the list, the bidders will be ranked as per scored marks as per evaluation criteria.
- h) For the Category that is reserved for the three groups, the Corporation will generate different lists for Youth, women, and Persons with Disabilities.
- i) The Results of the registration will be posted in the Kenya Re website www.kenyare.co.ke. A notice will be placed in the papers informing bidders the completion of the exercise, as necessary. No letters of Notification to individual bidders will be posted. Successful bidders will be required to send their acceptance letters in the format to be provided.
- j) Bidders who are currently in the current list of registered Suppliers for Kenya Re Should re-apply as required in this tender.

- k) For each category, a separate application for registration should be made. Applicants who use the same application for different categories will be automatically disqualified. The Category Number and category name should be indicated in the cover page of the bidder's submission as shown in the cover page of this tender document.

2. REGISTRATION DATA INSTRUCTIONS

2.1 Registration data forms

2.1.1 The attached questionnaire forms R-1, R-2, R-3, R-4 and R-5, are to be completed by prospective suppliers/contractors who wish to be registered for submission of tender for the specific tenders.

2.1.2 The Registration 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.

2.2 Qualification

2.2.1 It is understood and agreed that the registration data on prospective bidders is to be used by Kenya Re 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.

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 goods/services.

2.3 Essential Criteria for Registration

2.3.1 (a) Experience: Prospective bidders shall have relevant experience in the supply of goods, works, services and allied items. In case of potential supplier/contractor, they should show competence, willingness and capacity to service the contract.

(b) Prospective supplier requires special experience and capability to organize supply and delivery of items or services at short notice.

2.3.2 Personnel

The names and pertinent information of the key personnel for individual or group to execute the contract must be indicated.

2.3.3 Financial Condition

The Supplier's financial condition will be determined by latest financial statement submitted with the registration documents as well as letters of reference from their bankers regarding suppliers/contractors credit position. Potential suppliers/contractors will be registered on the satisfactory information given.

2.3.4 Special consideration will be given to the **financial resources available as working capital**, considering the amount of uncompleted orders on contract and now in progress. However, potential bidders should provide evidence of financial capability to execute the contract.

2.3.5 Past Performance

Past performance will be given due consideration in registering bidders. A copy of Purchase Order, contract agreement or inspection and acceptance certificate accompanied by a recommendation letter from past customers should be provided when invited to participate in the bidding process.

2.4 Declaration Statement

Application must include a self-declaration Form R-5 by the Tenderer ensuring the accuracy of the information given.

2.5 Withdrawal of Registration

Should a condition arise between the time the firm is registered to bid and the bid opening date which in the opinion of the client/Kenya Re could substantially change the performance and qualification of the bidder or his ability to perform but not limited to bankruptcy, change in ownership or new commitments, Kenya Re reserves the right to reject the tender from such a bidder even though he was initially registered.

2.6 The firm must have a **fixed Business Premise** and must be **registered in Kenya**, with certificate of registration/ incorporation/memorandum and Article of Association, copies of which must be attached.

For service outside Nairobi

The bidder must provide evidence of a fixed Business Premise, must be registered in Kenya and must be operating from the same region

2.6.1 The firm must show proof that it has paid for all its statutory obligations and have a valid Tax compliance certificate

2.6.2 General Requirements

- a. Kenya Re will examine all applications to determine completeness, general orderliness, and sufficiency in responsiveness.
- b. Registration will be based on meeting the minimum criteria.
- c. The applicants must have registered offices and Kenya Re reserves the discretion of visiting physical premises from which the applicant conducts business if so desired to confirm existence and capability to deliver the services.
- d. The applicant shall submit documents that are current and valid.

2.7 Registration Forms

Required Information	Form Type
1. Self-Declaration Form	R-1
2. Registration Data	R-2
3. Confidential Business Questionnaire	R-3
4. Litigation History	R-4
5. Information Declaration Statement	R-5

IMPORTANT:

Bidders are advised to fill all the forms

2.8 REGISTRATION

ALL FIRMS MUST PROVIDE THE FOLLOWING MANDATORY DOCUMENTS:-

1. Copies of Certificate of Registration/Incorporation
2. Copy of Current & Valid Tax Compliance Certificate.
3. Self-declaration that the person is not insolvent, in receivership, bankrupt or in the process of being wound up
4. Self-declaration that the person and his or her sub-contractor, if any, is not debarred from participating in procurement proceedings
5. Self-declaration that the person has not been convicted of corrupt or fraudulent practices.
6. Self-declaration that they are not guilty of any serious violation of fair employment laws and practices.
7. Evidence of a Physical registered office (Attach copy of title deed/lease Agreement)
8. Duly Completed Confidential Business Questionnaire (Form R-3)
9. Duly Filled Forms R-5 and R-6

NB.

For Reserved registration under the AGPO reservation scheme, bidders will be required to provide Current and valid Certificate of Registration from the National Treasury as a Youth, Women or Persons with Disability owned enterprises **and** Copy of Current & Valid Tax Compliance Certificate. In addition, they will be required to submit a duly filled:

1. Self-declaration forms
2. Registration of supplier's application form
3. Confidential business questionnaire
4. Litigation history
5. Information statement

Where applicable, Current Certificates of affiliation to a recognized registered professional body e.g.

1. Registration Certificate from National Construction Authority (NCA) (construction)
 2. Ministry of Public Works (Civil Works, Plumbing & Electrical works)
 3. Registration with IATA (Travel Agencies)
-
1. Showroom for firms applying to be registered in the Category of office furniture, equipment & fittings (Attach pictures of the showroom and location).
 2. Distributorship/manufacture authorization licenses/certificates for firms applying to be registered in the category of computers, servers, printers and ups.

EVALUATION CRITERIA**PRELIMINARY EVALUATION CRITERIA (Open Categories)**

Requirement	Yes /NO
1. Copies of Certificate of Registration/Incorporation	
2. Copy of Current & Valid Tax Compliance Certificate.	
3. Evidence of a Physical registered office (Attach copy of title deed/lease Agreement)	
4. Duly Filled Self-declaration forms	
5. Duly Filled Registration of supplier's application form	
6. Duly Filled Confidential business questionnaire	
7. Duly Filled Litigation history	
8. Duly Filled information -declaration statement	
9. Registration Certificate from National Construction Authority (NCA) (construction) or <u>Ministry of Public Works</u> (Civil Works, Plumbing & Electrical works) (construction) or Registration with LSK (Legal services) or Registration with IATA (Travel Agencies)	
10. Evidence of past works in the past (5) five similar works (all categories)	
11. Dull filled in form R1	
12. Dull filled in form R2	
13. Dull filled in form R3	
14. Dull filled in form R4	
15. Dull filled in form R5	

At this stage, the tenderer's submission will either be responsive in all the mandatory (MR) requirements above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation

process and will not be registered. The responsive applicants will be registered.

PRELIMINARY EVALUATION CRITERIA (Reserved Categories)

Requirement	Yes /NO
1. Copy of Certificate of Registration/Incorporation	
2. Copy of Current & Valid Tax Compliance Certificate.	
3. Copy of Current & Valid AGPO Certificate.	
4. Evidence of a Physical registered office (Attach copy of title deed/lease Agreement)	
5. Duly Filled Self-declaration forms	
6. Duly Filled Registration of supplier's application form	
7. Duly Filled Confidential business questionnaire	
8. Duly Filled Litigation history	
9. Duly Filled information -declaration statement	
10. Registration with IATA (Travel Agencies) for category KRC/REG/062/2025-26	
11. Dull filled in form R1	
12. Dull filled in form R2	
13. Dull filled in form R3	
14. Dull filled in form R4	
15. Dull filled in form R5	

At this stage, the tenderer's submission will either be responsive in all the mandatory (MR) requirements above or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation

process and will not be registered. The responsive applicants will be registered.

**FORM R-1 SELF-DECLARATION FORM
ANTI-CORRUPTION DECLARATION**

We (*insert the name of the company / supplier*)-----
declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by our organization or agent, either directly or indirectly, as an inducement or reward for the award or execution of this procurement.

In the event the above is contravened we accept that the following to apply —

- a) The person shall be disqualified from entering into a contract for the procurement; or
- b) If a contract has already been entered into with the person, the contract shall be voidable at the option of KENYA RE.
- c) The voiding of a contract by the procuring entity under subsection (b) does not limit any other legal remedy That KENYA RE may have.

NameSignature.....Date

Company Seal / Business Stamp

ANTI-FRAUDULENT PRACTICE DECLARATION

We (*insert the name of the company / supplier*) -----
--declares and guarantees that no person in our organization has or will be involved in a fraudulent practice in any procurement proceeding. Further we declare that as we bid, we have not been convicted of corrupt or fraudulent practices

NameSignature.....Date

Company Seal / Business Stamp

NON - DEBARMENT DECLARATION

We (*insert the name of the company / supplier*) -----
declares and guarantees that no director, sub-contractor or any person who

has any controlling interest in our organization has been debarred from participating in a procurement proceeding.

NameSignature.....Date

Company Seal / Business Stamp

NOT INSOLVENT, IN RECEIVERSHIP, BANKRUPT OR IN THE PROCESS OF BEING WOUND UP

We (*insert the name of the company / supplier*) -----declares and guarantees that the person or the company bidding is not insolvent, in receivership, bankrupt or in the process of being wound up

NameSignature.....Date

Company Seal / Business Stamp

EMPLOYMENT LAWS AND PRACTICES

We (*insert the name of the company / supplier*) -----declares and guarantees that the person or the company bidding is not guilty of any serious violation of fair employment laws and practices.

NameSignature.....Date

Company Seal / Business Stamp

CONFLICTS OF INTEREST

We (**insert the name of the company / supplier**)-----declares and guarantee that the person or the company will disclose any conflicts of interest in any procurement or asset disposal proceeding failure to do so we accept to be.

1. disqualified from entering a contract for procurement or asset disposal proceeding; or
2. If a contract has already been entered into, the contract shall be voided.
3. The voiding of a contract by the procuring entity under subsection will not limit any legal remedy the procuring entity may have.

NameSignature.....Date

Company Seal / Business Stamp

FORM R-2 - REGISTRATION DATA

REGISTRATION OF SUPPLIERS APPLICATION FORM

I/We Hereby Apply for Registration as Supplier(S)

Company/Firm Registration No.
Item Description
(Category No.)
Post Office Address
Town
Street
Name of Building
Floor No.
Room/Office No.
Office Telephone Nos
Showroom Location (Where Applicable)
Contact Name
Mobile No.
Official Email Address (es)
Other Branches Location

1. Organization & Business Information

Management Personnel
President/ (Chief Executive)
General Manager
Other Staff

1
2
3
4
5
6

R-3 - 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

Part I- General :
 Business Name
 Location of business premises.....
 Plot No. Street/Road.....
 Postal Address.....Tel. No.....
 Email address.
 Nature of business.....
 Current Trade License No.....Expiring date.....
 Maximum value of business which you can handle at any one time:
 K£.....
 Name of your bankers.....Branch

<input type="checkbox"/>	<p><i>Part 2 (a) – Sole Proprietor</i> Your name in full.....Age..... Nationality.....Country of origin..... *Citizenship details.....</p>																				
<input type="checkbox"/>	<p><i>Part 2 (b) Partnership</i> Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center; width: 25%;">Name</th> <th style="text-align: center; width: 25%;">Nationality</th> <th style="text-align: center; width: 25%;">Citizenship Details</th> <th style="text-align: center; width: 25%;">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> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>	Name	Nationality	Citizenship Details	Shares
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<input type="checkbox"/>	<p><i>Part 2 (c) – Registered Company:</i></p> <p>Private or Public.....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 40px;">Nominal K£.....</p> <p style="padding-left: 40px;">Issued K£.....</p> <p>Given details of all directors as follows:-</p> <table style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th style="width: 5%;"></th> <th style="width: 30%; text-align: center;"><i>Name</i></th> <th style="width: 20%; text-align: center;"><i>Nationality</i></th> <th style="width: 30%; text-align: center;"><i>Citizenship Details</i></th> <th style="width: 15%; text-align: center;"><i>Shares</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td style="text-align: center;">5.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		<i>Name</i>	<i>Nationality</i>	<i>Citizenship Details</i>	<i>Shares</i>	1.	2.	3.	4.	5.
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5.																											
DateSignature of Candidate.....																															

*if Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

FORM R-4 - LITIGATION HISTORY

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

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

FORM R-5 - INFORMATION DECLARATION STATEMENT

Having studied the registration information, 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 registered we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation based on provisions in the tender or quotation documents to follow.
- c. When the invitation for Quotations is issued and the legal, technical or financial conditions or the contractual capacity of the firm changes we come to inform you and acknowledge your right to review the registration made.
- d. We enclose all the required documents and information required for the registration evaluation.

Date

Applicant's Name.....

Represented by
.....

Signature.....

(Full name and designation of the person signing and stamp or seal)

NOTIFICATION OF COMPLETION OF REGISTRATION EXERCISE

REGISTRATION OF SUPPLIERS COMPLETION EXERCISE

BELOW MESSAGE TO BE POSTED AT THE END OF EVALUATION EXERCISE

REGISTRATION OF SUPPLIERS FOR PROVISION OF GOODS WORKS AND SERVICES FOR THE PERIOD ENDING 31ST DECEMBER 2026-TENDER NO. KRC/REG/2024/266

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.

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.

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). It shall be reviewed for continuing suitability taking into account changing Quality Management System requirements and other best practices.

**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). 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