



6<sup>TH</sup> MAY 2025

Dear Sir/Madam,

**RE: RFP FOR PROVISION OF INSURANCE BROKERAGE SERVICES**

Feed the Children (K), hereinafter referred to as FEED, is seeking the services of an insurance broker to offer professional guidance in acquiring and maintaining insurance services for:

- 1. Comprehensive Motor Insurance cover FY2025- FY2026**
- 2. General Insurance cover FY2025- FY2026**

FEED invites Bids for the provision of brokerage services in line with the details provided briefly in Appendix C. Any Contract placed from this tender will be subject to FEED's General Terms and Conditions of Purchase as specified herein.

You are required to go through this Request for Proposal (RFP) document and the Terms and Conditions carefully and pay attention to the instructions therein to be clear on the scope of works.

One set of the following documents is enclosed:

|                         |   |            |
|-------------------------|---|------------|
| Instructions to Bidders | - | Appendix A |
| Evaluation Criteria     | - | Appendix B |
| Scope of Service        | - | Appendix C |

All bids, including Appendices and all supporting documents, must be submitted in a plain sealed envelope bearing only: ***"Bids for provision of Insurance Brokerage Services- Motor & General Insurance covers"*** and dropped in the TENDER BOX at FEED reception at the following address:

**Feed the Children**  
**56 Gigiri Court, off UN Crescent, Nairobi**  
**P.O Box 61530- 00200**  
**Nairobi – Kenya.**

FEED reserves the right to alter the dates of the tender timetable. FEED **does not bind itself to accept the lowest** bidder or any bid and is not bound to give reasons for the decisions made thereof. All Bidders are responsible for the cost of preparing bid documents or any other costs incidental to this RFP before, during or after the tendering process.

If you are unable to participate after bidding, please advise us immediately by e-mail.

Any questions which you may have in relation to this RFP must be addressed to **procurement.kenya@feedthechildren.org**

Planned Timetable

|                                     |   |
|-------------------------------------|---|
| Issue of RFP                        | <b>6<sup>TH</sup> MAY 2025</b>              |
| Closing Date for Submission of bids | <b>20<sup>TH</sup> MAY 2025 – at 4:00PM</b> |
| Opening of bids                     | <b>21<sup>ST</sup> MAY 2025</b>             |

Yours faithfully,

Procurement Department  
Feed the Children (K)

## **APPENDIX A – INSTRUCTIONS TO BIDDERS**

### **1 BID REQUIREMENTS**

- 1.1 Pricing:** bids are sought on a competitive basis. All prices are subject to detailed scrutiny and may be subject to negotiation.
- 1.2 Cost of bid:** The Bidder shall bear all costs associated with the preparation and submission of its bid.
- 1.4 Clarification of RFP documents:** A prospective Bidder requiring any clarification of the RFP documents shall notify FEED in writing. FEED will respond in writing to any request for clarification of the RFP documents which it receives no later than three (3) working days prior to the deadline for the submission of bids. Written copies of FEED's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective bidders. Requests for clarification and the response(s) shall form part of any resultant Contract.
- 1.5 Amendment of RFP documents:** At any time prior to the deadline for submission of bid, FEED, for any reason, whether on its own initiative or in response to a clarification requested by a prospective bidder, may modify the RFP documents by amendment.
- All prospective bidders will be notified of the amendment in writing, and the amendment will be binding on them.
- To allow prospective bidders reasonable time in which to take the amendment into account in preparing their bid, FEED, at its discretion, may extend the deadline for the submission of bids.
- 1.6 Language of documents:** The proposals prepared by the bidders, as well as all correspondence and documents relating to the bid, exchanged by the Bidder and FEED shall be in the English language. Supporting documents and printed literature provided by the Bidder may be in another language provided they are accompanied by an accurate translation of the relevant passages in the English language, in which case, for the purposes of interpretation of the bid, the translation shall govern.

**1.7 Date for submission of bid:** Proposals must be received by FEED at the address and on the form specified in the covering letter by the time and date specified.

**1.8 Relevant documents:** Prescreening shall be done for all the applications to determine responsiveness by providing copies of:

- *Profile of the organization and the statutory documents (KRA PIN, CR12).*
- *Certificate of Incorporation/ Registration.*
- *A valid tax compliance certificate.*
- *Evidence of Physical address and premises. Attach copy of lease agreement.*

**1.9 Late bids:** Any proposals received by FEED after the deadline for submission of bids will be rejected and returned unopened to the Bidder.

**1.10 Modification and Withdrawal of bids:** A Bidder may modify or withdraw its bid after submission, provided that written notice of the modification, including substitution or withdrawal of the bid is received by FEED prior to the required deadline for submission of proposals. A withdrawal notice may also be sent by email, but must be followed by a signed confirmation copy, post marked or couriered not later than the deadline for submission of bids.

No bid may be modified after the deadline for submission of bids.

No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder

**1.11 Currency:** Prices MUST be in **Kenya Shillings**.

Any resultant Contract will be placed in **Kenya Shillings**.

**1.12 Corrupt or Fraudulent Practices:** If any Bidder is found to be or to have been engaged in corrupt or fraudulent practices FEED shall:

(a) Exclude the bid from consideration.

(b) Declare the bid to be ineligible either indefinitely, or for a stated period, from participation in this, or other projects.

**1.13 Proposals:** Technical applications should be specific, complete, and presented concisely. A lengthy application does not in and of itself constitute a well thought out proposal. Proposals should demonstrate the bidder's capabilities and expertise with respect to achieving the goals of the ITB. Unnecessary photos e.g., of proposed staff are not necessary

The bid should inter alia indicate:

- Name of the organization(s) or individual submitting the application
- Name and title of contact person or position within the organization
- E-Mail Address
- Telephone and fax numbers
- Postal and physical addresses

Applicants should also state clearly whether the identified contact person has the authority to negotiate on behalf of the applicant, or, if not, the contact information for the appropriate person with the authority to negotiate.

## **2. OTHER REQUIREMENTS**

- 2.1 Validity:** Your proposal must be valid for acceptance for a minimum period of **1 year** from the closing date. A bid valid for a shorter period will be rejected. In exceptional circumstances FEED may request the bidder's consent to an extension of the period of validity. The request and the responses shall be made in writing.
- 2.2 Delay in Delivery:** The delivery period you offer must be realistic and accurate since any subsequent Contract will be subject to the liquidated damages provisions of Clause 6 of the Contract Conditions.
- 2.4 Fixed Prices:** All prices shall be fixed prices, not subject to variation due to alteration in wage rates, prices of materials, exchange rates, or other factors during any resulting Contract. Bidders are advised to consider and indicate their ***minimum capacity*** level.
- 2.5 Local Duties and VAT:** Bidder prices quoted should be inclusive of applicable duty and VAT. It will be the responsibility of bidders to ensure that they conform to the prevailing tax regime.

## **3 EVALUATION AND ACCEPTANCE**

- 3.1 Evaluation:** Any resultant award of Contract will be made based on the following factors:
- Quality of bid and compliance with the technical specification.
  - Evaluated Prices.
  - Delivery.
  - Capability to perform the contract e.g. staff capacity, quality control systems and proven track record.
  - Compliance with the contractual requirements.
  - Financial Standing.

Bidders shall not be permitted to correct or withdraw material deviations or reservations once bids have been opened. The exception being arithmetical errors which shall be adjusted at line-item level based on the unit price offered. The total bid price will be amended accordingly for the purposes of the evaluation.

- 3.2 Clarification of bids:** During evaluation of the bids, FEED may, at its discretion, ask the Bidder for a clarification of its proposal. The request for clarification and the response shall be in writing.
- 3.3 Confidentiality:** Following receipt of bids within the stipulated closing date, information relating to the award of Contract shall not be disclosed until the successful Bidder has been notified of the award of Contract.

**3.4 Acceptance and Contract Award:** FEED reserves the right to accept or reject any bid, and to annul the tender process and reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders

**3.5 Notification of award:**

- (i) Prior to the expiry of the period of validity, FEED will notify the successful Bidder in writing that its bid has been accepted. The notification of award will constitute the formation of the Contract.

The broker will be expected to do the following for all the covers that we need and in all our regions of operations.

***a. Policies Review***

- i. Ensure adequacy of cover by reviewing the policies in place, identifying any gaps and recommending appropriate changes.
- ii. Identify any other risk exposures and advise on appropriate mitigation measures.

***b. Selection and Placement of Underwriter***

- i. Competitively solicit, analyze, and select the underwriters for the various insurance covers.
- ii. Placement of best suited underwriters that have met the requirements and value for money.

***c. Policy Administration***

- i. Confirm compliance with all the policies by the insurer as per the terms of the agreement.
- ii. Fast track issuance of policies to FEED from the insurer.
- iii. Effective member management by facilitating registration, termination and assisting members with any queries.
- iv. Providing guidance and facilitation of claims handling and settlement.
- v. Facilitation of regular reports on utilization detailing expenditure and general policy trends.
- vi. Regular review meetings and providing ad hoc information as requested.

***d. General Advisory Services***

- i. Analyze claims' experience and recommend measures to reduce frequency and/or severity of losses.
- ii. Explore and advise on alternative, more cost-effective risk transfer options.

**Deliverable outputs**

The activities and expected outputs are as follows:

- Initial market scan and recommendation of appropriate underwriters.

- Annual market survey and recommendation of any changes in covers.
- Annual engagement with our underwriters to ensure optimal services.
- Quarterly updated meetings and reports.
- Quarterly member services activities like training.
- Updates on any changes that affect our covers, regulatory and market.

### **Qualifications / experience required**

- Minimum of 10 years' experience within the industry providing brokerage services with regional exposure.
- Must be licensed by the Insurance Regulatory Authority (IRA) as a broker or agent is a mandatory requirement.
- It must be a registered limited company.
- Member of Association of Insurance Brokers of Kenya (AIBK).
- Professional indemnity of not less than 10M.
- Experience offering the same services to clients of a similar profile.
- Qualified staff and account managers.

## **APPENDIX B: EVALUATION CRITERIA**

The broker should ensure that they fully respond to all criteria to be comprehensively evaluated.

### **TECHNICAL:**

| <b>Key areas for Evaluation/ Assessment</b>   | <b>Weighted Award</b> |
|---|-----------------------|
| <b>Experience and Expertise</b> <ul style="list-style-type: none"><li>Detailed profile of the brokerage firm. Demonstrate the ability to offer other value-added services <b>(10 marks)</b>.</li><li>Contracts for the last two years in similar assignments/services to NGO clients (at least 3) = <b>(6 marks)</b>.</li><li>Recommendation letters from at least 4 clients/organizations <b>(4 marks)</b>.</li><li>Experience in Providing Motor Vehicle Insurance covers and Ability to offer broad portfolio of Motor vehicle Insurance products <b>(10 marks)</b>.</li><li>Minimum number of years in operation <b>(10 years and above- 10 marks)</b>.</li><li>Reputation in the market (Attach Proof) <b>(5 marks)</b>.</li><li>Evidence of past claim handling performance (attach proof and receipts) <b>(5 marks)</b>.</li></ul> | <b>50</b>             |
| <b>Compliance Evaluation</b> <ul style="list-style-type: none"><li>Registered with IRA and AIBK (10 marks)</li><li>Professional indemnity of KES 50M (10 marks)</li></ul>   | <b>20</b>             |
| <b>Financial Capability</b> <ul style="list-style-type: none"><li>Cash and Cash equivalent: Total Assets (Attach balance sheets)</li><li>Current Assets: Current Liabilities (indicate amount)</li><li>Attach Audited Reports for the last two years and bank statements for the last 6 months</li><li>Cost effectiveness of proposal</li></ul>   | <b>30</b>             |
| <b>Total score</b>  | <b>100</b>            |



**QUOTATIONS:**

Bidders are expected to submit quotations from at least three underwriters for each category.

The most economically advantageous tender (MEAT) shall be considered.

**APPENDIX C: SCOPE OF SERVICE**

Please refer to the two attachments attached to this document.

- Consolidated Asset list 2025
- Motor vehicle Inspection reports for 2024