

# **KENYA CIVIL AVIATION AUTHORITY**



**TENDER NUMBER: KCAA/023/2019-2020**

**PROVISION OF VARIOUS INSURANCE COVERS BY  
UNDERWRITERS AND BROKERS FOR TWO YEARS**

**DATE OF NOTICE: TUESDAY 14<sup>TH</sup> JANUARY, 2020**

**CLOSING DATE: WEDNESDAY 29<sup>TH</sup> JANUARY, 2020 AT 11:00 A.M.**

## **BIDDERS TO NOTE**

- a) All bidders must note that KCAA communicates only in writing to all interested bidders during the entire tendering process.**
- b) Bidders MUST indicate clearly on the cover envelope under which category they are submitting the tenders. i.e. category 1 for brokers and their respective underwriters or category 2 for underwriters.**
- c) Each of the categories (1 & 2) has its own Price Schedule and form of tender.**

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## **INTRODUCTION**

**Kenya Civil Aviation Authority** hereinafter referred to as KCAA, intends to engage the services of competent Insurance cover providers who will be expected to undertake the following:

- a) Advise KCAA on the appropriate insurance protection for their insurable interests.
- b) Obtain premium quotations from reputable insurance underwriters where applicable.
- c) Study and negotiate the terms of the insurance policies to suit the requirements of KCAA.
- d) Forward the premium payment to the underwriter where applicable
- e) Obtain the policy documents and submit them to KCAA
- f) Handle insurance claims
- g) Advise KCAA on all aspects of insurance risk management.

Bidders must possess the necessary professional and technical qualifications and competence, financial resources, equipment and other physical facilities, managerial capability, experience in the provision of insurance services, reputation, and the personnel to perform the contract. They should also have legal capacity to enter into the contract and that they have continuously fulfilled obligations to pay taxes and social Security contributions.

**SECTION I - INVITATION FOR TENDERS**

**DATE OF NOTICE: TUESDAY 14<sup>TH</sup> JANUARY, 2020**

**TENDER REF. NO. KCAA/023/2019-2020**

**TENDER NAME: PROVISION OF VARIOUS INSURANCE COVERS BY UNDERWRITERS AND BROKERS FOR TWO YEARS.**

- 1.1 KCAA invites sealed bids from the interested eligible bidders for **provision of various insurance covers by underwriters and brokers for two years (category 1 and 2)**.
- 1.2 Interested eligible bidders may obtain further information from and inspect the tender documents at KCAA Procurement Office in Aviation House Building, Jomo Kenyatta International Airport during normal office working hours (8.00 am – 1.00pm, 2.00pm – 5.00pm). Bidders may also view and download the bidding document from KCAA website: [www.kcaa.or.ke](http://www.kcaa.or.ke) or [www.tenders.go.ke](http://www.tenders.go.ke) and immediately forward their particulars to [procurement@kcaa.or.ke](mailto:procurement@kcaa.or.ke) for records and for the purposes of receiving any further tender clarifications and/or addendums.
- 1.3 A complete set of tender document may be obtained by interested Candidates upon payment of a non-refundable fee of One thousand Kenya Shillings (Kshs.1,000.00) in cash or bankers cheque payable to Director General, Kenya Civil Aviation Authority. Bidders who download the tender document will not be required to pay.
- 1.4 Prices quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings or easily convertible foreign currency and shall remain Valid for a period of 90 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelope marked with Tender reference number and be deposited in the Tender Box at **Ground Floor, Aviation House, Jomo Kenyatta International Airport**, or be addressed to:-

**The Director General  
Kenya Civil Aviation Authority  
P.O. Box 30163 – 00100, Nairobi.**

So as to be received on or before **Wednesday 29<sup>th</sup> January, 2020 at 11:00am.**

- 1.6 ***Bidders MUST indicate clearly on the cover envelope under which Lot they are submitting the tenders. i.e. category 1 for brokers and their respective underwriters or category 2 for underwriters.***
- 1.7 Tender will be opened immediately thereafter in the presence of the bidders or their representatives who choose to attend **at KCAA Auditorium on Ground Floor, Aviation House, JKIA, Nairobi.**

**Manager Procurement  
For: Director General**

## **SECTION II - INSTRUCTION TO BIDDERS**

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## **SECTION II - INSTRUCTIONS TO BIDDERS**

### **2.1. Eligible Bidders**

- 2.1.1 This Invitation for Tenders is open to all Bidders eligible as described in the Appendix to Instructions to Bidders. Successful Bidders shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 2.1.2 KCAA's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specially allowed under section 131 of the Act.
- 2.1.3 Bidders shall provide the qualification information statement that the Bidder (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KCAA to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 2.1.4 Bidders involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of Tendering**

- 2.2.1 The Bidder shall bear all costs associated with the preparation and submission of its tender, and KCAA, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document shall not exceed Ksh.1,000/=
- 2.2.3 KCAA shall allow the Bidder to review the tender document free of charge before purchase.

### **2.3 Contents of Tender Document**

- 2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to Bidders.
- (i) Instructions to Bidders
  - (ii) General Conditions of Contract
  - (iii) Special Conditions of Contract
  - (iv) Schedule of Requirements
  - (v) Details of Insurance Cover
  - (vi) Form of Tender
  - (vii) Price Schedules
  - (viii) Contract Form
  - (ix) Confidential Business Questionnaire Form
  - (x) Tender security Form
  - (xi) FORM KCAA 1 – Professional Qualifications
  - (xii) KCAA FORM 2 – Requirements for Proposed Underwriters
  - (xiii) KCAA FORM 3 - Client Reference Form for Insurance Brokers
  - (xiv) KCAA FORM 4. - Client Reference Form for Insurance Underwriters

2.3.2 The Bidder is expected to examine all instructions, forms, terms and specification in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the Bidders risk and may result in the rejection of its tender.

## **2.4 Clarification of Tender Documents**

2.4.1 A Candidate making inquiries of the tender documents may notify KCAA by post, fax or by email at KCAA's address indicated in the Invitation for tenders. KCAA will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by KCAA. Written copies of the KCAA's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

2.4.2 KCAA shall reply to any clarifications sought by the Bidder within 3 days of receiving the request to enable the Bidder to make timely submission of its tender.

2.4.3 Preference where allowed in the evaluation of tenders shall not exceed 15%

## **2.5 Amendment of Tender Documents**

2.5.1 At any time prior to the deadline for submission of tenders, KCAA, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Bidder, may modify the tender documents by issuing an addendum.

2.5.2 All prospective Bidders who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 In order to allow prospective Bidders reasonable time in which to take the amendment into account in preparing their tenders, KCAA, at its discretion, may extend the deadline for the submission of tenders.

## **2.6 Language of Tenders**

2.6.1 The tender prepared by the Bidder, as well as all correspondence and documents relating to the tender exchanged by the Bidder and KCAA, shall be written in English language. Any printed literature furnished by the Bidder may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.7. Documents Comprising the Tender**

2.7.1 The tender prepared by the Bidder shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below

- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the Bidder is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12
- (d) Declaration Form

## **2.8. Form of Tender**

2.8.1 The Bidder shall complete the Tender Form and the Price Schedule furnished in the tender documents, indicating the services to be provided.

## **2.9. Tender Prices**

2.9.1 The Bidder shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the Bidder shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

## **2.10. Tender Currencies**

2.10.1 Prices shall be quoted in Kenya Shillings

## **2.11. Bidders Eligibility and Qualifications**

2.11.1 Pursuant to paragraph 2.1 the Bidder shall furnish, as part of its tender, documents establishing the Bidders eligibility to tender and its qualifications to perform the contract if it's tender is accepted.

2.11.2 The documentary evidence of the Bidder's qualifications to perform the contract if its tender is accepted shall establish to KCAA's satisfaction that the Bidder has the financial and technical capability necessary to perform the contract.

## **2.12. Tender Security**

2.12.1 The Bidder shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Bidders.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect KCAA against the risk of Bidder's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form of:-

Cash.

A bank guarantee.



Such insurance guarantee approved by the Authority.  
Letter of credit.

- 2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 **shall be rejected by KCAA as non-responsive**, pursuant to paragraph 2.20.5
- 2.12.6 Unsuccessful Bidder's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity
- 2.12.7 The successful Bidder's tender security will be discharged upon the Bidder signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30
- 2.12.8 The tender security may be forfeited:
- (a) if a Bidder withdraws its tender during the period of tender validity.
  - (b) in the case of a successful Bidder, if the Bidder fails:
    - (i) to sign the contract in accordance with paragraph 2.29 or
    - (ii) to furnish performance security in accordance with paragraph 2.30.
  - (c) If the Bidder rejects correction of an arithmetic error in the tender.

### **2.13. Validity of Tenders**

- 2.13.1 Tenders shall remain valid for 90 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by KCAA as non-responsive.
- 2.13.2 In exceptional circumstances, KCAA may solicit the Bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.12 shall also be suitably extended. A Bidder granting the request will not be required nor permitted to modify its tender.

### **2.14. Format and Signing of Tenders**

- 2.14.1 The Bidder shall prepare an original and a copy of the tender, clearly marking each "ORIGINAL TENDER" and "COPY OF TENDER," as appropriate. In the event of any discrepancy between them, the original shall govern.
- 2.14.2 The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the Bidder or a person or persons duly authorized to bind the Bidder to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 2.14.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Bidder, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.15 Sealing and Marking of Tenders**

2.15.1 The Bidder shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as "ORIGINAL TENDER" and "COPY OF TENDER". The envelopes shall then be sealed in an outer envelope.

2.15.2 The inner and outer envelopes shall:

- (a) Be addressed to KCAA at the address given in the Invitation to Tender. Bear tender number and name in the invitation to tender and the words, "**DO Not Open Before Wednesday 29<sup>th</sup> January, 2020 at 11:00 AM.**" The inner envelopes shall also indicate the name and address of the bidder to enable the tender to be returned unopened in case it is declared "late".
- (b) If the outer envelope is not sealed and marked as required by paragraph 2.15.2, KCAA will assume no responsibility for the tender's misplacement or premature opening.

## **2.16. Deadline for Submission of Tenders**

2.16.1 Tenders must be received by KCAA at the address specified not than **Wednesday 29<sup>th</sup> January, 2020 at 11:00am.**

2.16.1 KCAA may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of KCAA and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.2 Bulky tenders which will not fit the tender box shall be received by KCAA as provided for in the appendix.

## **2.17. Modification and Withdrawal of Tenders**

2.17.1 The Bidder may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by KCAA prior to the deadline prescribed for submission of tenders.

2.17.2 The Bidder's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. A withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.17.3 No tender may be modified after the deadline for submission of tenders.

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Bidder's forfeiture of its tender security, pursuant to paragraph 2.12.7.

## **2.18. Opening of Tenders**

- 2.18.1 KCAA will open all tenders in the presence of Bidders' representatives who choose to attend at **11:00am, Wednesday 29<sup>th</sup>, January 2020 on Ground Floor, Aviation House, Jomo Kenyatta International Airport.** and in the location specified in the invitation for tenders. The Bidders' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as KCAA, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 KCAA will prepare minutes of the tender opening, which will be submitted to Bidders that signed the tender opening register and will have made the request.

## **2.19 Clarification of Tenders**

- 2.19.1 To assist in the examination, evaluation and comparison of tenders KCAA may, at its discretion, ask the Bidder for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.
- 2.19.2 Any effort by the Bidder to influence KCAA in its tender evaluation, tender comparison or contract award decisions may result in the rejection of the Bidders' tender.

## **2.20 Preliminary Examination and Responsiveness**

- 2.20.1 KCAA will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.20.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantity, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures, the amount in words will prevail
- 2.20.3 KCAA may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation provided such waiver does not prejudice or affect the relative ranking of any Bidder.
- 2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, KCAA will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one which conforms to all the terms and conditions of the tender documents without material deviations. KCAA's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

2.20.5 If a tender is not substantially responsive, it will be rejected by KCAA and may not subsequently be made responsive by the Bidder by correction of the nonconformity.

### **2.21. Conversion to single currency**

2.21.1 Where other currencies are used, KCAA will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

### **2.22. Evaluation and Comparison of Tenders**

2.22.1 KCAA will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20.

2.22.2 KCAA's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

((a) operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2 the following evaluation methods will be applied.

(a) Operational Plan

(i) KCAA requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than KCAA's required delivery time will be treated as non-responsive and rejected.

(b) Deviation in payment schedule

(i) Bidders shall state their tender price for the payment on schedule outlined in the special conditions of contract.

Tenders will be evaluated on the basis of this base price.

Bidders are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. KCAA may consider the alternative payment schedule offered by the selected Bidder.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

### **2.23. Contacting KCAA**

2.23.1 Subject to paragraph 2.19 no Bidder shall contact KCAA on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 Any effort by a Bidder to influence KCAA in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the Bidders' tender.

## **2.24 Post-qualification**

- 2.24.1 KCAA will verify and determine to its satisfaction whether the Bidder that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.24.2 The determination will take into account the Bidder financial and technical capabilities. It will be based upon an examination of the documentary evidence of the Bidders qualifications submitted by the Bidder, pursuant to paragraph 2.11.2, as well as such other information as KCAA deems necessary and appropriate
- 2.24.3 An affirmative determination will be a prerequisite for award of the contract to the Bidder. A negative determination will result in rejection of the Bidder's tender, in which event KCAA will proceed to the next lowest evaluated tender to make a similar determination of that Bidder's capabilities to perform satisfactorily.

## **2.25 Award Criteria**

- 2.25.1 Subject to paragraph 2.29 KCAA will award the contract to the successful Bidder whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the Bidder is determined to be qualified to perform the contract satisfactorily.
- 2.25.2 To qualify for contract awards, the Bidder shall have the following:-
- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
  - (b) Legal capacity to enter into a contract for procurement
  - (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.
  - (d) Shall not be debarred from participating in public procurement.

## **2.26. KCAA's Right to accept or Reject any or all Tenders**

- 2.26.1 KCAA reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected Bidder or Bidders or any obligation to inform the affected Bidder or Bidders of the grounds for KCAA's action. If KCAA determines that none of the tenders is responsive, KCAA shall notify each Bidder who submitted a tender.
- 2.26.2 KCAA shall give prompt notice of the termination to the Bidders and on request give its reasons for termination within 14 days of receiving the request from any Bidder.
- 2.26.3 A Bidder who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.27 Notification of Award**

- 2.27.1 Prior to the expiration of the period of tender validity, KCAA will notify the successful Bidder in writing that its tender has been accepted.

- 2.27.2 The notification of award will signify the formation of the contract subject to the signing of the contract between the Bidder and KCAA pursuant to clause 2.9. Simultaneously the other Bidders shall be notified that their tenders were not successful.
- 2.27.3 Upon the successful Bidder's furnishing of the performance security pursuant to paragraph 2.29 KCAA will promptly notify each unsuccessful Bidder and will discharge its tender security, pursuant to paragraph 2.12

## **2.28 Signing of Contract**

- 2.28.1 At the same time as KCAA notifies the successful Bidder that its tender has been accepted, KCAA will simultaneously inform the other Bidders that their tenders have not been successful.
- 2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful Bidder shall sign and date the contract and return it to KCAA.
- 2.28.3 The contract will be definitive upon its signature by the two parties.
- 2.28.4 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

## **2.29 Performance Security**

- 2.29.1 The successful Bidder shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to KCAA.
- 2.29.2 Failure by the successful Bidder to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event KCAA may make the award to the next lowest evaluated tender or call for new tenders.

## **2.30 Corrupt or Fraudulent Practices**

- 2.30.1 KCAA requires that Bidders observe the highest standard of ethics during the procurement process and execution of contracts. A Bidder shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.
- 2.30.2 KCAA will reject a proposal for award if it determines that the Bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question
- 2.30.3 Further a Bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

## Appendix to instructions to Bidders

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to Bidders. Wherever there is a conflict between the provisions of the instructions to Bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to Bidders.

Instruction to Tenderers	Particulars of Appendix to instructions to Bidders
2.1.1	The tender is open to insurance brokerage and underwriting firms in the respective lots who have appropriate and valid accreditations.
2.4	All communications with the Authority during and after the tendering period will only be in writing.
2.10	The premium for aviation liability should be quoted in USD
2.12.1	Bidders shall provide a tender security of <b>Kshs 300,000 for category 1 and Kshs 1,000,000 for category 2</b> in form of a bid bond or bankers cheque and shall be valid for a period of 120 days from the date of tender opening. Bidders who will submit a tender security of a lesser value shall be disqualified. Submission of a bid bond with a validity period of less than 120 days shall also be disqualified.
2.14.1	Bidders shall provide <b>1 ORIGINAL</b> copy of the tender document clearly <b>marked original</b> and <b>1</b> other copy marked <b>COPY</b> all placed in one envelope
2.15	<b><i>Bidders MUST indicate clearly on the cover envelope under which Lot they are submitting the tender. i.e category 1 for brokers and their respective underwriters or category 2 for underwriters.</i></b>
2.16.1	<b>The closing date of the tender shall be Wednesday 29<sup>th</sup> January, 2020 at 11:00am.</b>
2.16.3	Bulky tenders which will not fit in the tender box shall be received and recorded at the Procurement Manager's Office located on ground floor, Aviation House.
2.22	Evaluation of the tenders shall be done using the criteria set out in the tender document
2.29	The successful bidder shall be expected to provide a performance security of 10% of the contract value for the quoted equipment.
2.30	<p><b>Anti-corruption Affidavit</b></p> <p>All bidders <b>MUST</b> swear an affidavit to the effect they will not have offered or been requested to pay an inducement to a member of the Board, Management and/or Staff of KCAA to influence the outcome of the bid.</p>
2.4	Request for clarification should be received not later than seven (7) days prior to the deadline for the submission of the tenders.

## EVALUATION CRITERIA

Kenya Civil Aviation Authority will consider the following four categories of criteria to evaluate the tenders and tenderers.

- (a) Mandatory tender requirements
- (b) Technical capability assessment including due diligence where applicable
- (c) Financial/Commercial Evaluation.
- (d) Due diligence where applicable

Details for each of this criterion is as explained below **(a-b)**.

### (a) CONFIRMATION ON COMPLIANCE WITH MANDATORY REQUIREMENTS

The submission of the following mandatory items will be required in the determination of the completeness of the bid and bidder's responsiveness. Bids that do not contain all the information required will be declared non responsive and shall not be evaluated further.

**Table 1: Mandatory requirements criteria for brokers under category 1**

No.	Documents to be submitted
1.	Duly filled confidential questionnaire (Indicate all the directors and respective shares)
2.	Duly filled, signed and stamped form of tender
3.	Copy of certificate of Incorporation.
4.	Attach copy of CR12 certificate
5.	Indicate the principal place of business. (Attach a current lease agreement from landlord or trade license from the respective county)
6.	Audited financial statements for the last three years.
7.	Current Tax Compliance certificate from the Kenya Revenue Authority
8.	Correctly filled sworn Anti-corruption Affidavit
9.	Ensure serialization of ALL pages for the bid submitted (paginated)
10.	Submit current credit rating by an accredited rating firm.
11.	Tender security for Kshs 350,000.00 valid for 120 days from the tender opening date
12.	Must be registered by the Insurance Regulatory Authority (IRA). Attach current copy of certificate.
13.	Must submit the original quotation from the respective underwriters.
14.	Must be a member of Association of Insurance Brokers of Kenya (AIBK). Attach copy of certificate.
15.	Copy of certificate of Registration as broker for the current period (2020)
16.	Must have experience of at least five (5) years.
17.	Must have handled at least five (5) corporate clients with a contract value of at least Kshs. 5 million each. Attach copies of the contracts and corresponding recommendation letters indicating total premium, period of cover and contact person. Ensure client's reference for attached below is duly filled and signed. At least 3 of the clients listed above should be public entities save for aviation liability.
18.	Submit a statement in the bidders letter head that the company is not insolvent, receivership, bankrupt or in the process of being wound up
19.	Submit a statement in the bidder's letter head indicating that the person or his or her sub-contractor, if any is not debarred from participating in procurement proceedings.
20.	Professional Indemnity Policy Schedule for the current period. The indemnity limit must be Kshs. 50 Million or more.
21.	Must provide details of the previous claims settlement turnaround time. Any variance from the requirements in this tender document will render the bid non responsive
22.	Firms which have previously worked with KCAA <b>MUST</b> provide documentary evidence that they rendered the services satisfactorily in accordance with the terms of contract. In particular they should provide details of claims settled during the contractual period in the format provided in table 4 below supported by documentary evidence.
23.	Confirm in writing that the proposal has an excess cover protector as per the tender document requirement. The excess cover protector must be clearly indicated against the quote for each cover as applicable.
24.	Written power of attorney of the signatory of the tender to commit the tenderer.



**Table 2: Mandatory requirements criteria for underwriters submitted by brokers under category 1**

No.	Documents to be submitted
1.	Must be registered by the Insurance Regulatory Authority (IRA). Attach current copy of certificate.
2.	Must be a member of Association of Kenya Insurers (AKI). Attach current copy of certificate.
3.	Must have the capacity to underwrite a minimum lead of 50% of the respective policy as awarded for assets based policies.
4.	Must not be under statutory administration or facing liquidation proceedings.
5.	Must be Re-Insured with a reputable reinsurance firm
6.	Must provide a copy of director's liability Policy Schedule for the current period.
7.	Submit a statement in the bidder's letter head that the company is not insolvent, under receivership, bankrupt or in the process of being wound up
8.	Submit a statement in the bidder's letter head indicating that the person or his or her sub-contractor, if any is not debarred from participating in procurement proceedings.
9.	Must not be under statutory administration or facing liquidation proceedings.
10.	Must submit valid reinsurance treaties cover note/slip.
11.	Submit current credit rating by an accredited rating firm.
12.	Ensure serialization of ALL pages for the bid submitted (paginated).
13.	Submit a copy of current Tax Compliance Certificate from the Kenya Revenue Authority
14.	Correctly filled sworn Anti-corruption Affidavit
15.	Must provide proof of having done annual gross premium of Kshs. 500 million in the last one year (Reference will be Proof from current IRA report or duly audited accounts)
16.	Confirm in writing that the proposal has an excess cover protector as per the tender document requirement. The excess cover protector must be clearly indicated against the quote for each cover as applicable.

**Table 3: Mandatory requirements criteria for underwriters under category 2**

No.	Documents to be submitted
1.	Duly filled confidential questionnaire (Indicate all the directors and respective shares)
2.	Duly filled, signed and stamped form of tender
3.	Copy of certificate of Incorporation.
4.	Attach copy of CR12 certificate
5.	Written power of attorney of the signatory of the tender to commit the tenderer.
6.	Must be registered by the Insurance Regulatory Authority (IRA). Attach current copy of certificate.
7.	Must be a member of Association of Kenya Insurers (AKI). Attach current copy of certificate.
8.	Submitted certified copies of audited financial statements for the last three years.
9.	Must have experience of at least five (5) years.
10.	Must have handled at least five (5) corporate clients with contracts of similar nature with a value of at least Kshs. 70 million and above each in the last two (2) years. Attach copies of contracts and their corresponding recommendation letters.
11.	Attach copy of current tax compliance certificate from the Kenya Revenue Authority
12.	Correctly filled sworn Anti-corruption Affidavit
13.	Ensure serialization of ALL pages for the bid submitted (paginated)
14.	Submit a statement in the bidders letter head that the company is not insolvent, receivership, bankrupt or in the process of being wound up
15.	Submit a statement in the bidder's letter head indicating that the person or his or her sub-contractor, if any is not debarred from participating in procurement proceedings.
16.	Tender security of <b>Kshs. 1,000,000.00</b> valid for 120 days from the tender opening date
17.	Must provide proof of having done average combined total gross premium of over Kshs.750 million in the last two years (Reference will be Proof from current IRA report or duly audited accounts) – <b>Note: This is applicable for Group life and Group Personal accident bidders only</b>
18.	Must provide proof of having done average gross premium of over Kshs.70 million in the last two years (Reference will be Proof from current IRA report or duly audited accounts) – <b>Note: This is applicable for Aviation Liability bidders only</b>
19.	Must provide proof evidence of having paid claims of over Kshs.300 million in the last two years (Reference will be Proof from current IRA report or duly audited accounts) – <b>Note: This is applicable for Group life and Group Personal accident bidders only</b>
20.	Must provide proof of having paid up capital of at least Kshs.700 million (Reference will be Proof from current IRA report or duly audited accounts) – <b>Note: This is applicable for Aviation Liability, Group life and Group Personal accident bidders only</b>
21.	Must provide a copy of director's liability Policy Schedule for the current period.
22.	Must be Re-Insured with a reputable reinsurance firm
23.	Submit current credit rating by an accredited rating firm
24.	Must not be under statutory administration or facing liquidation proceedings.
25.	Must submit valid reinsurance treaties cover note/slip.
26.	Firms which have previously worked with KCAA <b>MUST</b> provide documentary evidence that they rendered the services satisfactorily in accordance with the terms of contract. In particular they should provide details of claims settled during the contractual period in the format provided in table 4 below supported by documentary evidence
27.	Must provide details of the previous claims settlement turnaround time. Any variance from the requirements in this tender document will render the bid non responsive

**Table 4: Format for previous claims settlement**

No	Nature of claim	Amount claimed	Date launched	Date of settlement	Amount paid
1					
2					
3					
4					

**NOTE:** Bidders **MUST** indicate clearly on the cover envelope under which Lot they are submitting the tenders. **i.e category 1 for Brokers or category 2 for Underwriters.**

**(b) Technical evaluation criteria for the bidding firm in Lot 1 and 2 will be as shown in table 4 and 5 respectively:**

Bidders who are responsive under the mandatory evaluation criteria shall be evaluated as per the Technical Evaluation Criteria set out in the table below. Bidders are required to score at least **75% of the total marks for the respective lot** to qualify for further evaluation under the Commercial/Financial Evaluation Criteria.

**Table 5: Technical Evaluation criteria for brokers under category 1**

CRITERIA	METHOD OF EVALUATION		MAXIMUM POINTS
<p><b>Broker's Experience:</b> Firm's experience as shown by number of years in insurance brokerage business.</p>	<ul style="list-style-type: none"> <li>• Number of years in insurance services and Proof of satisfactory service (recommendations from at least five clients, with telephone numbers and email of the person to be contacted).</li> <li>• Completed Client Reference Forms – FORM KCAA 3 from at least five (5) corporate clients. The insurance portfolio handled for each of the clients must be more than five million shillings (Kshs. 5,000,000.00).</li> <li>• Firm's total business volume handled in the previous year will be evaluated and scored relatively ranked against other brokers / bidders. <b>(source: firm's company profile)</b></li> </ul>		15
<p><b>Claims processing ability</b></p>	<ul style="list-style-type: none"> <li>• Volumes of fully processed claims in previous year.</li> <li>• Claims processing methodology.</li> <li>• Broker's internal preparedness for claims handling.</li> </ul> <p>All will be ranked and scored relative to other bidders. <b>(source: Firms provided &amp; write-ups)</b></p>		20
<p><b>Human Resource Capabilities/ Key Personnel:</b> Professional qualifications and experience to establish capacity to deliver the services (Provide details for principal officer and at least three other senior officers in the prescribed format, FORM KCAA 1 attached) will be evaluated and scored relative to other bidders</p>	<p>Principal Officer (Attach CV)</p> <p><b>Maximum Score = 10</b></p> <p>Professional qualifications and experience of three other technical personnel (Attach CVs for each)</p> <p><b>Maximum Score for each = 10 and for all three = 30</b></p>	<p>ACII/AIHK – 3 points</p> <p>Relevant degree/Postgraduate degree – 2 points</p> <p>Relevant experience – 1 point for every year's experience after qualification, max. 5</p> <p>ACII/AIHK – 3</p> <p>Relevant degree/Postgraduate degree – 2</p> <p>Relevant experience – 1 point for every year's experience after qualification, max. 5</p>	40

<b>Terms and conditions in provision of the service</b>	State clearly any exclusions	5
<b>Panel of proposed underwriters and scope of cover</b>	<ul style="list-style-type: none"> <li>• Panel of proposed underwriters who meet the eligibility requirements specified based on the original copy of FORM KCAA 2 in respect of each proposed underwriter submitted.</li> <li>• Broker's proposed underwriters strict adherence to laid down insurance particulars and detailed insurance scope will be evaluated and ranked against other insurer's proposed by other bidders <b>(source: detailed original quotations attached)</b></li> </ul>	10
<b>Statutory paid up Capital</b>	Sate Statutory paid up Capital and Value of paid up Capital	5
<b>Value of Risk covered by Insurers</b>	Sate Value of Risk covered by Insurers	10
<b>Financial Resources</b> (Equity, total assets and total liabilities will be evaluated and scored relative to other bidders)	Financial Ratios to be Evaluated based on information in the three years accounts provided: <ul style="list-style-type: none"> <li>▪ Cash and Cash Equivalent : Total Assets</li> <li>▪ Current Assets : Current Liabilities</li> <li>▪ Working Capital</li> </ul>	15
	<b>Profit Trend for past three years:</b> <ul style="list-style-type: none"> <li>▪ 2018</li> <li>▪ 2017</li> <li>▪ 2016</li> </ul>	10
	<b>Annual premiums Trend for past three years:</b> Average premium turnover for the last three years - 5 points for every Kshs. 10 million handled and positive trend. <ul style="list-style-type: none"> <li>▪ 2018</li> <li>▪ 2017</li> <li>▪ 2016</li> </ul>	15
Miscellaneous information:	Provide any other additional information relevant to the provision of the Insurance Services.	5
<b>MAXIMUM POINTS/MARKS</b>		<b>150</b>

**Table 6: Evaluation criteria for underwriters under category 2**

CRITERIA	METHOD OF EVALUATION	MAXIMUM POINTS								
<p><b>Underwriter’s Experience and premium flows:</b> Firm’s experience as shown by number of years in insurance brokerage business.</p>	<ul style="list-style-type: none"> <li>Number of years in insurance services and Proof of satisfactory service (recommendations from at least five clients, with telephone numbers and email of the person to be contacted) – Completed Client Reference Forms –FORM KCAA 4 from at least five (5) corporate clients. The insurance portfolio handled for each of the clients must be more than one hundred million shillings ( Kshs. 100,000,000.00).</li> <li>Gross premium income for the previous year will be ranked and scored relative to other bidders.(<b>source: IRA latest industry report</b>)</li> </ul>	20								
<p><b>Human Resource Capabilities/ Key Personnel:</b> Professional qualifications and experience to establish capacity to deliver the services (Provide details for principal officer and at least three other senior officers in the prescribed format, FORM KCAA 1 attached) will be evaluated and scored relative to other bidders.</p> <p><b>Provide company profile and structure</b></p>	<table border="1"> <tr> <td data-bbox="665 520 906 688">Principal Officer (Attach CV)</td> <td data-bbox="906 520 1315 688">ACII/AIHK – 3 points Relevant degree/Postgraduate degree – 2 points</td> </tr> <tr> <td data-bbox="665 688 906 972"><b>Maximum Score = 10</b></td> <td data-bbox="906 688 1315 972">Relevant experience – 1 point for every year’s experience after qualification, max. 5</td> </tr> <tr> <td data-bbox="665 688 906 972">Professional qualifications and experience of three other technical personnel (Attach CVs for each)</td> <td data-bbox="906 688 1315 972">ACII/AIHK – 3 Relevant degree/Postgraduate degree – 2 Relevant experience – 1 point for every year’s experience after qualification, max. 5</td> </tr> <tr> <td data-bbox="665 888 906 972"><b>Maximum Score for each =10 and for all three = 30</b></td> <td data-bbox="906 888 1315 972"></td> </tr> </table>	Principal Officer (Attach CV)	ACII/AIHK – 3 points Relevant degree/Postgraduate degree – 2 points	<b>Maximum Score = 10</b>	Relevant experience – 1 point for every year’s experience after qualification, max. 5	Professional qualifications and experience of three other technical personnel (Attach CVs for each)	ACII/AIHK – 3 Relevant degree/Postgraduate degree – 2 Relevant experience – 1 point for every year’s experience after qualification, max. 5	<b>Maximum Score for each =10 and for all three = 30</b>		40
Principal Officer (Attach CV)	ACII/AIHK – 3 points Relevant degree/Postgraduate degree – 2 points									
<b>Maximum Score = 10</b>	Relevant experience – 1 point for every year’s experience after qualification, max. 5									
Professional qualifications and experience of three other technical personnel (Attach CVs for each)	ACII/AIHK – 3 Relevant degree/Postgraduate degree – 2 Relevant experience – 1 point for every year’s experience after qualification, max. 5									
<b>Maximum Score for each =10 and for all three = 30</b>										
<p><b>Underwriter’s Claims settlement ability (Value of claims Recently paid for Risks)</b></p>	<ul style="list-style-type: none"> <li>State highest value of claim recently paid for Risks of relevant class of policies for at least three clients. Attach proof.</li> <li>Total annual claims paid in the previous year will be ranked and scored relative to other bidders. (<b>source: IRA latest industry report</b>)</li> </ul>	20								
<p><b>Terms and conditions in provision of the service</b></p>	<ul style="list-style-type: none"> <li>Firm’s strict adherence to the insurance particulars provided and covers inclusion; exclusions and extras will be evaluated and scored relative to other bidders. (<b>source: submitted quotations</b>)</li> </ul>	20								
<p><b>Statutory paid up Capital</b></p>	<p>Sate Statutory paid up Capital and Value of paid up Capital</p>	5								
<p><b>Financial Resources</b> (Equity, total assets and total liabilities will be evaluated and scored relative to other bidders)</p>	<table border="1"> <tr> <td data-bbox="665 1381 1315 1528">                     Financial Ratios to be Evaluated based on information in the three years accounts provided:                     <ul style="list-style-type: none"> <li>Cash and Cash Equivalent : Total Assets</li> <li>Current Assets : Current Liabilities</li> <li>Working Capital</li> </ul> </td> <td data-bbox="1323 1381 1490 1528">15</td> </tr> <tr> <td data-bbox="665 1528 1315 1644"> <b>Profit Trend for past three years:</b> <ul style="list-style-type: none"> <li>2018</li> <li>2017</li> <li>2016</li> </ul> </td> <td data-bbox="1323 1528 1490 1644">10</td> </tr> <tr> <td data-bbox="665 1644 1315 1812"> <b>Annual premiums Trend for past three years:</b> Average premium turnover for the last three years - 5 points for every Kshs. 10 million handled and positive trend.                     <ul style="list-style-type: none"> <li>2018</li> <li>2017</li> <li>2016</li> </ul> </td> <td data-bbox="1323 1644 1490 1812">15</td> </tr> </table>	Financial Ratios to be Evaluated based on information in the three years accounts provided: <ul style="list-style-type: none"> <li>Cash and Cash Equivalent : Total Assets</li> <li>Current Assets : Current Liabilities</li> <li>Working Capital</li> </ul>	15	<b>Profit Trend for past three years:</b> <ul style="list-style-type: none"> <li>2018</li> <li>2017</li> <li>2016</li> </ul>	10	<b>Annual premiums Trend for past three years:</b> Average premium turnover for the last three years - 5 points for every Kshs. 10 million handled and positive trend. <ul style="list-style-type: none"> <li>2018</li> <li>2017</li> <li>2016</li> </ul>	15			
Financial Ratios to be Evaluated based on information in the three years accounts provided: <ul style="list-style-type: none"> <li>Cash and Cash Equivalent : Total Assets</li> <li>Current Assets : Current Liabilities</li> <li>Working Capital</li> </ul>	15									
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<p>Miscellaneous information:</p>	<p>Provide any other additional information relevant to the provision of the Insurance Services.</p>	5								
<p><b>MAXIMUM POINTS/MARKS</b></p>		<p><b>150</b></p>								

**(c) Financial/Commercial Evaluation.**

The winning bidder will be the lowest bidder in **each policy** among those who will have passed the mandatory and technical evaluation as outlined in (a & b) above except where the bidder has not satisfied all other requirements stated in the bid document. The financial evaluation will take into account any financial discounts stated in the bid document.

**d) Due diligence**

KCAA will conduct a due diligence where necessary on the lowest evaluated bidder before award of contract.

## **SECTION III - GENERAL CONDITIONS OF CONTRACT**

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## **SECTION III      GENERAL CONDITIONS OF CONTRACT**

### **3.1. Definitions**

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) "The Contract" means the agreement entered into between KCAA and the Bidder, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) "The Contract Price" means the price payable to the Bidder under the Contract for the full and proper performance of its contractual obligations
- (c) "The Services" means services to be provided by the Bidder including any documents, which the Bidder is required to provide to KCAA under the Contract.
- (d) "KCAA" means the organization procuring the services under this Contract
- (e) "The Contractor" means the organization or firm providing the services under this Contract.
- (f) "GCC" means the General Conditions of Contract contained in this section.
- (g) "SCC" means the Special Conditions of Contract
- (h) "Day" means calendar day

### **3.2. Application**

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

### **3.3. Standards**

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

### **3.4. Use of Contract Documents and Information**

3.4.1 The Contractor shall not, without KCAA's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of KCAA in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without KCAA's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.



3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of KCAA and shall be returned (all copies) to KCAA on completion of the contract's or performance under the Contract if so required by KCAA.

### **3.5. Patent Rights**

3.5.1 The Contractor shall indemnify KCAA against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

### **3.6 Performance Security**

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful Bidder shall furnish to KCAA the performance security where applicable in the amount specified in SCC.

3.6.2 The proceeds of the performance security shall be payable to KCAA as compensation for any loss resulting from the Bidder's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to KCAA and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by KCAA and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

### **3.7. Delivery of services and Documents**

3.7.1 Delivery of the services shall be made by the Bidder in accordance with the terms specified by KCAA in the schedule of requirements and the special conditions of contract

### **3.8. Payment**

3.81. The method and conditions of payment to be made to the Bidder under this Contract shall be specified in SCC

3.82. Payment shall be made promptly by KCAA as specified in the contract.

### **3.9. Prices**

3.9.1 Prices charged by the contractor for Services performed under the Contract shall not; with the exception of any price adjustments authorized in SCC vary from the prices quoted by the Bidder in its tender.

### **3.10. Assignment**

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with KCAA's prior written consent.

### **3.11. Termination for Default**

3.11.1 KCAA may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

- (a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by KCAA.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of KCAA has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event KCAA terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to KCAA for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

### **3.12. Termination for Insolvency**

3.12.1 KCAA may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to KCAA.

### **3.13. Termination for Convenience**

3.13.1 KCAA by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.

3.13.2 For the remaining part of the contract after termination KCAA may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

### **3.14 Resolution of Disputes**

3.14.1 KCAA and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract

3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party

may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

### **3.15. Governing Language**

3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.16. Applicable Law**

3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

### **3.17 Force Majeure**

3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.18 Notices**

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

## SECTION IV – SPECIAL CONDITIONS OF CONTRACT

Special Conditions of Contract as relates to the General Conditions of Contract are tabulated below:-

Reference of general conditions of contract	Special condition of contract
3.7 Delivery of Services	The insurance broker and underwriter under the respective policy shall be required to confirm cover before the commencement date of contract by delivering the insurer's confirmation endorsements and insurance certificates where applicable. The policy document shall be prepared and delivered within 7 days from the cover commencement date.
3.8 Payment	Payment of premium shall be made by KCAA once a duly signed contract by both parties is completed
3.16 Applicable law	The Insurance Act Cap 487 Laws of Kenya
3.18 Notices	Kenya Civil Aviation Authority P. O. Box 30163 - 00100 Nairobi

The current under listed insurance policies will expire on **29<sup>th</sup> February, 2020** and will therefore be due for renewal with effect from **1<sup>st</sup> March 2020** as tabulated below:-

## **SUMMARY OF THE CLASS OF POLICIES AND VALUE TO BE INSURED**

### **CATEGORY 1 (INSURANCE BROKERS)**

#### **1. INSURANCE COVERS THROUGH INSURANCE BROKERS**

<b>LOT. No.</b>	<b>Particulars of Insurance</b>	<b>Expiry Date</b>	<b>User</b>	<b>Risks covered</b>
i.	Motor Vehicle Insurance Policy	29 <sup>th</sup> February 2020	MHR & A	Comprehensive
ii.	Burglary Insurance	29 <sup>th</sup> February 2020	MHR & A	Loss & Damage
iii.	Public Liability	29 <sup>th</sup> February 2020	MHR & A	All Risks
iv.	All Risks / Fire and Perils for various Air Navigation Equipment, Head Office Building, East African School of Aviation Buildings, Staff Houses and furniture in various sites within the Republic of Kenya.	29 <sup>th</sup> February 2020	MES / DEASA & MHR & A	All Risks
v.	ICT computers and accessories	29 <sup>th</sup> February 2020	MICT	All Risks
vi.	Money Insurance	29 <sup>th</sup> February 2020	MF	All Risks
vii.	Fidelity Guarantee	29 <sup>th</sup> February 2020	MF	Loss
viii.	Aviation Liability	29 <sup>th</sup> February 2020	MATS	Professional negligence

#### **2. RESPONSIBILITIES OF THE BROKER FOR LOT 1**

The broker should be responsible for: -

- i. Structuring and obtaining optimum policy covers from the Underwriters as per the requirements in the tender document.
- ii. Ensure that all covers have **excess cover protector** in case of compensation claim.
- iii. Indicate the **preferred underwriter for each cover and give reasons.**

- iv. Negotiate with the selected Underwriter any other pertinent aspects of the policy that may arise during the term of the policy.
- v. Analyze, review, and scrutinize the policy documents and endorsements there-in and **submit a summary report of the terms and conditions to KCAA.**
- vi. Remitting to the underwriter all premiums paid by KCAA within seven (7) days.
- vii. Ensure motor vehicle insurance certificates are received in KCAA offices within two (2) days upon payment of premium.
- viii. Ensure proper claims administration by fully coordinating prudent requirements between KCAA and the selected Underwriter.
- ix. Ensure all fully documented Motor claims are settled within one (1) month after filing.
- x. Ensure all fully documented Public Liability Claims are settled within one (1) month after notification.
- xi. Ensured all fully documented Property claims are settled within one (1) month after notification.
- xii. Prepare **monthly records of outstanding claims** lodged by KCAA which must be submitted to KCAA by 15<sup>th</sup> of the following month.
- xiii. **Arrange quarterly meetings** with KCAA at no extra cost to review performance of the covers.
- xiv. Collect and deliver mail and any other information from KCAA offices to the underwriter.
- xv. Ensure that policy documents are availed to KCAA within seven (7) days upon execution of the contract and payment of premiums.
- xvi. **Train/sensitize at least three (3) KCAA Officers** (those dealing with insurance) on policy requirements, benefits and any risk exposure or expected changes.

**NB:** - The procuring entity shall disqualify a bidder whose special conditions or exclusions are too exposing to the procuring entity in terms of uncovered risks without further reference to the bidder.

All policies to have a cancellation notice of at least 60 days

**3. CLIENT REFERENCE FORM FOR INSURANCE BROKERS**

This is to confirm that Ms.....has provided us with insurance brokerage services for the period ..... with a total premium of Kshs..... p.a.

**PERFORMANCE EVALUATION**

Rate the insurance broker by ticking the appropriate box

No.	How do you rate the performance of this brokerage firm on	Excellent	Good	Average	Poor
1	Claims and Responsiveness				
2	General Customer Service				

**DECLARATION**

We confirm that the above insurance broker has handled our insurance covers as described above and we have no reservations in recommending them for your engagement.

Name of Authorized Signatory .....

Designation .....

Signature .....

Date .....

Telephone Contact .....

Official Stamp

## **CATEGORY 2 (INSURANCE UNDERWRITERS)**

### **4. INSURANCE COVERS DIRECTLY THROUGH INSURANCE UNDERWRITERS**

<b>No.</b>	<b>Particulars of Insurance</b>	<b>Expiry Date</b>	<b>User</b>	<b>Risks covered</b>
i.	Group Personal Accident (Staff and Board of Directors) Insurance	29 <sup>th</sup> February 2020	MHR & A	Accident
ii.	Group Life and Last Expense Insurance	29 <sup>th</sup> February 2020	MHR & A	Life
iii.	Work Injury Benefits Act (WIBA)	29 <sup>th</sup> February 2020	MHR & A	Injury

### **5. RESPONSIBILITIES OF THE UNDERWRITER FOR LOT 2**

- i. Structure and provide optimum policy covers as per the requirements in the tender document.
- ii. Ensure that all covers provide for **excess cover protector**.
- iii. Indicate the preferred reinsurer for each cover and give reasons.
- iv. Inform the Authority of any pertinent aspect of the policy that may arise during the term of the policy.
- v. Submit a summary report of the terms and conditions to KCAA.
- vi. Ensure proper claims administration are fully coordinated prudently between KCAA and the Underwriter.
- vii. Ensure all Last Expense claims for employees and dependents are settled within 48 hours after notification.
- viii. Ensure all fully documented Group Life (GL) and Group Personal Accident (GPA) claims are settled within one (1) month from the date of notification.
- ix. Prepare **monthly records of outstanding claims** lodged by KCAA which must be submitted by 15<sup>th</sup> of the following month.
- x. **Arrange quarterly meetings** with KCAA at no extra cost to review performance of the covers.
- xi. Ensure that policy documents are availed to KCAA within seven (7) days upon execution of the contract and payment of premiums.
- xii. **Train/sensitize at least three (3) KCAA Officers** (those dealing with insurance) on policy requirements, benefits and any risk exposure or expected changes.



**NB:** - The procuring entity shall disqualify a bidder whose special conditions or exclusions are too exposing to the procuring entity in terms of uncovered risks without further reference to the bidder.

All policies to have a cancellation notice of at least 60 days

**6. CLIENT REFERENCE FORM FOR INSURANCE UNDERWRITERS**

This is to confirm that Ms.....has provided us with insurance services for the period ..... with a total premium of Kshs..... p.a.

**PERFORMANCE EVALUATION**

Rate the underwriter by ticking the appropriate box

No.	How do you rate the performance of this underwriter on	Excellent	Good	Average	Poor
1	Claims and Responsiveness				
2	General Customer Service				
3	Underwriting Responsiveness				

**DECLARATION**

We confirm that the above underwriter has handled our insurance covers as described above and we have no reservations in recommending them for your engagement.

Name of Authorized Signatory .....

Designation .....

Signature .....

Date .....

Telephone Contact .....

Official Stamp .....

## **SECTION V - SCHEDULE OF REQUIREMENTS**

1. Bidders are required to provide their quotations based on the format of the appended **Schedule of Insurance Requirements** and should enumerate all the exclusions, extensive and special clauses, policy limitations and excess applicable under each of the policies.
2. Bidders will be required to provide a summary of their quotations based on the format of the appended **Price Schedule Form**. Bidders must take into consideration the arrangement of the policies as presented in the **Price Schedule Form** while making their recommendations of the underwriters for the various policies.
3. Bidders must submit copies of quotation slips as received from insurers along with the signed **FORM KCAA 2** from their recommended underwriters. The Bidders must ensure that the premium presented in the Price Schedule Forms and Schedule of Insurance Requirements is the same as those in the insurers' original quotation slips.
4. Any special requirements in respect to each class of insurance have been provided in the Schedule of Insurance Requirements. Such requirements must be considered and addressed in the bids.

## **CATEGORIES OF INSURANCE COVERS REQUIRED**

### **CATEGORY 1**

#### **1. CLASS OF POLICY: - MOTOR VEHICLE INSURANCE POLICY**

The following motor vehicles will be comprehensively covered. The cover **MUST have an excess protector.**

	REG NO	MAKE	MODEL	BODY	C.C.	FUEL	YEAR	VALUE
<b>CENTRAL WORKSHOP</b>								
1.	KAV 847E	TOYOTA	HILUX	PICK UP	2.5	DIESEL	2007	1,200,000.00
2.	KCK 837U	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	4,900,000.00
3.	KCP 629K	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	5,779,000.00
<b>EASA - EMBAKASI</b>								<b>0</b>
4.	KBL 581G	ADMIRAL		PICK UP	2.7	DIESEL	2009	900,000.00
5.	KBL 826G	VW	PASSAT	SALOON	1.8	PETROL	2010	2,800,000.00
6.	KCH 817Q	KIA	SPORTAGE	SUV	2.0	DIESEL	2016	4,000,000.00
7.	KCP 269K	TOYOTA	HIACE	MICROBUS	2.5	DIESEL	2018	5,450,000.00
8.	KCP 630K	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	5,400,000.00
9.	KCK 597U	ISUZU		BUS	8.2	DIESEL	2017	6,000,000.00
10.	KBG 320C	ISUZU		BUS	4.3	DIESEL	2009	2,000,000.00
11.	KCP 568K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00
<b>ELDORET ANS STATION</b>								<b>0</b>
12.	KBB 304S	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2008	1,200,000.00
13.	KCE 734D	TOYOTA	L/CRUISER	D/CABIN	4.2	DIESEL	2015	6,000,000.00
14.	KCP 657K	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2018	6,598,515.00
<b>KCAA HEADQUARTERS</b>								<b>0</b>
15.	KBR 659U	CHERRY	TIGO	S.WAGON	1.8	PETROL	2012	1,600,000.00
16.	KBW 794V	TOYOTA	L/CRUISER	S.WAGON	4.2	DIESEL	2013	4,000,000.00
17.	KBW 185V	FORD	RANGER	D/CABIN	3.2	DIESEL	2013	4,500,000.00
18.	KBW 062V	TOYOTA	PRADO	S.WAGON	2.9	DIESEL	2013	5,500,000.00
19.	KCD 416G	TOYOTA	PRADO	S.WAGON	2.9	DIESEL	2015	6,000,000.00
20.	KCD 344G	FORD	RANGER	D/CABIN	2.2	DIESEL	2013	3,500,000.00
21.	KCD 457G	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2015	3,500,000.00
22.	KCH 816Q	KIA	SPORTAGE	S.WAGON	2.2	DIESEL	2016	5,000,000.00
23.	KCH 827Q	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2016	5,800,000.00
24.	KCP 220K	KIA	SPORTAGE	S.WAGON	2.0	DIESEL	2018	4,700,000.00
25.	KCP 221K	KIA	SPORTAGE	S.WAGON	2.0	DIESEL	2018	4,700,000.00
26.	KCP 575K	FORD	RANGER	D/CABIN	3.2	DIESEL	2018	6,553,692.00
27.	KCP 577K	FORD	RANGER	D/CABIN	3.2	DIESEL	2018	6,553,692.00
28.	KCP 578K	FORD	RANGER	D/CABIN	3.2	DIESEL	2018	6,553,692.00
29.	KCP 581K	FORD	RANGER	D/CABIN	3.2	DIESEL	2018	6,106,292.00
30.	KCP 582K	FORD	RANGER	D/CABIN	3.2	DIESEL	2018	6,106,292.00
31.	KCP 628K	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	5,779,000.00
32.	KCP 566K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00
33.	KCP 567K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00
34.	KCP 818K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00

	REG NO	MAKE	MODEL	BODY	C.C.	FUEL	YEAR	VALUE
35.	KCP 819K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00
36.	KCP 816K	KIA	SPORTAGE	S.WAGON	2.2	DIESEL	2018	5,222,500.00
37.	KCP 824K	KIA	SPORTAGE	S.WAGON	2.2	DIESEL	2018	5,222,500.00
38.	KBZ 534D	YAMAHA	AG200	M/CYCLE	200	PETROL	2014	250,000.00
39.	KCK 327U	YAMAHA	AG200	M/CYCLE	200	PETROL	2018	500,000.00
40.	KBL 842G	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2010	2,500,000.00
41.	KBR 657U	CHERRY	TIGO	S.WAGON	1.8	PETROL	2012	900,000.00
42.	KBL 847G	TOYOTA	COROLLA	SALOON	1.7	PETROL	2010	700,000.00
43.	KBL 579G	CHERRY	TIGO	S.WAGON	1.8	PETROL	2009	500,000.00
<b>JKIA ANS STATION</b>								<b>0</b>
44.	KCH 826Q	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2016	5,800,000
45.	KBL 511G	CHERRY	TIGO	S.WAGON	1.8	PETROL	2009	800,000.00
46.	KBB 183S	TOYOTA	HIACE	MICROBUS	2.7	PETROL	2008	1,000,000.00
47.	KCP 647K	TOYOTA	HIACE	MICROBUS	2.5	DIESEL	2018	7,082,000.00
48.	KCP 565K	KIA	CERATO	SALOON	1.6	PETROL	2018	3,550,000.00
<b>KISUMU ANS STATION</b>								<b>0</b>
49.	KCH 822Q	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2016	5,800,000.00
50.	KCK 974U	TOYOTA	HIACE	MICROBUS	2.5	DIESEL	2018	7,082,000.00
51.	KCP 627K	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	5,400,000.00
<b>LOKICHOGIO ANS STATION</b>								<b>0</b>
52.	KCD 455G	TOYOTA	HILUX	PICK UP	2.5	DIESEL	2015	4,000,000.00
<b>MIA (MSA) ANS STATION</b>								<b>0</b>
53.	KCD 456G	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2015	4,000,000.00
54.	KCE 616D	TOYOTA	COROLLA	SALOON	1.8	PETROL	2015	3,000,000.00
55.	KCH 823Q	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2017	5,500,000.00
56.	KCK 975U	TOYOTA	HIACE	MICROBUS	2.5	DIESEL	2018	7,082,000.00
<b>UKUNDA</b>								<b>0</b>
57.	KCP 007K	MERCEDES	ACTROS	TRUCK	11.9	DIESEL	2017	19,598,496.00
58.	KBG 522C	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2009	1,200,000.00
<b>MALINDI ANS STATION</b>								<b>0</b>
59.	KCD 889G	PEUGEOT	PARTNER	S.WAGON	1.6	PETROL	2015	2,286,207.00
60.	KCK 834U	ISUZU TFS	DMAX	D/CABIN	3.0	DIESEL	2018	3,750,000.00
<b>POROR RADAR STATION</b>								<b>0</b>
61.	KCD 804G	TOYOTA	L/CRUISER	D/CABIN	4.2	DIESEL	2015	5,400,000.00
<b>WAJIR ANS STATION</b>								<b>0</b>
62.	KBZ 199D	TOYOTA	L/CRUISER	PICK UP	4.2	DIESEL	2014	4,000,000.00
63.	KCP 656K	TOYOTA	HILUX	D/CABIN	2.5	DIESEL	2018	6,598,515.00
<b>WILSON ANS STATION</b>								<b>0</b>
64.	KCD 888G	PEUGEOT	PARTNER	S.WAGON	1.6	PETROL	2011	2,400,000.00
65.	KCK 836U	ISUZU TFS	D/CABIN	D/CABIN	3.0	DIESEL	2018	4,900,000.00
								<b>282,804,393.00</b>

PERIOD OF INSURANCE: -

1st March 2020 to 28th February 2022  
(both days inclusive)

SCOPE OF COVER: -

COMPREHENSIVE (**with excess  
cover protector**)

SUM INSURED: -	Kshs. <b>282,804,393.00</b>
LIMITS OF LIABILITY: -	Comprehensive – Unlimited Third party /Passenger Liability Kshs. 5,000,000.00 per Person and Kshs. 10,000,000.00 per Event  Comprehensive Property Kshs. 10,000,000.00 including cargo / luggage on board Towing charges Kshs. 10,000.00 per event
WINDSCREEN/ GLASS	Kshs.40, 000.00 <b>(To be replaced in case of breakage/damage)</b>
CAR RADIO	Kshs. 60,000.00
<b>EXCESS INCASE OF ACCIDENT: -</b>	<b>NONE (excess cover protector)</b>
ANNUAL PREMIUM: -	KSHS. -----
INSURER: -	-----

**Extensive Clauses**

- Cover passenger legal liability.
- Cover liability for passenger acts of negligence.
- Cover against strikes, riots, civil commotion, political riots and terrorist activities.
- Indemnity whilst the vehicle is in the custody of a motor dealer or parked at an authorized garage.
- Cancellation notice minimum 60 days.
- Cover personal effects for Kshs. 50,000.00 per passenger.
- Theft full value compensation.
- Indemnify against loss of or damage to motor vehicle and legal liability to third parties arising out of motor vehicles owned or operated by the Authority.
- Cover all third party claims.
- Cover all authorized passengers including students, interns, contractors, staff, authorized guests, visitors and tutors

NB: - The location (station) of the vehicles may change from time to time

## **2. CLASS OF POLICY: - BURGLARY INSURANCE**

This policy is to cover property in buildings and fixtures, fittings, furniture and utensils, office equipment, unused stationary, fuel, oil, tyres and tubes, timber and all other contents not otherwise insured, owned by the insured or held in trust on commission at any premises in Kenya estimated value of Kshs. 70,000,000.00.

PERIOD OF INSURANCE: - 1st March 2020 to 28th February 2022  
(both days inclusive)

SUM INSURED: - Kshs. 100,000,000.00

SPECIAL CONDITIONS: - **No exclusions**

LIMITS OF LIABILITY **Actual value of damage/loss or cost of replacement**

ANNUAL PREMIUM: - Kshs. -----

INSURER: - -----

### **Extensive Clauses**

- Cover against strikes, riots, civil commotion, political riots and terrorist activities
- Cancellation notice minimum 60 days
- Theft full value compensation
- Indemnify against loss or damage to property.

**3. CLASS OF POLICY: - PUBLIC LIABILITY**

Public liability insurance is to protect the Authority against claims of personal injury or property damage that a third party suffers (or claims to have suffered) as a result of receiving services from the insured. If client is injured or their property is damaged while the insured is providing a service, the policy is meant to cover against any legal action taken to recover for the claimed losses.

PERIOD OF INSURANCE: - 1st March 2020 to 28th February 2022  
(both days inclusive)

SUM INSURED: - KShs. 20, 000,000.00 on any claim

SPECIAL CONDITION: - **No exclusions**

LIMITS OF LIABILITY **Actual value of damage/loss or cost of replacement/claim**

ANNUAL PREMIUM: - Kshs. -----

INSURER: - -----

**4. CLASS OF POLICY:- ALL RISKS / FIRE AND PERILS INSURANCE COVER (AIR NAVIGATION EQUIPMENT, OFFICE BUILDINGS, FURNITURE AND STAFF HOUSES)**

This policy will cover KCAA headquarters Building, all the Navigational equipment, East African School of Aviation Buildings, furniture, fixtures including lifts, standby generators and staff houses against vandalism, theft, fire, power surge, riots, political violence, strikes, Civil Commotion and terrorism activities and all other perils.

The policy should cover loses in event of the following: -

- Fire
- Lightning
- Earthquake
- Explosion
- Volcanic explosions
- Bush fire
- Riots including political riots
- Strikes
- Malicious damage

The policy should provide indemnity against actual loss, reduction in gross profit or increased cost of service delivery occasioned by damage for a period of one year or during the duration of repairs as case may be.

POLICY NAME:	All Risks /Fire and Perils
PERIOD OF INSURANCE: -	1st March 2020 to 28th February 2022 (both days inclusive)
SCOPE OF COVER	Various Air Navigation Equipment's, office buildings, East African School of Aviation Buildings, Staff Houses and furniture at various locations within the Republic of Kenya.
SUM INSURED	Kshs. <b>8,206,475,665.08</b>
ANY OTHER REQUIREMENT	for purposes of this policy, the equipment's in the attached appendix will apply
LIMITS OF LIABILITY	<b>Actual value of loss or damaged equipment, building and/ or cost of replacement</b>
SPECIAL CONDITIONS	<b>No exclusions</b>
ANY OTHER REQUIREMENT	for purposes of this policy, the list of equipment and buildings in the attached appendix will apply.



**Summary of the values to be insured: -**

<b>No.</b>	<b>Items to be insured</b>	<b>Value to be insured</b>
A.	KCAA's Buildings, equipment, furniture, fittings and fixtures country wide	3,400,761,810.22
B.	EASA training equipment, furniture, fixtures and buildings	2,207,761,003.34
C.	Air Navigation facilities and Installations country wide	2,474,200,000.00
D.	Gym Equipment at Aviation House	4,986,650.00
E.	East African School of Aviation New Library Furniture, Equipment and Digital Cartographic GIS/GPS System	113,322,701.52
	Gym Equipment at JKIA, MIA & ELDORET ANS Stations	5,443,500.00
	<b>Total value to be insured</b>	<b>8,206,475,665.08</b>

The details of the above summary values are indicated below: -

**A. KCAA'S BUILDINGS, EQUIPMENT, FURNITURE, FIXTURES AND FITTINGS**

<b>No.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
1.	KCAA Headquarters, roads/parking	1	840,187,333.40	840,187,333.40
2.	KCAA Headquarters furniture	Lot	60,000,000.00	60,000,000.00
3.	KCAA Headquarters equipment (water pumps, water tanks, Air conditioners & Lifts	Lot	45,218,938.00	45,218,938.00
4.	KCAA Headquarters fuel depot	1	17,975,336.80	17,975,336.80
5.	KCAA Headquarters standby generator + Service building.	1	12,038,035.80	12,038,035.80
6.	KCAA Headquarters GYM equipment	Lot	15,000,000.00	15,000,000.00
7.	JKIA Control Tower building	1	579,712,000.00	579,712,000.00
8.	JKIA Control Tower Furniture	Lot	35,000,000.00	35,000,000.00
9.	JKIA Control Tower equipment (water pumps, water tanks, Air conditioners & Lifts	Lot	12,966,428.00	12,966,428.00
10.	JKIA Receiver Building	1	17,122,000.00	17,122,000.00
11.	Central workshops building and Central Stores Block	1	52,600,000.00	52,600,000.00
12.	Disaster and Data Recovery Centre	1	331,703,037.00	331,703,037.00
13.	New Wilson Airport Control Tower Building	1	162,928,634.71	162,928,634.71
14.	New Wilson Airport Control Tower equipment	Lot	140,661,817.37	140,661,817.37
15.	New Wilson Airport Control Tower furniture	Lot	3,490,426.00	3,490,426.00
16.	Mombasa Airport Control Tower building	1	180,000,000.00	180,000,000.00
17.	Mombasa Receiver Building	1	8,413,000.00	8,413,000.00
18.	Mombasa Transmitter Building	1	11,800,000.00	11,800,000.00
19.	Lokichogio Airport Control Tower building	1	5,000,000.00	5,000,000.00
20.	Wajir Airport Control Tower building	1	62,500,000.00	62,500,000.00
21.	Wajir ANS station staff houses	Lot	15,000,000.00	15,000,000.00
22.	Eldoret Airport Control Tower building	1	32,054,333.85	32,054,333.85
23.	Eldoret Radar Station Building	1	20,000,000.00	20,000,000.00

<b>No.</b>	<b>DESCRIPTION</b>	<b>QTY</b>	<b>UNIT VALUE</b>	<b>TOTAL VALUE</b>
24.	Lodwar DVOR Station Buildings	1	6,732,250.00	6,732,250.00
25.	Kisumu Control Tower building	1	46,300,000.00	46,300,000.00
26.	Malindi Control Tower building	1	46,000,000.00	46,000,000.00
27.	Mua hills radar station building	1	14,500,000.00	14,500,000.00
28.	Poror Radar Station building	1	20,000,000.00	20,000,000.00
29.	Poror Radar Station staff houses	Lot	2,000,000.00	2,000,000.00
30.	Mercedes Truck	1	19,598,496.00	19,598,496.00
31.	Mobile Tower & CNS Equipment	Lot	123,485,341.00	123,485,341.00
	<b>Subtotal</b>			<b>3,108,761,810.22</b>
	<b>Staff Houses</b>			
	<b>Bamburi Estate</b>			
32.	3 bed roomed bungalows	14	4,000,000.00	56,000,000.00
	<b>Subtotal</b>			<b>56,000,000.00</b>
	<b>Nyali Estate</b>			
33.	3 bed rooms	11	3,000,000.00	33,000,000.00
34.	2 bed rooms	13	2,000,000.00	26,000,000.00
	<b>Subtotal</b>			<b>59,000,000.00</b>
	<b>Miritini Estate</b>			
35.	Middle Grade 3 bed rooms	11	3,000,000.00	33,000,000.00
36.	Middle Grade 2 bed rooms	39	2,000,000.00	78,000,000.00
37.	Low Grade 2 bed rooms	16	1,500,000.00	24,000,000.00
38.	Low Grade 1 bed room	14	1,000,000.00	14,000,000.00
	<b>Subtotal</b>			<b>149,000,000.00</b>
	<b>Embakasi Village Estate</b>			
39.	2 bed rooms	2	1,500,000.00	3,000,000.00
40.	1 bed room	18	1,000,000.00	18,000,000.00
41.	Single rooms	10	700,000.00	7,000,000.00
	<b>Subtotal</b>			<b>28,000,000.00</b>
	<b>TOTAL VALUE TO BE INSURED</b>			<b>3,400,761,810.22</b>

**B. GYM EQUIPMENT AT AVIATION HOUSE TO BE INSURED**

<b>S.NO</b>	<b>ITEM DESCRIPTION</b>	<b>UOM</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
1	Locakble Drawers for Changing Rooms	No	2	162,900.00	325,800.00
2	Hooks On The Wall for Wash Rooms	No	2	6,500.00	13,000.00
3	Mirrors – Upstairs and Downstairs	No	1	346,140.00	346,140.00
4	Small Towels And Anitseptic Spray Bottles	No	10	905	9,050.00
5	Work Station	No	1	33,950.00	33,950.00
6	Office Chair	No	1	19,500.00	19,500.00
7	Visitors Chairs	No	2	18,500.00	37,000.00
8	Treadmill	No	1	834000	834,000.00
9	Rowing Machine	No	1	350,000.00	350,000.00
10	Squat Racks	No	1	234,000.00	234,000.00
11	Impulse SI70009 Power Rack	No	1	193,500.00	193,500.00
12	Biceps Preacher Curl Bench	No	1	47,700.00	47,700.00
13	Table Tennis Table	No	1	57,600.00	57,600.00
14	Table Tennis Net	No	2	6,960.00	13,920.00
15	Table Tennis Bats	No	6	4,080.00	24,480.00
16	Table Tennis Balls	No	12	640	7,680.00
17	Body Solid Chrome Olympic Triceps Bar	No	2	14,400.00	28,800.00
18	Applicable Wiegths Set 2 Kgs	No	8	1,120.00	8,960.00
	Applicable Wiegths Set 5 Kgs	No	8	2,240.00	17,920.00
	Applicable Wiegths Set 10 Kgs	No	8	4,480.00	35,840.00
	Applicable Wiegths Set 20 Kgs	No	8	8,960.00	71,680.00
19	Weight Stand	No	1	19,800.00	19,800.00
20	Barbell Bars With Screw Ends	No	4	17,600.00	70,400.00
21	Olympic Barbell Bars With Spring Clips	No	2	17,600.00	35,200.00
22	Weight Lifting Benches	No	2	81,000.00	162,000.00
23	Flat Incline / Decline Utility Bench	No	1	45,000.00	45,000.00
24	Aeribics Steps – Height Adjustable	No	20	17,100.00	342,000.00
25	Floor Mats	No	20	8,600.00	172,000.00
26	Aerobic Dumbells 2 Kgs	No	14	1,440.00	20,160.00
	Aerobic Dumbells 3 Kgs	No	12	2,160.00	25,920.00
	Aerobic Dumbells 4 Kgs	No	8	2,800.00	22,400.00
27	Kettle Bells 6 Kgs	No	3	2,000.00	6,000.00
	Kettle Bells 8 Kgs	No	3	2,400.00	7,200.00
28	Rollers	No	2	960	1,920.00
29	Skipping Ropes	No	15	1,000.00	15,000.00
30	Core And Ab Trainer	No	1	463,500.00	463,500.00
31	Water Dispensers	No	2	23,265.00	46,530.00
32	Weighing Scales	No	1	112,500.00	112,500.00
33	60 Inc Ultra Hd TV Screen Curved	No	1	336,600.00	336,600.00
34	Hi End Hi-Fi Music System	No	1	32,000.00	32,000.00
35	Full Body Vibration Power Machine	No	2	150,000.00	300,000.00
36	Cabling & Trunking Of Equipment	Lot	1	15,000.00	15,000.00
37	Wall Clocks	No	2	6,500.00	13,000.00
38	Bath Room Slippers	No	20	600	12,000.00
<b>TOTAL INCLUSIVE OF VAT</b>					<b>4,986,650.00</b>

**C. GYM EQUIPMENT AT JKIA, MOMBASA AND ELDORET ANS STATIONS TO BE INSURED**

	<b>Item</b>	<b>Qty</b>	<b>Unit Value</b>	<b>Total value to be insured</b>
1.	Treadmill	3	350,000.00	1,050,000.00
2.	Rowing Machine	3	200,000.00	600,000.00
3.	Squat Racks	3	120,000.00	360,000.00
4.	Impulse SL7009 Power Rack	3	200,000.00	600,000.00
5.	Biceps Preacher Curl Bench	3	100,000.00	300,000.00
6.	Body Solid Chrome Olympic Triceps Bar	3	20,000.00	60,000.00
7.	Applicable Weights Set 2 Kgs (use with Triceps Bar)	24	3,000.00	72,000.00
8.	Applicable Weights Set 5 Kgs	24	3,000.00	72,000.00
9.	Applicable Weights Set 10 Kgs	24	3,000.00	72,000.00
10.	Applicable Weights Set 20 Kgs	24	3,000.00	72,000.00
11.	Weights Stand	3	10,000.00	30,000.00
12.	Barbell Bars with Screw Ends	3	10,000.00	30,000.00
13.	Olympic Barbells with Spring Clips	3	10,000.00	30,000.00
14.	Weight lifting Benches Adjustable	3	30,000.00	90,000.00
15.	Flat/Incline/Decline Utility Bench	3	50,000.00	150,000.00
16.	Aerobics Steps - Height Adjustable	30	20,000.00	600,000.00
17.	Aerobics dumbbells 2 Kgs	21	5,000.00	105,000.00
18.	Aerobics Dumbbells 3 Kgs	21	5,000.00	105,000.00
19.	Aerobics dumbbells 4 Kgs	24	5,000.00	120,000.00
20.	Kettle Bells 6 Kgs	3	6,000.00	18,000.00
21.	Kettle Bells 8 Kgs	3	6,000.00	18,000.00
22.	Rollers	3	2,000.00	6,000.00
23.	Skipping Ropes - With Calories and Skips Counter	15	1,500.00	22,500.00
24.	Core & Ab Trainer	3	100,000.00	300,000.00
25.	Weighing Scale	3	3,000.00	9,000.00
26.	Full Body Vibration Power Machine	3	200,000.00	600,000.00
<b>GRAND TOTAL</b>				<b>5,491,500.00</b>

**D. EASA TRAINING EQUIPMENT, OFFICE FURNITURE, FIXTURES AND BUILDINGS**

**Value to be insured for each**

<b>No.</b>	<b>TRAINING EQUIPMENT AT EAST AFRICAN SCHOOL OF AVIATION</b>			
	<b>Item/Equipment</b>	<b>Qty</b>	<b>Unit Value</b>	<b>Value to be insured</b>
1.	ATC Simulators	12	36,083,333.33	433,000,000.00
2.	3D Pararomic simulator (360)	1	10,000,000.00	10,000,000.00
3.	Language Laboratory	1	10,000,000.00	10,000,000.00
4.	Electronic Laboratory	3	2,000,000.00	6,000,000.00
5.	Radar Equipment	1	15,000,000.00	15,000,000.00
6.	Fibres optic / microwave Laboratory	1	3,000,000.00	3,000,000.00
7.	NAVAIDS Training Equipment (DME, ILS and DVOR)	3	33,333,333.34	100,000,000.00
8.	Mechanical workshop Tools	Assorted		50,000,000.00
9.	AVSEC Laboratory	1	10,000,000.00	10,000,000.00
10.	AIS Training Equipment	Assorted		20,000,000.00
11.	Test and Measurement Laboratory Equipment	1	4,000,000.00	4,000,000.00
12.	Telecommunication Eng. Training Equipment	1	10,000,000.00	10,000,000.00
13.	Aerodynamic laboratory equipment	1	4,497,003.00	4,497,003.00
14.	Cabin mock up	1	6,000,000.00	6,000,000.00
15.	Fluid mechanics lab	1	25,000,000.00	25,000,000.00
16.	Digital cartography lab	1	15,000,000.00	15,000,000.00
17.	Flight booking management lab	1	1,000,000.00	1,000,000.00
18.	Air cargo management lab	1	1,000,000.00	1,000,000.00
	<b>SUB TOTAL</b>			<b>723,497,003.00</b>
	<b>LAUNDRY EQUIPMENT</b>			
19.	2 Washing machines	2	3,000,000.00	6,000,000.00
20.	1 dry cleaning machine	1	2,000,000.00	2,000,000.00
21.	1 spinner machine	1	500,000.00	500,000.00
22.	1 Presser	1	800,000.00	800,000.00
23.	1 Roller (ironer)	1	1,500,000.00	1,500,000.00
	<b>SUB TOTAL</b>			<b>10,800,000.00</b>
	<b>PLANT EQUIPMENT</b>			
24.	Standby Power Generators	2	2,850,000.00	5,700,000.00
25.	Air Conditioners	49	204,081.64	10,000,000.36
26.	Swimming pool pumps	2	150,000.00	300,000.00
27.	Borehole water pump	1	500,000.00	500,000.00
28.	Water Treatment Plant with reverse osmosis equipment	1	6,400,000.00	6,400,000.00
	<b>SUB TOTAL</b>			<b>22,900,000.36</b>

<b>TRAINING EQUIPMENT AT EAST AFRICAN SCHOOL OF AVIATION</b>				
<b>No.</b>	<b>Item/Equipment</b>	<b>Qty</b>	<b>Unit Value</b>	<b>Value to be insured</b>
<b>KITCHEN EQUIPMENT</b>				
29.	Fridges / Freezers	5	1,000,000.00	5,000,000.00
30.	Dish washing machine	1	500,000.00	500,000.00
31.	Cold room	1	450,000.00	450,000.00
32.	Deep fryer	1	20,000.00	20,000.00
33.	Cookers	4	87,500.00	350,000.00
34.	blenders	2	2,500.00	5,000.00
35.	Microwaves	3	20,000.00	60,000.00
36.	Boilers	4	100,000.00	400,000.00
37.	Catering Equipment	Assorted		4,500,000.00
<b>SUB TOTAL</b>				<b>11,285,000.00</b>
<b>DISPENSARY EQUIPMENTS</b>				
38.	Sterilizers	1	40,000.00	40,000.00
39.	Weighing machine	1	450,000.00	450,000.00
<b>SUB TOTAL</b>				<b>490,000.00</b>
<b>LIBRARY BOOKS AND EQUIPMENT</b>				
40.	Books (assorted)	Assorted		20,000,000.00
41.	Library equipment	1	25,000,000.00	25,000,000.00
42.	Furniture	Assorted	47,000,000.00	47,000,000.00
<b>SUB TOTAL</b>				<b>92,000,000.00</b>
<b>FURNITURE AND FITTINGS</b>				
43.	Conferencing furniture- Assorted	Assorted		30,000,000.00
44.	Dining hall chairs	971	2,000.00	1,942,000.00
45.	Dining tables	544	4,000.00	2,176,000.00
46.	Beds	144	4,000.00	576,000.00
47.	Classroom desks	82	2,500.00	205,000.00
48.	Office furniture	Assorted		15,000,000.00
49.	Blinds and curtains	330 SM	3,000.00	990,000.00
<b>SUB TOTAL</b>				<b>50,889,000.00</b>

<b>EASA BUILDINGS</b>			
Hostel block	1	150,000,000.00	150,000,000.00
Swimming pool restaurant	1	13,000,000.00	13,000,000.00
New Library	1	268,000,000.00	268,000,000.00
Administration block	1	100,000,000.00	100,000,000.00
Engineering block	1	80,000,000.00	80,000,000.00
Workshops block	1	40,000,000.00	40,000,000.00
Dispensary building	1	7,000,000.00	7,000,000.00
Storage shed/workshop	1	7,000,000.00	7,000,000.00
Laundry House	1	4,900,000.00	4,900,000.00
<b>SUB TOTAL</b>			<b>669,900,000.00</b>
<b>EASA Staff Estate</b>			
Category B	1	10,000,000.00	10,000,000.00
Category C	33	9,000,000.00	297,000,000.00
Category D	26	8,000,000.00	208,000,000.00
Category E	24	5,000,000.00	120,000,000.00
Category G	8	1,000,000.00	8,000,000.00
<b>SUB TOTAL</b>			<b>1,301,000.00</b>
<b>TOTAL VALUE</b>			<b>2,207,761,003.34</b>

**E. EAST AFRICAN SCHOOL OF AVIATION NEW LIBRARY FURNITURE, EQUIPMENT DIGITAL CARTOGRAPHIC GIS/GPS SYSTEM**

<b>S.NO</b>	<b>ITEM DESCRIPTION</b>	<b>UOM</b>	<b>QTY</b>	<b>UNIT COST</b>	<b>TOTAL PRICE</b>
<b>East African School of Aviation</b>					
1.	Video Conference equipment and LED Smart T.V 85"	Lot	1	3,032,512.80	3,032,512.80
2.	Desktop Computers, UPS's 850VA, Photocopier, Information Desk LED Smart T.V 60"	Lot	1	16,887,828.80	16,887,828.80
3.	Book Drilling Machine	No.	1	12,327,754.00	12,327,754.00
4.	Biometric Access System	Lot	1	3,464,658.00	3,464,658.00
5.	Furniture for new library	Lot	1	42,943,619.92	42,943,619.92
6.	Biometric and Students Attendance System at EASA	Lot	1	4,082,752.00	4,082,752.00
7.	IP CCTV Solutions at EASA	Lot	1	2,587,500.00	2,587,500.00
8.	Power Plant Equipment for EASA	No.	1	20,938,636.00	20,938,636.00
<b>Sub-total</b>					<b>106,265,261.52</b>
<b>Digital Cartographic GIS/GPS System (EASA)</b>					
9.	Desktop Computers	No.	15	175,169.28	2,627,539.20
10.	Handheld GPS	No.	15	260,582.00	3,908,736.00
11.	Server	No.	1	521,164.80	521,164.80
<b>Sub-total</b>					<b>7,057,440.00</b>
<b>Grand Totals</b>					<b>113,322,701.52</b>

**F. ANS INSTALLATIONS COUNTRYWIDE**

<b>NO.</b>	<b>STATION AND LOCATION</b>	<b>QTY</b>	<b>VALUE TO BE INSURED</b>
1	Lodwar	Assorted	As indicated in the appendix below
2	Poror radar station	Assorted	
3	Mua radar station	Assorted	
4	CWS	Assorted	
5	Ngong	Assorted	
6	Stony Athi	Assorted	
7	JKIA Receiver Station	Assorted	
8	Lanet	Assorted	
9	Londiani	Assorted	As indicated in the appendix below.
10	Kindaruma	Assorted	No equipment at the site.
11	Garissa	Assorted	As indicated in the appendix below.
12	Mandera	Assorted	
13	Narok	Assorted	No equipment at the site.
14	Nanyuki	Assorted	As indicated in the appendix below.
15	Eastleigh	Assorted	



**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**

**(i) JOMO KENYATTA INTERNATIONAL AIRPORT**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Unit price (M)	Total price (M)		
I	COMMUNICATION	<b>A. VHF</b>					
		1. TOWER VHF TX/RX 118.7 (MAIN AND S/BY).	DTR100 SERIES	2	4		
		2. SMC VHF TX/RX 125.9 (MAIN AND S/BY).	DTR100 SERIES	0.5	1		
		3. TOWER VHF TRANSCEIVER	JOTRON TR-7750	0.8	1.6		
		4. APPROCH VHF TX/RX 119.7 (MAIN AND S/BY).	DTR100 SERIES	2	4		
		5. APPROACH VHF TRANSCEIVER	JOTRON TR 7750	0.8	1.6		
		6. RADAR VHF TX/RX 122.3 (MAIN AND S/BY).	DTR100 SERIES	2	4		
		7. RADAR VHF TX/RX 124.1 (MAIN AND S/BY).	DTR100 SERIES	2	4		
		13. HAND HELD VHF TRANSCEIVER	ICOM IC-A3E (Q.4).	0.045	0.18		
		14. HAND HELD VHF TRANSCEIVER	NAVICOM A21.	0.045	0.045		
		15. HAND HELD VHF TRANSCEIVER	SPIRIT/VXA-710 (Q. 2)	0.045	0.09		
				<b>B. HF</b>			
				1. AEROMOBILE HF COMMUNICATION RX (3467, 5517, 6574, 8870, 8879,11300, 13288,17961).	HARRIS RF 590A (Q.8)	0.5	4
				2. AEROMOBILE HF REMOTE CONTROL ANDMONITORING EQUIPMENT.	HARRIS RF 7405 (Q.2)	0.2	0.4
				3. FIXED AND AEROMOBILE HF SSB RADIO SYSTEM (APPROACH AND HF BOOTH) (7965 LSB FOR FIXED).	SKANTI TRP 7000 (Q.2)	1.2	2.4
				1. HF TX and RX and LAN	BARRET	45	45
				5. ICOM HF TX/RX (for RCC)	ICOM /IC-78	0.045	0.045
				<b>C. RECORDER / REPRODUCER</b>			
				1. TIME UNIT.	ATIS ZM G500 ASSMAN (Q.2)	4	8
				2. TIME DISTRIBUTION UNIT.	GPS CLOCK SYSTEM		
				3. RADAR/DATA VOICE RECORDER AND REPRODUCER.	ATIS UHER	10	10
				<b>D. VCCS</b>			
				<b>1. VOICE COMMUNICATION SYSTEM</b>	<b>S.I.T.T.I Multofono</b>	<b>75</b>	<b>75</b>
				<b>E. AMSC</b>			
				1. AERMAC	AMHS	5	5
				<b>F. AIS</b>			
					TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. - 17" COMPAQ TFT 1702. - SWITCH PROCURVE 24 PORTS.		
				NOTAM/BRIEFING OFFICE SYTEM (ATALIS II).	ONE TECHNICAL SUPERVISION POSITION INCLUDING: - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz. - 17" COMPAQ TFT 1702. - HP LASERJET 1015		2.2
					ELEVEN WORK POSITIONS INCLUDING: - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz.		

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Unit price (M)	Total price (M)
			- 17" COMPAQ TFT 1702.		
		AIM SERVER EQUIPMENT	Server, Model: HP PROLIANT DL380 GEN 9 Server Model: HP PROLIANT DL380 GEN 9 Switch Model : HP E3800S/ Switch Model : HP E3800 Firewall Model: BARRACUDA CONSOLE/KVM Model: ATEN UPS Model: APC	2.0	
		<b>G. RADIO LINKS</b>			
		1. JKIA-MUA HILLS RADIO LINK.	RADWIN 2000	4.0	
		2. JKIA- WILSON RADIO LINK.	RADWIN 2000	4.0	
		2. JKIA-NGONG RADIO LINK.	RADWIN 2000	1.6	
		4. JKIA-RECEIVER STATION MICROWAVE LINK.	RADWIN 2000	1.6	
		5. JKIA-RADAR STATION RADIO LINK	MULTIPLEXER MEGAPLEX – 2104	4.0	
		6. JKIA-CTX LINK.	FIBRE OPTIC	4.0	
		<b>H. V-SAT</b>			
		1. JKIA-HUB MODEM PRIMARY	CDM 570L		
		2. JKIA-HUB MODEM SECONDARY	CDM 570L		
		3. JKIA-HUB EXPANSION DEMOD	CDM 564L		
		4. JKIA-HUB EXPANSION DEMOD	CDM 564L		
		5. JKIA-HUB EXPANSION DEMOD	CDM 564L		
		6. JKIA-HUB EXPANSION DEMOD	CDM 564L		
		7. JKIA-HUB EXPANSION DEMOD	CDM 564L		
		8. JKIA-HUB MULTIPLXER	SDM 9230		
		9. JKIA-HUB MULTIPLEXER	SDM-8400		
		10. JKIA-HUB MULTIPLEXER	SDM-8400		
		11. JKIA-HUB MULTIPLEXER	SDM-8400		
		12. JKIA-HUB MULTIPLEXER	SDM-8400		
		13. VMS PRIMARY SERVER	POWEREDGE R210 II		
		14. VMS SECONDARY SERVER	POWEREDGE R210 II		
		15. NMS	VIPERSAT MANAGEMENT SYSTEM		
		16. SWITCHED CABINET POWER SENSING UNIT 1	PIPS		
		17. SWITCHED CABINET POWER SENSING UNIT	PIPS		
		18. E1 CHANNEL BANK	LOOP TELKOM		
		19. DOMESTIC VSAT ODU	ODU COMPONENTS (TX/RX, DISH etc)		
		20. DOMESTIC VSAT NMS	CPU – XEON, Q.2; MONITOR – PHILIPS/BRILIANCE 202P4, (Q.2)		
		<b>I. NAFISAT</b>			
		1. JKIA – INT'L AFTN (Seychelles, Jo'burg, Brazzaville, Cairo, Khartoum, Entebbe, Dar, Addis, Mauritius, Mogadishu)	NAFISAT V-SAT (ODU, IDU, Multiplexer, & Layer 3 switch)	10	
		2. JKIA – INT'L ATS/DS	NAFISAT (NDSATCOM)		
		3. NAFISAT ODU	ODU COMPONENTS ( TX/RX, DISH etc)		
II	<b>NAVIGATIONAL AIDS</b>	1. NL 110.3 LOCALIZER.	THALES ATM ILS 420-LLZ		
		2. NL 335 GLIDE PATH.	THALES ATM ILS 420-GP		
		3. GP DME.	THALES ATM DME 415		
		4. NV 113.1 DVOR.	THALES ATM DVOR 432B		
		5. NV 1102 DME.	THALES ATM DME 435		
		6. ILS REMOTE CONTROL.	RCSI 447		
		7. DVOR REMOTE CONTROL.	RCSI 447		
		8. DME REMOTE CONTROL.	RCSI 447		
III	<b>SURVEILLANCE</b>	1. ASDE RADAR	A-SMGCS		
		2. PRIMARY RADAR SYSTEM (TERMINAL).	1. ATCR-33S DPC (Q 2)	63	

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Unit price (M)	Total price (M)
		3. MSSR	SIR_S (Q.2)		
		4. RADAR PROCESSOR.	RHP		
		5. RADAR DISPLAY SYSTEM.	AIRSYS ATM EUROCAT -C		
		6. AUTOMATIC DEPENDENT SURVEILLANCE SYSTEM-BROADCAST (ADS-B) SYSTEM EQUIPMENT	VARIOUS COMPONENTS	7.5	
IV	<b>BILLING MANAGEMENT SYSTEM</b>	BMS	1. HP COMPAQ invent PC (Q.5) AND HP SERVER PC (Q.1) 2. NETWORK PRINTER HP 4200n (Q.2) 3. UPS UNITS (APC650) (Q.6) 4. UPS UNIT (APC-CS475) (Q.1)	10	
V	<b>POWER SUPPLY</b>	1. MAIN UPS. 2. RX STATION UPS. 3. VHF TX UPS. 4. HF CONTROL RACK UPS. 5. HAND HELD VHF TRANSCEIVER CHARGER. 6. DC REG. PS UNIT (for IC-78 Tx/Rx). 7. D-VSAT UPS 8. NAFISAT UPS 9. BATTERY CHARGER PS(GP/DME) 10. VOLTAGE REGULATOR (GP/DME) 11. BATTERY CHARGER PS (LLZ) 12. VOLTAGE REGULATOR (LLZ) 13. BATTERY CHARGER PS (VOR) 14. VOLTAGE REGULATOR (VOR) 15. MAIN COMP ROOM VOLTAGE REGULATOR 16. UPS 100 KVA (Equipment Room) 17. 160 KVA AVR 18. UPS 160KVA AT JKIA RADAR 19. AVR 170KVA JKIA RADAR	MERLIN GERLIN ALPES 1000 TECHNICAL, MERLIN GERLIN AND PULSAS CSX. SIMPLEX SAGEM (Q. 2) ICOM BC-119 (Q. 2) GOLDSUN/GRP-015-001 MERLYN GERIN 5KVA INFORM 6KVA/SD1106         GEORGIN EATON EATON EATON EATON	35	
VI.	<b>COOLING SYSTEMS</b>	1. REMOTE RX STN 2. RADAR HEAD 3. AIS (NOF) 4. AIS (BOF) 5. AIS (TECHROOM) 6. BMS 7. PABX 8. TOWER CABIN 9. LOCALIZER SHELTER 10. DVOR/DME SHELTER 11. GP/DME SHELTER 12. RADAR OFFICE 13. TECHNICAL/DATA ROOMS	LG AIRWELL AIRKOOL AIRKOOL AIRKOOL/ORTC-30F50 (Q.2) THOMPSON/M50 (Q.4) DAIKIN/OTRC025-50 AIRKOOL/ORTC020G50P CARRIER/38QG24-C CARRIER/38QG24-C CARRIER/38QG24-C CARRIER/38QG24-C AIRKOOL/ORTC020G50P DAIKIN/ORTC025-50 DAIKIN/ORTC025-50 LG high wall Model E12SQU UBO LG high wall Model E12SQU UBO LG high wall Model E12SQU UBO LG high wall Model E12SQU UBO AIRWELL VARIOUS VARIOUS	6.0	
V	<b>OTHERS</b>	CCTV Equipment	CCTV Recording Equipment	0.2	

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**

**(ii) MOI INTERNATIONAL AIRPORT**

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (Millions)
1	COMMUNICATIONS	<b>A. VHF</b>		
		1.TOWER VHF 118.6 (MAIN AND S/BY)	DTR100 SERIES	4
		2.APP VHF 120.3 (MAIN AND S/BY)	DTR100 SERIES	4
		3.RADAR VHF 121.7 (MAIN AND S/BY)	DTR100 SERIES	4
		4.RADAR VHF 122.7 (MAIN AND S/BY)	DTR100 SERIES	4
		5.SMC VHF 125.9 (MAIN AND S/BY)	DTR100 SERIES	4
		6. TOWER VHF TRANSCEIVER	JOTRON TR-7750	1.2
		7. APP VHF TRANSCEIVER	JOTRON TR-7750	1.2
		8. RADAR VHF TRANSCEIVER	JOTRON TR-7750	1.2
		<b>B. VHF AREA COVER</b>		
		1.VHF AREA COVER 120.5 (MAIN AND S/BY)	DTR100 SERIES	4
		2.VHF AREA COVER 125.3 (MAIN AND S/BY)	DTR100 SERIES	4
		3. VHF AREA COVER 118.5 (MAIN AND S/BY)	DTR100 SERIES	4
		<b>C.DATIS</b>		
		ATIS SERVERS	HP PROLIANT ML350 (Qty-2)	15
		ACARS SERVERS	HP PROLIANT DL380G6 (Qty-2)	
		VHF RADIO TRANSMITTER	SELEX OTE D100 (Qty – 1)	
		<b>D.VCCS</b>		
		VOICE COMMUNICATION SYSTEM	S.I.T.T.I Multofono	45
		<b>E. AIS</b>		
		AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. - 17" COLOR SYSTEM CONSOLE	2.2
			ONE TECHNICAL SUPERVISION POSITION INCLUDING: - PC PENTIUM IV 1.4 GHz - 17" COLOR DISPLAY - HP LASERJET 1015	
			SIX WORK POSITIONS INCLUDING: - PC PENTIUM IV 1.4 GHz - 19" COLOR DISPLAY	
			ONE VOLTAGE REGULATOR 5KVA	
		AIM SYSTEM	AIM WORKSTATION 1	2.0
			AIM WORKSTATION 2	
			LASER JET PRO M402dn	
			HP DESKJET 3050 SCANNER	
			SMART UPS 750	
			AIMFIREWALL-BARRACUDA	
			TP LINK	
FIBER ROUTER-CISCO				
FIBER SWITCH				
CISCO SWITCH				
<b>F. V-SAT</b>				
1. MIA - MALINDI	V-SAT	3.0		
2. MBA RADAR - JKIA	V-SAT			
<b>G. VLS</b>				
VOICE RECORDER/ REPLAY	RICOCHET (SWISS)	5		
<b>H. HF</b>				
FIXED HF SERVICE	SKANTI TRP 7203 TRANSCEIVER SYSTEM	1.2		
<b>I. ALDIS LAMP</b>	LITELINE ELECTRONICS	1		
<b>J. UHF LINK</b>				

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (Millions)
		VOR/DME UHF LINK	SELEX	2
II	NAVIGATIONAL AIDS	<b>K. NAVAIDS</b>		
		1. MI 110.1 LOCALIZER	THALES ATM ILS 420-LLZ	30
		2. MI 334.4 GLIDE PATH	THALES ATM ILS 420-GP	
		3. GP DME	THALES ATM DME 415	
4. DVOR/DME (MOV)	SELEX DVOR1150, SELEX DME 118A/119A	40		
III	SURVEILLANCE	1. PRIMARY RADAR (TERMINAL)	ATCR-33S DPC (Q 2)	240
		2. M SSR	SIR_5 (Q.2)	
		3. RADAR PROCESSOR	RHP	
		4. RADAR DISPLAY SYSTEM	AIRSYS ATM EUROCAT-C	
	POWER SUPPLY	5. 60 KVA UPS	EATON	4
		6. 60 KVA UPS	EATON	4
	AVR	7. 80 KVA	ESIS	2
IV	COOLING SYSTEMS	AIR CONDITIONERS (Qty -15)	VARIOUS	1.5

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(iii)ELDORET INTERNATIONAL AIRPORT**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	<b>A. VHF</b>		
		1. TOWER VHF 118.4 (MAIN AND S/BY)	DTR100 SERIES	2
		2. APP VHF 119.4 (MAIN AND S/BY)	DTR100 SERIES	2
		3. APP VHF 121.1 (MAIN AND S/BY)	DTR100 SERIES	2
		4. EMERGENCY 121.5 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1
		5. SMC VHF 121.9 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1
		6. TOWER VHF TRANSCEIVER	JOTRON TR-7750	1.2
		7. ICOM VHF AEROBAND TRANSCEIVER	IC-A110EURO	0.045
		8. APP. VHF TRANSCEIVER	JOTRON TR-7750	1.2
		<b>B. VCCS</b>		
		<b>(VOICE CONTROL AND COMMUNICATION SYSTEM)</b>	SITTI RRTI	20
		<b>C. AIS</b>		
		AIM (AERONAUTICAL INFORMATION MANAGEMENT)	-BARRACUDA -THREE WORKSTIONS	2.0
		AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. - 17" HP TFT 1702 THREE WORK POSITIONS INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 - HP LASERJET 1015 NETWORK AND ELECTRICAL EQUIPMENT INCLUDING: - - 2 SWITCH PROCURVE 24 PORTS - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 1 TELEGRAPHIC/V24 CONVERTER - 1 UPS 5KVA - 6 LIGHTNING PROTECTION	2.2

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
			ONE TOWER POSITION INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702	
			TWO NEW WORKSTATION (FDPS) INCLUDING (ONE IS SPARE AND IN STORE): - - COMPAQ dx2300 Mt PENTIUM DUAL CORE 2 E6320 1.86 - 17" ELO TOUCHSCREEN ET1715L - THERMAL STRIP PRINTER IER512C	
			VOLTAGE REGULATOR 5KVA	
		<b>D. RADIO LINKS</b>		
		ELDORET-KISUMU	V-SAT	1.5
		ELDORET RADAR - JKIA	V-SAT	1.5
		ELDORET RADAR - ELDORET TOWER	FIBRE OPTIC	2.0
		<b>E. RECORDER / REPRODUCER</b>		
		VOICE AND DATA RECORDER /REPRODUCER	ATIS UHER	8
		<b>F.NAVAIDS</b>		
		1. ELL 110.5 LOCALIZER	THALES ATM ILS 420-LLZ	
		2. ELL 329.5 GLIDE PATH	THALES ATM ILS 420-GP	30
		3. GP DME	THALES ATM DME 415	
		4. ELDORET DVOR	SELEX DVOR 1150	45
		5. ELDORET DME	SELEX DME 1118A/1119A	
		6. LODWAR DVOR	SELEX DVOR 1150	45
		7. LODWAR DME	SELEX DME 1118A/1119A	
		8. EL 373 NDB	NAUTEL ND 500	1
		9. 118.4 VDF	DOT/ACI 8810	2
		<b>G.SURVEILLANCE</b>		
		1. M SSR	SIR_S (Q.2)	63
		2. RADAR PROCESSOR	RHP	
		3. ADS-B	LES NANJING	7.5
		1. 8KVA TOWER UPS	D8-11	0.8
		2. 15 KVA EQUIPMENT ROOM UPS	DELTA 31-150+VSS	1.0
		3. POWER FACTOR CORRECTION UNIT	BLR-CX	0.5
		4. 60KVA UPS	<b>EATON</b>	4
		5. 60 KVA UPS	<b>EATON</b>	4
		6. 60KVA - S/BY POWER GENERATOR – RADAR STATION	TEKSAN TJ67PE5A	3
		7. 20KVA UPS EQUIPMENT ROOM.	SERVO SERIES	0.35
		8. S/BY POWER GENERATOR – ELDORET DVOR/DME	DAVIS & SHIRTLIFF	2.4
		9. S/BY POWER GENERATOR – LODWAR DVOR?DME	GESAN	1
		10. SOLAR POWER SYSTEM – LODWAR DVOR/DME	POWERPOINT	2.4
V	<b>COOLING SYSTEMS</b>	AIR-CONDITIONERS	VARIOUS (Qty – 13)	1.3

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(iv) WILSON AIRPORT**

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	<b>A. VHF</b>		
		1. TOWER VHF 118.1 (MAIN AND S/BY)	DTR100 SERIES	2
		2. TOWER VHF 119.7	DTR100 SERIES	2
		3. SMC VHF 125.9 (MAIN AND S/BY)	DTR100 SERIES	2
		4. MULTI CHANNEL TRANSCEIVER	JOTRON TR 6102	1
		5. HANDHELD VHF TRANSCEIVER	ICOM IC-A3E (Q. 3)	0.135
		6. VHF MULTI CHANNEL TRASCEIVER	TELERAD WER846	0.045
		7. VHF TRANSCEIVER	ICOM	0.045
		8. VHF TRANSCEIVER	JOTRON TR-7750	1.2
		<b>B. VCCS</b>		
		VOICE COMMUNICATION SYSTEM	IBROSS NVCCS	20
		2.TIME DISTRIBUTION UNIT	GORGY TIMING	2
		<b>C. VLS</b>		
		VOICE RECORDER/ REPLAY	RICOCHET (SWISS)	5
		<b>D. AIS</b>		
		AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHZ. - RAM 12GB - 2 HARD DISK 300 GB. - 17" COLOR SYSTEM CONSOLE  ONE TECHNICAL SUPERVISION POSITION INCLUDING: - - PC PENTIUM IV 1.4 GHz - 17" COLOR DISPLAY - HP LASERJET 1015  THREE WORK POSITIONS INCLUDING: - - PC PENTIUM IV 1.4 GHz - 19" COLOR DISPLAY  ONE VOLTAGE REGULATOR 5KVA	2.2
		AIM SYSTEM	AIM WORKSTATION 1 AIM WORKSTATION 2 LASER JET PRO M402dn HP DESKJET 3050 SCANNER SMART UPS 750 AIMFIREWALL-BARRACUDA TP LINK FIBER ROUTER-CISCO FIBER SWITCH CISCO SWITCH	2.0
II	NAVIGATIONAL AIDS	VDF 118.1	DFR 1000B	6
III	SURVEILLANCE	RADAR DISPLAY SYSTEM EUROCAT-C POSITION	1. DIGITAL WORKSTATION:	5
			2. STRIP PRINTER: BOCA	
IV	POWER SUPPLY	1. DC/DC POWER CONVERTER		7
		2. 24V/50A CHARGER (MAIN AND S/BY)	ASTEEL	
		3. AC VOLTAGE REGULATOR	GEORGIN	
		4. UPS 60 KVA	EATON	
		5. DATA POWER UPS	DP 20	
		6. HANDHELD VHF TRANSCEIVER CHARGER	ICOM BC-119 (Q. 2)	
V	COOLING SYSTEMS	AIR-CONDITIONERS	VARIOUS (Qty – 10)	1.0

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**

**(v) MALINDI AIRPORT**

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	<b>A. VHF</b>		
		1. TOWER VHF 120.4 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER	2
		2. SMC VHF 125.9 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER	2
		3. S/BY TOWER VHF TRANSCEIVER JOTRON	JOTRON TR 7750	1.2
		4.S/by HAND HELD VHF TRNSC ICOM	ICOM IC-A110 EURO (QTY- 2)	0.02
		5. MOBILE VHF ICOM TRANSCEIVER	IC-A24	0.02
		<b>AREA COVER</b>		
		1.VHF AREA COVER 120.5 (MAIN AND S/BY)	DTR100 SERIES	2
		2.VHF AREA COVER 125.3 (MAIN AND S/BY)	DTR100 SERIES	2
		3. VHF AREA COVER 118.5 (MAIN AND S/BY)	DTR100 SERIES	2
		<b>B. TIME UNIT. (GPS)</b>	NTP SERVERS GTT400 GLOBAL TIME (TIME DISTRIBUTION)+4CLOCKS	0.2
				3
		<b>C. VCCS</b>	<b>NUCLEO ULISES 5000I</b>	<b>32</b>
		<b>D. VLS</b>		
		VOICE RECORDER/ REPLAY	RICOCHET (SWISS) 2 SERVERS HP ML350 REPLAY PC(HP) +2VDU NEC	5
		<b>E. AIS</b>		
		AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. - 17" HP TFT 1702 THREE WORK POSITIONS INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 - HP LASERJET 1005W NETWORK AND ELECTRICAL EQUIPMENT INCLUDING: - - 2 SWITCH PROCURVE 24 PORTS - 1 HP EVO D330 - 1 TELEGRAPHIC/V24 CONVERTER - 1 UPS 5KVA - 6 LIGHTNING PROTECTION ONE TOWER POSITION INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 ONE VOLTAGE REGULATOR 5KVA	2.2
		AIM SYSTEM	AIM WORKSTATION 1 AIM WORKSTATION 2 LASER JET PRO M402dn HP DESKJET 3050 SCANNER SMART UPS 750 AIMFIREWALL-BARRACUDA TP LINK FIBER ROUTER-CISCO FIBER SWITCH	2.0



NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (Millions)
			CISCO SWITCH	
II	NAVIGATIONAL AIDS	1. MLD 113.3 DVOR	THALES ATM DVOR 432B	30
		2. 1104 DME	THALES ATM DME 435	
		3. DVOR/DME REMOTE CONTROL UNIT	RCSI - 447	
		4. 120.4 VDF	DFR 1000B	6
III	POWER SUPPLY	1. DVOR/DME 240 V AC REGULATOR	GEORGIN	3.5
		2. DVOR/DME CHARGER	SIMPLEX	
		3. TOWER BATTERY CHARGER	ABS AAR 12 – 245	
		4. 20KVA UPS EQUIPMENT ROOM.	SERVO SERIES	
		5. HANDHELD VHF TRANSCEIVER	VERTEX STANDARD VXA-710	
		6. S/BY POWER GENERATOR	GESAN	
		7. UPS 60KVA	EATON	4
IV	COOLING SYSTEMS	AIR-CONDITIONERS	VARIOUS (Qty – 11)	1.1

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(vi) KISUMU AIRPORT**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	<b>A. VHF</b>		
		1. TOWER VHF 118.8 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER X2	1
		2. SMC VHF 125.9 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER X2	1
		3. VHF TRANSCEIVER	JOTRON TR-7750	1.2
		<b>B. VCCS</b>	<b>NUCLEO ULISES 5000i</b>	<b>32</b>
		<b>C. AIS</b>		
		AIS BRIEFING OFFICE SYSTEM (ATALIS II)	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. - 17" HP TFT 1702	2.2
			THREE WORK POSITIONS INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 - HP LASERJET 1015	
			NETWORK AND ELECTRICAL EQUIPMENT INCLUDING: - - 2 SWITCH PROCURVE 24 PORTS - 1 TERMINAL SERVER 8 PORTS - 1 TELEGRAPHIC/V24 CONVERTER - 1 UPS 5KVA - 6 LIGHTNING PROTECTION	
			ONE TOWER POSITION INCLUDING: - - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702	
			ONE VOLTAGE REGULATOR 5KVA	
		AIM SYSTEM	AIM WORKSTATION 1	2.0
			AIM WORKSTATION 2	
			LASER JET PRO M402dn	
HP DESKJET 3050 SCANNER				
SMART UPS 750				
AIMFIREWALL-BARRACUDA				
TP LINK				
FIBER ROUTER-CISCO				
FIBER SWITCH				
CISCO SWITCH				

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
		<b>D. RECORDER/REPRODUCER</b>		
		VOICE RECORDER/ REPLAY	RICOCHET (SWISS)	5
II	NAVIGATIONAL AIDS	1. 118.8 VDF	DFR 1000B	6
		2. DVOR	SELEX DVOR 1150	40
		3. DME	SELEX DME 1118A/1119A	
III	SURVEILLANCE	1. ADS-B	LES INFO	15
		2..MLAT	LES INFO	45
IV	AUXILLIARY	20KVA UPS EQUIPMENT ROOM.	SERVO SERIES	0.3
		DVOR/DME S/BY GENERATOR	20KVA CUMMINS (C&G)	1.5
		60 KVA UPS	EATON	4
		TOWER BUILDING S/BY GENERATOR	70 KVA CUMMINS S3.8 ENGINE (C & G)	4
V	COOLING SYSTEMS	AIR-CONDITIONERS	VARIOUS (Qty – 10)	1.0

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**

**(vii) WAJIR AIRPORT**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	1. VHF AREA COVER 118.5 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		2. VHF AREA COVER 124.3 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		2. VHF AREA COVER 128.7 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		4. VHF AREA COVER 121.3 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		5. TOWER VHF 118.3 MHz (MAIN AND S/BY)	JOTRON 7000 SERIES	1.2
		6. VHF TRANSCEIVERS (WALKIE TALKIES)	ICOM	0.045
		7. RDCE	ROHDE & SCHWARZ	14
		8. VOICE RECORDER/ REPLAY	RICOCHET (SWISS)	5
		9. ATALIS II	TWO HP DL 380p g8 SERVERS EACH INCLUDING:-- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. HP COMPAQ WORKSTATION- d 330 DT	2.1
		AIM SYSTEM	AIM WORKSTATION 1 AIM WORKSTATION 2 LASER JET PRO M402dn HP DESKJET 3050 SCANNER SMART UPS 750 AIM FIREWALL-BARRACUDA TP LINK FIBER ROUTER-CISCO FIBER SWITCH CISCO SWITCH	2.0
		10. VSAT-ATALIS	COMTECH	1.5
		11. VSAT-RADAR	COMTECH	1.5
12. UPS	APC SURT 10000 XLI	0.8		
II	NAVIGATIONAL AIDS	1. WAV 112.5 DVOR	THALES ATM DVOR 432B	30
		2. 1096 DME	THALES ATM DME 435	
III	SURVEILLANCE	1. M SSR	SIR_S (Q.2)	63
		2. RADAR PROCESSOR	RHP	
IV	POWER UNIT	POWER FACTOR CORRECTION UNIT	BLR-CX	0.5
		STANDBY POWER GENERATOR	C & G	4.0
		STANDBY POWER GENERATOR	60KVA CUMMINS C&G	2.5
		SOLAR POWER SYSTEM (DVOR/DME)	VARIOUS	3.5
		UPS UNIT 60KVA	EATON	4
V	COOLING SYSTEMS	AIR-CONDITIONERS	VARIOUS (Qty - 9)	0.9

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**

**(viii) LOKICHOGIO AIRPORT**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
I	COMMUNICATIONS	3. TOWER VHF 118.9 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		2. TOWER VHF 125.9 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		3. EMERGENCY VHF TRANSCEIVER	DTR100 SERIES	2
		4. VHF TRANSCEIVERS (WALKIE TALKIES)	ICOM (QTY -4)	0.18
		6. RDCE (VCCS)	MULTIFONO M600	5
		7. VOICE RECORDER/ REPLAY	WORDNET DIGITAL RECORDER	0.5

		8. ATALIS II SYSTEM	TWO HP DL 380p g8 SERVERS EACH INCLUDING: -- PROCESSOR - INTEL 2.4GHz. - RAM 12GB - 2 HARD DISK 300 GB. HP COMPAQ WORKSTATION- d 330 DT	2.1
		9.AIM SYSTEM	AIM WORKSTATION 1 AIM WORKSTATION 2 LASER JET PRO M402dn HP DESKJET 3050 SCANNER SMART UPS 750 AIMFIREWALL-BARRACUDA TP LINK FIBER ROUTER-CISCO FIBER SWITCH CISCO SWITCH	2.0
		10. VSAT-ATALIS	COMTECH	1.5
		11. UPS	APC SURT 10000 XLI	0.5
<b>III</b>	<b>SURVEILLANCE</b>	ADS-B	LES TECHNOLOGY	15
<b>IV</b>	<b>POWER UNIT</b>	STANDBY POWER GENERATOR	PERKINS	1.5
		SOLAR POWER SYSTEM	CHLORIDE EXIDE	10
<b>V</b>	<b>COOLING SYSTEMS</b>	AIR-CONDITIONERS	VARIOUS (Qty – 9)	0.9

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(ix) MUA HILLS RADAR STATION**

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (millions)
I	SURVEILLANCE	1. M SSR	SIR_S (Q.2)	63
		2. RADAR PROCESSOR	RHP	
II	RADIO LINK	RADIO LINK	RADWIN 2000	4
III	POWER UNIT	• POWER FACTOR CORRECTION UNIT	BLR-CX	0.5
		• STANDBY POWER GENERATOR	TEKSAN	3
		• UPS UNIT 60 KVA	EATON	4
IV	COOLING SYSTEMS	AIR CONDITIONERS	VARIOUS (Qty -4)	0.6
V	COMMUNICATIONS	1. VHF AREA COVER 118.5 (MAIN AND S/BY)	SAGEM	0.5
		2. VHF AREA COVER 120.5 (MAIN AND S/BY)	SAGEM	0.5
		3. VHF AREA COVER 121.3 (MAIN AND S/BY)	SAGEM	0.5
		4. VHF AREA COVER 125.3 (MAIN AND S/BY)	SAGEM	0.5

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(x) POROR RADAR STATION**

NO	STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	Total Cost (millions)
I	COMMUNICATIONS	VHF AREA COVER 118.5 (MAIN AND S/BY)	DTR100 SERIES	2
		VHF AREA COVER 121.3 (MAIN AND S/BY) ACC 1	DTR100 SERIES	2
		VHF AREA COVER 128.7 MHz (MAIN AND S/BY)	DTR100 SERIES	2
II	SURVEILLANCE	1. M SSR	SIR_S (Q.2)	63
		2. RADAR PROCESSOR	RHP	
		5. ADS-B System	LES NANJING	7.5
III	V-SAT	SATELLITE TELEPHONY NETWORK	FARAWAY	1.5
		MEMOTEC UNIT	CX900	
		UPS 1KVA	MGE	
IV	POWER UNIT	POWER FACTOR CORRECTION UNIT	BLR-CX	0.5
		60 KVA UPS	EATON	4
		20KVA AVR	SERVO MATIC	0.35
		UPS 20KVA	NETPRO 31-H	0.3
		STANDBY POWER GENERATOR	CAR & GEN	4
V	<b>COOLING SYSTEMS</b>	AIR-CONDITIONERS	VARIOUS (Qty – 7)	0.7
VI	<b>OTHERS</b>	TEST EQUIPMENTS	VARIOUS (Qty -8 )	2.0
		CCTV DVR + 8 cameras		0.5

**AIR NAVIGATION FACILITIES INVENTORY – YEAR 2019**  
**(xi) CENTRAL WORKSHOPS (FIELD SERVICES)**

NO	FACILITY	SYSTEM	EQUIPMENT TYPE	Total Cost (Millions)
I	Logistics Centre	Factron Schlumberger 635.	1. KENITEX 386SX-33 PC (LOADED WITH ZENIX OPERATING SYSTEM).	5
		CMMS		5
II	Communications	VHF Area Cover Ngong 120.5 (Main and S/BY)	DTR100 SERIES	2
		VHF Area Cover Ngong 118.5 (Main and S/BY)	DTR100 SERIES	2
		VHF Area Cover Ngong 121.3 (Main and S/BY)	DTR100 SERIES	2
		VHF Area Cover 124.3 MHz (MAIN AND S/BY)	DTR100 SERIES	2
		VHF Area Cover Ngong 125.3 (Main and S/BY)	DTR100 SERIES	2
		VHF Area Cover Londiani 118.5 (Main and S/BY)	JOTRON TA 5301 TX AND JOTRON RA 5201 RX	1
		VHF Area Cover Londiani 121.3 (Main and S/BY)	JOTRON TA 5301 TX AND JOTRON RA 5201 RX	1
		HF Mobile Services (3467, 5517, 6574, 8870, 8879, 11300,13288, 17961)	SAGEM T166 TX (Q. 3)	5
		AIM System	HPSWITCH E3900 24G LAN MAC LAN MAC Barracuda firewall Server DL 380 Gen 9x APC SMART UPSX3000 & APC RBC BATTERY PACK HP ELITECOMPUTER & DISPLAY ALTUSCAN KEYBOARD DISPLAY APCSMART UPSC1500	2.0
III	Navigational Aids	1.Ngong DVOR	SELEX DVOR 1150	20
		2.Athi River DVOR	SELEX DVOR 1150	20
		3.Garissa DVOR	SELEX DVOR 1150	45
		4.Garissa DME	SELEX DME 1118A/1119A	
		5.Mandera DVOR	SELEX DVOR 1150	40
		6.Mandera DME	SELEX DME 1118A/1119A	
		7.Nak 115.1 DVOR	THALES ATM DVOR 432B	45
		8.Nak 1122 DME	THALES ATM DME 435	
		9.Eastleigh 256 EA NDB	REDIFON G142	1
		10.Nanyuki 306.5 NYK NDB	REDIFON G142	1
		11.AI 379 NDB	NAUTEL NX 8000	1
IV	Power Units	Standby Power Generator – Nakuru DVOR/DME	GESAN	1
		Standby Power Generator- CWS	JOHN DEERE	1
		STANDBY POWER GENERATOR- NGONG VHFS	GESAN	1
		Standby Power Generator- Ngong DVOR	GESAN	1
		Standby Power Generator- Garissa DVOR/DME	KIPOR	1
		Solar Power System – Garissa DVOR/DME	POWERPOINT	2.4
V	Cooling Systems	Air Conditioners (Qty- 11)	VARIOUS	1.1

**AIR NAVIGATION FACILITIES AND INSTALLATIONS COUNTRY WIDE–2019**

(xii) **VALUE TO BE COVERED FOR EACH FACILITY**

No.	CATEGORY OF EQUIPMENTS (CNS)	FACILITIES	QTY	UNIT COVER IN KSH	TOTAL COVER KSH
1	Communications	VHF Receivers	76	500,000.00	38,000,000.00
		VHF Transmitters	74	500,000.00	37,000,000.00
		VHF Receivers	4	1,750,000.00	7,000,000.00
		VHF Transmitters	4	1,750,000.00	7,000,000.00
		VHF Transceivers	9	800,000.00	7,200,000.00
		HF Receivers	12	500,000.00	6,000,000.00
		HF Transmitters	3	1,000,000.00	3,000,000.00
		RDCE (VCS eqpt)	2	20,000,000.00	40,000,000.00
		RDCE (VCS eqpt )	1	14,000,000.00	14,000,000.00
		NUCLEO ULISES5000 VCCS	2	32,000,000.00	64,000,000.00
		S.I.T.T.T Multiphone VCCS	1	75,000,000.00	75,000,000.00
		S.I.T.T.T Multiphone VCCS		45,000,000.00	45,000,000.00
		Atalis Server	14	1,000,000.00	14,000,000.00
		ATALIS PC	37	100,000.00	3,700,000.00
		VSAT Terminals	15	5,000,000.00	75,000,000.00
		AMSC/AMHS	1	5,000,000.00	5,000,000.00
		Voice Recorder (VLS)	5	5,000,000.00	25,000,000.00
		Voice Recorder (VLS)	3	500,000.00	1,500,000.00
		D-ATIS (new)	2	15,000,000.00	30,000,000.00
		AIM System	10	2,000,000.00	20,000,000.00
AIM System	1	100,000,000.00	100,000,000.00		
		HF TX AND RX AND LAN	1	45,000,000.00	45,000,000.00
2	Navigation	ILS/DME	3	10,000,000.00	30,000,000.00
		DVOR	2	18,000,000.00	36,000,000.00
		DVOR/DME	6	28,000,000.00	168,000,000.00
		DVOR/DME	5	10,000,000.00	50,000,000.00
		VDF	1	1,000,000.00	1,000,000.00
		VDF	3	6,000,000.00	18,000,000.00
3	Surveillance	RADAR (PSR + MSSR)	2	240,000,000.00	480,000,000.00
		RADAR (MSSR)	4	63,000,000.00	252,000,000.00
		EUROCAT-C (Topsky)	2	190,000,000.00	380,000,000.00
		ADS-B (stations)	8	15,000,000.00	120,000,000.00
		MLAT (stations)	4	42,000,000.00	168,000,000.00
4	Power Systems	GENERATORS	13	1,000,000.00	13,000,000.00
		REGULATORS 10KVA AND ABOVE	8	350,000.00	2,800,000.00
		REGULATORS 5KVA TO 10KVA	2	500,000.00	1,000,000.00
		Regulators Of Less Than 5KVA	5	100,000.00	500,000.00

No.	CATEGORY OF EQUIPMENTS (CNS)	FACILITIES	QTY	UNIT COVER IN KSH	TOTAL COVER KSH
		UPS 20KVA	8	300,000.00	2,400,000.00
		AVR 40KVA	2	500,000.00	1,000,000.00
		UPS 60KVA (NEW ELD RADAR)	2	4,000,000.00	8,000,000.00
		UPS 60KVA ( NEW AT MOI)	2	4,000,000.00	8,000,000.00
		UPS 60KVA (NEW AT MALINDI)	1	4,000,000.00	4,000,000.00
		UPS 60KVA (NEW AT WILSON)	1	4,000,000.00	4,000,000.00
		UPS 60KVA (NEW AT WAJIR)	2	4,000,000.00	8,000,000.00
		UPS 60 KVA (NEW AT POROR)	1	4,000,000.00	4,000,000.00
		UPS 60KVA (NEW AT KISUMU)	1	4,000,000.00	4,000,000.00
		UPS 60KVA (NEW AT MUA)	1	4,000,000.00	4,000,000.00
		UPS 170KVA (NEW JKIA TOWER)	1	5,000,000.00	5,000,000.00
		UPS 100KVA (NEW AT JKIA RADAR)	1	4,500,000.00	4,500,000.00
		AVR 170 KVA (NEW AT JKIA TOWER)	1	4,500,000.00	4,500,000.00
		AVR 160 KVA ( NEW AT JKIA RADAR)	1	4,200,000.00	4,200,000.00
		Solar –System	2	4,000,000.00	8,000,000.00
		Solar –System	2	2,500,000.00	5,000,000.00
5	Airconditioners	Window Type	51	100,000.00	5,100,000.00
		Split Type	20	100,000.00	2,000,000.00
		Air Conditioners - Various	26	150,000.00	4,000,000.00
		New Airconditioners - Various	18	100,000.00	1,800,000.00
<b>TOTAL VALUE TO BE INSURED</b>					<b>2,474,200,000.00</b>



## **1. KEY TO AIR NAVIGATION FACILITIES INVENTORY**

1.	ACC	Area Control Center
2.	AFTN	Aeronautical Fixed Telecommunication Network
3.	AIS	Aeronautical Information Services
4.	ANS	Air Navigation Service
5.	AMSC	Automatic Message Switching Computer
6.	APP	Approach
7.	ASDE	Airport Surface Detection Equipment
8.	ATC	Air Traffic Control
9.	ATIS	Airport Traffic Information System.
10.	BMS	Billing Management System
11.	CMMS	Computer Maintenance Management System
12.	CVOR	Conventional Vhf Omni Directional Radio Range
13.	DME	Distance Measuring Equipment
14.	DVOR	Doppler Vhf Omni Directional Radio Range
15.	E1000	Automated Integrated Radar Control For Air Traffic
16.	GP	Glide Path
17.	HF	High Frequency
18.	ILS	Instrument Landing System
19.	JKIA	Jomo Kenyatta International Airport
20.	KVA	Kilo Volt Ampere
21.	LLZ	Localizer
22.	LSB	Lower Side Band
23.	NDB	Non-Directional Radio Beacon
24.	Q	Quantity
25.	RDCE	Radio And Telephone Distribution And Control Equipment
26.	RX	Receiver
27.	SMC	Surface Movement Control
28.	SSR	Secondary Surveillance Radar
29.	TX	Transmitter
30.	UPS	Uninterruptible Power Supply
31.	VDF	Vhf Directional Finder
32.	VDU	Visual Display Unit
33.	VHF	Very High Frequency
34.	ADS-B	Automatic Dependent Surveillance-Broadcast

**NB: -list all exclusions if any.**

- **A detailed list of assets can be obtained from the assets register.**

**5. CLASS OF POLICY :- ALL RISKS (ICT, COMPUTERS & ACCESSORIES)**

This policy will cover all ICT equipment including computers, laptops, servers, switch boards, switches, cables, routers, UPSs, tablets, projector from the following risks: -

- Power surge
- Vandalism
- Theft
- Accidental damage while under repair
- Natural disaster
- Fire
- Political violence
- Terrorism activities
- Riots
- Strikes
- Civil commotion

PERIOD	1st March 2020 to 28th February 2022 (both days inclusive)
INTEREST	Various ICT computers and accessories
SUM INSURED	Kshs. 439,324,954.00
SPECIAL CONDITIONS	<b>No exclusions</b>
LIMITS OF LIABILITY	<b>Actual value of damage/loss or cost of replacement</b>
ANNUAL PREMIUM	-----
INSURER	-----

**ICT ASSETS TO BE INSURED – 2020/2021**

<b>ICT ASSETS TO BE INSURED – 2020/2021</b>			
<b>1.0 DESKTOPS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
DELL	52	35,000.00	1,820,000.00
HP	486	100,000.00	48,600,000.00
HP Elite Book 755 G5	1	266,800.00	266,800.00
HP all in one desktops	128	180,000.00	23,040,000.00
<b>TOTAL</b>			<b>73,726,800.00</b>
<b>2.0 LAPTOPS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
HP	287	100,000.00	28,700,000.00
HP Elite Book 755 G5	1	266,800.00	266,800.00
Lenovo	53	100,000.00	5,300,000.00
Microsoft Surface Book	4	240,000.00	960,000.00
Microsoft Surface Book	7	300,000.00	2,100,000.00
Microsoft Surface Book	2	450,000.00	900,000.00
Samsung Notebook 9 Pro 13	1	190,000.00	190,000.00
Microsoft Surface Pro	1	250,000.00	250,000.00
<b>TOTAL</b>			<b>38,666,800.00</b>
<b>3.0 SCANNERS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
Canon	8	12,000.00	96,000.00
Epson	1	8,000.00	8,000.00
HP	35	20,000.00	700,000.00
Kodak	11	200,000.00	2,200,000.00
<b>TOTAL</b>			<b>3,004,000.00</b>
<b>4.0 PHOTOCOPIERS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
CANON	3	400,000	1,200,000
KYOCERA	13	400,000	5,200,000
KYOCERA HEAVY DUTY	11	1,400,000	16,800,000
RICOH	15	250,000	3,750,000
SHARP	1	300,000	300,000
<b>TOTAL</b>			<b>27,250,000.00</b>
<b>5.0 PRINTERS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
HP-standard	141	40,000	5,640,000
HP-Heavy duty	35	90,000	2,970,000
HP 4 in one	1	80,000	80,000
Color Printers	19	50,000	650,000
EPSON	3	45,000	135,000
KYOCERA STANDARD	23	40,000	920,000
KYOCERA HEAVY DUTY	3	90,000	270,000

<b>TOTAL</b>			<b>10,665,000.00</b>
<b>6.0 PROJECTORS AND SMART BOARDS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
SONY	38	230,000	8,740,000
NEC	2	146,000	292,000
Smart Board	2	1,300,000	2,600,000
<b>TOTAL</b>			<b>11,632,000.00</b>
<b>7.0 FAXES</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
PANASONIC	7	15,000	105,000
<b>TOTAL</b>			<b>105,000.00</b>
<b>8.0 TYPEWRITER</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
RICOH	1	83,000	83,000
<b>TOTAL</b>			<b>83,000.00</b>
<b>9.0 SERVERS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
DELL R720	1	1200000	1200000
IBM x3650	10	1500000	15000000
HP SERVERS	3	2000000	6000000
EMC STORAGE (Lot)	1	13,000,00	13000000
RDRS SERVERS	3	4,200,000	12,600,000
EXAMINATION SERVERS	1	3,280,000	3,200,000
EMC STORAGE ARRAY-RDRS	1	7,000,000	7,000,000
Network Attached Storage (HQ)	1	600,000	600000
Network Attached Storage (Wilson)	1	350,000	350000
<b>TOTAL</b>			<b>58,950,000.00</b>
<b>10.0 ROUTERS</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
CISCO 2800, 881 SERIES	15	300,000	4,500,000
CISCO HIGH END 3900 SERIES	2	800,000	1,600,000
CISCO HIGH END 3900 SERIES-RDRS	2	2,500,000	5,000,000
<b>TOTAL</b>			<b>11,100,000.00</b>
<b>11.0 SWITCHES</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
CISCO 2900,2600,3500 AND 3650 SERIES	<b>37</b>	180,000	6,660,000
CISCO HIGH END 3700 SERIES	<b>4</b>	400,000	1,600,000
CISCO HIGH END 3800 SERIES	<b>1</b>	1,500,000	1,500,000
Cisco Switch : WS-C3650-24PS	<b>3</b>	400,000	12,000,000
Nexus 31108-VXLAN, 48x	<b>1</b>	3,000,000	3,000,000
Nexus 9300 – 48p 10/25G	<b>1</b>	3,000,000	3,000,000
Cisco SMB switch- SF300-24PP	<b>1</b>	200,000	200,000
NEXUS 9500 SPINE SWITCH WITH ACCESSORIES	<b>1</b>	23,500,000	23,500,000

<b>TOTAL</b>			<b>51,460,000.00</b>
<b>12.0 PABX</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
ALCATEL AND ACCESSORIES	2	4,000,000	8,000,000
PANASONIC AND ACCESSORIES	3	250,000	750,000
CISCO 3945 ROUTER AND PHONES	1	6,000,000	6,000,000
PANASONIC NS500 PABX	4	1,900,000	7,600,000
<b>TOTAL</b>			<b>22,350,000.00</b>
<b>13.0 AIR CONDITIONER</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
LG/GENERAL	3	180000	540,000
INDUSTRIAL AIRCONDITIONERS EXAMINATION	2	1,000,000	2,000,000
RDRS/HQS DATA CENTRES AIR CONDITIONER	5	5,000,000	25,000,000
<b>TOTAL</b>			<b>27,540,000.00</b>
<b>14.0 TABLET COMPUTERS/PHONES</b>			
<b>MAKE</b>	<b>QTY</b>	<b>UNIT PRICE</b>	<b>TOTAL</b>
SAMSUNG TABLET	142	80,000	11,360,000
SAMSUNG GALAXY BOOK	1	235,000	235,000
IPHONE 7 PLUS	1	105,000	105,000
ONE PLUS 5 PHONE	1	80,000	80,000
SAMSUNG S6 EDGE PHONES	3	90000	270,000
SAMSUNG NOTE 5	6	80000	480,000
SAMSUNG S8+ PHONE	1	90,000	90,000
Samsung Galaxy Note 9	1	105000	105000
Samsung Galaxy Note 8	1	139000	139000
<b>TOTAL</b>			<b>12,864,000.00</b>
<b>15.0 UPS/AVR</b>			
3 KVA	2	120,000	240,000
5 KVA APC UPS	6	200,000	1,200,000
6 KVA APC UPS	3	200,000	600,000
10 KVA UPS	1	1,300,000	1,300,000
20 KVA UPS	1	2,000,000	2,000,000
100KVA AVR	1	2,500,000	2,500,000
30KVA RDRS/HQS DATA CENTERS UPSs	4	2,700,000	10,800,000
30KVA UPS EXAMINATION	1	2,700,000	2,700,000
30 KVA CertaUPS	2	1,200,000	2,400,000
<b>Total</b>			<b>23,740,000.00</b>
<b>16.0 SHREDDERS</b>			
SHREDDERS	48	38,000	1,824,000
<b>Total</b>			<b>1, 824,000.00</b>
<b>17.0 CCTV</b>			
IP CAMERAS, NVR and Accessories-RDRS & HQS Data Centers, HQS	1 Lot	2,000,000	2,000,000
HIKVISION/AXIS IP CCTV System – cameras, NVR and Video Management Software EASA	1 Lot	1,000,000	1,000,000
<b>Total</b>			<b>3,000,000.00</b>

<b>18.0 INFRASTRUCTURE</b>			
LAN INFRASTRUCTURE- HQS,JKIA,WILSON,EASA,MOMBASA,MALINDI,EL DORET,KISUMU,LOKICHOGGIO,WAJIR,WILSON EASA CAMPUS	1 LOT	20,000,000	20,000,000
HQ Datacenter raised floor (Bergvick panels), Partitions (MGO board), Ceiling (Bergvick)	1 LOT	3,425,000	3,425,000
KVM switches	8	413,000	3,304,000
HQ Data Centre, Main distribution unit (Panduit)	LOT		1,994,720
Fire Detection and Suppression System	LOT		3,000,000
<b>Total</b>			<b>31,723,720.00</b>
<b>19.0 Fire wall</b>			
Check point Firewall HQS	1	4,800,000	4,800,000
Check point-RDRS	1	4,800,000	4,800,000
<b>Total</b>			<b>9,600,000.00</b>
<b>20.0 Audio Visual Equipment</b>			
Audio Visual Equipment	1 Lot	5,000,000	5,000,000
HQ Data Centre Smart glass (View panel)	1	1,040,634	1,040,634
<b>Total</b>			<b>6,040,634.00</b>
<b>21.0 Library Bindery Equipment</b>	1 Lot	14,000,000	<b>14,000,000</b>
<b>Total</b>			<b>14,000,000</b>
<b>Grand total KSH.</b>			<b>439,324,954.00</b>

**NB:-list all exclusions if any**

- **A detailed list of assets can be obtained from the assets register**

**6. CLASS OF POLICY: - MONEY INSURANCE**

This policy is expected to cover the Authority’s money either in cash or in cheque form at the cash officer or on transit to and from the office in the custody of all the authorized officers.

- To cover loss of money / securities and damaged safes as declared
  - Money in hands of staff Kshs. 14,000,000.00 any one time
  - Cash in transit Kshs. 14,000,000.00 any one time
  - Cash in premises during and outside business hours Kshs. 14,000,000.00
  - Damage to safe or strong room Kshs. 500,000.00
  - Damage to employees clothing and personal effects due to assault Kshs. 100,000.00
  - Cover against fire, explosion, earthquake and all such perils
  - Indemnity to employees – discovery period 90 days
  - Discovery period 12 months after termination of employment, or 18 months within lapse of the policy
  - Policies to have a cancellation notice of at least 60 days
  - Policies to cover against riots, strikes and Civil Commotion
  - Automatically cover additional staff during the period of policy
  - Cover legal cases against employees if required by insurer

PERIOD	1st March 2020 to 28th February 2022 (both days inclusive)
SUM INSURED	Kshs. 42,600,000.00
SPECIAL CONDITIONS	<b>No exclusions</b>
LIMITS OF LIABILITY <b>replacement</b>	<b>Actual value of damage/loss or cost of</b>
ANNUAL PREMIUM	-----
INSURER	-----

## **7.0 CLASS OF POLICY :- FIDELITY GUARANTEE**

This policy is to cover the Authority against loss of cash entrusted to authorized officers.

PERIOD 1st March 2020 to 28th February 2022 (both days inclusive)

INTEREST/ AMOUNT OF GUARANTEE

Item No.	Occupation of employees	Amount of Guarantee (Ksh)	Total Amount to be insured
1	Director General	15,000,000.00	15,000,000.00
2.	Cheque Signatories	15,000,000.00	60,000,000.00
3.	Cashiers	14,000,000.00	14,000,000.00
<b>Total</b>			<b>89,000,000.00</b>

SUM INSURED Kshs. 89,000,000.00

SPECIAL CONDITIONS **No exclusions**

LIMITS OF LIABILITY **Actual value of loss or cost of replacement**

ANNUAL PREMIUM .....



## **8.0 CLASS OF POLICY :- AVIATION LIABILITY COVER**

This policy will cover all risks arising from Air Navigational Services Officer's errors pertaining to air navigation service rules, regulations, procedures and instructions, and their applicability arising out of Kenya Civil Aviation Authority's Air Navigation Service aviation activity.

The liability will be applicable to all air navigation personnel providing services within the Air Navigation Service providers area of jurisdiction and in "other states" as may be agreed upon between Kenya Civil Aviation Authority and those "other states".

The risks covered will include bodily injury and property damage both as a result to an aircraft accident or occurring during an aircraft accident arising out of errors or omissions of insured while exercising privileges as indicated in the Kenya Civil Aviation Authority issued license.

<b>POLICY NAME</b>	<b>AVIATION LIABILITY COVER</b>
PERIOD OF INSURANCE	1st March 2020 to 28th February 2022 (both days inclusive)
SCOPE OF COVER	Bodily injury/property damage
SUM INSURED/ TOTAL VALUE	US\$300,000,000.00
SPECIAL CONDITIONS IF ANY	NONE

SUM INSURED

US\$ 300,000,000.00

SPECIAL CONDITIONS

**No exclusions**

LIMITS OF LIABILITY

**Actual value of damage, loss or cost of replacement**

ANNUAL PREMIUM

Kshs. -----

INSURER

-----

### **NB:-**

- **Quotations for this category of policy must be done in US Dollars.**
- **Please refer to the attached Air Traffic Control Liability Insurance Proposal Form filled by KCAA for your information and reference as you prepare your bid.**

# Air Traffic Control Liability Insurance Proposal Form

## Insured Information

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**1. Full name and address of applicant:** KENYA CIVIL AVIATION AUTHORITY (KCAA).

Please list any subsidiaries to be named on the insurance documentation: NONE

Insured's web site address: WWW.KCAA.OR.KE

Contact name: MANAGER AIR TRAFFIC SERVICES (MR. ADIKINY H. OLOWENGE).

Contact telephone number: +254 20 6827470-5

Email contact: [holwenge@kcaa.or.ke](mailto:holwenge@kcaa.or.ke)

**2. Nature of the Insured's business:** CIVIL AVIATION REGULATION AND THE PROVISION OF AIR NAVIGATION SERVICES.

**3. Period of cover required:** 1<sup>ST</sup> March 2020 TO 28<sup>TH</sup> FEBRUARY 2021

**4. Limit of Liability required:** USD 300,000,000.00

### Risk Details

**1. For how long have you been undertaking Air Traffic Control (ATC) operations?** MORE THAN 40 YEARS.

**2. How many ATC Centers do you operate:** ONE CENTRE

**3. Where is each center located:** THE CENTER IS IN NAIROBI

**4. What is the area of responsibility including which Airports;**

THE NAIROBI FLIGHT INFORMATION REGION-AIRPORTS ARE: 1. JOMO-KENYATTA INTERNATIONAL AIRPORT, 2. MOI INTERNATIONAL AIRPORT, 3. ELDORET INTERNATIONAL AIRPORT, 4. KISUMU INTERNATIONAL AIRPORT, 5. MALINDI AIRPORT, 6. WILSON AIRPORT, 7. WAJIR AIRPORT, 8. LOKICHOGGIO AIRPORT AND 9. DIANI AIRPORT.

**5. Does the centre have any responsibility for over flying traffic? If yes provide details of the area of responsibility;**

YES: RESPONSIBILIY IS WITHIN THE NAIROBI FLIGHT INFORMATION REGION

6. **At what distance do you assume control of incoming aircraft and relinquish control of outgoing aircraft?** AT ALL DESIGNATED WAYPOINTS ALONG THE BOUNDARY OF THE NAIROBI FLIGHT INFORMATION REGION INCLUDING BOUNDARY OF DELEGATED AIRSPACE.
7. **Who takes over ATC when you relinquish control of aircraft?** THE DESIGNATED AIR NAVIGATION SERVICE PROVIDER IN THE NEIGHBOURING FLIGHT INFORMATION REGION i.e. AREA CONTROL CENTERS IN KHARTOUM, ENTEBBE, DAR ES SALAAM, SEYCHELLES, ADDIS ABABA AND MOGADISHU including AS PER LETTERS OF AGREEMENT, APPROACH CONTROL OFFICE IN KILIMANJARO AND DAR ES SALAAM.
8. **Is the airspace divided into upper and lower airspace for control purposes?** YES. UPPER AIRSPACE WHICH IS FROM 28, 500 FEET ABOVE MEAN SEA LEVEL AND LOWER AIRSPACE WHICH IS BELOW 28, 500 FEET FROM MEAN SEA LEVEL.
9. **What flight level is the dividing line between upper airspace and lower airspace?** FL285.
10. **How military and civil interaction of ATC is achieved through the control Centers?**  
THROUGH CIVIL MILITARY COORDINATION AND USE OF: 1. MILITARY LIAISON PERSONNEL STATIONED AT THE CONTROL CENTER, AND IN ALL CONTROL TOWERS. 2. DEDICATED COMMUNICATION LINKS TO ATS MILITARY UNITS. 3. DEDICATED SURVEILLANCE LINKS TO MILITARY ATS UNITS. \*NOTE: MILITARY IN THIS CONTEXT INCLUDES PARAMILITARY.
11. **Are military controllers in the ATC for liaison purposes? If so whose authority do they operate?** YES; THRY OPERATE UNDER MILITARY AUTHORITY ANS WILL COORDINATE ALL REQUIRED ACTIVITIES/ INSTRUCTIONS FROM THIER SUPERIORS; DURING TRAINING THEY OPERATE UNDER THE AUTHORITY OF KCAA, BUT CAN PROVIDE LIAISON SERVICES WHEN NEED ARISES.
12. **If applicable do you control airside vehicular movements?** YES.

**If yes to what extent (the crossing of taxi and runways) and is this done by the same personnel who control aircraft?**

VEHICULAR MOVEMENT CONTROL IS ONLY DONE WITHIN THE MANOEUVRING AREA OUTSIDE THE APRON/ RAMP AREA. THIS IS DONE BY AN AIR TRAFFIC CONTROLLER ALSO CONTROLLING AIRCRAFT WITHIN THE VICINITY OF THE

AIRPORT EXCEPT FOR WILSON TOWER WHERE GROUND CONTROL UNIT HAD BEEN IMPLEMENTED.

**13. Is heating, ventilation and cooling provided in the tower?** YES

**14. Is the tower sound proofed?** YES

**15. State type of radar in use indication whether this is primary or secondary surveillance radar?** 1. PRIMARY RADARS IN THREE SITES (JOMO KENYATTA TOWER SMCGR, JOMO KENYATTA PSR AND MOMBASA PSR) 2. MONOPULSE SECONDARY SURVEILLANCE MODE S RADARS IN JOMO KENYATTA, MOMBASA, MUA, POROR, ELDORET, WAJIR AND ELDORET, 3. Automatic Dependence-Contract (ADS-C), 4. Automatic Dependence-Broadcast (ADS-B) GROUND STATIONS IN LOKICHOGGIO, ELDORET, NAIROBI, MUA, POROR, WAJIR, MALINDI AND MOMBASA. 5. MLAT STATIONS IN WILSON, MOMBASA, KISUMU AND MALINDI.

**16. Does the radar provide full coverage over the whole of the area?** YES

**17. Are computers used for Air Traffic Control function? If so, state type of system and how long in use.** YES. TOPSKY USING UNIX SYSTEM FOR MORE THAN TEN (10) YEARS.

**18. Is full overlapping provided for VHF Omnidirectional Radio Range Stations (VOR's) currently installed on your airway network?** YES

**19. Are standby VORs provided?** YES

**20. Is standby power available at the VOR site?** YES

**21. What direct user to user telephone service is provided between Air Traffic Control Centers and also between Air Traffic Control Centers and airports within defined areas?** DEDICATED AIR TRAFFIC SERVICE /DIRECT SPEECH LINES EITHER ON FIBRE AND/OR VSAT

**22. Does the Air Traffic Control Centre have standby power supplies and battery operated emergency lighting?** YES

**23. If applicable is there a full view of the maneuvering area from the tower?** YES.

**24. Are approach control and aerodrome services provided?** YES.

25. **Is radar used for approach control? If so, indicate type and operational cover given.** YES. BOTH PRIMARY AND SECONDARY MODE S RADARS WITHIN A RANGE OF 80NM IN AN INTEGRATED COVERAGE IN JOMO KENYATTA AND MOMBASA. THIS IS COMPLIMENTED BY USE OF ADS-B
26. **Is radar used for any other use at the airfield?** YES. SMCGS INSTALLED ON TOP OF JOMO KENYATTA CONTROL TOWER AND MLAT IN MOMBASA, MALINDI, WILSON and KISUMU FOR SURFACE MOVEMENT AND CONTROL GUIDANCE DURING PERIODS OF POOR VISIBILITY AND AT NIGHT.
27. **Is any Secondary Surveillance Radar in use?** YES.
28. **Is closed circuit television used for any purpose?** YES, FOR SECURITY
29. **Are State radio facilities provided?** YES.
30. **Are the radio / telephone transmissions recorded?** YES
31. **What direct telephone circuits are provided?** DIRECT TELEPHONE LINES TO ALL CONTROL UNITS VIA A VOICE COMMUNICATION CONTROL SYSTEM (VCCS) FOR COORDINATION INCLUDING NEIGHBORING AIR TRAFFIC SERVICE UNITS.
32. **Is there direction finding (DF) equipment available?** YES

### **Flight Details**

---

**Please advise the following:**

**1) Aircraft numbers split as follows:**

Aircraft Movements	<b>Previous 12 months (February 2018-2019)</b>	<b>Next 12 months (February 2019-2020)</b>
<b>Take off/landings</b>	273,597.45	315,081
<b>Over flights</b>	55,119.75	58,278
<b>Total</b>	<b>328,717.20</b>	<b>373,359</b>

The projection growth rate is 5 %

**2) Statistics and details of near misses during previous 12 months, for example "procedural" or "near collision",**

TWELVE (12) AIR PROXIES REPORTED AND ANALYSED IN THE YEAR 2018 FROM JANUARY TO DECEMBER, FROM THE PREVIOUS EIGHTEEN (18).

**3) If military or civilian aircraft were involved, please confirm the distance between aircraft, and any other relevant information.**

DISTANCES VARY DEPENDING ON PROCEDURE BEING APPLIED: -

- a) Minimum separation of 10 NM between aircraft while operating in Area Radar airspace with 10 minutes longitudinal separation when radar is inoperative.
- b) Minimum separation of 5 NM between aircraft while operating in terminal (approach) airspace with seven minutes longitudinal separation when radar is inoperative.
- c) In both cases vertical separation minimum is 1000 feet between aircraft up to and including flight level 410 and 2000feet above flight level 410.

**4) Are near misses categorised? If yes, what are the categories? YES**

- a) risk of collision
- b) Safety not assured.
- c) No risk of collision or risk not determined.

**Control Officer Details**

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- 1. **How many staff are normally on duty at any one time? TWO (2) PER UNIT.**
- 2. **How many staff are on duty at busy periods? TWO (2) PER UNIT WITH EXCEPTION OF APPROACH JKIA WHICH HAS THREE (3) CONTROLLERS DUE TO TRAFFIC CONFIGURATION.**
- 3. **What is the normal watch keeper/shift period?**  
  
MORNING: 7.00AM TO 1.00PM  
AFTERNOON: 12.30PM TO 19.30PM  
  
NIGHT shift divided into two: 19.00PM TO 0100AM &  
0030AM TO 0730AM
- 4. **How many control officers are employed in total? TWO HUNDRED AND FIFTEEN (215) CONTROLLERS.**
- 5. **What is your average staff turnover? TWO (2) PER YEAR.**
- 6. **What procedures are in place to monitor a controller's performance? How do they compare to that of the CAA / FAA? 1. PROFICIENCY/ VALIDATION CHECKS EVERY SIX (6) MONTHS. THIS IS SIMILAR TO OTHER CAA/FAA AND AS RECOMMENDED BY ICAO. 2. PERIODIC COMPETENCY CHECKS**
- 7. **What recurrent training do the controllers undergo? REFRESHER AND PROFICIENCY/ VALIDATION TRAINING.**
- 8. **What is the average controller experience? ELEVEN (11) YEARS.**

**General**

---

1. Have you ever had a claim in respect of an aviation liability which was paid by your Insurers or would have given rise to a claim under an insurance policy if one had been in force? **NO**

If yes provide details including sum claimed/loss amount: **N/A**

2. Any other information which you consider relevant. (Attach further sheets if necessary). **NONE**

Declarations (format this!)

Has any insurance company or underwriter ever in connection with any aviation liability insurance:

- a. Declined your proposal? **No**
- b. Refused to renew your policy? **No**
- c. Cancelled your policy? **No**
- d. Required an increased premium or imposed any special conditions at any time? **No**

(If any of the answers to any of the above is "yes" please provide full details. N/A

I/we declare to the best of my/our knowledge and belief the above statements are true ad that no material information has been withheld. Signing this form shall be the basis of the contract should a policy be issued.

Signed \_\_\_\_\_

Capt. Gilbert M Kibe

Position in the Authority:

Director General

Dated: \_\_\_\_\_

# **CATEGORY 2: PROVIDED BY INSURANCE UNDERWRITERS**

**1. CLASS OF POLICY: - GROUP PERSONAL ACCIDENT (STAFF AND BOARD MEMBERS) INSURANCE**

The policy is to cover 767 Kenya Civil Aviation Authority members of staff in and out of work place 24 hours, 7 days a week and (8) members of the Board of Directors 24 hours, 7 days a week.

It should be noted that the number of staff members may increase or decrease depending on retirements, natural attrition and/or recruitments. The value of the expected cover will be based on each employee’s 5 years basic salary. The total value of the current 5 years basic salary is Kshs. 7,167,157,620.00 as at January, 2020.

The expected benefits for staff are: -

- Death – 5 years basic Salary (5 years basic salary as at the time of accident)
- PTD - 5 years basic Salary (5 years basic salary as at the time of accident)
- TTD - Actual weekly salary (maximum of 104) weeks
- Medical expenses – Kshs. 4,000,000.00 per person per accident until full recovery or declaration of permanent disability or death as per the law.
- Loss of Independent Existence (5 years basic salary as at the time of accident)

The expected benefits for the board members are:-

- Death – Kshs. 5,000,000.00
- PTD - Kshs. 5,000,000.00
- TTD - Kshs.150,000.00 per week for 104 weeks irrespective of actual earnings
- Medical expenses – Kshs. 4,000,000.00 per person per accident

PERIOD OF INSURANCE: - 1st March 2020 to 28th February 2022  
(both days inclusive)

SPECIAL CONDITIONS: - **No exclusions**

LIMITS OF LIABILITY **Actual insured value as per the outlined benefits per member**

SUM INSURED: - Kshs. **7,167,157,620.00**

ANNUAL PREMIUM: - KSHS. -----

INSURER: - -----



This policy should have **no exclusions** as to the cause and place of accident including strikes, riots, civil commotion, political riots and terrorist activities.

## **2. CLASS OF POLICY: - GROUP LIFE INSURANCE**

This policy is meant to cover all the members of KCAA staff (767) in case of death while in service from any cause. But it should be noted that the number may increase or decrease depending on retirements, death, resignations, termination and/or recruitments. The value of the expected cover will be based on each employee's 5 years basic salary. The total value of the current 5 years basic salary as at January 2020 is Kshs. 7,167,157,620.00.

This policy should include a last expense component to cover funeral expenses for any member of staff and family of one spouse and four children of ages 25 years and below. It also includes 8 members of the KCAA Board of Directors. The cover value for **last expense** is Kshs.200,000.00 per claim. The Authority is currently having 767 members of staff.

- Employees 767
- Spouses 548
- Children 1,338

PERIOD OF INSURANCE: - 1st March 2020 to 28th February 2022  
(both days inclusive)

SUM INSURED: - Kshs. **7,167,157,620.00** (as at January, 2020)

SPECIAL CONDITIONS: - **No exclusions**  
LIMITS OF LIABILITY **Actual insured value** (5 years basic salary as at the time of demise/illness)

ANNUAL PREMIUM: - Kshs. -----

INSURER: - -----

- The cover should be in force at all-time including travel to and from work (within or outside the country), social activities, and sporting activities including but not limited to use of motor vehicles.
- Policy to cover against riots, political violence, strikes, Civil Commotion and terrorism activities.
- The policy should have a Critical Illness Insurance cover for compensate of a member suffering from but not limited to the following illnesses or medical conditions:
  - Cancer
  - Stroke
  - Heart Attack
  - Coronary Artery Bypass Surgery
  - Kidney Failure

- Major Organ Transplant
- Multiple Sclerosis
- Coma
- Paralysis
- Dismemberment
- Aortic surgery
- Blindness
- Deafness
- Muteness (loss of speech)
- Major Burns
- Brain Tumour
- Motor Neuron Disease
- Alzheimer’s Disease
- Parkinson’s Disease
- Cystic Fibrosis
- Heart Valve Replacement

➤ Policies to have a cancellation notice of at least 60 days.

This policy should have **no exclusions** as to the cause and place of death.

**3. CLASS OF POLICY: - WORK INJURY AND BENEFITS ACT (WIBA)**

This policy is expected to cover KCAA employees either permanent, casuals or contract. But it should be noted that the number may increase or decrease depending on retirements, death, resignations, termination and or recruitments. The value of the expected cover will be based on each employee’s one year basic salary. The Underwriter must indemnify the Authority against all liabilities under the work injury and Benefits Act. The value of this policy will be based on one year’s basic salary which is Kshs. 1,433,431,524.00 as at January, 2020

PERIOD OF INSURANCE: -	1st March 2020 to 28th February 2022 (both days inclusive)
SUM INSURED: -	Kshs. 1,433,431,524.00 one year’s basic salary (as at January 2020)
SPECIAL CONDITIONS: -	<b>No exclusions</b>
LIMITS OF LIABILITY	<b>Actual insured value</b> (96 months’ basic salary at the time of incident)
ANNUAL PREMIUM: -	Kshs. -----
INSURER: -	-----
BENEFITS	96 months’ basic salary per beneficiary

## **SECTION VI - STANDARD FORMS**

### **Notes on the standard Forms**

1. **Form of Tender** - The form of Tender must be completed by the Bidder and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the Bidder.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the Bidder at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the Bidder and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the Bidder shall provide the tender security either in the form included hereinafter or in another format acceptable to KCAA.

# FORM OF TENDER FOR CATEGORY ONE (1)

Tender No. KCAA/023/2019-2020

To: Kenya Civil Aviation Authority  
P. O. Box 30163 – 00100  
Nairobi

Date.....

## Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....  
*[insert numbers]* of which is hereby duly acknowledged, we the undersigned, offer to provide **provision of various insurance covers under category 1 for two years (1<sup>st</sup> March 2020 to 28<sup>th</sup> February 2022)** in conformity with the said tender documents for the sum of .....  
*total tender amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.
2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of .....*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020  
*[signature]* *[In the capacity of]*

duly authorized to sign tender for and on behalf  
of \_\_\_\_\_

# FORM OF TENDER FOR CATEGORY TWO (2)

Tender No. KCAA/023/2019-2020

To: Kenya Civil Aviation Authority  
P. O. Box 30163 – 00100  
Nairobi

Date.....

## Gentlemen and/or Ladies:

1. Having examined the tender documents including Addenda Nos.....  
*[insert numbers]* of which is hereby duly acknowledged, we the undersigned, offer to provide **provision of various insurance covers under category 2 for two years (1<sup>st</sup> March 2020 to 28<sup>th</sup> February 2022)** in conformity with the said tender documents for the sum of

**KSHS**.....  
.....**for combined solution insurance covers and**

**USD**.....  
.....**for Aviation liability insurance cover**

*total tender amount in words and figures]*  
or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the services in accordance with the services schedule specified in the Schedule of Requirements.
3. If our Tender is accepted, we will obtain the tender guarantee in a sum equivalent to \_\_\_\_\_ percent of the Contract Price for the due performance of the Contract, in the form prescribed by (Procuring entity).
4. We agree to abide by this Tender for a period of .....*[number]* days from the date fixed for tender opening of the Instructions to tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
5. Until a formal Contract is prepared and executed, this Tender, together with your written acceptance thereof and your notification of award, shall constitute a binding Contract between us.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2020  
*[signature]* *[In the capacity of]*

duly authorized to sign tender for and on behalf  
of \_\_\_\_\_

# PRICE SCHEDULE FOR CATEGORY 1

**NAME OF TENDER: PROVISION OF VARIOUS INSURANCE COVERS BY UNDERWRITERS AND BROKERS FOR TWO YEARS**

**TENDER NUMBER: KCAA/023/2019-2020**

**NAME OF TENDERER: -----**

***PRICE SCHEDULE BREAKDOWN FOR YEAR 1 AND 2 FOR CATEGORY 1 (FIRST YEAR 1<sup>ST</sup> MARCH 2020 TO 28<sup>TH</sup> FEBRUARY 2021 AND SECOND YEAR 1<sup>ST</sup> MARCH 2021 TO 28<sup>TH</sup> FEBRUARY 2022)***

Lot. No.	Particulars of Insurance	Value to be insured in Kshs.	Year 1 Annual Premium Kshs.	Year 2 Annual Premium Kshs.	Insurer
1	Motor Vehicle Insurance Policy	282,804,393.00			
2	Burglary Insurance	100,000,000.00			
3	Public Liability	20, 000,000.00			
4	Fire and Perils/All Risks for various Air Navigation Equipment, Head Office Building, East African School of Aviation Buildings, Staff Houses and furniture in various sites within the Republic of Kenya.	8,206,475,665.08			
5	ICT computers and accessories	439,324,954.00			
6	Money Insurance	42,600,000.00			
7	Fidelity Guarantee	89,000,000.00			
8	Aviation Liability (To Be Quoted In USD)	US \$ 300,000,000.00			
<b>TOTAL ANNUAL PREMIUM FOR RESPECTIVE YEAR KSHS.</b>					
<b>GRAND TOTAL PREMIUM FOR THE TWO YEARS TO BE CARRIED TO THE FORM OF TENDER (KSHS.)</b>					

**PLEASE NOTE AND COMPLY WITH THE FOLLOWING:**

- i. The lowest evaluated bidder per insurance cover will be recommended for award of contract.*
- ii. All premiums to be inclusive of all applicable taxes.*
- iii. In case of discrepancy between unit price and total, the unit price shall prevail.*
- iv. Contract period is for two years (2) from date of award and contract signing.*
- v. The second year will be subject to annual review on satisfactory performance in the first year.*
- vi. Bidders may quote for all the insurance covers or any of the cover/s interested in.*

**Name of tenderer's representative authorized to sign:**

\_\_\_\_\_

**Name**

\_\_\_\_\_

**Signature, date and official Rubber stamp**

## PRICE SCHEDULE FOR CATEGORY 2

**NAME OF TENDER: PROVISION OF VARIOUS INSURANCE COVERS BY UNDERWRITERS AND BROKERS FOR TWO YEARS**

**TENDER NUMBER: KCAA/023/2019-2020**

**NAME OF TENDERER: -----**

**PRICE SCHEDULE BREAKDOWN FOR YEAR 1 AND 2 FOR CATEGORY 2 (FIRST YEAR 1<sup>ST</sup> MARCH 2020 TO 28<sup>TH</sup> FEBRUARY 2021 AND SECOND YEAR 1<sup>ST</sup> MARCH 2021 TO 28<sup>TH</sup> FEBRUARY 2022)**

Lot No.	Particulars of Insurance	Value to be insured in Kshs. Or USD	Year 1 Annual Premium Kshs.	Year 2 Annual Premium Kshs.	Insurer
1	Group Personal Accident (Staff and Board of Directors) Insurance	Kshs. 7,167,157,620.00			
2	Group Life and Last Expense Insurance	Kshs. 7,167,157,620.00			
3	Work Injury Benefits Act (WIBA)	Kshs. 1,433,431,524.00			
<b>TOTAL ANNUAL PREMIUM FOR RESPECTIVE YEAR</b>			<b>KSHS.</b>	<b>KSHS.</b>	
			<b>USD</b> -----	<b>USD</b> -----	
<b>GRAND TOTAL PREMIUM FOR THE TWO YEARS TO BE CARRIED TO THE FORM OF TENDER (KSHS AND USD FOR AVIATION LIABILITY)</b>			<b>KSHS.</b> -----		
			<b>USD</b> -----		

**PLEASE NOTE AND COMPLY WITH THE FOLLOWING:**

- i. The lowest evaluated bidder per insurance cover will be recommended for award of contract.*
- ii. All premiums to be inclusive of all applicable taxes.*
- iii. In case of discrepancy between unit price and total, the unit price shall prevail.*
- iv. Contract period is for two years (2) from date of award and contract signing.*
- v. The second year will be subject to annual review on satisfactory performance in the first year.*
- vi. Bidders may quote for all the insurance covers or any of the cover/s interested in.*

**Name of tenderer's representative authorized to sign:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Signature & date**

**Official Rubber stamp**

## 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 applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

### Part 1 General

Business Name .....

Location of Business Premises .....

Plot No,.....Street/Road .....

Postal address ..... Tel No. .... Fax Email.....

Nature of Business .....

Registration Certificate No.....

Maximum value of business which you can handle at any one time – Kshs. ....

Name of your bankers.....

Branch.....

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

### Part 2 (a) – Sole Proprietor

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

Nationality.....Country of Origin.....

Citizenship details

### Part 2 (b) – Partnership

Given details of partners as follows

	Name	Nationality	Citizenship details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

### Part 2 (c) – Registered Company

Private or Public: .....

State the nominal and issued capital of company

Nominal Kshs.. .....

Issued Kshs.....

Given details of all directors as follows

	Name	Nationality	Citizenship details	Shares
1.	.....	.....	.....	.....
2.	.....	.....	.....	.....
3.	.....	.....	.....	.....
4.	.....	.....	.....	.....

Date.....Signature of Candidate.....



## TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the Bidder> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender?

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of KCAA*] (hereinafter called <KCAA> in the sum of [*state the amount*] for which payment well and truly to be made to the said KCAA, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

THE CONDITIONS of this obligation are:-

1. If the Bidder withdraws its tender during the period of tender validity specified by KCAA on the Form; or
2. If the tender, having been notified of the acceptance of its tender by KCAA during the period of tender validity
  - (a) fails or refuses to execute the Contract Form, if required; or
  - (b) Fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to KCAA up to the above amount upon receipt of its first written demand, without KCAA having to substantiate its demand, provided that in its demand KCAA will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

**KCAA FORM 1 – PROFESSIONAL QUALIFICATIONS**

Officer's Name	Position Held	Professional Qualifications (list)	Date of Qualification	Educational Qualification – Highest only e.g., University degree (Specify)

Signature \_\_\_\_\_

\_\_\_\_\_

Chief Executive Officer/Principal Office

Date

**KCAA FORM 2 – Requirements for Proposed Underwriters**

We (Name of insurer) .....having received a request for quotations for Kenya Civil Aviation Authority insurance tender, from M/S.....(Name of Insurance Broker), hereby confirm our commitment to deliver the documents listed below as per the tender requirements:-

- (i) Copy of certificate of incorporation.
- (ii) Copy of current certificate of registration as an insurer.
- (iii) Audited financial statements for the last three years.
- (v) Original quotations submitted to the insurance broker.

This Form shall be submitted in a plain sealed envelope marked “**(PROVISION OF VARIOUS INSURANCE COVERS FOR TWO YEARS KCAA/023/2019-2020) INSURERS’ REQUIREMENTS’ KCAA 2**” and delivered/posted to the following address:-

**Director General  
Kenya Civil Aviation Authority  
P. O. Box 30163 - 00100  
NAIROBI**

**OR**

Placed in Tender Box at KCAA offices, located at ground floor, Kenya Civil Aviation Authority, Aviation House, Jomo Kenyatta International Airport, Nairobi, so as to be received on or before **Wednesday 29<sup>th</sup> January, 2020.**

**Signature** \_\_\_\_\_

**Authorised Signatory**

**Date**

**Official Stamp**

**KCAA FORM 3 - CLIENT REFERENCE FORM FOR INSURANCE BROKERS**

This is to confirm that Ms.....has provided us with insurance brokerage services for the period ..... with a total premium of Kshs..... p.a.

**PERFORMANCE EVALUATION**

Rate the insurance broker by ticking the appropriate box

No.	How do you rate the performance of this brokerage firm on	Excellent	Good	Average	Poor
1	Claims and Responsiveness				
2	General Customer Service				

**DECLARATION**

We confirm that the above insurance broker has handled our insurance covers as described above and we have no reservations in recommending them for your engagement.

Name of Authorized Signatory .....

Designation .....

Signature .....

Date .....

Telephone Contact .....

Official Stamp

**KCAA FORM 4. CLIENT REFERENCE FORM FOR INSURANCE UNDERWRITERS**

This is to confirm that Ms.....has provided us with insurance services for the period ..... with a total premium of Kshs..... p.a.

**PERFORMANCE EVALUATION**

Rate the underwriter by ticking the appropriate box

No.	How do you rate the performance of this underwriter on	Excellent	Good	Average	Poor
1	Claims and Responsiveness				
2	General Customer Service				
3	Underwriting Responsiveness				

**DECLARATION**

We confirm that the above underwriter has handled our insurance covers as described above and we have no reservations in recommending them for your engagement.

Name of Authorized Signatory .....

Designation .....

Signature .....

Date .....

Telephone Contact .....

Official Stamp .....

**REPUBLIC OF KENYA**

**IN THE MATTER OF OATHS AND STATUTORY DECLARATION  
ACT**

**CHAPTER 15 LAWS OF KENYA**

**AND**

**IN THE MATTER**

**OF**

**THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT, 2015**

I, ..... holder of Identity card no.....and care of P. O. Box ..... and being a resident of ..... in the Republic of Kenya do hereby make oath and state as follows: -

1. **THAT** I am the Chief Executive/Managing Director/Principal Officer /Director of ..... (name of the Candidate) which is a Candidate in respect of Tender Number ..... to supply goods, render services and/or carry out works for Kenya Civil Aviation Authority and duly authorized and competent to make this Affidavit.
2. **THAT** the aforesaid Candidate has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority, which is the procuring entity.
3. **THAT** the aforesaid Candidate, its servants and/or agents have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of Kenya Civil Aviation Authority.
4. **THAT** the aforesaid candidate has not committed any offence under the Laws of Kenya or the Procurement Laws or been debarred from participating in any tenders by virtue of non-performance/poor-performance or any other legal reason and is not undergoing any adverse disciplinary action/claim before the Public Procurement and Disposal Authority.

5. **THAT** the aforesaid candidate, its directors and shareholders have not been convicted of corrupt or fraudulent practices in any court of competent jurisdiction within the Republic of Kenya.
6. **THAT** the aforesaid candidate has not defaulted in his/her/their/its tax obligations per the tax laws of the Republic of Kenya.
7. **THAT** the aforesaid candidate has not been in breach of the employment laws of the Republic of Kenya.
8. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

*SWORN at ..... by the said* }

..... }

Name of Chief Executive/Managing Director/ }

Principal Officer/Director }

on this ..... day of ..... 20... }

} \_\_\_\_\_

} DEPONENT

Before me }

}

Commissioner for Oaths }