

KENYA CIVIL AVIATION AUTHORITY



KCAA/3/2009-2010

**PROVISION OF INSURANCE BROKERAGE
SERVICES**

CLOSING DATE: MONDAY 23RD NOVEMBER 2009 AT 11.00 A.M

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INTRODUCTION

Kenya Civil Aviation Authority hereinafter referred to as KCAA, intends to engage the services of competent Insurance Brokers 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
- c) Study and negotiate the terms of the insurance policies to suit the requirements of KCAA.
- d) Forward the premium payment to the underwriter
- 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: 2nd November, 2009

**TENDER REF. NO. KCAA/3/2009-2010 TENDER FOR INSURANCE
BROKERAGE SERVICES**

- 1.1 The **Kenya Civil Aviation Authority** Now Invites Sealed Bids from Invited Pre-qualified candidates for **Provision of Insurance Brokerage Services**
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at **KCAA Procurement Office room 37, on 1st floor, Kenya Airports Authority Complex Building, Jomo Kenyatta International Airport** during normal office working hours.
- 1.3 A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of **five thousand Kenya shillings (Ksh 5,000)** in cash or bankers cheque payable to **Director General, Kenya Civil Aviation Authority.**
- 1.4 Prices quoted should be inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for (90) days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at **1st floor, Kenya Airports Authority Complex Building, 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 **Monday, 23rd November 2009 at 11.00am**
- 1.6 Tenders will be opened immediately thereafter in the presence of the candidates representatives who choose to attend at **KCAA Boardroom on 1st Floor of the same building**

Chief Procurement Officer
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.5,000/=
- 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) FORM KCAA 2 – Requirements For Proposed Underwriters
- (xiii) FORM KCAA 3 – Client reference Form

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.
- (b) bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE **23rd November, 2009 at 11am** 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”.

2.15.3 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 under paragraph 2.15.2 not later than **23rd November, 2009 at 11am**

2.16.2 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.

2.16.3 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 **11am 23rd November, 2009** 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	Eligible Bidders are insurance brokerage firms.
2.12.1	Bidders shall provide a tender security of 1% of the total bid price 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	<i>Bidders shall provide 1 ORIGINAL copy of the tender document clearly marked original and 1 other copy marked COPY all placed in one envelope</i>
2.15.2 (b)	The closing date of the tender shall be 23 rd November, 2009 at 11am
2.16.3	Bulky tenders which will not fit in the tender box shall be received by procurement representative at 1 st floor room 37
2.22	<p>The evaluation and comparison of tenders shall be as follows:-</p> <p>Confirmation of compliance with mandatory requirements.</p> <ul style="list-style-type: none"> • Bidders who fail to comply with any of the mandatory requirements shall be treated as non responsive and rejected at this stage. <p>Technical evaluation.</p> <ul style="list-style-type: none"> • Bidders who were 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 more than 75% to qualify for further evaluation under the Commercial Evaluation Criteria.

Commercial Evaluation.

- The quotations received from the responding bidders shall be evaluated and ranked from the lowest to the highest provided that the quotations were obtained from the eligible insurers as specified in Section 4.1. The commercial evaluation shall also take into consideration any conditions attached to the quotations for each class of insurance specified in tables Schedule of Insurance Requirements and the Price Schedule Form.

Technical evaluation criteria will be as follows:-

CRITERIA	METHOD OF EVALUATION	MAXIMUM POINTS	PERCENTAGE SCORE
Firm experience as shown by number of years in insurance brokerage business.	2 points for every year's experience	20	
Professional qualifications and experience of the Principal Officer	ACII/AIHK – 10 points	40	
	Relevant degree – 10 points		
	Postgraduate degree/Phd – 10 points		
	Relevant experience – 1 point for every year's experience after qualification, max. 10		
Professional qualifications and experience of three other technical personnel	ACII/AIHK – 5	75	
	Relevant degree – 5		
	Postgraduate degree/Phd – 5		
	Relevant experience – 1 point for every year's experience after qualification, max. 10		
Gross premium turnover	Average premium turnover for the last two years - 2 points for every Kshs. 10 million handled.	20	
Claims Administration	Based on Client Reference FORM KCAA 3.	30	
	Total	185	100%

2.25.1	The first 15 classes of insurances in the summary will be awarded as one Lot to the overall lowest evaluated bidder while aviation liability will be awarded on its own to the lowest evaluated bidder.
2.29 & other clauses related to performance security.	Not applicable to this tender.

The following documents are **mandatory and must be submitted by the Bidders, failure to which the tender will be treated by KCAA as non-responsive and rejected.**

- Copy of certificate of Incorporation.
- Copy of certificate of Registration as broker for the current period (2009)
- Professional Indemnity Policy Schedule for the current period. The indemnity limit must be Kshs. 50 Million or more.
- Copy of Current Membership Certificate of Association of Insurance Brokers of Kenya (AIBK).
- Audited financial statements for the last three years.
- Details of professional qualifications for principal officer and at least three other senior officers in the prescribed format FORM KCAA 1 attached.
- Completed Client Reference Forms – FORM KCAA 3 from ten (10) corporate clients. The insurance portfolio handled for each of the clients must be more than five million shillings (Kshs. 5,000,000.00)
- Panel of proposed underwriters who meet the eligibility requirements specified in paragraph 4.1. The original copy of FORM KCAA 2 in respect of each proposed underwriter must be submitted.
- Must have experience of at least five (5) years.
- Current Tax Compliance certificate from the Kenya Revenue Authority

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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

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

3.8.2. 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

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

The documents that must be submitted by the underwriters whose quotations are presented by the bidders are indicated in **FORM KCAA 2**. Bidders must evaluate their proposed underwriters to ensure that they **must have done annual gross premiums excluding motor insurance business in previous year of more than Kshs. 500,000,000.00 (Five hundred million shillings)**.

- Must be registered with the Insurance Regulatory Authority (IRA) for the current year and a copy of the current license should be submitted.

4.2 CONDITIONS TO BE MET BY INSURANCE BROKER

- Must be registered with the Insurance Regulatory Authority (IRA) for current year and a copy of the current license be submitted
- Should have in business for at least five (5) years
- Must have a Professional Indemnity Insurance Cover of at least Kshs. **50 Million** and a copy should be submitted.
- Must give a list of five (5) reputable clients with the client's premium of at least five (5) million each year per client.
- Attach letters of reference from each client for the last three years
- Must submit a copy of the audited accounts for three previous years.
- Must submit copies of the following documents;
 - PIN Certificate
 - Tax Compliance Certificate
 - Certificate of Registration/Incorporation
 - Must be registered under the Insurance Regulatory Authority
- Must be a current member of the Association of Insurance Brokers (AIBK)
- Must submit original underwriter's quotation.

Duties of the Broker

- The broker shall ensure that the recommended Underwriter has the capacity to underwrite a minimum lead of 30% of the respective policy as awarded for assets based policies.
- The broker should be responsible for:-
 - Structuring and obtaining optimum policy covers from the Underwriters as per the tender
 - Remitting to the Underwriter all premiums paid by KCAA
 - Analyze, review, scrutinize the policy document and endorsements there-in
 - Ensure premium certificates such as for motor vehicles are received in KCAA offices within 12 hours of request
 - Ensure proper claims administration by fully coordinating prudent requirements between KCAA and the selected Underwriter
 - Ensure all Last Expense claims for employees are settled within 24 hours and for spouses and children are settled within 7 days
 - Ensure all fully documented Motor claims are settled within 28 days
 - Ensure all fully documented Group Life and Personal Accident claims are settled within 28 days
 - Ensure all fully documented Public Liability Claims are settled within 28 days
 - Ensured all fully documented Property claims are settled within 28 days
 - Carry out a review of the Authority's insurance needs within 6 months of the contract and make appropriate recommendations to the Authority
 - Ensure preparation of monthly claims records which must be submitted to KCAA by 15th of the following month
 - Arrange quarterly meetings to review performance of the covers.
 - Negotiate with the qualified Underwriter any other pertinent aspect of the policy that may arise during the term of the policy
 - Carry out Loss control surveys and make appropriate risk improvement recommendations
 - Collect and deliver mail and any other information from KCAA offices

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

4.3 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
3.6 Performance security	Not applicable to this tender.
3.7 Delivery of Services	The insurance broker shall be required to confirm cover before the commencement date by delivering the insurer's confirmation endorsements and insurance certificates where applicable. The policy document shall be prepared and delivered within 30 days from the cover commencement date.
3.8 Payment	Payment of premium shall be made by KCAA as specified under clause 3.82
3.9 Price adjustment	There shall be no price adjustment.
3.16 Applicable law	The Insurance Act Cap 487
3.18 Notices	Kenya Civil Aviation Authority P. O. Box 30163 - 00100 Nairobi

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.
5. It should be made clear to all participating underwriters that the insured values could be subject to revision to incorporate changes occurring before cover commencement date.

SCHEDULE OF INSURANCE REQUIREMENTS

5.0 SUMMARY OF THE CLASS OF POLICIES

No.	Particulars of Insurance	Value to be insured in Ksh	Risks to be covered
1.	Motor Vehicle Insurance Policy	54,007,397.00	comprehensive
2.	All Risks (KCAA Vehicle Radio Cassettes) Insurance	1,000,000.00	All Risks
3.	Fire And Perils Insurance	300,000,000.00	Perils
4.	Burglary Insurance	10,000,000.00	Lose & Damage
5.	All Risks (Personal Effects) Insurance	200,000.00	All Risks
6.	Group Personal Accident (Staff) Insurance	2,772,818,400.00	Accident
7.	Group Personal Accident (Directors)	65,000,000.00	Accident
8.	Public Liability	10,000,000.00	All Risks
9.	Last Expense Policy	64,900,000.00	Death
10.	Group Life Insurance	2,772,818,400.00	Life
11.	Medical Insurance overseas travel	30,000,000.00	Medical
12.	Work Injury Compensation Act (WIBA)	534,220,476.00	Injury
13.	Various Air Navigation Equipments stationed in various sites within the Republic of Kenya.	2,199,463,330.00	All Risks
14.	ICT computers and accessories	100,271,203.00	All Risks
15.	Money Insurance	35,600,000.00	All Risks
16.	Fidelity Guarantee	149,300,000.00	Loss of money
17.	Aviation Liability	US \$ 150,000.00	Professional negligence

1. CLASS OF POLICY: - MOTOR VEHICLE INSURANCE POLICY

S/ NO.	M/V/REG/ NO	MAKE	C.C.	YEAR	BODY TYPE	STATI ON	VALUE TO BE INSURED
1	KAT 324X	Toyota Prado	2.7 petrol	2005	S/WAGON	HQ	3,861,000.00
2	KAN 960U	L/Rover 110	2.4diesel	2003	S/WAGON	WAJIR	1,827,000.00
3	KAN 958U	L/Rover 110	2.5 diesel	2003	S/WAGON	CWS	1,827,000.00
4	KAN 577U	L/Rover 110	2.5diesel	2003	S/WAGON	CWS	1,827,000.00
5	KAN 820U	Peugeot 406	1.7 Petrol	2003	SALOON	HQ	1,057,500.00
6	KAR 401L	M/Galant	2.0 Petrol	2001	SALOON	HQ	873,000.00
7	KBB 304S	Toyota Hiace	2.4Diesel	2008	D/ CABIN	ELD	2,700,000.00
8	KBB 308S	Toyota Hiace	2.4 Diesel	2008	D/CABIN	HQ	2,700,000.00
9	KAR 232L	M/Pajero	2.3Petrol	1998	S/WAGON	HQ	1,827,000.00
10	KBB 183S	Toyota Hiace	2.7 Petrol	2008	MICRO/BUS	JKIA	2,700,000.00
11	GKA539	Toyota Hilux	1.6 Petrol	1998	MICRO/BUS	CWS	428,940.00

12	KAW 454Z	Toyota Hiace	1.6 Petrol	2007	MICRO/BUS	HQ	1,827,000.00
13	KAV 847E	Toyota D/cabin	2.9 Diesel	2007	PICK/UP	POROR	2,280,221.00
14	KAW 461Z	Toyota Hiace	2.9 Diesel	2007	MICRO/BUS	MSA	2,280,221.00
15	KAW 453Z	Toyota Hiace	1.9 Petrol	2007	PICK/UP	MSA	1,827,000.00
16	KAR 092M	L/Rover 109	1.8 Petrol	2004	S/WAGON	CWS	1,827,000.00
17	KAR 831L	Yamaha	110 Petrol	2004	MOTOR BIKE	HQ	135,000.00
18	KBB 218S	Nissan Ex-T	2.5diesel	2008	S/WAGON	HQ	2,533,590.00
19	KBB 219S	Nissan Ex-T	2.5diesel	2008	S/WAGON	HQ	2,533,590.00
20	KBG 505C	Toyota Corolla	1798	2009	SALOON	HQ	2,320,434.00
21	KBG 523C	Toyota pick-up	1978	2009	PICK/UP	Loki	1,792,733.00
22	KBG 504C	Toyota Corolla	1798	2009	SALOON	HQ	2,320,434.00
23	KBG 503C	Toyota Corolla	1798	2009	SALOON	MLD.	2,320,434.00
24	KBG522C	Toyota D/cabin	2494	2009	D/CABIN	KSM	3,502,650.00
25	KBG 717C	Yamaha	200	2009	MOTOR BIKE	HQ	349,650.00
26	KBG 320C	Isuzu	4300	2009	BUS	EASA	3,629,000.00
27	GKA958A	Isuzu NPR	3.6	2009	BUS	EASA	900,000.00
TOTAL							54,007,397.00

PERIOD OF INSURANCE: -

ONE YEAR

SCOPE OF COVER: -

COMPREHENSIVE

SUM INSURED: -

KSHS. 59,176,961.00

LIMITS OF LIABILITY: -

Comprehensive – Unlimited
 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. 20,000.00

WINDSCREEN/ GLASS

Kshs. 100,000.00 (to be
 replaced in case of
 breakage)

EXCESS: -

KSHS/ %-----

SPECIAL CONDITIONS IF ANY:-

ANNUAL PREMIUM: -

KSHS. -----

INSURER: -

Extensive Clauses

- Cover passenger legal liability
- Cover liability for passenger acts of negligence
- Cover against strikes, riots and civil commotion
- Indemnity whilst the vehicle is in the custody of a motor trade or parked at an authorized garage
- Cancellation notice minimum 60 days
- Cover personal effects for Kshs. 50,000.00 per passenger
- Excess own damage 2.5% of value insured
- 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 and contractors

2. CLASS OF POLICY: - ALL RISKS (KCAA VEHICLE RADIO CASSETTES/MUSIC SYSTEM) INSURANCE

This policy is to cover 20 Vehicles fitted with Radio Cassettes. Sum insured is Kshs. 1,000,000.00

PERIOD OF INSURANCE: - ONE YEAR

SUM INSURED: - KSHS. 1,000,000.00

EXCESS: - KSHS/ %-----

SPECIAL CONDITIONS IF ANY:-

ANNUAL PREMIUM: - KSHS. -----

INSURER: - -----

LIST OF KCAA VEHICLES WITH RADIO CASSETTES / MUSIC PLAYER

S/NO	M/V/REG/NO	MAKE	C.C.	YEAR	BODY TYPE	STN	VALUE TO BE INSURED
1.	KAT 324X	Toyota Prado	2.7 petrol	2005	S/WAGON	HQ	50,000.00
2.	KAN 820U	Peugeot 406	1.7 Petrol	2003	SALOON	HQ	50,000.00
3.	KAR 401L	M/Galant	2.0 Petrol	2001	SALOON	HQ	50,000.00
4.	KBB 304S	Toyota Hiace	2.4Diesel	2008	D/ CABIN	ELD	50,000.00

5.	KBB 308S	Toyota Hiace	2.4 Diesel	2008	D/CABIN	HQ	50,000.00
6.	KAR 232L	M/Pajero	2.3Petrol	1998	S/WAGON	HQ	50,000.00
7.	KBB 183S	Toyota Hiace	2.7 Petrol	2008	MICRO/BUS	JKIA	50,000.00
8.	KAW 454Z	Toyota Hiace	1.6 Petrol	2007	MICRO/BUS	HQ	50,000.00
9.	KAV 847E	Toyota D/cabin	2.9 Diesel	2007	PICK/UP	POROR	50,000.00
10.	KAW 461Z	Toyota Hiace	2.9 Diesel	2007	MICRO/BUS	MSA	50,000.00
11.	KAW 453Z	Toyota Hiace	1.9 Petrol	2007	PICK/UP	MSA	50,000.00
12.	KBB 218S	Nissan Ex-T	2.5diesel	2008	S/WAGON	HQ	50,000.00
13.	KBB 219S	Nissan Ex-T	2.5diesel	2008	S/WAGON	HQ	50,000.00
14.	KBG 505C	Toyota Corolla	1798	2009	SALOON	HQ	50,000.00
15.	KBG 523C	Toyota pick-up	1978	2009	PICK/UP	Loki	50,000.00
16.	KBG 504C	Toyota Corolla	1798	2009	SALOON	HQ	50,000.00
17.	KBG 503C	Toyota Corolla	1798	2009	SALOON	MLD.	50,000.00
18.	KBG522C	Toyota D/cabin	2494	2009	D/CABIN	KSM	50,000.00
19.	KBG 320C	Isuzu NQR	4300	2009	BUS	EASA	50,000.00
20.	GKA958A	Isuzu NPR	3.6	1998	BUS	EASA	50,000.00
TOTAL							1,000,000.00

NB: - please give a list of exclusions if any

3. CLASS POLICY:-FIRE AND PERILS INSURANCE

This policy is to cover the following:-

- The Authority's buildings including offices, fixtures including lifts and standby generators with estimated value of Kshs. 300,000,000.00 (minimum insured value per office building per year is 10,000,000.00)

List of offices

- East African School of Aviation
- JKIA Tower and attached buildings
- Wilson Airport Tower Building
- Mombasa Airport Tower building
- Lokichogio Airport Tower building
- Wajir Airport Tower building
- Eldoret Airport Tower building
- Kisumu Tower building
- Malindi Tower building
- Staff houses with estimated value of Kshs. 50,000,000.00 (minimum insured value per staff house per year is Kshs 3,000,000.00 for 2 bed roomed house, Kshs 5,000,000.00 for 4 bed roomed house and 4,000,000.00 for 3 bed roomed house with servant quarters)

List of staff houses

○ East African School of Aviation			
▪ Category B	1		Kshs. 5,000,000.00
▪ Category C	33		Kshs. 4,000,000.00
▪ Category D	26		Kshs. 3,000,000.00
▪ Category E	24		Kshs. 2,000,000.00
▪ Category G	8		Kshs. 1,000,000.00
○ Bamburi Estate			
▪ 3 bed roomed bungalows	14		Kshs. 4,000,000.00
○ Nyali Estate			
▪ 3 bed rooms	11		Kshs. 3,000,000.00
▪ 2 bed rooms	13		Kshs. 2,000,000.00
○ Miritini estate			
▪ Middle Grade 3 bed rooms	11		Kshs. 3,000,000.00
▪ Middle Grade 2 bed rooms	39		Kshs. 2,000,000.00
▪ Low Grade 2 bed rooms	16		Kshs. 1,500,000.00
▪ Low Grade 1 bed room	14		Kshs. 1,000,000.00
○ Embakasi Estate			
▪ Category F	20		Kshs. 1,500,000.00
▪ Category G	11		Kshs. 1,000,000.00

Engineering Buildings

- This policy is to cover Fixtures, fittings, furniture, 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 by them at any premises in Kenya with an estimated value of Kshs.20,000,000.00
 - Engineering installations country wide
 - Lodwar
 - Poror radar station
 - Mua radar station
 - CTX
 - CWS
 - Ngong
 - Stony Athi
 - JKIA Receiver Station
 - Lanet
 - Londiani
 - Kindaruma
 - Garissa
 - Manderu
 - Narok

- Nanyuki
- Eastleigh
- Lokichogio
- Eldoret radar
- Wajir radar
- Malindi

PERIOD OF INSURANCE: - ONE YEAR

SUM INSURED: - KSHS.300, 000,000.00

EXCESS: - KSHS/ %-----

SPECIAL CONDITIONS IF ANY: - No exclusions expected
otherwise list all exclusions

ANNUAL PREMIUM: - KSHS. -----

INSURER: - -----

Fire & Perils policy should cover loses in event of the following:-

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

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

NB: list all exclusions if any

4. CLASS OF POLICY: - BURGLARY INSURANCE

This policy is to cover property on buildings and trade fixtures and fittings and 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 by them at any premises in Kenya estimated value of Kshs.30,000,000.00

PERIOD OF INSURANCE: -	ONE YEAR
SUM INSURED: -	KSHS.30, 000,000.00
EXCESS: -	KSHS/ %-----
SPECIAL CONDITIONS IF ANY: -	No exclusions expected otherwise list all exclusions
ANNUAL PREMIUM: -	KSHS. -----
INSURER: -	-----

NB: list all exclusions if any

5. CLASS OF POLICY: - ALL RISKS (PERSONAL EFFECTS) INSURANCE

This policy is to cover all personal and official effects to ten (10) representatives of the insured whilst travelling outside the insured’s premises on official business within and outside the country at any one time. Limit per person is Kshs.200, 000.00

NB: - No limit to the number of trips per year.

Personal effects to include cloths, phones, watches, shoes, laptops, spectacles, money etc

PERIOD OF INSURANCE: -	ONE YEAR
SUM INSURED: -	KSHS.200, 000.00
EXCESS: -	KSHS/ %-----
SPECIAL CONDITIONS IF ANY:-	
ANNUAL PREMIUM: -	KSHS. -----
INSURER: -	-----

NB: list all exclusions if any

6. CLASS OF POLICY: - GROUP PERSONAL ACCIDENT (STAFF) INSURANCE

The policy is to covers 649 Kenya Civil Aviation Authority staff in and out of work place 24 hours, 7 days a week.

The expected benefits are:-

- Death – 5 years basic Salary
- PTD - 5 years basic Salary
- 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 disability or death as per the law.

PERIOD OF INSURANCE: - ONE YEAR
SUM INSURED: - 2,772,818,400.00
ANNUAL PREMIUM: - KSHS. -----
INSURER: - -----

NB: list all exclusions if any

7. CLASS OF POLICY: - GROUP PERSONAL ACCIDENT (BOARD OF DIRECTORS)

This policy is expected to cover the members of the Board of Directors (13) 24 hours, 7 days a week.

The expected benefits 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. 4,000,000.00per person per accident

PERIOD OF INSURANCE: - ONE YEAR
SUM INSURED: - KSHS. 65,000,000.00
ANNUAL PREMIUM: - KSHS. -----
INSURER: - -----

NB: list all exclusions if any

8. CLASS OF POLICY: - PUBLIC LIABILITY

This policy is to cover death /injuries or damage to third party's property and legal cases in defence of claim under public liability.

PERIOD OF INSURANCE: - ONE YEAR

SUM INSURED: - KSHS10, 000,000.00 any on claim

EXCESS: - KSHS/ %-----

SPECIAL CONDITIONS IF ANY:-

ANNUAL PREMIUM: - KSHS. -----

INSURER: - -----

NB: list all exclusions if any

9. CLASS OF POLICY: - LAST EXPENSE POLICY

2. This policy is to cover funeral expenses for any member of staff and family of one spouse and four children of ages 22 years and below and dependent on the principle who passes away. The cover value is Kshs.100, 000.00 per person. The Authority is currently having 649 members of staff.

- Employees 649
- Spouses 532 (only for married employees)
- Children 2,128
- No excess
- The cover should be in force at all time including travel to and from work, social activities, sporting including use of motor vehicles
- Policies to cover against riots, strikes and Civil Commotion
- Policies to have a cancellation notice of at least 60 days

. This policy has no exclusions as to the cause of death.

PERIOD OF INSURANCE: - ONE YEAR

SUM INSURED: - KSHS.64, 900,000.00

ANNUAL PREMIUM: - SHS. -----

INSURER: - -----

10. CLASS OF POLICY: - GROUP LIFE INSURANCE

This policy is meant to cover all the members of staff (649) in case of death while in service from any cause. The value of the expected premium will be based on their 5 years basic salary. The total value of their 5 years basic salary is Kshs. 2,772,818,400.00

PERIOD OF INSURANCE: - ONE YEAR
SUM INSURED: - 2,772,818,400.00
SPECIAL CONDITIONS IF ANY:-
ANNUAL PREMIUM: - KSHS. -----
INSURER: - -----

NB: list all exclusions if any

11. CLASS OF POLICY: - MEDICAL INSURANCE COVER OVERSEAS TRAVEL

This policy is to cover 10 members of the Board and Staff travelling overseas at any one time up to a maximum of Kshs. 3,000,000.00 for one Member of the Board / Staff. The cover shall include medical cover, operations, doctor’s fees, and air evacuation to the nearest medical facility, theatre fees etc including pre – existing conditions that may cause immobility while on overseas trip.

PERIOD OF INSURANCE: - 1 year
SUM INSURED: - KSHS.30, 000,000.00 at any one time
FREE COVER LIMIT Kshs. 5,000,000.00
ANNUAL PREMIUM: - KSHS. -----
INURER: - -----

NB: list all exclusions if any

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

This policy is expected to cover all the 649 employees of the Authority either permanent, casuals or on short term contract. 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.

PERIOD OF INSURANCE: - One Year

SUM INSURED: - KSHS. 554,563,680.00
one year's basic salary

EXCESS: - KSHS/ %-----

SPECIAL CONDITIONS IF ANY:-

ANNUAL PREMIUM: - KSHS. -----

INSURER: - -----

BENEFITS 8 Years salary

13. CLASS OF POLICY ALL RISKS (AIR NAVIGATION EQUIPMENT)

This policy will cover all the Navigational equipment from vandalism, theft, fire, and all other perils including power surge and accidental damage during repairs

PERIOD one year

INTEREST Various Air Navigation Equipment stationed in various sites within the Republic of Kenya

SUM INSURED Kshs. 2,199,464,330.00 with minimum claim per incident in any one location at Kshs. 50,000,000.00

EXCESS KSHS/ % -----

SPECIAL CONDITIONS -----

ANNUAL PREMIUM KSHS. -----

INSURER -----

List all Exclusions if Any

MINIMUM CLAIM FOR ANY SINGLE ITEM IS KSH 50,000,000.00

- Engineering installations country wide
 - Lodwar
 - Poror radar station
 - Mua radar station
 - CTX
 - CWS
 - Ngong
 - Stony Athi
 - JKIA Receiver Station
 - Lanet
 - Londiani
 - Kindaruma
 - Garissa
 - Manderera
 - Narok
 - Nanyuki
 - Eastleigh

AIR NAVIGATION FACILITIES INVENTORY – YEAR 2009

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
A: JOMO KENYATTA INTERNATIONAL AIRPORT				
I. COMMUNICATION	1. TOWER VHF TX/RX 118.7 (MAIN AND S/BY).	1. SAGEM T190BTX AND SAGEM T29B RX.	1986	2008
		2. JOTRON RA 5201 RX.	2004	2014
	2. APPROCH VHF TX/RX 119.7 (MAIN AND S/BY).	1. SAGEM T190TX AND SAGEM T290 RX.	1986	2008
		2. JOTRON RA 5201 RX.	1986	2008
		3. PARK AIR RX.	1986	2008
	3. RADAR VHF TX/RX 122.3 (MAIN AND S/BY).	1. SAGEM T190TX AND SAGEM T290 RX.	1996	2016
		2. JOTRON RA 5201 RX	1986	2008
	4. SMC VHF TX/RX 125.9 (MAIN AND S/BY).	SAGEM T190 TX AND SAGEM T290 RX.	1996	2016

	5. RADAR VHF TX/RX 124.1 (MAIN AND S/BY).	SAGEM T190 TX AND SAGEM T290 RX.	1996	2016
	6. TOWER VHF TRANSCEIVER.	1. JOTRON TR-6106.	1992	2012
		2. SAGEM T-368B.	1996	2016
	7. APPROACH VHF TRANSCEIVER	JOTRON TR 6102	1992	2012
	8. TOWER ATIS VHF 126.2 (MAIN) TX	ATIS CAS300	2003	2013
	9. UNMANNED VHF RX 118.2	JOTRON RA 5201 RX	1986	2008
	10. EMERGENCY VHF RX 121.5	JOTRON RA 5201 RX	1986	2008
	11. APRON VHF RX 121.6	JOTRON RA 5201 RX	1986	2008
	12. VHF REMOTE RX (ASDE ROOM).	NARDEUX TZ65 (NO457)	1983	2008
	13. AEROMOBILE HF COMMUNICATION RECEIVERS. (3467, 5517, 6574, 8870, 8879, 11300, 13288, 17961).	HARRIS RF 590A (Q. 9)	1996	2016
	14. AEROMOBILE HF REMOTE CONTROL AND MONITORING EQUIPMENT.	HARRIS RF 7405 (Q. 2)	1996	2016
	15. FIXED AND AEROMOBILE HF SSB RADIO SYSTEM (APPROACH AND HF BOOTH) (7965 LSB FOR FIXED).	SKANTI TRP 7000 (Q. 2)	2000	2020
	16. TIME UNIT.	ATIS ZM G500 ASSMAN (Q. 2)	1987	2008
	17. TIME DISTRIBUTION UNIT.	GORGY TIMING	1987	2008
	18. DATA VOICE RECORDER/REPRODUCER.	ASSMAN MS200 / MR2000	1987	2008
STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	19. AMSC SYSTEM.	SYSECA AERMAC 'STRATUS 412'	2001	2011
	20. AIS NOTAM/BRIEFING OFFICE SYTEM (ATALIS II).	TWO PROLIANT ML370 SERVERS EACH INCLUDING:-- - PROCESSOR PENTIUM XEON 2.4GHz - RAM 512 KB - 2 HARD DISK 36 GB - 17" COMPAQ TFT 1702 - SWITCH PROCURVE 24 PORTS	2005	2015
		ONE TECHNICAL SUPERVISION POSITION INCLUDING:-- - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" COMPAQ TFT 1702 - HP LASERJET 1015		

		ELEVEN WORK POSITIONS INCLUDING:- - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" COMPAQ TFT 1702		
		ONE VOLTAGE REGULATOR 5KVA		
	21. 1. JKIA-MUA HILLS MICROWAVE LINK.	ALCATEL TFH 2507 SAT	1987	2008
	2. JKIA-WILSON MICROWAVE LINK.	ALCATEL FHD 2102 SAT	1996	2008
	3. JKIA-RECEIVER STATION MICROWAVE LINK.	ALCATEL FHD 2108 H SAT	1996	
	4. JKIA-CTX MICROWAVE LINK.	NEC (TELKOM KENYA EQUIPMENT)	1980	
	5. JKIA-NGONG MICROWAVE LINK.	ALCATEL FHD 2102 SAT	1996	
	22. 1. JKIA-WILSON	V-SAT	2006	
	2. JKIA-NGONG	V-SAT	2006	
	3. JKIA-KCAA HQ	V-SAT	2007	
	4. JKIA-MIA	V-SAT	2006	
	5. JKIA-MALINDI	V-SAT	2006	
	6. JKIA-CWS	V-SAT	2006	
	7. JKIA-ELDORET	V-SAT	2006	
	8. JKIA-KISUMU	V-SAT	2006	
	9. JKIA-POROR	V-SAT	2006	
	10. JKIA-WAJIR	V-SAT	2006	
	6. JKIA-DVOR/DME RADIO LINK.	MULTIPLEXER MEGAPLEX - 2104	2005	2015
	23. SAGEM TX35	1. SAGEM TX 35.	1996	2008
	24. RDCE	1. THOMSON CSF TXM 4200 AND VDU VIEWPOINT/60.	1987	2008
		2. TXM 1400 FOR REMOTE STATIONS.	1987	2008
STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	24. RADAR/DATA VOICE RECORDER AND REPRODUCER.	THALES WORDNET SERIES 2 AND COMPAQ PC.	2003	2013
	25. HAND HELD VHF TRANSCEIVER.	ICOM IC-A3E (Q.4).	1993	2013
	26. HAND HELD VHF TRANSCEIVER.	NAVICOM A21.	1993	2013
II. NAVIGATIONAL AIDS	1. NL 110.3 LOCALIZER.	AIRSYS ATM 381N	1999	2014
	2. NL 335 GLIDE PATH.	AIRSYS ATM 381N	1999	
	3. GP DME.	WILCOX 5960 LP	1999	
	4. NV 113.1 DVOR.	THOMSON CSF 512D	1999	
	5. NV 1102 DME.	WILCOX 5960 HP	1999	
	6. ILS REMOTE CONTROL.	WILCOX	2005	

	7. DVOR REMOTE CONTROL.	WILCOX	2005		
	8. DME REMOTE CONTROL.	WILCOX	2005		
III. SURVEILLANCE	1. ASDE RADAR (OBSOLETE).	THOMSON CSF ASTRI BGT 50	1983	2003	
	2. PRIMARY RADAR SYSTEM (TERMINAL).	1. THOMSON CSF TR23MA TX (Q. 2)	1987	2008	
		2. THOMSON CSF EP850 RX (Q. 2)	1987		
	3. SSR (TERMINAL).	THOMSON RS870 (Q. 2)	1987		
	4. RADAR PROCESSOR.	PR 800	1987		
	5. RADAR DISPLAY SYSTEM.	AIRSYS ATM EUROCAT 1000	2000		2010
6. ATC SIMULATOR SYSTEM.	1. MINI THOMSON CSF RDCE.	1987		20010	
	2. MR2000 ASSMANN REPRODUCER.	1987			
	3. ATIS TIME DECORDER.	1987			
	4. AIRSYS ATM EUROCAT 1000.	2000		2010	
IV. BILLING	1. BMS.	HP PC (Q. 5) AND HP SERVER PC (Q. 1)	2004	2014	
V. POWER SUPPLY	1. MAIN UPS.	MERLIN GERLIN ALPES 1000	1987	2008	
	2. RX STATION UPS.	TECHNICAL, MERLIN GERLIN, PULSAS CSX.	1987	2008	
	3. VHF TX UPS.	SIMPLEX	1996	2016	
	4. HF CONTROL RACK UPS.	SAGEM (Q. 2)	1996	2016	
	5. HAND HELD VHF TRANSCEIVER CHARGER.	ICOM BC-119 (Q. 2)	1993	2013	
STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE	
B: MOI INTERNATIONAL AIRPORT (MOMBASA)					
I. COMMUNICATIONS	1. TOWER VHF 118.6 (MAIN AND S/BY)	JRC TX AND RX	1995	2015	
	2. APP VHF 120.3 (MAIN AND S/BY)	JRC TX AND RX	1995	2015	
	3. RADAR VHF 121.7 (MAIN AND S/BY)	JRC TX AND RX	1995	2015	
	4. RADAR VHF 122.7 (MAIN AND S/BY)	JRC TX AND RX	1995	2015	
	5. SMC VHF 125.9 (MAIN AND S/BY)	JRC TX AND RX	1995	2015	
	6. VHF AREA COVER 120.5 (MAIN AND S/BY)	SAGEM T190B TX AND SAGEM 1290B	1996	2016	
	7. VHF AREA COVER 125.3 (MAIN AND S/BY)	SAGEM T190BTX AND SAGEM T290BRX	1996	2016	
	8. RDCE	1. THOMSON CSF TXM 4200 AND VDU VIEWPOINT/60	1988	2008	
2. TXM 1400 FOR REMOTE STATIONS		1988	2008		

	9. AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO PC BASED SERVERS EACH INCLUDING:- - PROCESSOR PENTIUM III 1.13 GHz - RAM 512 KB - 2 HARD DISK 9 GB - 17" COLOR SYSTEM CONSOLE	2005	2015
		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		
	10. MIA - MALINDI	V-SAT	2006	2016
11. VOICE AND DATA RECORDER	RACAL ICR 64	2000	2010	
12. FIXED HF SERVICE	SKANTI TRP 7203 TRANSCEIVER SYSTEM	1996	2016	

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	13. VOR/DME MICROWAVE LINK	TALCO	1996	2016
II. NAVIGATIONAL AIDS	1. MI 110.1 LOCALIZER	THOMSON CSF 381	1993	2013
	2. MI 334.4 GLIDE PATH	THOMSON CSF 381	1993	2013
	3. GP DME	THOMSON CSF 721	1993	2013
	4. MOV 112.3 DVOR	THOMSON CSF 512D	1992	2012
	5. 1094 DME	THOMSON CSF 721	1992	2012
	6. MO 267NDB	JRC	1995	2015
	7. MC 394NDB	JRC	1995	2015
III. SURVEILLANCE	1. ENROUTE PRIMARY RADAR	1. THOMSON CSF TR 23K TX (Q. 2)	1987	2008
		2. THOMSON CSF ER 850 RX (Q. 2)	1987	2008
	2. ENROUTE SSR	THOMSON CSF RS 870 (Q. 2)	1987	2010
	3. RADAR PROCESSOR	PR 800 (THOMSON CSF) Q.2	1987	2010
4. RADAR DISPLAY SYSTEM	AIRSYS ATM EUROCAT 1000	2000	2010	
C: ELDORET INTERNATIONAL AIRPORT				
I. COMMUNICATIONS	1. TOWER VHF 118.4 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1996	2016
	2. APP VHF 119.4 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1996	2016

	3. APP VHF 121.1 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1993	2013
	4. EMERGENCY 121.5 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1996	2016
	5. SMC VHF 121.9 (MAIN AND S/BY)	TIL 92 SC TX AND TSR – 4100 RX	1996	2016
	6. TOWER VHF TRANSCEIVER	TK 91-DE	1996	2016
	7. FIXED SERVICES HF TRANSCEIVER (7965 LSB)	SKANTI TRP 7000	2000	2010
	8. RDCE	902 TC	1996	2016
	9. AMSC	COMPAQ PROLIANT	1996	2006

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
		TWO PROLIANT ML370 SERVERS EACH INCLUDING:- - PROCESSOR PENTIUM XEON 2.4GHz - RAM 512 KB - 2 HARD DISK 36 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		
	10. AIS BRIEFING OFFICE SYSTEM (ATALIS II).	NETWORK AND ELECTRICAL EQUIPMENT INCLUDING:- - 2 SWITCH PROCURVE 24 PORTS - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 1 TELEGRAPHIC/V2 4 CONVERTER - 1 UPS 5KVA - 6 LIGHTNING PROTECTION	2006	2016
		ONE TOWER POSITION INCLUDING:- - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702		
		ONE VOLTAGE REGULATOR 5KVA		
	11. ELDORET-KISUMU	V-SAT	2006	2016

	12. VOICE AND DATA RECORDER /REPRODUCER	THALES WORDNET SERIES – 2 / COMPAQ PC	2003	2013
II. NAVIGATIONAL AIDS	1. ELL 110.5 LOCALIZER	NAI 9404	1996	2016
	2. ELL 329.5 GLIDE PATH	NAI 9404	1996	2016
	3. GP DME	PELORUS 8900	1996	2016
	4. ELL 114.7 DVOR	THOMSON CSF 512D	1992	2012
	5. 1118 DME	THOMSON CSF 721	1992	2012
	6. EL 373 NDB	NAUTEL ND 500	1996	2016
	7. 118.4 VDF	DOT/ACI 8810	1996	2016
III. SURVEILLANCE	1. ENROUTE PRIMARY RADAR	1. THOMSON CSF TR 23K TX (Q.2)	1992	2012
		2. THOMSON CSF ER 850 RX (Q. 2)	1992	2012
	2. ENROUTE SSR	THOMSON CSF RS 870 (Q. 2)	1992	2012

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	3. RADAR DISPLAY EQUIPMENT	1. ADVANCED DISPLAY	1996	2016
		2. PROCESSOR 2100	1996	2016
	4. RADAR PROCESSOR	PR 800 (THOMSON CSF) (Q. 2)	1992	2012
IV. POWER SUPPLY	1. 8KVA TOWER UPS	D8-11	1996	2016
	2. 15 KVA EQUIPMENT ROOM UPS	DELTA 31-150+VSS	1996	2016

D: KISUMU AIRPORT

I. COMMUNICATIONS	1. TOWER VHF 118.8 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER X2	2002	2022
	2. SMC VHF 125.9 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER X2	2002	2022
	3. RDCE	TXM 211	2002	2012
	4. AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO PROLIANT ML370 SERVERS EACH INCLUDING:-- - PROCESSOR PENTIUM XEON 2.4GHz - RAM 512 KB - 2 HARD DISK 36 GB - 17" HP TFT 1702		2006
THREE WORK POSITIONS INCLUDING:-- - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 - HP LASERJET 1015				

		<p>NETWORK AND ELECTRICAL EQUIPMENT INCLUDING:-</p> <ul style="list-style-type: none"> - 2 SWITCH PROCURVE 24 PORTS - 1 TERMINAL SERVER 8 PORTS - 1 TELEGRAPHIC/V2 4 CONVERTER - 1 UPS 5KVA - 6 LIGHTNING PROTECTION 		
		<p>ONE TOWER POSITION INCLUDING:-</p> <ul style="list-style-type: none"> - COMPAQ EVO D330 PC PENTIUM IV 2.4 GHz 256MHz - 17" HP TFT 1702 		
		<p>ONE VOLTAGE REGULATOR 5KVA</p>		

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	5. HF FIXED SERVICES (7965 LSB) TRANSCEIVER SYSTEM	SKANTI UNI TRP 8254 S	2000	2010
	6. VOICE AND DATA RECORDER	RACAL ICR 64	1998	2008
II. NAVIGATIONAL AIDS	1. 118.8 VDF	TRG 253/TELERAD	1995	2010
	2. 114.1 DVOR	THOMSON 512 D	1992	2012
	3. 112 DME	THOMSON CSF 721	1992	2012
	4. KI 347 NDB	REDIFON G142	1956	2006
E: WILSON AIRPORT				
I. COMMUNICATIONS	1. TOWER VHF 118.1 (MAIN AND S/BY)	TELERAD EM 900B TX AND TELERAD RX 900T	1993	2013
	2. TOWER VHF 119.1 (MAIN AND S/BY)	TELERAD EM 900B TX AND TELERAD RX 900T	1993	2013
	3. SMC VHF 125.9 (MAIN AND S/BY)	TELERAD EM 900B TX AND TELERAD RX 900T	1993	2013
	4. MULTI CHANNEL RECEIVER	JOTRON RA 5002	1993	2013
	5. MULTI CHANNEL TRANSCEIVER	JOTRON TR 6102	1993	2013
	6. HANDHELD VHF TRANSCEIVER	ICOM IC-A3E (Q. 2)	1993	2013
	7. VHF MULTI CHANNEL TRASCEIVER	TELERAD ER846	1993	2013
	8. HANDHELD VHF TRANSCEIVER	TR 720	2000	2010
	9. RDCE	THOMSON CSF TXM 3112P AND 2123R	1993	2013
	10. VOICE RECORDER	RACAL WORDSAFE MAXIMA	2000	2008

	11. AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO PC BASED SERVERS EACH INCLUDING:-- <ul style="list-style-type: none"> - PROCESSOR PENTIUM III 1.14 GHz - RAM 512 KB - 2 HARD DISK 9 GB - 17" COLOR SYSTEM CONSOLE 	2005	2015
		ONE TECHNICAL SUPERVISION POSITION INCLUDING:-- <ul style="list-style-type: none"> - PC PENTIUM IV 1.4 GHz - 17" COLOR DISPLAY - HP LASERJET 1015 		
		THREE WORK POSITIONS INCLUDING:-- <ul style="list-style-type: none"> - PC PENTIUM IV 1.4 GHz - 19" COLOR DISPLAY 		
		ONE VOLTAGE REGULATOR 5KVA		

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	12. TIME DISTRIBUTION UNIT	GORGY TIMING	1993	2008
II. NAVIGATIONAL AIDS	VDF 118.1	TELERAD TRG 853	1995	2010
III. SURVEILLANCE	RADAR DISPLAY SYSTEM (E1000) POSITION	1. DIGITAL WORKSTATION: DEC 433AU	2000	2010
		2. STRIP PRINTER: IER 512C	2000	
		3. VDU: AGC 2185/BA 111	2000	
		4. MODEM: DATA-LINK 33-6	2000	
IV. POWER SUPPLY	1. DC/DC POWER CONVERTER		1998	2010
	2. 24V/50A CHARGER (MAIN AND S/BY)	ASTEEL	2000	
	3. AC VOLTAGE REGULATOR	GEORGIN	1998	
	4. UPS	MARLIN GERIN SX 500	1998	
	5. DATA POWER UPS	DP 20	1998	
	6. HANDHELD VHF TRANSCEIVER CHARGER	ICOM BC-119 (Q. 2)	1999	2009
F: MALINDI AIRPORT				
I. COMMUNICATIONS	1. TOWER VHF 120.4 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER	2002	2022
	2. SMC VHF 125.9 (MAIN AND S/BY)	ROHDE & SCHWARZ TRANSCEIVER	2002	2022
	1. VHF MULTI CHANNEL TRANSCEIVER	JOTRON TR 6102-1	1986	2008

	2. HF FIXED SERVER TRANSCEIVER SYSTEM (7965 LSB)	SKANTI TRP 7203	2000	2010
	3. RDCE	TXM 2113	2002	2012
	4. HF RECEIVER (MULTI CHANNEL)	HARRIS RF 590A	1996	2016
	5. VOICE RECORDER/ REPLAY	RACAL – ICR 64 – 1	1998	2008
	6. AIS BRIEFING OFFICE SYSTEM (ATALIS II).	TWO PROLIANT ML370 SERVERS EACH INCLUDING:-- - PROCESSOR PENTIUM XEON 2.4GHz - RAM 512 KB - 2 HARD DISK 36 GB - 17" HP TFT 1702	2005	2015

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
		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		
II. NAVIGATIONAL AIDS	1. MLD 113.3 DVOR	THOMSON CSF 512D	1992	2012
	2. 1104 DME	THOMSON CSF 721	1992	2012
	3. ML 309 NDB	REDIFON G142	1956	2006
	4. DVOR/DME REMOTE CONTROL UNIT	THOMSON CSF	1992	2012
	5. 120.4 VDF	TELERAD TRG 553	1995	2010
III. POWER SUPPLY	1. DVOR/DME 240 V AC REGULATOR	GEORGIN	1992	2012

	2. DVOR/DME CHARGER	SIMPLEX	1992	2012
	3. TOWER BATTERY CHARGER	ABS AAR 12 – 245	1992	2012
	4. HANDHELD VHF TRANSCEIVER	PHILIPS FALCON M 135	1992	2012
G: LOKICHOGGIO AIRPORT				
1. COMMUNICATIONS	a) FREQUENCY 1 TRANSMITTER 1	A0063 774-0561/01 DT 100 VHF	8 TH MAY 2008	2023
	TRANSMITTER 2	A0065 774-0561/01 DT 100 VHF		
	DOUBLE RECEIVER FOR MAIN/STANDBY	A0021 775-0332/02 DRR_STD + 2 X ALB_S		
	b) FREQUENCY 2 TRANSMITTER 1	A0067 774-0561/01 DT 100 VHF		
	TRANSMITTER 2	A0064 774-0561/01 DT 100 VHF		
	DOUBLE RECEIVER FOR MAIN/STANDBY	A0022 775-0332/02 DRR_STD + 2 X ALB_S		
	EMERGENCE TRANSCEIVER	A 0188 774-0560/01 DTR 100 VHF		
	RADIO FREQUENCY SWITCHING UNIT	771-1023/04.01		
2. VOICE COMMUNICATION CONTROL SYSTEM	1. VCCS CENTRAL EQUIPMENT MULTIFONO M600	M600S/74.953	8 TH MAY 2008	2023
	2. VCCS MULTIFONO MANAGEMENT SYSTEM			
	(I) HARDWARE			
	a. SYSTEM UNIT	89947AGLM38558 MT-M 8994-7AG		
	b. MONITOR	V6-AT172		
	c. KEYBOARD	2381627 41A5327		
	d. MOUSE	4474406047		
	(II) SOFTWARE			
	a. APPLICATION			
	MULTIFONO MANAGEMENT SYSTEM			
	b. OPERATING SYSTEM			
	WINDOWS XP PROFESSIONAL SERVICE PACK			
	3. VCCS PRINTER	MY 7199R2MY VCVRA-0511		
	4. VCCS UPS	SMART UPS RT 5000		
3. RECORDING SYSTEM	1. MULTICHANNEL DIGITAL RECORDER SQL (MDR SQL) MASTER	0173-08101 MDR2000 SQL C	8 TH MAY 2008	2023
	2. MULTICHANNEL DIGITAL RECORDER SQL (MDR SQL) SLAVE	01730-08095 MDR2000 SQL C		
	3. MONITOR	AA1115160706AW12404095 101555(11 15 16)		
	4. KEY BOARD MOUSE VIDEO SWITCH	TCC107400391 Model KVM 2K11		
	5. KEYBOARD	G 0000 159 2535 G836104LPLXY-0/00 Model RS 600M		
	6. MOUSE	852133-0000 Model M-5 BJ96		
	(7).MULTICHANNEL DIGITAL RECORDER SQL UPS	SMART-UPS 5000		
4. ATALIS II SYSTEM –SERVER END	1. SERVER 1	80 FALDQ21J HP PROLIANT ML370	8 TH MAY 2008	2018
	2. SERVER 2	80 EULDQ21J HP PROLIANT ML370		
	3. TERMINAL SERVER	FRD 35103BR		
	4. SERVER MONITOR	CNN3421DMS		
	5. SERVER KEYBOARD	BOA26ABK706YMW 244000-031		
	6. SERVER MOUSE	F6AB70S5BPE0RHRV 323614-001		

	7. ETHERNET SWITCH 1			
	8. ETHERNET SWITCH 2			
	9. 4-PORT KEYBOARD VIDEO MOUSE SWITCH	2031610058		
	10. POWER STABILIZER	3/ 17		
	11. UPS	SMART UPS 5000		
5. PABX / VSAT / GSM SERVER	1. PABX	7HBVL062719 KX-TE5 824 BX	8 TH MAY 2008	2018
	2. GSM SERVER	4807690008 MAK5 00087-I KAREL GT20		
	3. VSAT TERMINAL			
	a. VSAT INDOOR UNIT	1973865 47760		
	b. VSAT UPS	881G09085 5103170700		
	c. VSAT OUT DOOR UNIT	3441323236 AN-3458-10		
	d. VSAT LOW NOISE AMPLIFIER	3450323236 AN-3458-10		
6. EQUIPMENT IN EQUIPMENT ROOM	1. RECTIFIER/CHARGER	702765 1019356/4646	8 TH MAY 2008	2018
	2. EQUIPMENT ROOM AIRCON 1 24000 BTU/H			
	a. CONDENSER	3850A21224X		
	b. EVAPORATOR	3850A21224X		
	3. EQUIPMENT ROOM AIRCON 2 24000BTU/H			
	a. CONDENSER	3850A21224X		
	b. EVAPORATOR	3850A21224X		
7.EQUIPMENT OUTSIDE TOWER BUILDING	1. GENERATOR	C/N FGWPEPP4CETHO83930 P30PI	8 TH MAY 2008	2018
	2. GENERATOR BATTERY	N70Z/12/SBR		
	3. GENERATOR LOAD CHANGER	AT163		
	4. AERODROME FLASHING BEACON	SKF-ITALY-P.62		
	5. CRASH ALARM (WFP'S)	1340/50.4		
	6. MET CENTRAL EQUIPMENT	11 AURIA 300		
	7. MET SOLAR PANEL	200522193 MO531		
8.TECHNICAL OFFICE	1. LG AIR CONDITIONER 12000 BTU/H		8 TH MAY 2008	2018
	a. CONDENSER	3850A27075M S126KC SR2		
	b. EVAPORATOR	3850A27075M S126KC SR2		
	2. VCCS TELEPHONE SET	6HAKB008023 KX-TS600EXW		
	3. ICT SYSTEM UNIT	7VTVY1S DC 8M		
	4. ICT MONITOR	CN-OWY564-64180-82P-IA3H		
	5. ICT KEYBOARD	5K8115		
	6. ICT MOUSE	HOFO12UM4 OXN967		
	7. ICT UPS	NB0741003031 BR650CI		
8. ICT Speaker	CN-OCJ378-37174-64T-035E			
9. O.I.C	1)LG AIR CONDITIONER 12000 BTU/H		8 TH MAY 2008	2018
	a. CONDENSER	3850A27075M S126KC SR2		
	b. EVAPORATOR	3850A27075M S126KC SR2		
	2).SLAVE CLOCK	07/024 SV/WM.278		
10. BRIEFING OFFICE	1.ATALIS WORKSTATION 1		8 TH MAY 2008	2018
	a. SYSTEM UNIT	FRB35103B8 DC 580 AV		
	b. MONITOR 1	CNN 3421DML		
	c. KEYBOARD	B6AABOKK7PMGNA Spares P/N:325445-B31 KB -0133		
	d. MOUSE	F6AB7055BPE30UG Spares P/N:323614-001		
	2.ATALIS WORKSTATION 2			
	a. SYSTEM UNIT	FRB351039P946PB DC 580 AV		
	b. KEYBOARD	B6AABOKK7PMH4W 325445-B31 KB-0133		
	c. MONITOR			
	d. MOUSE	F6AB7055BPE2RIQ 323614-001		
3. ATALIS WORKSTATION 3				
a. SYSTEM UNIT	FRB351039F DC 580 AV			
b. MONITOR				

	c. KEYBOARD	B6AABOKK7PNGPV 325445-B31 KB-0133		
	d. MOUSE	F6AB70S5BPE2R49 323614-001		
	4. HP LASER JET 1015 PRINTER	CNFD 065790 Product No:Q2462A		
	5. UPS	BB 34045015632 CS 500		
	6. NET GEAR FOR ATALIS	PSEBE244		
	7. PABX MAIN SET	KX-T7730X7FBKCO82435 KX- T7730X		
	8. VCCS TELEPHONE HANDSET	6HAKB8451		
	9. SLAVE CLOCK 1	07/036 SV/DEC389		
	10. SLAVE CLOCK 2	07/035 SV/DEC389		
	11. LG AIR CONDITIONER 12000 BTU/H			
	a. EVAPORATOR	3850A27075M S126KC SR2		
	b. CONDENSER	3850A27075M S126KC SR2		
	VCCS POSITION 1			
	1) ELECTRONIC TOUCH SCREEN KEYBOARD	07/194 K/MTS 12.903		
	2) TELEPHONE HANDSET	7/251 MT/D.587		
	3) HAND MIKE	07/239 MC/X.587		
	4) FOOT PTT	07/168 PED.825		
	5) SPEAKER	07/232 K/MLS.825		
	6) JUNCTION BOX	07/109 JB/E.908		
	VCCS POSITION 2			
	1) ELECTRONIC TOUCH SCREEN KEYBOARD	07/194 K/MTS 12.903		
	2) HAND MIKE	07/238 MC/X587		
	3) TELEPHONE HANDSET	07/252 MT/D.587		
	4) JUNCTION BOX	07/110 JB/E.908		
	5) FOOT PTT	07/169 PED.825		
	6) SPEAKER	07/231 K/MLS.825		
	OTHER EQUIP/FACILITIES IN THE TOWER CABIN			
	1. TRANCEIVER REMOTE CONTROL DRC	A0011 774.0451/03		
	2. AILDIS LAMP	V7/1288-944		
	3. BUSHNELL BINOCULARS	13-1056		
	4. TOWER ATALIS WORKSTATION			
	a. SYSTEM UNIT	FRB 351039L DC580AV		
	b. MONITOR	CNN 3421 DN2 (HP 1702)		
	c. HP Laser JET 1015 PRINTER	CNFD 106190 Q 2462A		
	d. MOUSE	F6AB70S5BPEOHRU Spares P/N:323614-001		
	e. KEYBOARD	Spares P/N:325445-B31 KB- 0133		
	f. BACKUP-UPS	PBO 135220258 BK 650 MI		
	5. ICT EQUIPMENT			
	a. BACKUP-UPS	NB 0742026131 BR650 CI		
	b. MOUSE	HOF0ITQP DP/N:OXN 967		
	c. KEYBOARD	SK8115		
	b. SYSTEM UNIT	44JXV 1S OPTILEX 330 OPTILEX 330		
	c. SYSTEM UNIT	GFZB52J OPTILEX GX520 OPTILEX GX520)		
	d. KEYBOARD	CN-oW7657-3712 5CQ-02/R RT7D50		
	e. MONITOR	HP 1702		
	f. MOUSE	HCA 62606590 OC8639		
	g. SPEAKER	CN-OCJ37837174-71F-0268		
	h. SPEAKER	CN-OFH238-69804-5C3-1935 A215		
	i. PRINTER	FRGR586384 642248		
	J. DELL MONITOR	CN-OWY 564-64180-836-2 KIH		
	6. THREE 24 V DC ADAPTER FOR PSN 1			
	7. SLAVE CLOCK FOR POSITION 1	07/036 SV/DEC. 389		
11. TOWER CABIN			8 TH MAY 2008	2018

	8. TEMPERATURE INDICATOR	101		
	9. PRESSURE INDICATOR	108		
	10. WIND INDICATOR	108		
	11. PABX TELEPHONE SET	51 AKB033855 KX-T2375MXW		
	12. CHARGER 12V-16VDC FOR MOBILE RADIO			
	13. HANDHELD MOBILE RADIO	2304370		
	14. HANDHELD MOBILE RADIO	2304372		
	15. ALDIS LAMP CHARGER	Bosch AV 1411		
	16. ALDIS LAMP BOSCH BATTERY	BOSCH 2607 335 709		
	17. LG AIR CONDITIONER 1 24000BTU/H			
	a. CONDENSER	3850A20321R		
	b. EVAPORATOR	3850A20321R		
	18. LG AIR CONDITIONER 2 24000BTU/H			
	a. CONDENSER	3850A20321R		
	b. EVAPORATOR	3850A20321R		

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
H: NAKURU LANET				
I. NAVIGATIONAL AIDS	1. NAK 115.1 DVOR	THOMSON CSF 512 D	1992	2012
	2. 1122 DME	THOMSON CSF 721	1992	2012
	3. NU 358 NDB	SOUTHERN AVIONICS	2005	2015
I: CENTRAL TRANSMITTING STATION				
I. COMMUNICATIONS	HF MOBILE SERVICES (3467, 5517, 6574, 8870, 8879, 11300,13288, 17961)	SAGEM T166 TX (Q. 3)	1996	2016
II. NAVIGATIONAL AIDS	AL 379 NDB	NAUTEL NX 8000	1956	2012

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
J: MUA HILLS RADAR STATION				
I. SURVEILLANCE	1. ENROUTE PRIMARY RADAR	1. THOMSON CSF 23K TX (Q. 2)	1987	2008
		2. THOMSON CSF ER 850 RX (Q. 2)	1987	2008
	2. ENROUTE SSR	THOMSON CSF RS 810	1987	2008
	3. RADAR PROCESSOR	PR 800 (THOMSON CSF) (Q. 2)	1987	2008
K: POROR RADAR STATION				
I. COMMUNICATIONS	1. VHF AREA COVER 118.5 (MAIN AND S/BY)	SAGEM T190 TX AND SAGEM T290 RX	1996	2016
	2. VHF AREA COVER 121.3 (MAIN AND S/BY) ACC 1	SAGEM T190 TX AND SAGEM T290 RX	1996	2016
II. SURVEILLANCE	1. ENROUTE PRIMARY RADAR	1. THOMSON CSF TR 23K TX (Q.2)	1988	2008
		2. THOMSON CSF ER 850 RX (Q. 2)	1988	2008

	2. ENROUTE SSR	THOMSON CSF RS 870 (Q. 2)	1988	2008
	3. RADAR PROCESSOR	THOMSON CSF PR 800 (Q. 2)	1988	2008
L: WAJIR RADAR STATION				
I. COMMUNICATIONS	1. VHF AREA COVER (MAIN AND S/BY)	JOTRON TA 5101 TX AND JOTRON RA 5201 RX	1992	2012
	2. VHF AREA COVER (MAIN AND S/BY)	JOTRON TA 5101 TX AND JOTRON RA 5201 RX	1992	2012
	3. VHF TRANSCEIVERS (WALKIE TALKIES)	ICOM	2007	2017
II. NAVIGATIONAL AIDS	1. WAV 112.5 DVOR	THOMSON CSF 512 D , 29761964	1992	2012
	2. 1096 DME	THOMSON CSF 721S , 29761307	1992	2012
	3. WA 318 NDB	IAL ABX 400	1986	2010
III. SURVEILLANCE	1. ENROUTE PRIMARY RADAR	1. THOMSON CSF TR 23K TX (Q. 2)	1988	2010
		2. THOMSON CSF ER 870 RX (Q. 2)	1988	2010
	2. ENROUTE SSR	THOMSON CSF RS 870 (Q. 2)	1988	2010
	3. RADAR PROCESSOR	THOMSON CSF PR 800 (Q. 2)	1988	2010
	4. Cooling system I	DO137/88	1988	2010
	5. Cooling system II	DO136/88	1988	2010
	6. No break power supply	Alpes 800	1988	2010
	7. Regulator/no regulator control unit	107401	1988	2010
M: CENTRAL WORKSHOPS (FIELD SERVICES)				
I. LOGISTICS	1. FACTRON SCHLUMBERGER 635.	1. KENITEX 386SX-33 PC (LOADED WITH ZENIX OPERATING SYSTEM).	2001	2011
II. COMMUNICATIONS	1. VHF AREA COVER NGONG 120.5 (MAIN AND S/BY)	SAGEM T190 TX AND SAGEM T290 RX	1995	2015
	2. VHF AREA COVER NGONG 118.5 (MAIN AND S/BY)	SAGEM T190 TX AND SAGEM T290 RX	1995	2015
	3. VHF AREA COVER NGONG 121.3 (MAIN AND S/BY)	SAGEM T190 TX AND SAGEM T290 RX	1995	2015

STATION/SYSTEM	FACILITY	EQUIPMENT TYPE	DATE INSTALLED	THEORETICAL REPLACEMENT DATE
	4. VHF AREA COVER NGONG 125.3 (MAIN AND S/BY)	SAGEM T190 TX AND SAGEM T290 RX	1995	2015
	5. VHF AREA COVER LONDIANI 118.5 (MAIN AND S/BY)	JOTRON TA 5301 TX AND JOTRON RA 5201 RX	1988	2008
	6. VHF AREA COVER LONDIANI 121.3 (MAIN AND S/BY)	JOTRON TA 5301 TX AND JOTRON RA 5201 RX	1988	2008
III. NAVIGATIONAL AIDS	1. NGONG 115.9 GV DVOR	THOMSON CSF 540D UPGRADE	2005	2015
	2. ATHI RIVER 115.5 TV CVOR	WILCOX 585B	1986	2006

	3.	GARISSA 115.7 GA DVOR	THOMSON CSF 512D	1992	2007
	4.	GARISSA 1128 DME	THOMSON CSF 721S	1992	2007
	5.	LODWAR 114.5 LOV DVOR	THOMSON 540D UPGRADE – 6/9/05 to 13/9/05	2005	2015
	6.	LODWAR 1116 DME	THOMSON 721S	1992	2007
	7.	NGONG 315 GG NDB	REDIFON G142	1956	2006
	8.	278 NO LOCATOR BEACON	SOUTHERN AVIONICS SA-PRT 12-02	1997	2006
	9.	ATHI RIVER 329.5 TH NDB	IAL ABX400	1986	2006
	10.	EASTLEIGH 256 EA NDB	REDIFON G142	1956	2006
	11.	GARISSA 371 GA NDB	IAL ABX400	1986	2006
	12.	NANYUKI 306.5 NYK NDB	REDIFON G142	1956	2006
	13.	ISIOLO 364.5 LL NDB	IAL ABX400	1986	2006
	14.	LODWAR 338 LW NDB	TELERAD	1992	2006
	15.	MOYALE 288 MY NDB	IALABX 400	1986	2006
	16.	MARSABIT 264 MR NDB	REDIFON G142	1956	2006
	17.	NAROK 368 NK NDB	IAL ABX400	1986	2006
	18.	KINDARUMA 304 SF NDB (SEVEN FORKS)	REDIFON G142	1956	2006
	19.	MANDERA 400 MA NDB	IAL ABX400	1986	2006
	20.	NYERI 388 NY NDB	IALABX400	1986	2006

KEY TO AIR NAVIGATION FACILITIES INVENTORY

1	ACC	AREA CONTROL CENTER
2	AFTN	AERONAUTICAL FIXED TELECOMMUNICATION NETWORK
3	AIS	AERONAUTICAL INFORMATION SERVICES
4	AMSC	AUTOMATIC MESSAGE SWITCHING COMPUTER
5	APP	APPROACH
6	ASDE	AIRPORT SURFACE DETECTION EQUIPMENT
7	ATC	AIR TRAFFIC CONTROL
8	ATIS	AIRPORT TRAFFIC INFORMATION SYSTEM.
9	BMS	BILLING MANAGEMENT SYSTEM
10	CMMS	COMPUTER MAINTENANCE MANAGEMENT SYSTEM
11	CVOR	CONVENTIONAL VHF OMNI DIRECTIONAL RADIO RANGE
12	DME	DISTANCE MEASURING EQUIPMENT
13	DVOR	DOPPLER VHF OMNI DIRECTIONAL RADIO RANGE
14	E1000	AUTOMATED INTEGRATED RADAR CONTROL FOR AIR TRAFFIC
15	GP	GLIDE PATH
16	HF	HIGH FREQUENCY
17	ILS	INSTRUMENT LANDING SYSTEM
18	JKIA	JOMO KENYATTA INTERNATIONAL AIRPORT
19	KVA	KILO VOLT AMPERE

DELL	292	90,540	26,437,680
CLONES	20	25,000	500,000
HP	82	80,000	6,560,000
IBM	16	35,000	560,000
TOTAL			34,057,680
2.0 LAPTOPS			
MAKE	QTY	UNIT PRICE	TOTAL
DELL	47	150,000	7,050,000
TOSHIBA	2	163,000	326,000
HP	25	185,000	4,625,000
TOTAL			11,401,000
3.0 SCANNERS			
MAKE	QTY	UNIT PRICE	TOTAL
CANON	10	12,000	120,000
EPSON	1	8000	8,000
HP	1	6000	6,000
SCANJET	2	5000	10,000
TOTAL			144,000
4.0 PHOTOCOPIERS			
MAKE	QTY	UNIT PRICE	TOTAL
CANON	1	1,200,000	1,200,000
KYOCERA	4	450,000	1,800,000
TOSHIBA	1	500,000	500,000
RICOH	2	416,000	832,000
SHARP	1	195,000	195,000
TOTAL			4,527,000
5.0 PRINTERS			
MAKE	QTY	UNIT PRICE	TOTAL
HP	63	33,640	2,119,320
KYOCERA	39	35,000	1,365,000
LEXMARK	25	22,000	550,000
EPSON	3	45,000	135,000
TALLY 2280+	4	191,500	766,000
TOTAL			4,935,320
6.0 PROJECTORS			
MAKE	QTY	UNIT PRICE	TOTAL
PLANER	2	90,000	180,000
SONY	1	120,000	120,000
TOSHIBA	2	100,000	200,000
LIES GANG	2	85,000	170,000
TOTAL			670,000
7.0 FAXES			

MAKE	QTY	UNIT PRICE	TOTAL
PANASONIC	20	10,000	200,000
TOTAL			200,000
8.0 TYPEWRITER			
MAKE	QTY	UNIT PRICE	TOTAL
RICOH	1	83,000	83,000
TOTAL			83,000
9.0 SERVERS			
MAKE	QTY	UNIT PRICE	TOTAL
DELL 520	2	90,540	181,080
DELL 1900	8	275,315.80	2,202,526.40
DELL 2900	2	415,053.70	830,107.40
DELL 745	2	180,000	360,000
ATALIS HP-POLISANT	2	450,000	900,000
HP PROLIANT	2	450,000	900,000
TOTAL			4,543,606.40
10.0 ROUTERS			
MAKE	QTY	UNIT PRICE	TOTAL
CISCO 2801	6	180,000	1,080,000
CISCO 2811	2	240,000	480,000
CISCO 3845	1	460,000	460,000
TOTAL			2,020,000
11.0 SWITCHES			
MAKE	QTY	UNIT PRICE	TOTAL
CISCO	25	180,000	4,500,000
D-LINK	2	15,000	30,000
3 COM	1	25,000	25,000
TOTAL			4,555,000
12.0 PABX			
MAKE	QTY	UNIT PRICE	TOTAL
ALCATEL	1	6,000,000	6,000,000
PANASONIC GTI 4/32	5	250,000	1,250,000
TOTAL			7,250,000
13.0 AIR CONDITIONER			
MAKE	QTY	UNIT PRICE	TOTAL
LG	3	660,000	1,980,000
TOTAL			198,000
Grand total			74,584,606.00

NB:-list all exclusions if any

15. 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 authorised officers.

- To cover loss of money / securities and damaged safes as declared
 - Money in hands of staff Kshs. 2,000,000.00 any one time
 - Cash in transit Kshs. 2,000,000.00 any one time
 - Cash in premises during and outside business hours Kshs. 2,000,000.00
 - 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	one year
SUM INSURED	Kshs. 6,600,000.00
EXCESS	KSHS/ %-----
SPECIAL CONDITIONS	-----
ANNUAL PREMIUM	KSHS-----
INSURER	-----

NB:-list all exclusions if any

16 CLASS OF POLICY**FIDELITY GUARANTEE**

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

Item No.	Occupation of employees	Amount of Guarantee (Ksh)	Total Amount Of
Guarantee			
1	Director General(1)	15,000,000.00	15,000,000.00
2.	Cheque Signatories(4)	15,000,000.00	60,000,000.00
3.	Account Manager(4)	10,000,000.00	40,000,000.00
4.	Revenue Accountant(3)	10,000,000.00	30,000,000.00
5.	Cahiers(4)	200,000.00	800,000.00
6.	Purchasing/Stores Clerks(5)	600,000.00	3,000,000.00
7	Accounts Clerks(1)	500,000.00	500,000.00

PERIOD

ONE YEAR

INTEREST/ AMOUNT OF GUARANTEE

SUM INSURED

15,000,000.00

EXCESS

KSHS/ %-----

SPECIAL CONDITIONS

ANNUAL PREMIUM

KSHS-----

17. CLASS OF POLICY AVIATION LIABILITY COVER

This policy will cover all risks arising from air navigational services such Air Traffic Services Officer's errors or navigational equipment failure. Liabilities arising out of KCAA's aviation activities anywhere within the area of jurisdiction including all related functions to Air Traffic and Navigational Services. The risks covered will include Bodily injury and Property damage both as a result to an accident or occurring during an accident arising out of fault or negligence of insured or any of his employees or persons acting on his behalf while exercising privileges as indicated in the license.

PERIOD	one year
INTEREST	-----
SUM INSURED	\$150,000,000.00
EXCESS	KSHS/ %-----
SPECIAL CONDITIONS	-----
ANNUAL PREMIUM	KSH-----
INSURER	-----

NB:-list all exclusions if any

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

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

Date.....
Tender No.....

Tender for insurance Brokerage Services

Dear Sirs,

1. Having examined the Tender documents including Addenda No. (Insert numbers) the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide Insurance Services under this tender in conformity with the said Tender document 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 Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of[number] days from the date fixed for Tender opening of the Instructions to Bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this _____ day of _____ 2008

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

No.	CLASS OF INSURANCE	PREMIUM (INCLUSIVE OF ALL LEVIES)	INSURER
1.	Motor Vehicle Insurance Policy		
2.	All Risks (KCAA Vehicle Radio Cassettes) Insurance		
3.	Fire And Perils Insurance		
4.	Burglary Insurance		
5.	All Risks (Personal Effects) Insurance		
6.	Group Personal Accident (Staff) Insurance		
7.	Group Personal Accident (Directors)		
8.	Public Liability		
9.	Last Expense Policy		
10.	Group Life Insurance		
11.	Medical Insurance overseas travel		
12.	Work Injury Compensation Act (WIBA)		
13.	Various Air Navigation Equipments stationed in various sites within the Republic of Kenya.		
14	ICT computers and accessories		
15	Money Insurance		
16	Fidelity Guarantee		
17	Aviation Liability		
TOTAL PREMIUM			

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c)
Which ever applies to your type of business

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

Part _____ 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

Part 2(a) – Sole Proprietor:

Your name in full Age
 Nationality Country of origin
 Citizenship details.....

Party 2(b) – Partnership
 Give details of partners as follows

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

Part 2(c) – Registered Company:

Private or public
 State the nominal and issued capital of the company –
 Nominal Kshs..
 Issued Kshs.....

Give details of all directors as follows

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

Date..... Signature of Bidder

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

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 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 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 “(Tender No **KCAA/3/2009-2010**”– **INSURERS’ REQUIREMENTS’ KCAA 2**” and delivered/posted to the following address:-

**The Secretary
Tender Committee
Kenya Civil Aviation Authority
P. O. Box 30163 - 00100
NAIROBI**

OR placed in Tender Box at KCAA offices, located at 1st floor, Kenya Airports Authority Complex Building, Jomo Kenyatta International Airport, Nairobi, so as to be received on or before (23rd November, 2008 at 11.00 A.M)

Signature _____

Authorised Signatory

Date

Official Stamp



KCAA 3 - CLIENT REFERENCE FORM

Name of Insurance Broker.....

Name and address of Insured (Client).....

.....

Insurance Policies handled

Class of Insurance	Period of Cover

Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the insurance broker as per their responsiveness to the following:-	Excellent	Good	Average	Poor
1. Claims handling				
2. Underwriting responsiveness				
3. General customer care				

Declaration

We confirm that the above insurance brokerage firm is currently engaged to handle our insurance policies and the total annual premium paid is more than Kshs. 5,000,000.00 (Shillings Five Million).

Name of authorized signatory.....

Title.....

Signature

Date.....

Official stamp of the Insured

Telephone contacts:-.....