



**NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD
OPEN NATIONAL TENDER (ONT)**

**TENDER DOCUMENT
FOR THE
PROVISION OF VARIOUS CATEGORIES OF INSURANCE SERVICES**

TENDER NUMBER: NGCDFB/ONT/4/2022~2023

**TENDER CLOSING DATE: FRIDAY 4TH NOVEMBER, 2022
TIME: ~10.00 A.M.**

NOVEMBER, 2022

**National Government Constituencies Development Fund Board
Harambee Sacco Plaza, 10th floor
P.O Box 46682-00100
NAIROBI**

**TEL NO: 070989400
WEBSITE: www.ngcdf.go.ke
EMAIL: procurement@ngcdf.go.ke**

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INVITATION TO TENDER

PROCURING ENTITY: NATIONAL GOVERNMENT

CONSTITUENCIES DEVELOPMENT FUND BOARD

CONTRACT NAME AND DESCRIPTION:

1. The National Government Constituencies Development Fund Board (NGCDFB) has set aside funds for use in the procurement of medical and other category of insurance services during the Financial Year 2022-2023 to cover eligible payments under contract for **Provision of Staff Medical Insurance Cover and other category of insurance services for NGCDFBs staff and Directors for a period of two years** as follows;

Tender No.	Description
NGCDFB/ONT/4/2022-2023	Provision of various Insurance Covers for a period of Two Years.
Staff Policies	• Medical Scheme Cover (Directors and Staffs), GPA/WIBA, GPA for Directors, D&O Liability Insurance
Assets Based and related Policies	• Motor Policies, All Risks (Electronics), Money, Fidelity Guarantee, Plant/Machinery all risks and Burglary

2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours *i.e .0900 to 1600 hours* at the address given below. Tender documents may be viewed and/or downloaded from the website www.tenders.go.ke or www.ngcdf.go.ke
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of KES 1,000 in cash or Banker's Cheque and payable to the address given below. Tender documents obtained electronically will be free of charge.
4. Tender documents may be viewed and downloaded for free from the website www.ngcdf.go.ke or www.tenders.go.ke Tenderers who download the tender document must forward their particulars immediately to procurement@ngcdf.go.ke to facilitate any further clarification or addendum.
5. All Tenders must be accompanied by a tender security of **KSHS.1,000,000(One Million Shillings Only)** or equivalent of in a freely convertible currency in form of cash , a bank guarantee, a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **4Th November,2022 at 10am**. Electronic Tenders *will not be* permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

- 1) National Government Constituencies Development Fund Board
- 2) The Procurement office, Harambee Sacco Plaza, 10th Floor, along Haile Selassie Uhuru Way junction Nairobi
- 3) P.O BOX 46682-00100,Nairobi.
- 4) Manager Supply Chain, 0709984000, procurement@ngcdf.go.ke.

B. Address for Submission of Tenders.

- 1) National Government Constituencies Development Fund Board
- 2) P.O BOX 46682-00100, Nairobi,Chief Executive Officer
- 3) The Procurement office, Harambee Sacco Plaza, 10th Floor, along Haile Selassie Uhuru Way junction Nairobi

C. Address for Opening of Tenders.

- 1) National Government Constituencies Development Fund Board
- 2) Physical address for the location (City, Street Name, Building, Floor Number and Room) **The Procurement office, Harambee Sacco Plaza, 10th Floor, (Boardroom), along Haile Selassie Uhuru Way junction Nairobi**

[Authorized Official (name, Designation, Signature and date)]

Name Mr. Yusuf Mbuno

Designation Chief Executive Officer_____ Signature_____ Date__

PART 1 - TENDERING PROCEDURES

SECTION I - INSTRUCTIONS TO TENDERERS

A. General

1. Scope of Tender

- 1.1 This tendering document is for the delivery of Insurance services, as specified in Section V, Procuring Entity's Schedule of Requirements. The name of the Procuring Entity, name and identification and number of this tender are specified in the **TDS**.

2. Definitions

- 2.1 Throughout this tendering document:

- a) The term “in writing” means communicated in written form (e.g. by mail, e-mail, including if specified **in the TDS**, distributed or received through the electronic-procurement system used by the Procuring Entity) with proof of receipt;
- b) If the contexts requires, “singular” means “plural” and vice versa; and
- c) “Day” means calendar day, unless otherwise specified as “Business Day”. A Business Day is any day that is an official working day of the Procuring Entity. It excludes the Procuring Entity's official public holidays.

- 2.2 The successful Tenderer will be expected to commence providing the Insurance Services by Date provided **in the TDS**. The insurance duration for each item will be one year or the period specified in the **TDS**.

3. Fraud and Corruption

- 3.1 The Procuring Entity requires compliance with the provisions of the Public Procurement and Asset Disposal Act, 2015, Section 62 “Declaration not to engage in corruption”. The tender submitted by a person shall include a declaration that the person shall not engage in any corrupt or fraudulent practice and a declaration that the person or his or her sub-contractors are not debarred from participating in public procurement proceedings.

- 3.2 The Procuring Entity requires compliance with the provisions of the Competition Act 2010, regarding collusive practices in contracting. Any tenderer found to have engaged in collusive conduct shall be disqualified and criminal and/or civils actions may be imposed. To this effect, Tenders shall be required to complete and sign the “Certificate of Independent Tender Determination” annexed to the Form of Tender.

- 3.3 Unfair Competitive Advantage -Fairness and transparency in the tender process require that the firms or their Affiliates competing for a specific assignment do not derive a competitive advantage from having provided consulting services related to this tender. To that end, the Procuring Entity shall indicate in the **TDS** and make available to all the firms together with this tender document all information that would in that respect give such firm any unfair competitive advantage over competing firms.

- 3.4 Tenderers shall permit and shall cause their agents (where declared or not), subcontractors, sub-consultants, service providers, suppliers, and their personnel, to permit the Procuring Entity to inspect all accounts, records and other documents relating

to any initial selection process, pre-qualification process, tender submission, proposal submission, and contract performance (in the case of award), and to have them audited by auditors appointed by the Procuring Entity.

4 Eligible Tenderers

- 4.1 A Tenderer may be a firm that is a private entity, a state-owned enterprise or institution subject to ITT 4.7 or any combination of such entities in the form of a joint venture (JV) under an existing agree mentor with the intent to enter into such an agreement supported by a letter of intent. Only Insurance service providers registered by Insurance Regulatory Authority are eligible to tender and sign contracts. In the case of a joint venture, all members shall be jointly and severally liable for the execution of the entire Contract in accordance with the Contract terms. The JV shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the members of the JV during the tendering process and, in the event the JV is awarded the Contract, during contract execution. Members of a joint venture may not also make an individual tender, be a subcontractor in a separate tender or be part of another joint venture for the purposes of the same Tender. The maximum number of JV members shall be specified in the **TDS**.
- 4.2 Public Officers of the Procuring Entity, their spouse, child, parent, brother, sister, child, parent or sister of a spouse, their business associates or agents and firms/organizations in which they have a substantial or controlling interest shall not be eligible to tender or be awarded a contract. Public Officers are also not allowed to participate in any procurement proceedings.
- 4.3 A Tenderer shall not have a conflict of interest. Any Tenderer found to have a conflict of interest shall be disqualified. A Tenderer may be considered to have a conflict of interest for the purpose of this Tendering process, if the Tenderer:
- a) Directly or in directly controls, is controlled by or is under common control with another Tenderer; or
 - b) Receives or has received any direct or indirect subsidy from another Tenderer; or
 - c) Has the same legal representative as another Tenderer; or
 - d) Has a relationship with another Tenderer, directly or through common third parties, that puts it in a position to influence the Tender of another Tenderer, or influence the decisions of the Procuring Entity regarding this Tendering process; or
 - e) Or any of its affiliates participated as a consultant in the preparation of the Procuring Entity's Requirements (including Schedules of requirements, Performance Specifications, etc.) for the Insurance services that are the subject of this Tender; or
 - f) or any of its affiliates has been hired (or is proposed to be hired) by the Procuring Entity for the Contract implementation; or
 - g) would be providing goods, works, or services resulting from or directly related to the insurance services specified in the **TDS** ITT 1.1 that it provided or were provided by any affiliate that directly or indirectly controls, is controlled by, or is under common control with that firm; or
 - h) has a close business or family relationship with a professional staff of the Procuring Entity who: (i) are directly or indirectly involved in the preparation of the tendering document or specifications of the contract, and/or the Tender evaluation process of such contract; or (ii) would be involved in the implementation or supervision of such contract unless the conflict stemming from such relationship has been resolved in a manner acceptable to the Procuring Entity throughout the procurement process and execution of the Contract.
- 4.4 A firm that is a Tenderer shall not participate in more than one Tender, except for permitted alternative Tenders. Such participation shall result in the disqualification of all Tenders in which the firm is involved.
- 4.5 A Tenderer may have the nationality of any country, subject to the restrictions pursuant to ITT 4.9. A Tenderer shall be deemed to have the nationality of a country if the Tenderer is constituted, incorporated or registered in and operates in conformity with the

provisions of the laws of that country, as evidenced by its articles of incorporation (or equivalent documents of constitution or association) and its registration documents, as the case may be. This criterion also shall apply to the determination of the nationality of proposed sub-contractors or sub-consultants for any part of the Contract including related Services.

- 4.6 A Tenderer that has been debarred from participating in public procurement shall be ineligible to tender or be awarded a contract. The list of debarred firms and individuals is available from the website of PPR A www.ppra.go.ke.
- 4.7 Tenderers that are state-owned enterprises or institutions in Kenya may be eligible to compete and be awarded a Contract(s) if they can establish that they are registered as insurance businesses.
- 4.8 A tenderer under suspension from tendering as the result of the operation of a Tender-Securing Declaration or Proposal-Securing Declaration shall not be eligible to tender.
- 4.9 Firms and individuals may be ineligible if (a) as a matter of law or official regulations, Kenya prohibits commercial relations with that country, or (b) by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations, Kenya prohibits any import of goods or contracting of works or services from that country, or any payments to any country, person, or entity in that country.
- 4.10 The Insurance Act of Kenya (Revised 2017) requires that insurance companies that wish to offer insurance services in Kenya should be registered with the Insurance Regulatory Authority (IRA) of Kenya to allow them undertake insurance business in Kenya. Registration shall not be a condition for tender, but it shall be a condition of contract award and signature. A selected tenderer shall be given opportunity to register before contract award and signature of contract. Details on application for registration with Insurance Regulatory Authority may be accessed from the website www.ira.go.ke
- 4.11 The Competition Act of Kenya requires that firms wishing to tender as Joint Venture undertakings which may prevent, distort or lessen competition in provision of services are prohibited unless they are exempt in accordance with the provisions of Section 25 of the Act. JVs will be required to seek for exemption from the Competition Authority. Exemption shall not be a condition for tender, but it shall be a condition of contract award and signature. A JV tenderer shall be given opportunity to seek such exemption as a condition of award and signature of contract. Application for exemption from the Competition Authority of Kenya may be accessed from the website www.ira.go.ke
- 4.12 A Kenyan tenderer shall provide evidence of having fulfilled his/her tax obligations by producing a current tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

5. Qualification of the Tenderer

- 5.1 In the event that pre-qualification of Tenderers has been undertaken as stated in ITT 18.4, the provisions on qualifications of the Section III, Evaluation and Qualification Criteria shall not apply.

B. Contents of Tendering Document

6. Sections of Tendering Document

- 6.1 The tendering document consists of Parts 1, 2, and 3, which include all the sections indicated below and should be read in conjunction with any Addenda issued in accordance with ITT 9.

PART 1: Tendering Procedures

- i) Section I - Instructions to Tenderers (ITT)
- ii) Section II - Tender Data Sheet (TDS)

- iii) Section III - Evaluation and Qualification Criteria
- iv) Section IV – Tendering Forms

PART 2: Procuring Entity's Requirements

- v) Section V–Schedule of Requirements

PART 3: Contract

- vi) Section VI-General Conditions of Contract (GCC)
- vii) Section VII-Special Conditions of Contract (SCC)
- viii) Appendix to the Contract–Insurance Policy

6.2 The Invitation to Tender (ITT) or the notice to pre-qualify Tenderers, as the case may be, issued by the Procuring Entity is not part of this tendering document.

6.3 Unless obtained directly from the Procuring Entity, the Procuring Entity is not responsible for the completeness of the document, responses to requests for clarification, the Minutes of the pre-Tender meeting (if any), or Addenda to the tendering document in accordance with ITT 9. In case of any contradiction, documents obtained directly from the Procuring Entity shall prevail.

6.4 The Tenderer is expected to examine all instructions, forms, terms of reference, and specifications in the tendering document and to furnish with its Tender all information or documentation as is required by the tendering document.

7. Clarification of Tender Document, Site Visit, Pre-Tender Meeting

7.1 A Tenderer requiring any clarification of the Tender Document shall contact the Procuring Entity in writing at the Procuring Entity's address specified in the **TDS** or raise its enquiries during the pre-Tender meeting if provided for in accordance with ITT 7.2. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received no later than the period specified in the **TDS** prior to the deadline for submission of tenders. The Procuring Entity shall forward copies of its response to all tenderers who have acquired the Tender D documents in accordance with ITT 7.4, including a description of the inquiry but without identifying its source. If so specified in the **TDS**, the Procuring Entity shall also promptly publish its response at the web page identified in the **TDS**. Should the clarification result in changes to the essential elements of the Tender Documents, the Procuring Entity shall amend the Tender Documents following the procedure under ITT 8 and ITT 22.2.

7.2 The Tenderer, at the Tenderer's own responsibility and risk, is encouraged to visit and examine and inspect the site(s) and items of the required contracts and obtain all information that may be necessary for preparing a tender. The costs of visiting the Sites shall be at the Tenderer's own expense. The Procuring Entity shall specify in the **TDS** if a pre-arranged Site visit and or a pre-tender meeting will be held, when and where. The Tenderer's designated representative is invited to attend a pre-arranged site visit and a pre-tender meeting, as the case may be. The purpose of the site visit and the pre-tender meeting will be to clarify issues and to answer questions on any matter that may be raised at that stage.

7.3 The Tenderer is requested to submit any questions in writing, to reach the Procuring Entity not later than the period specified in the **TDS** before the meeting.

7.4 Minutes of a pre-arranged site visit and those of the pre-tender meeting, if applicable, including the text of the questions asked by Tenderers and the responses given, together with any responses prepared after the meeting, will be transmitted promptly to all Tenderers who have acquired the Tender Documents. Minutes shall not identify the source of the questions asked.

7.5 The Procuring Entity shall also promptly publish anonymized (no names) Minutes of the pre-arranged site visit and those of the pre-tender meeting at the web page identified in

the **TDS**. Any modification to the Tender Documents that may become necessary as a result of the pre-arranged site visit and those of the pre-tender meeting shall be made by the Procuring Entity exclusively through the issue of an Addendum pursuant to ITT 8 and not through the minutes of the pre-Tender meeting. Non-attendance at the pre-arranged site visit and the pre-tender meeting will not be a cause for disqualification of a Tenderer.

8. Clarification of Tendering Document

8.1 A Tenderer requiring any clarification of the tendering document shall contact the Procuring Entity in writing at the Procuring Entity's address specified **in the TDS**. The Procuring Entity will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of Tenders within a period specified **in the TDS**. The Procuring Entity shall forward copies of its response to all Tenderers who have acquired the tendering document in accordance with ITT 6.3, including description of the inquiry but without identifying its source. If so specified **in the TDS**, the Procuring Entity shall also promptly publish its response at the web page identified **in the TDS**. Should the clarification result in changes to the essential elements of the tendering document, the Procuring Entity shall amend the tendering document following the procedure under ITT 9 and ITT 23.2.

9. Amendment of Tendering Document

9.1 At any time prior to the deadline for submission of Tenders, the Procuring Entity may amend the Tendering document by issuing addenda.

9.2 Any addendum issued shall be part of the tendering document and shall be communicated in writing to all who have obtained the tendering document from the Procuring Entity in accordance with ITT 6.3. The Procuring Entity shall also promptly publish the addendum on the Procuring Entity's web page in accordance with ITT 8.1.

9.3 To give prospective Tenderers reasonable time in which to take an addendum into account in preparing their Tenders, the Procuring Entity shall extend, as necessary, the deadline for submission of Tenders, in accordance with ITT 23.2 below.

C. Preparation of Tenders

10. Cost of Tendering

10.1 The Tenderer shall bear all costs associated with the preparation and submission of its Tender, and the Procuring Entity shall not be responsible or liable for those costs, regardless of the conduct or outcome of the Tendering process.

11. Language of Tender

11.1 The Tender as well as all correspondence and documents relating to the Tender exchanged by the Tenderer and the Procuring Entity shall be written in the English language. Supporting documents and printed literature that are part of the Tender may be in another language provided they are accompanied by an accurate translation of the relevant passages in to the English language, in which case, for purposes of interpretation of the Tender, such translation shall govern.

12. Documents Comprising the Tender

12.1 The Tender shall comprise the following:

- a) **Form of Tender** prepared in accordance with ITT 13;
- b) **Schedules:** priced Activity Schedule completed in accordance with ITT 13 and ITT 15;
- c) **Tender Security or Tender-Securing Declaration** in accordance with ITT 20.1;
- d) **Alternative Tender:** if permissible in accordance with ITT 14;
- e) **Authorization:** written confirmation authorizing the signatory of the Tender to commit the Tenderer, in accordance with ITT 21.3;

- f) **Qualifications:** documentary evidence in accordance with ITT 18 establishing the Tenderer's qualifications to perform the Contract if its Tender is accepted;
- g) **Tenderer's Eligibility:** documentary evidence in accordance with ITT 18 establishing the Tenderer's eligibility to Tender;
- h) **Conformity:** documentary evidence in accordance with ITT 17, that the Services conform to the tendering document;
- i) **Sample Insurance Policy** for each type of insurance required, and
- j) Any other document required **in the TDS**.

12.2 The Tenderer shall furnish in the Tender Information Form on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to the is Tender.

13. Form of Tender and Schedule of Requirements

13.1 The Form of Tender and priced Schedule of Requirements shall be prepared using the relevant forms furnished in Section IV, Tendering Forms. The forms must be completed without any alterations to the text, and no substitutes shall be accepted except as provided under ITT 21.3. All blank spaces shall be filled in with the information requested. The Tenderer shall chronologically serialize pages of all tender documents submitted.

14. Alternative Tenders

14.1 Unless otherwise indicated **in the TDS**, alternative Tenders shall not be considered. If alternatives are permitted, only the technical alternatives, if any, of the best Evaluated Tenderer shall be considered by the Procuring Entity.

15. Tender Prices and Discounts

15.1 The prices (or premiums) and discounts (including any price reduction) quoted by the Tenderer in the Form of Tender and in the Schedule of Requirements shall conform to the requirements specified below.

15.2 The Contract shall be for the Insurance Services of the items described in the Schedule of Requirements submitted by the Tenderer.

15.3 The Tenderer shall quote any discounts in the Form of Tender in accordance with ITT 13.1.

15.4 All duties, taxes, and other levies payable by the Insurance Provider under the Contract, or for any other cause, as of the date 28 days prior to the deadline for submission of Tenders, shall be included in the total Tender price submitted by the Tenderer.

15.5 If provided for in the **TDS**, prices quoted by the Tenderer shall be subject to adjustment during the performance of the Contract in accordance with and the provisions of Clause 6.6 of the General Conditions of Contract and/or Special Conditions of Contract. The Tenderer shall submit with the Tender all the information required under the Special Conditions of Contract and of the General Conditions of Contract.

16. Currencies of Tender and Payment

16.1 The currency of the Tender and the currency of payments shall be Kenya Shillings, unless specified otherwise in the **TDS**.

17. Documents Establishing Conformity of Services

17.1 To establish the conformity of the Insurance Services to the tendering document, the Tenderer shall furnish as part of its Tender the documentary evidence that Services provided conform to the Procurement Entity's requirements specified in Section VII, Schedule of Requirements.

- 17.2 Standards for provision of the Insurance Services are intended to be descriptive only and not restrictive. The Tenderer may offer other standards of quality provided that it demonstrates, to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified in the Section V, Schedule of Requirements.
- 17.3 Tenderers shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a Service provider or group of service providers qualifies for a margin of preference. Further the information will enable the Procuring Entity identify any actual or potential conflict of interest in relation to the procurement and / or contract management processes, or a possibility of collusion between tenderers, and there by help to prevent any corrupt influence in relation to the procurement process or contract management.
- 17.4 The purpose of the information described in ITT 6.2 above overrides any claims to confidentiality which a tenderer may have. There can be no circumstances in which it would be justified for a tenderer to keep information relating to its ownership and control confidential where it is tendering to undertake public sector work and receive public sector funds. Thus, confidentiality will not be accepted by the Procuring Entity as a justification for a Tenderer's failure to disclose, or failure to provide required information on its ownership and control.
- 17.5 The Tenderer shall provide further documentary proof, information or authorizations that the Procuring Entity may request in relation to ownership and control which information on any changes to the information which was provided by the tenderer under ITT 6.3. The obligations to require this information shall continue for the duration of the procurement process and contract performance and after completion of the contract, if any change to the information previously provided may reveal a conflict of interest in relation to the award or management of the contract.
- 17.6 All information provided by the tenderer pursuant to these requirements must be complete, current and accurate as at the date of provision to the Procuring Entity. In submitting the information required pursuant to these requirements, the Tenderer shall warrant that the information submitted is complete, current and accurate as at the date of submission to the Procuring Entity.
- 17.7 If a tenderer fails to submit the information required by these requirements, its tender will be rejected. Similarly, if the Procuring Entity is unable, after taking reasonable steps, to verify to a reasonable degree the information submitted by a tenderer pursuant to these requirements, then the tender will be rejected.
- 17.8 If information submitted by a tenderer pursuant to these requirements, or obtained by the Procuring Entity (whether through its own enquiries, through notification by the public or otherwise), shows any conflict of interest which could materially and improperly benefit the tenderer in relation to the procurement or contract management process, then:
- i) If the procurement process is still ongoing, the tenderer will be disqualified from the procurement process,
 - ii) if the contract has been awarded to that tenderer, the contract award will be set aside,
 - iii) the tenderer will be referred to the relevant law enforcement authorities for investigation of whether the tenderer or any other persons have committed any criminal offence.
- 17.9 If a tenderer submits information pursuant to these requirements that is incomplete, inaccurate or out-of-date, or attempts to obstruct the verification process, then the consequences ITT 6.7 will ensue unless the tenderer can show to the reasonable satisfaction of the Procuring Entity that any such act was not material, or was due to genuine err or which was not at tribute able to the intentional act, negligence or recklessness of the tenderer.

18. Documents Establishing the Eligibility and Qualifications of the Tenderer

18.1 To establish Tenderer's their eligibility in accordance with ITT 4, Tenderers shall complete the Form of Tender, and all Tendering Forms included in Section IV.

18.2 The documentary evidence of the Tenderer's qualifications to perform the Contract if its Tender is accepted shall establish to the Procuring Entity's satisfaction that the Tenderer meets each of the qualification criterion specified in Section III, Evaluation and Qualification Criteria.

18.3 In the event that pre-qualification of Tenderers has been under taken as stated **in the TDS**, only Tenders from pre- qualified Tenderers shall be considered for award of Contract. These qualified Tenderers should submit with their Tenders any information updating their original pre-qualification applications or, alternatively, confirm in their Tenders that the originally submitted pre-qualification information remains essentially correct as of the date of Tender submission.

18.4 If pre-qualification has not taken place before Tendering, the qualification criteria for the Tenderers are specified- in Section III, Evaluation and Qualification Criteria.

19. Period of Validity of Tenders

19.1 Tenders shall remain valid for the Tender Validity period specified **in the TDS**. The Tender Validity period starts from the date fixed for the Tender submission deadline date (as prescribed by the Procuring Entity in accordance with ITT 23.1). A tender valid for a shorter period shall be rejected by the Procuring Entity as non-responsive.

19.2 In exceptional circumstances, prior to the expiration of the Tender validity period, the Procuring Entity may request Tenderers to extend the period of validity of their Tenders. The request and the responses shall be made in writing. If a Tender Security is requested in accordance with ITT 20, it shall also be extended for ac or responding period. A Tenderer may refuse the request without forfeiting its Tender Security. A Tenderer granting the request shall not be required or permitted to modify its Tender, except as provided in ITT 19.3.

20. Tender Security

20.1 The Tenderer shall furnish as part of its Tender, either a Tender-Securing Declaration or a Tender security, as specified **in the TDS**, in original form and, in the case of a Tender Security, in the amount and currency specified **in the TDS**.

20.2 A Tender Securing Declaration shall use the form included in Section IV, Tendering Forms.

20.3 If a Tender Security is specified pursuant to ITT 20.1, from a reputable source, and an eligible country and shall be in any of the following forms at the Tenderer's option:

- i) cash;
- ii) a bank guarantee;
- iii) a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority listed by the Authority; or
- iv) a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya,

20.4 If a Tender Security is specified pursuant to ITT 20.1, any Tender not accompanied by a substantially responsive Tender Security shall be rejected by the Procuring Entity as non-responsive.

20.5 If a Tender Security is specified pursuant to ITT 20.1, the Tender Security of unsuccessful Tenderers shall be returned as promptly as possible upon the successful Tenderer's signing the contract and furnishing the Performance Security pursuant to ITT 46. The Procuring Entity shall also promptly return the tender security to the tenderers

where the procurement proceedings are terminated, all tenders were determined non responsive or a bidder declines to extend tender validity period.

20.6 The Tender Security of the successful Tenderer shall be returned as promptly as possible once the successful Tenderer has signed the Contract and furnished the required Performance Security.

20.7 The Tender Security may be forfeited or the Tender-Securing Declaration executed:

- a) If a Tenderer withdraws its Tender during the period of Tender validity specified by the Tenderer in the Form of Tender, or any extension thereto provided by the Tenderer; or
- b) If the successful Tenderer fails to:
 - i) Sign the Contract in accordance with ITT 45; or
 - ii) Furnish a performance security in accordance with ITT 46.

20.8 Where tender securing declaration is executed, the Procuring Entity shall recommend to the PPRA that PPRA debars the Tenderer from participating in public procurement as provided in the law.

20.9 A tenderer shall not issue a tender security to guarantee itself.

21. Format and Signing of Tender

21.1 The Tenderer shall prepare one original of the documents comprising the Tender as described in ITT 12, bound with the volume containing the Form of Tender, and clearly marked "Original." In addition, the Tenderer shall submit copies of the Tender, in the number specified in the **TDS**, and clearly marked as "Copies." In the event of discrepancy between them, the original shall prevail.

21.2 Tenderers shall mark as "CONFIDENTIAL" information in their Tenders which is confidential to their business. This may include proprietary information, trade secrets, or commercial or financially sensitive information.

21.3 The original and all copies of the Tender shall be typed or written in indelible ink and shall be signed by a person or persons duly authorized to sign on behalf of the Tenderer. This authorization shall consist of a written confirmation as specified in the **TDS** and shall be attached to the Tender. The name and position held by each person signing the authorization must be typed or printed below the signature. All pages of the Tender where entries or amendments have been made shall be signed or initialed by the person signing the Tender.

21.4 Any inter-lineation, erasures, or overwriting shall be valid only if they are signed or initialed by the person signing the Tender.

D. Submission and Opening of Tenders

22. Sealing and Marking of Tenders

22.1 The Tenderer shall deliver the Tender in a single, sealed envelope. Within the single envelope the Tenderer shall place the following separate, sealed envelopes:

- a) In an envelope marked "ORIGINAL", all documents comprising the Tender, as described in ITT 12; and
- b) in an envelope marked "COPIES", all required copies of the Tender; and
- c) if alternative Tenders are permitted in accordance with ITT14, and if relevant:
 - i) in an envelope marked "ORIGINAL-ALTERNATIVE TENDER", the alternative Tender; and
 - ii) in the envelope marked "COPIES –ALTERNATIVE TENDER" all required copies of the alternative Tender.

22.2 The inner envelopes shall:

- a) Bear the name and address of the Tenderer;
- b) Be addressed to the Procuring Entity in accordance with ITT 23.1;
- c) Bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- d) Bear a warning not to open before the time and date for Tender opening.

22.3 The outer-envelopes shall:

- a) Be addressed to the Procuring Entity in accordance with ITT 23.1;
- b) bear the specific identification of this Tendering process specified in accordance with **TDS 1.1**; and
- (c) Bear a warning not to open before the time and date for Tender opening.

22.4 I fall envelopes are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the Tender. Tenders that were misplaced or opened prematurely will be not be accepted.

23 Deadline for Submission of Tenders

23.1 Tenders must be received by the Procuring Entity at the address and no later than the date and time specified **in the TDS**. When so specified **in the TDS**, Tenderers shall have the option of submitting their Tenders electronically. Tenderers submitting Tenders electronically shall follow the electronic Tender submission procedures specified **in the TDS**.

23.2 The Procuring Entity may, at its discretion, extend the deadline for the submission of Tenders by amending the tendering document in accordance with ITT 9, in which case all rights and obligations of the Procuring Entity and Tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

24. Late Tenders

24.1 The Procuring Entity shall not consider any Tender that arrives after the deadline for submission of Tenders, in accordance with ITT 23. Any Tender received by the Procuring Entity after the deadline for submission of Tenders shall be declared late, rejected, and returned unopened to the Tenderer.

25 Withdrawal, Substitution and Modification of Tenders

25.1 A Tenderer may withdraw, substitute, or modify its Tender after it has been submitted by sending a written notice, duly signed by an authorized representative, and shall include a copy of the authorization (the power of attorney) in accordance with ITT 21.3, (except that withdrawal notices do not require copies). The corresponding substitution or modification of the Tender must accompany the respective written notice. All notices must be:

- a) Prepared and submitted in accordance with ITT 21 and ITT 22 (except that with draw all notices do not require copies), and in addition, the respective envelopes shall be clearly marked “WITHDRAWAL,” “SUBSTITUTION,” or “MODIFICATION;” and
- b) Received by the Procuring Entity prior to the deadline prescribed for submission of Tenders, in accordance with ITT 23.

25.2 Tenders requested to be withdrawn in accordance with ITT 25.1 shall be returned unopened to the Tenderers.

25.3 No Tender may be withdrawn, substituted, or modified in the interval between the deadline for submission of Tenders and the expiration of the period of Tender validity specified by the Tenderer on the Form of Tender or any extension thereof.

26. Tender Opening

26.1 Except as in the cases specified in ITT 23 and ITT 25.2, the Procuring Entity shall, at the Tender opening, publicly open and read out all Tenders received by the deadline at the date, time and place specified in the **TDS** in the presence of Tenderers' designated representatives and anyone who choose to attend. Any specific electronic Tender opening procedures required if electronic tendering is permitted in accordance with ITT 23.1, shall be as specified **in the TDS**.

26.2 First, envelopes marked “WITHDRAWAL” shall be opened and read out and the envelope with the corresponding Tender shall not be opened, but returned to the Tenderer. If the withdrawal envelope does not contain a copy of the “power of attorney” confirming the signature as a person duly authorized to sign on behalf of the Tenderer, the corresponding Tender will be opened. No Tender withdrawal shall be permitted unless the corresponding withdrawal notice contains a valid authorization to request the withdrawal and is read out at Tender opening.

26.3 Next, envelopes marked “SUBSTITUTION” shall be opened and read out and exchanged with the corresponding Tender being substituted, and the substituted Tender shall not be opened, but returned to the Tenderer. No Tender substitution shall be permitted unless the corresponding substitution notice contains a valid authorization to request the substitution and is read out at Tender opening.

26.4 Next, envelopes marked “MODIFICATION” shall be opened and read out with the corresponding Tender. No Tender modification shall be permitted unless the corresponding modification notice contains a valid authorization to request the modification and is read out at Tender opening.

26.5 Next, all remaining envelopes shall be opened one at a time, reading out: the name of the Tenderer and whether there is a modification; the total Tender Prices, per lot (contract) if applicable, including any discounts and alternative Tenders; the presence or absence of a Tender Security or Tender-Securing Declaration, if required; and any other details as the Procuring Entity may consider appropriate.

26.6 Only Tenders, alternative Tenders and discounts that are opened and read out at Tender opening shall be considered further. The Form of Tender and the priced Activity Schedule are to be initialed by representatives of the Procuring Entity attending Tender opening in the manner specified in the **TDS**.

26.7 The Procuring Entity shall neither discuss the merits of any Tender nor reject any Tender (except for late Tenders, in accordance with ITT 24.1).

26.8 The Procuring Entity shall prepare a record of the Tender opening that shall include, as a minimum:

- a) the name of the Tenderer and whether there is a withdrawal, substitution, or modification;
- b) the Tender Price, per lot (contract) if applicable, including any discounts; and
- c) any alternative Tenders;
- d) the presence or absence of a Tender Security or Tender-Securing Declaration, if one was required.
- e) Number of pages of each tender document submitted.

26.9 The Tenderers' representatives who represent shall be requested to sign the record. The omission of a Tenderer's signature on the record shall not invalidate the contents and effect of the record. A copy of the tender opening register shall be issued to a tenderer upon request.

E. Evaluation and Comparison of Tenders

27. Confidentiality

27.1 Information relating to the evaluation of Tenders and recommendation of contract award, shall not be disclosed to Tenderers or any other persons not officially concerned with the Tendering process until information on the Intention to Award the Contract is transmitted to all Tenderers in accordance with ITT 41.

27.2 Any effort by a Tenderer to influence the Procuring Entity in the evaluation or contract award decisions may result in the rejection of its Tender.

27.3 Notwithstanding ITT 27.2, from the time of Tender opening to the time of Contract Award, if any Tenderer wishes to contact the Procuring Entity on any matter related to the Tendering process, it should do so in writing.

28 Clarification of Tenders

28.1 To assist in the examination, evaluation, and comparison of Tenders, and qualification of the Tenderers, the Procuring Entity may, at the Procuring Entity's discretion, ask any Tenderer for clarification of its Tender including breakdowns of the prices in the Activity Schedule, and other information that the Procuring Entity may require. Any clarification submitted by a Tenderer in respect to its Tender and that is not in response to a request by the Procuring Entity shall not be considered. The Procuring Entity's request for clarification and the response shall be in writing. No change, including any voluntary increase or decrease, in the prices or substance of the Tender shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Procuring Entity in the evaluation of the Tenders, in accordance with ITT 32.

28.2 If a Tenderer does not provide clarifications of its Tender by the date and time set in the Procuring Entity's request for clarification, its Tender may be rejected.

29 Deviations, Reservations, and Omissions

29.1 During the evaluation of Tenders, the following definitions apply:

- a) "Deviation" is a departure from the requirements specified in the tendering document;
- b) "Reservation" is the setting of limiting conditions or withholding from complete acceptance of the requirements specified in the tendering document; and
- c) "Omission" is the failure to submit part or all of the information or documentation required in the tendering document.

30 Determination of Responsiveness

30.1 The Procuring Entity's determination of a Tender's responsiveness is to be based on the contents of the Tender itself, as defined in ITT 12.

30.2 A substantially responsive Tender is one that meets the requirements of the tendering document without material deviation, reservation, or omission. A material deviation, reservation, or omission is one that:

- a) If accepted, would:
 - i) Affect in any substantial way the scope, quality, or performance of the Insurance Services specified in the Contract; or
 - ii) Limit in any substantial way, inconsistent with the tendering document, the Procuring Entity's rights or the Tenderer's obligations under the Contract; or
- b) if rectified, would unfairly affect the competitive position of other Tenderers presenting substantially responsive Tenders.

30.3 The Procuring Entity shall examine the technical aspects of the Tenders submitted in accordance with ITT 17 and ITT 18, in particular, to confirm that all requirements of Section VII, Schedule of Requirements have been met without any material deviation or reservation, or omission.

31 Non-conformities, Errors and Omissions

31.1 If a Tender is not substantially responsive to the requirements of tendering document, it shall be rejected by the Procuring Entity and may not subsequently be made responsive by correction of the material deviation, reservation, or omission. Non-conformities, Errors and Omissions

31.2 Provided that a Tender is substantially responsive, the Procuring Entity may waive any non-conformities in the Tender.

31.3 Provided that a Tender is substantially responsive, the Procuring Entity may request that the Tenderer submit the necessary information or documentation, within a reasonable period of time, to rectify non-conformities or omissions in the Tender related to documentation requirements. Requesting information or documentation on such non-conformities shall not be related to any aspect of the price of the Tender. Failure of the Tenderer to comply with the request may result in the rejection of its Tender.

32. Arithmetical Errors

32.1 The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be the subject of correction, adjustment or amendment in any way by any person or entity.

32.2 Provided that the Tender is substantially responsive, the Procuring Entity shall handle errors on the following basis:

a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.

b) Any errors in the submitted tender arising from an incorrect calculation of unit price, quantity, sub-total and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive. and

c) If there is a discrepancy between words and figures, the amount in words shall prevail

32.3 Tenderers shall be notified of any error detected in their bid during the notification of award

33. Comparison of Tenders and Conversion to Single Currency

33.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 31.2 to determine the Tender that has the lowest evaluated cost. The comparison shall be on the basis of total cost prices for each offered insurance service.

33.2 For evaluation and comparison purposes, the currency(ies) of the Tender shall be converted in a single currency as specified in the **TDS**. The source of exchange rate and the date of such exchange rate shall also be specified in the **TDS**.

34. Margin of Preference and Reservations

34.1 A margin of preference on local insurance providers may be allowed only when the contract is open to international competitive tendering where foreign contractors are expected to participate in the tendering process and where the contract exceeds the value/thresholds specified in the Regulations.

34.2 A margin of preference shall not be allowed unless it is specified so in the **TDS**.

34.3 Contracts procured on basis of international competitive tendering shall not be subject to reservation exclusive to specific groups as provided in ITT 33.4.

34.4 Where it is intended to reserve a contract to a specific group of businesses (these groups are Small and Medium Enterprises, Women Enterprises, Youth Enterprises and Enterprises of persons living with disability, as the case maybe), and who are appropriately registered as such by a competent authority, a procuring entity shall ensure that the invitation to tender specifically indicates that only businesses or firms

belonging to the specified group are eligible to tender. No tender shall be reserved to more than one group. If not so stated in the Invitation to Tender and in the Tender documents, the invitation to tender will be open to all interested tenderers.

35. Evaluation of Tenders

35.1 The Procuring Entity shall use the criteria and methodologies listed in this ITT and Section III, Evaluation and Qualification Criteria. No other evaluation criteria or methodologies shall be permitted. By applying the criteria and methodologies, the Procuring Entity shall determine the Lowest Evaluated Tender. This is the Tender of the Tenderer that meets the qualification criteria and whose Tender has been determined to be:

- a) Substantially responsive to the tendering document; and
- b) The lowest evaluated cost.

35.2 In evaluating the Tenders, the Procuring Entity will determine for each Tender the Evaluated Tender Price by adjusting the Tender price as follows:

- a) Prices offered by the Tenderer, corrected appropriately in accordance with ITT 32;
- b) Price adjustment due to discounts offered in accordance with ITT 15.4;
- c) converting the amount resulting from applying (a) and (b) above, if allowed, to a single currency in accordance with ITT 33.2;
- d) the additional evaluation factors are specified in Section III, Evaluation and Qualification Criteria.

35.3 The estimated effect of the price adjustment provisions of the Conditions of Contract, applied over the period of execution of the Contract, shall not be taken in to account in Tender evaluation.

35.4 Where the tender involves multiple items, the tenderer will be allowed to tender for one or more items. Each item will be evaluated in accordance with ITT 35.2. The methodology to determine the lowest evaluated tenderer or tenderers will be base done each item and not a combination of items.

36. Comparison of Tenders

36.1 The Procuring Entity shall compare the evaluated costs of all substantially responsive Tenders established in accordance with ITT 35.2 to determine the Tender that has the lowest evaluated cost.

37. Abnormally Low Tenders and Abnormally high tenders

Abnormally Low Tenders

37.1 An Abnormally Low Tender is one where the Tender price, in combination with other constituent elements of the Tender, appears unreasonably low to the extent that the Tender price raises material concerns as to the capability of the Tenderer to perform the Contract for the offered Tender price or that genuine competition between Tenderers is compromised.

37.2 In the event of identification of a potentially Abnormally Low Tender by the evaluation committee, the Procuring Entity shall seek written clarifications from the Tenderer, including detailed price analysis of its Tender price in relation to the subject matter of the contract, scope, proposed methodology, schedule, allocation of risks and responsibilities and any other requirements of the tendering document.

37.3 After evaluation of the price analyses, in the event that the Procuring Entity determines that the Tenderer has failed to demonstrate its capability to perform the Contract for the

offered Tender Price, the Procuring Entity shall reject the Tender.

Abnormally High Tenders

37.4 An abnormally high tender price is one where the tender price, in combination with other constituent elements of the Tender, appears unreasonably too high to the extent that the Procuring Entity is concerned that it (the Procuring Entity) may not be getting value for money or it may be paying too high a price for the contract compared with market prices or that genuine competition between Tenderers is compromised.

37.5 In case of an abnormally high price, the Procuring Entity shall make a survey of the market prices, check if the estimated cost of the contract is correct and review the Tender Documents to check if the specifications, scope of work and conditions of contract are contributory to the abnormally high tenders. The Procuring Entity may also seek written clarification from the tenderer on the reason for the high tender price. The Procuring Entity shall proceed as follows:

- i) If the tender price is abnormally high based on wrong estimated cost of the contract, the Procuring Entity may accept or not accept the tender depending on the Procuring Entity's budget considerations.
- ii) If specifications, scope of work and/or conditions of contract are contributory to the abnormally high tender prices, the Procuring Entity shall reject all tenders and may retender for the contract based on revised estimates, specifications, scope of work and conditions of contract, as the case may be.

37.6 If the Procuring Entity determines that the Tender Price is abnormally too high because genuine competition between tenderers is compromised (*often due to collusion, corruption or other manipulations*), the Procuring Entity shall reject all Tenders and shall institute or cause relevant Government Agencies to institute an investigation on the cause of the compromise, before retendering.

38. Qualification of the Tenderer

38.1 The Procuring Entity shall determine to its satisfaction whether the Tenderer that is selected as having submitted the lowest evaluated cost and substantially responsive Tender is eligible and meets the qualifying criteria specified in Section III, Evaluation and Qualification Criteria.

38.2 The determination shall be based upon an examination of the documentary evidence of the Tenderer's qualifications submitted by the Tenderer, pursuant to ITT 18. The determination shall not take in to consideration the qualifications of other firms such as the Tenderer's subsidiaries, parent entities, affiliates, subcontractors or any other firm(s) different from the Tenderer that submitted the Tender.

38.3 An affirmative determination shall be a prerequisite for award of the Contract to the Tenderer. A negative determination shall result in disqualification of the Tender, in which event the Procuring Entity shall proceed to the Tenderer who offers a substantially responsive Tender with the next lowest evaluated cost to make a similar determination of that Tenderer's qualifications to perform satisfactorily.

39. Procuring Entity's Right to Accept Any Tender, and to Reject Any or All Tenders

39.1 The Procuring Entity 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 there by incurring any liability to Tenderers. In case of annulment, all Tenderers shall be notified with reasons and all Tenders submitted and specifically, Tender securities, shall be promptly returned to the Tenderers.

F. Award of Contract

40. Award Criteria

40.1 The Procuring Entity shall award the Contract to the successful tenderer whose tender

has been determined to be the Lowest Evaluated Tender.

41. Notice of Intention to enter in to a Contract

41.1 Upon award of the contract and Prior to the expiry of the Tender Validity Period the Procuring Entity shall issue a Notification of Intention to Enter in to a Contract/Notification of award to all tenderers which shall contain, at a minimum, the following information:

- a) The name and address of the Tenderer submitting the successful tender;
- b) The Contract price of the successful tender;
- c) a statement of the reason(s) the tender of the unsuccessful tenderer to whom the letter is addressed was unsuccessful, unless the price information in(c) above already reveals the reason;
- d) the expiry date of the Standstill Period; and
- e) instructions on how to request a debriefing and/or submit a complaint during the standstill period;

42. Standstill Period

42.1 The Contract shall not be signed earlier than the expiry of a Standstill Period of 14 days to allow any dissatisfied tender to launch a complaint. Where only one Tender is submitted, the Standstill Period shall not apply.

42.2 Where a Standstill Period applies, it shall commence when the Procuring Entity has transmitted to each Tenderer the Notification of Intention to Enter in to a Contract with the successful Tenderer.

43. Debriefing by the Procuring Entity

43.1 On receipt of the Procuring Entity's Notification of Intention to Enter into a Contract referred to in ITT 43, an unsuccessful tenderer may make a written request to the Procuring Entity for a debriefing on specific issues or concerns regarding their tender. The Procuring Entity shall provide the debriefing within five days of receipt of the request.

43.2 Debriefings of unsuccessful Tenderers may be done in writing or verbally. The Tenderer shall bear its own costs of attending such a debriefing meeting.

44. Negotiations

44.1 The negotiations shall be held at the place indicated in the **TDS** with the Tenderer's representative(s) who must have written power of attorney to negotiate and sign a Contract on behalf of the Tenderer. The Procuring Entity will constitute a team to negotiate a contract and the terms of the Insurance Policy to be provided.

44.2 The negotiations shall start with discussions of the scope of the terms and conditions of the Policy, its conformity to the Procuring Entity's requirements, the conditions and circumstances under which the insured will be financially compensated, and the items that would need to be attended to before the contract is signed and an Insurance Policy issued. These discussions shall not substantially alter the original scope of the Procuring Entity's requirements. The items that would need to be attended to by the Procuring Entity before the contract is signed and an Insurance Policy issued should not be so extended as to render the scope of the required service and its price different from the Procuring Entity's requirements.

44.3 The Procuring Entity shall prepare minutes of negotiations that are signed by the Procuring Entity and the Tenderers' authorized representative.

45. Letter of Award

45.1 Prior to the expiry of the Tender Validity Period and upon expiry of the Standstill Period

specified in ITT 42.1, upon addressing a complaint that has been filed within the Standstill Period, the Procuring Entity shall transmit the Letter of Award to the successful Tenderer. The letter of award shall request the successful tenderer to furnish the Performance Security within 21 days of the date of the letter.

46. Signing of Contract

46.1 Upon the expiry of the fourteen days of the Notification of Intention to enter into contract and upon the parties meeting their respective statutory requirements, the Procuring Entity shall send the successful Tenderer the Contract Agreement.

46.2 Within fourteen (14) days of receipt of the Contract Agreement, the successful Tenderer shall sign, date, and return it to the Procuring Entity.

46.3 The written contract shall be entered into within the period specified in the notification of award and before expiry of the tender validity period.

47. Performance Security

47.1 Within twenty-one (21) days of the receipt of the Letter of Award from the Procuring Entity, the successful Tenderer shall furnish the Performance Security and, any other documents required in the **TDS**, in accordance with the General Conditions of Contract, subject to ITT 38.2 (b), using the Performance Security and other Forms included in Section X, Contract Forms, or another form acceptable to the Procuring Entity. A foreign institution providing a bank guarantee shall have a correspondent financial institution located in Kenya, unless the Procuring Entity has agreed in writing that a correspondent bank is not required.

47.2 Failure of the successful Tenderer to submit the above-mentioned Performance Security and other documents required in the **TDS** or sign the Contract shall constitute sufficient grounds for the annulment of the award and forfeiture of the Tender Security. In that event the Procuring Entity may award the Contract to the Tenderer offering the next Best Evaluated Tender.

47.3 Performance security shall not be required for contracts estimated to cost less than the amount specified in the Regulations.

48. Publication of Procurement Contract

48.1 Within fourteen days after signing the contract, the Procuring Entity shall publish the awarded contract at its notice boards and websites; and on the Website of the Authority. At the minimum, the notice shall contain the following information:

- a) Name and address of the Procuring Entity;
- b) Name and reference number of the contract being awarded, a summary of its scope and the selection method used;
- c) The name of the successful Tenderer, the final total contract price, the contract duration.
- d) Dates of signature, commencement and completion of contract;
- e) Names of all Tenderers that submitted Tenders, and their Tender prices as read out at Tender opening.

49. Procurement Related Complaint and Administrative Review

49.1 The procedures for making Procurement-related Complaints are as specified in the **TDS**.

49.2 A request for administrative review shall be made in the form provided under contract forms.

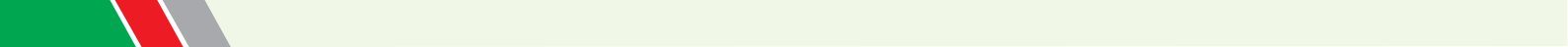
SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

[Where an e-procurement system is used, modify the relevant parts of the TDS accordingly to reflect the e-procurement process]. [Instructions for completing the Tender Data Sheet are provided, as needed, in the notes in italics mentioned for the relevant ITT].

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The Tender reference number (ITT) is: NGCDFB/ONT/04/2022-2023 The Procuring Entity is: NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD The name of the ITT is: Provision of various Insurance Covers for a period of Two years subject to satisfactory performance
ITT 2.1(a)	Electronic –SHALL NOT BE APPLICABLE
ITT 2.2	The Intended date commencing providing the Insurance Services is 10th December,2022 The insurance duration for each item will be Two years subject to satisfactory performance.
ITT 4.1	Maximum number of members in the Joint Venture (JV)/ shall not be applicable
	B. Contents of Tendering Document
ITT 7.1 8.1	i) The Tenderer will submit any request for clarifications in writing at the Address procurement@ngcdf.go.ke to reach the Procuring Entity not later than 7(Seven) day prior to the deadline for the submission of tenders. ii) The Procuring Entity shall publish its response at the website _www.ngcdf.go.ke
ITT 7.2	(A) A pre-arranged pretender site visit <i>shall not take place.</i>
ITT 12.1 (j)	The Tenderer shall submit the following additional documents in its Tender: All duly completed and signed mandatory tendering forms under section 1V
ITT 14.1	Alternative Tenders <i>insert “shall be” or “shall not be” Considered</i>
ITT 15.5	The prices quoted by the Tenderer <i>“shall not”</i> be subject to adjustment during the performance of the Contract.
ITT 16.1	The currency of the Tender and the currency of payments shall be Kenyan Shillings.
ITT 18.3	Prequalification <i>“has not” been undertaken.</i>
ITT 19.1	The Tender validity period shall be 210 Days from the date of tender opening
ITT 20.1	A Tender Security <i>“shall be” required of Kenyan Shillings 1,000,000(One Million Shillings Only)</i> or equivalent of in a freely convertible currency in form of cash, a bank guarantee, a guarantee by an insurance company registered and licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 21.1	In addition to the original of the Tender, the number of copies is: One copy of the Original
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: The power of Attorney. The name and the position held by each person signing the authorization must be typed or printed below the signature.
	D. Submission and Opening of Tenders
ITT 23.1	For Tender submission purposes only, the Procuring Entity's address is: National Government Constituencies Development Fund Board Attention: Manager Supply Chain Management Postal Address: 46682-00100, Nairobi Physical Address: The Procurement office, Harambee Sacco Plaza, 10th Floor, along Haile Selassie Uhuru Way junction Nairobi
ITT 23.1	The deadline for Tender submission is: 4th November, 2022 at 10:00 am Tenderers shall not have the option of submitting their Tenders electronically.
ITT 26.1	The Tender opening shall take place at: Physical Address: The Boardroom, Harambee Sacco Plaza, 10th Floor, along Haile Selassie Uhuru Way junction Nairobi Date: 4th November, 2022 at 10:00am
ITT 26.6	The Form of Tender and priced Schedule of requirements shall be initialed by representatives of the procuring entity opening the tender.
	E. Evaluation and Comparison of Tenders
ITT 33.2	The currency shall be Kenyan Shillings.
ITT 34.2	Margin of preference shall be not allowed.
	F. Award of Contract
ITT 44.1	The negotiations will be held at _____
ITT 49.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke . If a Tenderer wishes to make a Procurement-related Complaint, the Tenderer should submit its complaint in writing to complaints@ppra.go.ke In summary, a Procurement-related Complaint may challenge any of the following: (i) the terms of the Tender Documents; and (ii) the Procuring Entity's decision to award the contract.



SECTION III - EVALUATION AND QUALIFICATION CRITERIA

1. General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms. The Procuring Entity should use **the Standard Tender Evaluation Report for Goods and Works** for evaluating Tenders.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

2. Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respects the eligibility criteria and other requirements in the ITT, and that the tender is complete in all aspects in meeting the requirements of “*Part2-Procuring Entity's Insurance Requirements*”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete. The Standard Tender Evaluation Report for Goods and Works for evaluating Tenders provides clear guidelines on how to deal with review of these requirements. Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

[The Procuring Entity will provide the preliminary evaluation criteria. To facilitate, a template may be attached or clearly described all information and list of documentation to be submitted by Tenderers to enable preliminary evaluation of the Tender].

3. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2

(a) – (c) the following criteria shall apply: **Other Criteria**; if permitted under ITT 35.2 (d):

.....

4. Multiple Contracts

Multiple contracts will be not permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of items and the lowest evaluated tenderer identified for each item.

5. Alternative Tenders (ITT14.1)

An alternative if permitted under ITT 14.1, will be evaluated as follows:

The Procuring Entity shall consider Tenders offered for alternatives as specified in Part 2-

Procuring Entity's requirements. Only the technical alternatives, if any, of the Tenderer with the Best Evaluated Tender conforming to the basic technical requirements shall be considered by the Procuring Entity.

6. MARGIN OF PREFERENCE

Apply Margin of Preference, if so allowed to all evaluated and accepted tenders as follows.

If the **TDS** so specifies, the Procuring Entity will grant a margin of preference of fifteen percent (15%) to be loaded on evaluated prices of the foreign tenderers, where the percentage of shareholding of Kenyan citizens is less than fifty-one percent (51%).

Contractors applying for such preference shall be asked to provide, as part of the data for qualification, such information, including details of ownership, as shall be required to determine whether, according to the classification established by the Procuring Entity, a particular contractor or group of contractors qualifies for a margin of preference.

After Tenders have been received and reviewed by the Procuring Entity, responsive Tenders shall be assessed to ascertain their percentage of shareholding of Kenyan citizens. Responsive tenders shall be classified into the following groups:

- i) *Group A*: tenders offered by Kenyan insurers and other Tenderers where Kenyan citizens hold shares of over fifty one percent (51%).
- ii) *Group B*: tenders offered by foreign insurers and other Tenderers where Kenyan citizens hold shares of less than fifty one percent (51%).

All evaluated tenders in each group shall, as a first evaluation step, be compared to determine the lowest tender, and the lowest evaluated tender in each group shall be further compared with each other. If, as a result of this comparison, a tender from Group A is the lowest, it shall be selected for the award. If a tender from Group B is the lowest, an amount equal to the percentage indicated in Item 5.1(c) of the respective tender price, including unconditional discounts, if any, shall be added to the evaluated price offered in each tender from Group B. All tenders shall then be compared using new prices with added prices to Group B and the lowest evaluated tender from Group A. If the tender from Group A is still the lowest tender, it shall be selected for award. If not, the lowest evaluated tender from Group B based on the first evaluation price shall be selected.

7. Post Qualification Criteria (ITT 38) Post qualification and Contract award (ITT39), more specifically,

- a) In case the tender was subject to post-qualification, the contract shall be awarded to the lowest evaluated tenderer, subject to confirmation of pre-qualification data, if so required.
- b) In case the tender was not subject to post-qualification, the tender that has been determined to be the lowest evaluated tenderer shall be considered for contract award, subject to meeting each of the following conditions.
 - i) The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the services cash flow of Kenya Shillings_____.
 - ii) Minimum average annual turnover of Kenya Shillings [insert amount], equivalent calculated as total certified payments received for contracts in progress and/or completed within the last [insert of year] years.]
 - iii) At least _____(insert number) of contract (s) of a similar nature executed within Kenya, or the East African Community or abroad, that have been satisfactorily and substantially completed as a prime insurer, or joint vent u remember or sub-contractor each of minimum value Kenya shillings _____equivalent.

iv) Other conditions depending on their seriousness.

a) History of non-performing contracts:

Tenderer and each member of JV in case the Tenderer is a JV, shall demonstrate that Non- performance of a contract did not occur because of the default of the Tenderer, or the member of a JV in the last____(*specify years*). The required information shall be furnished in the appropriate form.

b) Pending Litigation

Financial position and prospective long-term profitability of the Single Tenderer, and in the case the Tenderer is a JV, of each member of the JV, shall remain sound according to criteria established with respect to Financial Capability under Paragraph (i) above i fall pending litigation will be resolved against the Tenderer. Tenderer shall provide information on pending litigations in the appropriate form.

c) Litigation History

There shall be no consistent history of court/arbitral award decisions against the Tenderer, in the last _____(*specify years*). All parties to the contract shall furnish the information in the appropriate form about any litigation or arbitration resulting from contracts completed or ongoing under its execution over the years specified. A consistent history of awards against the Tenderer or any member of a JV may result in rejection of the tender.

SECTION IV- TENDERING FORMS

1. Form of Tender

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

INSTRUCTIONS TO TENDERERS

- i) All italicized text is to help the Tenderer in preparing this form.
- ii) The Tenderer must prepare this Form of Tender on stationery with its letterhead clearly showing the Tenderer's complete name and business address. Tenderers are reminded that this is a mandatory requirement.
- iii) Tenderer must complete and sign CERTIFICATE OF INDEPENDENT TENDER DETERMINATION and the SELF DECLARATION FORMS OF THE TENDERER as listed under (s) below.

Date of this Tender submission:.....[insert date (as day, month and year) of Tender submission]

Tender Name and Identification:.....[insert identification] **Alternative**

No.:.....[insert identification No if this is a Tender for an alternative]

To: [Insert complete name of Procuring Entity]

- a) **No reservations:** We have examined and have no reservations to the tendering document, including Addenda issued in accordance with ITT 9;
- b) **Eligibility:** We meet the eligibility requirements and have no conflict of interest in accordance with ITT 4;
- c) **Tender-Securing Declaration:** We have not been suspended nor declared ineligible by the Procuring Entity based on execution of a Tender-Securing Declaration or Proposal-Securing Declaration in Kenya in accordance with ITT 21;
- d) **Conformity:** We offer to provide the Insurance Services in conformity with the tendering document of the following: [insert the list of items tendered for and a brief description of the Insurance Services];

SCHEDULE OF TENDERED ITEMS ND PRICES

1	2	3	4	5	6	7
No of item to be insured	Brief description of item to be insured	Value of item to be insured	Insurance period	Insurance Premium per annum (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service per annum
No 1						
No 2						
No 3						

- e) **Discounts:** The discounts offered and the methodology for their application are:
- The discounts offered are: *[Specify in detail each discount offered.]*
 - The exact method of calculations to determine the net price after application of discounts is shown below: *[Specify in detail the method that shall be used to apply the discounts];*
- f) **Tender Validity Period:** Our Tender shall be valid for the period specified in TDS 19.1(as amended if applicable) from the date fixed for the Tender submission deadline (specified in TDS 23.1(as amended if applicable), and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- g) **Performance Security:** If our Tender is accepted, we commit to obtain a Performance Security in accordance with the tendering document;
- h) **One Tender Per Tenderer:** We are not submitting any other Tender (s) as an individual Tenderer, and we are not participating in any other Tender (s) as a Joint Venture member or as a subcontractor, and meet the requirements of ITT 4.3, other than alternative Tenders submitted in accordance with ITT 14;
- i) **Suspension and Debarment:** We, along with any of our subcontractors, suppliers, consultants, manufacturers, or insurance Providers for any part of the contract, are not subject to, and not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the PPRA. Further, we are not in eligible under Kenya's official regulations or pursuant to a decision of the United Nations Security Council;
- j) **State-owned enterprise or institution:** *[select the appropriate option and delete the other] [We are not a state- owned enterprise or institution]/ [We are a state-owned enterprise or institution but meet the requirements of ITT 4.6];*
- k) **Commissions, gratuities and fees:** We have paid, or will pay the following commissions, gratuities, or fees with respect to the Tendering process or execution of the Contract: *[insert complete name of each Recipient, including Insurance Brokers, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity,]*

Name of Recipient	Address	Reason	Amount

(If none has been paid or is to be paid, indicate “none.”)

[Delete if not appropriate, or amend to suit] We confirm that we understand the provisions relating to Standstill Period as described in this tendering document and the Procurement Regulations.

- (m) **Binding Contract:** We understand that this Tender, together with your written acceptance thereof included in your Form of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed;
- (n) **Not Bound to Accept:** We understand that you are not bound to accept the lowest evaluated cost Tender, the Best Evaluated Tender or any other Tender that you may receive;
- (o) **Fraud and Corruption:** We here by certify that we have taken steps to ensure that no person acting for us or on our behalf engages in any type of Fraud and Corruption.
- (p) **Collusive practices:** We here by certify and confirm that the tender is genuine, non-collusive

and made with the intention of accepting the contract if awarded. To this effect we have signed the “Certificate of Independent tender Determination” attached below; and

- (q) **Code of Ethical Conduct:** We under take to adhere by the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal, copy available from (specify website) during the procurement process and the execution of any resulting contract.
- (r) **Beneficial Ownership Information:** We commit to provide to the procuring entity the Beneficial Ownership Information in conformity with the Beneficial Ownership Disclosure Form upon receipt of notification of intention to enter into a contract in the event we are the successful tenderer in this subject procurement proceeding.
- (s) We, the Tenderer, have duly completed, signed and stamped the following Forms as part of our Tender:
 - (i) Tenderer's Eligibility; Confidential Business Questionnaire – to establish we are not in any conflict to interest.
 - (ii) Certificate of Independent Tender Determination – to declare that we completed the tender without colluding with other tenderers.
 - (iii) Self-Declaration of the Tenderer–to declare that we will, if awarded a contract, not engage in any form of fraud and corruption.
 - (iv) Declaration and commitment to the Code of Ethics for Persons Participating in Public Procurement and Asset Disposal.

Further, we confirm that we have read and understood the full content and scope of fraud and corruption as informed in “Appendix 1-Fraud and Corruption” attached to the Form of Tender.

Name of the Tenderer: *[insert complete name of person signing the Tender]

Name of the person duly authorized to sign the Tender on behalf of the Tenderer: **:.....
[insert complete name of person duly authorized to sign the Tender]

Title of the person signing the Tender:..... [insert complete title of the person signing the

Tender] Signature of the person named above :..... [insert signature of person whose name and capacity are shown above]

Date signed:..... [insert date of signing] day of [insert month], [insert year].

A. TENDERER'S ELIGIBILITY-CONFIDENTIAL BUSINESS QUESTIONNAIRE

Instruction to Tenderer

Tender is instructed to complete the particulars required in this Form, *one form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

a) Tenderer's details

	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address (<i>postal and physical addresses, email, and telephone number</i>) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	If a Kenyan tenderer, he/she has provided a current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority.	
11	State if Tenders Company is listed in stock exchange, give name and full address (<i>postal and physical addresses, email, and telephone number</i>) of state which stock exchange	

General and Specific Details

(b) Sole Proprietor, provide the following details.

Name in full _____ Age _____ Nationality _____

c) **Partnership**, provide the following details.

	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

i) Private or public Company.....

ii) State the nominal and issued capital of the Company.....

Nominal Kenya Shillings (Equivalent).....

Issued Kenya Shillings (Equivalent).....

iii) Give details of Directors as follows.

	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) **DISCLOSURE OF INTEREST-Interest of the Firm in the Procuring Entity.**

i) Are there any person/persons in..... (Name of Procuring Entity) who has/ have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii) **Conflict of interest disclosure**

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tender has a relationship with another tenderer, directly or through common third parties that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the		

	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
	subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract?		

f) Certification

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name _____

Title or Designation _____

(Signature)

(Date)

B. CERTIFICATE OF INDEPENDENT TENDER DETERMINATION

I, the undersigned, in submitting the accompanying Letter of Tender to the _____ [Name of Procuring Entity] for: _____ [Name and number of tender] in response to the request for tenders made by: _____ [Name of Tenderer] do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of _____ [Name of Tenderer] that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word “competitor” shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
 - a) Has been requested to submit a Tender in response to this request for tenders;
 - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
 - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
 - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document (s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or (5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
 - a) prices;
 - b) methods, factors or formulas used to calculate prices;
 - c) the intention or decision to submit, or not to submit, a tender; or
 - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or arrangement with any competitor regarding the quality, quantity, specifications or delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph (5)(b) above;
8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name _____ Title _____ Date _____ [Name]

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015

I, ..., of Post Office Box being a resident of in the Republic of do hereby make a statement as follows:-

1. THAT I am the Company Secretary/ Chief Executive/ Managing Director /Principal Officer/Director of (*Insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

..... (Title)
..... (Signature) (Date)

Bidder Official Stamp

FORM SD2

SELF DECLARATION THAT THE TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.

I, ... of P. O. Box being a resident of in the Republic of do hereby make a statement as follows:
-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/ Director of.....
..... (*Insert name of the Company*) who is a Bidder in respect of **Tender No.**
..... for (*Insert tender title/description*) for (*Insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and /or employees and /or agents of..... (*Insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and /or employees and /or agents of..... (*Name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....
(Title)

.....
(Signature)

.....
(Date)

Bidder Official Stamp

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I, ...(person) on behalf of (*Name of the Business/ Company/ Firm*) declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized Signatory

Sign.....

Position.....

Office address..... Telephone..... E-mail

Name of the Firm/Company.....

Date

(Company Seal/ Rubber Stamp where applicable)

Witness Name

Sign

Date

D. APPENDIX 1-FRAUD AND CORRUPTION

(Appendix 1 shall not be modified)

1. Purpose

The Government of Kenya's Anti-Corruption and Economic Crime laws and their sanction's policies and procedures, Public Procurement and Asset Disposal Act (*no. 33 of 2015*) and its Regulation, and any other Kenya's Acts or Regulations related to Fraud and Corruption, and similar offences, shall apply with respect to Public Procurement Processes and Contracts that are governed by the laws of Kenya.

2. Requirements

The Government of Kenya requires that all parties including Procuring Entities, Tenderers, (applicants/proposers), Consultants, Contractors and Suppliers; any Sub-contractors, Sub-consultants, Service providers or Suppliers; any Agents(whether declared or not); and any of their Personnel, involved and engaged in procurement under Kenya's Laws and Regulation, observe the highest standard of ethics during the procurement process, selection and contract execution of all contracts, and refrain from Fraud and Corruption and fully comply with Kenya's laws and Regulations as per paragraphs 1.1 above.

Kenya's public procurement and asset disposal act (*no. 33 of 2015*) under Section 66 describes rules to be followed and actions to be taken in dealing with Corrupt, Coercive, Obstructive, Collusive or Fraudulent practices, and Conflicts of Interest in procurement including consequences for offences committed. A few of the provisions noted below highlight Kenya's policy of no tolerance for such practices and behavior:

- i) A person to whom this Act applies shall not be involved in any corrupt, coercive, obstructive, collusive or fraudulent practice; or conflicts of interest in any procurement or asset disposal proceeding;
- ii) A person referred to under subsection (1) who contravenes the provisions of that sub-section commits an offence;
- iii) Without limiting the generality of the subsection (1) and (2), the person shall be: -
 - a) disqualified from entering into a contract for a procurement or asset disposal proceeding; or
 - b) if a contract has already been entered into with the person, the contract shall be voidable;
- iv) The voiding of a contract by the procuring entity under subsection (7) does not limit any legal remedy the procuring entity may have;
- v) An employee or agent of the procuring entity or a member of the Board or committee of the procuring entity who has a conflict of interest with respect to a procurement—
 - a) Shall not take part in the procurement proceedings;
 - b) shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract; and
 - c) shall not be a subcontractor for the tenderer to whom was awarded contract, or a member of the group of tenderers of whom the contract was awarded, but the subcontractor appointed shall meet all the requirements of this Act.
- vi) An employee, agent or member described in subsection (1) who refrains from doing anything prohibited under that subsection, but for that subsection, would have been within his or her duties shall disclose the conflict of interest to the procuring entity;
- vii) If a person contravenes subsection (1) with respect to a conflict of interest described in subsection (5)(a) and the contract is awarded to the person or his relative or to another person in whom one of them had a direct or indirect pecuniary interest, the contract shall be terminated and all costs incurred by the public entity shall be made good by the awarding officer. Etc.

Incompliance with Kenya's laws, regulations and policies mentioned above, the Procuring Entity:

- a) Defines broadly, for the purposes of the above provisions, the terms set forth below as follows:
- i) “corrupt practice” is the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence improperly the actions of another party;
 - ii) “fraudulent practice” is any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation;
 - iii) “collusive practice” is an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party;
 - iv) “coercive practice” is impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party;
 - v) “obstructive practice” is:
 - Deliberately destroying, falsifying, altering, or concealing of evidence material to the investigation or making false statements to investigators in order to materially impede investigation by Public Procurement Regulatory Authority (PPRA) or any other appropriate authority appointed by Government of Kenya into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/ or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the investigation or from pursuing the investigation; or
 - acts intended to materially impede the exercise of the PPRA's or the appointed authority's inspection and audit rights provided for under paragraph 2.3e. below.
- b) Defines more specifically, in accordance with the above procurement Act provisions set forth for fraudulent and collusive practices as follows:
- "fraudulent practice" includes a misrepresentation of fact in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity or the tenderer or the contractor, and includes collusive practices amongst tenderers prior to or after tender submission designed to establish tender prices at artificial non-competitive levels and to deprive the procuring entity of the benefits of free and open competition.
- c) Rejects a proposal for award¹ of a contract if PPR A determines that the firm or individual recommended for award, any of its personnel, or its agents, or its sub-consultants, sub-contractors, service providers, suppliers and/ or their employees, has, directly or indirectly, engaged in corrupt, fraudulent, collusive, coercive, or obstructive practices in competing for the contract in question;
 - d) Pursuant to the Kenya's above stated Acts and Regulations, may sanction or debar or recommend to appropriate authority (I e s) for sanctioning and debarment of a firm or individual, as applicable under the Acts and Regulations;
 - e) Requires that a clause be included in Tender documents and Request for Proposal documents requiring (i) Tenderers (applicants/proposers), Consultants, Contractors, and Suppliers, and their Sub-contractors, Sub- consultants, Service providers, Suppliers, Agents personnel, permit the PPRA or any other appropriate authority appointed by Government of Kenya to inspect² all accounts, records and other documents relating to the procurement process, selection and/or contract execution, and to have them audited by auditors appointed by the PPRA or any other appropriate authority appointed by Government of Kenya; and
 - f) Pursuant to Section 62 of the above Act, requires Applicants/Tenderers to submit along with their Applications/Tenders/Proposals a “Self-Declaration Form” as included in the procurement document declaring that they and all parties involved in the procurement process and contract execution have not engaged/will not engage in any corrupt or fraudulent practices.

¹ For the avoidance of doubt, a party's ineligibility to be awarded a contract shall include, without limitation, (i) applying for pre-qualification, expressing interest in a consultancy, and tendering, either directly or as a nominated sub-contractor, nominated consultant, nominated manufacturer or supplier, or nominated service provider, in respect of such contract, and (ii) entering into an addendum or amendment introducing a material modification to any existing contract.

²Inspections in this context usually are investigative (i.e., forensic) in nature. They involve fact-finding activities undertaken by the Investigating Authority or persons appointed by the Procuring Entity to address specific matters related to investigations/audits, such as evaluating the veracity of an allegation of possible Fraud and Corruption, through the appropriate mechanisms. Such activity includes but is not limited to: accessing and examining a firm's or individual's financial records and information, and making copies thereof as relevant; accessing and examining any other documents, data and information (whether in hard copy or electronic format) deemed relevant for the investigation/audit, and making copies thereof as relevant; interviewing staff and other relevant individuals; performing physical inspections and site visits; and obtaining third party verification of information.

SCHEDULE OF PRICES FORM

[The Procuring Entity shall fill in these Forms to indicate the List of Insurance Services required by the Procuring Entity [Columns1-4and the Tenderer shall complete columns 5-7ashis /her Tender].

1	2	3		4	5	6	7
No of item to be insured	Description of item to be insured	Value of item to be insured	Major contingencies requiring insurance	Insuranc e period	Insurance Premium per specified period (Tender Price)	Price discount (if any)	Total Tender Price for Insurance Service (Col. 5-6)
No 1							
No 2							
No 3							

Name of Tenderer[insert complete name of Tenderer]

Signature of Tenderer..... [signature of person signing the Tender]

Date..... [insert date]

TENDERER INFORMATION FORM

[The Tenderer shall fill in this Form in accordance with the instructions indicated below. No alterations to its format shall be permitted and no substitutions shall be accepted.]

Date:*[insert date (as day, month and year) of Tender submission]*

ITT No.:*[insert number of Tendering process]*

Alternative No.:*[insert identification No if this is a Tender for an alternative]*

1. Tenderer's Name <i>[insert Tenderer's legal name]</i>
3. Tenderer's actual or intended country of registration: <i>[insert actual or intended country of registration]</i>
4. Tenderer's year of registration: <i>[insert Tenderer's year of registration]</i>
5. Tenderer's Address in country of registration: <i>[insert Tenderer's legal address in country of registration]</i>
6. Tenderer's Authorized Representative Information Name: <i>[insert Authorized Representative's name]</i> Address: <i>[insert Authorized Representative's Address]</i> Telephone: <i>[insert Authorized Representative's telephone/fax numbers]</i> Email Address: <i>[insert Authorized Representative's email address]</i>
7. Attached are copies of original documents of <i>[check the box(es) of the attached original documents]</i> ☐ Articles of Incorporation (or equivalent documents of constitution or association), and/or documents of registration of the legal entity named above, in accordance with ITT 4.4. ☐ A current tax clearance certificate or tax exemption certificate issued by the the Kenya Revenue Authority, if tender is a Kenyan tenderer, in accordance with ITT 4.15. ☐ In case of state-owned enterprise or institution, in accordance with ITT 4.6 documents establishing: • Legal and financial autonomy • Operation under commercial law • Establishing that the Tenderer is not under the supervision of the agency of the Procuring Entity
2. Included are the organizational chart and a list of Board of Directors

QUALIFICATION INFORMATION

- 1.1 Constitution or legal status of Tenderer:[attach copy]
Place of registration: [insert]
Principal place of business: [insert]
Power of attorney of signatory of Tender: [attach]
- 1.2 Total annual volume of services performed in five years, in the internationally traded currency specified **in the TDS**:[insert]
- 1.3 Services performed as prime Insurance Provider on the provision of Services of a similar nature and volume over the last five years. The values should be indicated in the same currency used for Item 1.2 above. Also list details of Services underway or committed, including expected completion date.

Item Insured and name of country	Name of Procuring Entity and contact person	Type of Services provided and year of completion	Value of contract
(a)			
(b)			

- 1.4 Financial reports for the last five years: balance sheets, profit and loss statements, auditors' reports, etc. List and attach copies.
- 1.5 Name, address, and telephone, and facsimile numbers of banks that may provide references if contacted by the Procuring Entity.
- 1.6 Information regarding any litigation, current or within the last five years, in which the Tenderer is or has been involved.

Other party(ies) Cause of dispute Details of litigation award Amount involved

a) _____

b) _____

- 1.7 Statement of compliance with the requirements of ITT 4.2.
- 1.8 Any additional information required _____

1 NOTIFICATION OF INTENTION TO AWARD

[This Notification of Intention to Award shall be sent to each Tenderer that submitted a Tender.]
[Send this Notification to the Tenderer's Authorized Representative named in the Tenderer Information Form]

1) For the attention of Tenderer's Authorized Representative Name:
[insert Authorized Representative's name]

Address:[insert Authorized Representative's Address]

Telephone numbers:[insert Authorized Representative's telephone/fax numbers]

Email Address:[insert Authorized Representative's email address]

[IMPORTANT: insert the date that this Notification is transmitted to Tenderers. The Notification must be sent to all Tenderers simultaneously. This means on the same date and as close to the same time as possible.]

DATE OF TRANSMISSION: This Notification is sent by: [email/fax] on [date](local time)

Procuring Entity:.....[insert the name of the Procuring Entity]

Contract title:[insert the name of the contract]

ITT No:[insert ITT reference number from Procurement Plan]

This Notification of Intention to Award (Notification) notifies you of our decision to award the above contract. The transmission of this Notification begins the Standstill Period. During the Standstill Period you may:

- a) Request a debriefing in relation to the evaluation of your Tender, and/or
- b) Submit a Procurement-related Complaint in relation to the decision to award the contract.

The successful Tenderers are listed below.

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

2) Other Tenderers **[INSTRUCTIONS: insert names of all Tenderers that submitted a Tender. If the Tender's price was evaluated include the evaluated price as well as the Tender price as read out.]**

1	2	3	3
No of item to be insured	Description of Item	Name of Tenderer	Tender Price
No 1			
No 2			
No 3			

3) How to request a debriefing

DEADLINE: The deadline to request a debriefing expires at midnight on *[insert date]* (local time).

You may request a debriefing in relation to the results of the evaluation of your Tender. If you decide to request a debriefing your written request must be made within three (3) Business Days of receipt of this Notification of Intention to Award.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the request for debriefing as follows:

Attention:.....*[insert full name of person, if applicable]*

Title/position:*[insert title/position]*

Agency:.....*[insert name of Procuring Entity]*

Email address:.....*[insert email address]*

If your request for a debriefing is received within the 3 Business Days deadline, we will provide the debriefing within five (5) Business Days of receipt of your request. If we are unable to provide the debriefing within this period, the Standstill Period shall be extended by five (5) Business Days after the date that the debriefing is provided. If this happens, we will notify you and confirm the date that the extended Standstill Period will end.

The debriefing may be in writing, by phone, video conference call or in person. We shall promptly advise you in writing how the debriefing will take place and confirm the date and time.

If the deadline to request a debriefing has expired, you may still request a debriefing. In this case, we will provide the debriefing as soon as practicable, and normally no later than fifteen (15) Business Days from the date of publication of the Contract Award Notice.

4) How to make a complaint

Period: Procurement-related Complaint challenging the decision to award shall be submitted by *[insert date and time]*.

Provide the contract name, reference number, name of the Tenderer, contact details; and address the Procurement-related Complaint as follows:

Attention:.....*[insert full name of person, if applicable]*

Title/position:.....*[insert title/position]*

Agency:.....*[insert name of Procuring Entity]*

Email address:.....*[insert email address]*

At this point in the procurement process, you may submit a Procurement-related Complaint challenging the decision to award the contract. You do not need to have requested, or received, a debriefing before making this complaint. Your complaint must be submitted within the Standstill Period and received by us before the Standstill Period ends.

In summary, there are four essential requirements:

1. You must be an 'interested party'. In this case, that means a Tenderer who submitted a Tender in this tendering process, and is the recipient of a Notification of Intention to Award.
2. The complaint can only challenge the decision to award the contract.
3. You must submit the complaint within the period stated above.
4. You must include, in your complaint, all of the information required to support the complaint.
5. The application must be accompanied by the fees set out in the Procurement Regulations, which shall not be refundable (information available from the Public Procurement Authority at complaints@ppra.go.ke or info@ppra.go.ke

5) Standstill Period

DEADLINE: The Standstill Period is due to end at midnight on [*insert date*] (local time). The Standstill Period lasts ten (10) Business Days after the date of transmission of this Notification of Intention to Award.

The Standstill Period may be extended as stated in Section 4 above.
If you have any questions regarding this Notification please do not hesitate to contact us.

On behalf of the Procuring Entity:

Signature:_____ **Name:** **Title/position:**_____ **Telephone:**_____

2 REQUEST FOR REVIEW

FORM FOR REVIEW(r.203(1))

PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD

APPLICATION NO.....OF.....20.....

BETWEEN

.....APPLICANT

AND

.....RESPONDENT (Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity of dated the...day of 20.....in the matter of Tender No.....of 20..... for(Tender description).

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical address.....P. O. Box No..... Tel. No.....Email, hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds , namely:

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.

SIGNED(Applicant) Dated on.....day of/...20.....

FOR OFFICIAL USE ONLY Lodged with the Secretary Public Procurement Administrative Review Board on.....day of 20.....

SIGNED

Board Secretary

3 LETTER OF AWARD

[Form head paper of the Procuring Entity]

.....*[date]*

To:.....*[name and address of the Insurance Provider]*

This is to notify you that your Tender dated.....*[date]* for execution of the.....*[name of the Contract and identification number, as given in the Special Conditions of Contract]* for the Contract Price of the equivalent of.....*[amount in numbers and words]* *[name of currency]*, as corrected and modified in accordance with the Instructions to Tenderers is here by accepted by us (Procuring Entity).

You are requested to furnish the Performance Security within 28 days in accordance with the Conditions of Contract, using, for that purpose, one of the Performance Security Forms included in Section X, Contract Forms, of the tender document.

Please return the attached Contract dully signed Authorized Signature

Name and Title of Signatory :.....

Name of Agency:

Attachment: Contract

4 FORM OF CONTRACT

[Form head paper of the Procuring Entity]

LUMP-SUM REMUNERATION

This CONTRACT (here in after called the “Contract”) is made the *[day]* day of the month of *[month]*, *[year]*, between, on the one hand, *[name of Procuring Entity]* (here in after called the “Procuring Entity”) and, on the other hand, *[name of Insurance Provider]* (here in after called the “Insurance Provider”).

[Note: *In the text below text in brackets is optional; all notes should be deleted in final text. If the Insurance Provider consist of more than one entity, the above should be partially amended to read as follows: “... (here in after called the “Procuring Entity”) and, on the other hand, a joint venture consisting of the following entities, each of which will be jointly and severally liable to the Procuring Entity for all the Insurance Provider's obligations under this Contract, namely, *[name of Insurance Provider]* and *[name of Insurance Provider]* (here in after called the “Insurance Provider”).]*

WHEREAS

- a) the Procuring Entity has requested the Insurance Provider to provide certain Services as defined in the General Conditions of Contract attached to this Contract (here in after called the “Services”);
- b) the Insurance Provider, having represented to the Procuring Entity that they have the required professional skills, and personnel and technical resources, have agreed to provide the Services on the terms and conditions set forth in this Contract at a contract price of.....;

NOW THEREFORE the parties hereto hereby agree as follows:

1. The following documents shall be deemed to form and be read and construed as part of this Agreement, and the priority of the documents shall be as follows:
 - a) The Form of Acceptance;
 - b) The Insurance Provider's Tender
 - c) The General Conditions of Contract;
 - d) The Special Conditions of Contract;
 - e) The Priced Schedule of Requirements; and
 - f) The following Appendices: Appendix: Negotiated and Signed Insurance Policy (I e s)
2. The mutual rights and obligations of the Procuring Entity and the Insurance Provider shall be as set forth in the Contract, in particular:
 - a) The Insurance Provider shall carry out the Services in accordance with the provisions of the Contract; and
 - b) The Procuring Entity shall make payments to the Insurance Provider in accordance with the provisions of the Contract.

IN WITNESS WHERE OF, the Parties here to have caused this Contract to be signed in the irrespective names as of the day and year first above written.

For and on behalf of..... *[name of Procuring Entity]* *[Authorized Representative]*

For and on behalf of *[name of Insurance Provider]* *[Authorized Representative]*

[Note: *If the Insurance Provider consists of more than one entity, all these entities should appear as signatories, e.g., in the following manner:]*

For and on behalf of each of the Members of the Insurance Provider.....*[name of member]* *[Authorized Representative]*

[name of member] *[Authorized Representative]*

FORM OF TENDER SECURITY-[Option 1–Demand Bank Guarantee]

Beneficiary: _____

Request for Tenders No: _____

Date: _____

TENDER GUARANTEE No.: _____

Guarantor: _____

1. We have been informed that _____ (here inafter called "the Applicant") has submitted or will submit to the Beneficiary its Tender (here inafter called "the Tender") for the execution of _____ under Request for Tenders No. _____ ("the ITT").
2. Furthermore, we understand that, according to the Beneficiary's conditions, Tenders must be supported by a Tender guarantee.
3. At the request of the Applicant, we, as Guarantor, hereby irrevocably undertake to pay the Beneficiary any sum or sums not exceeding in total an amount of _____ (_____) upon receipt by us of the Beneficiary's complying demand, supported by the Beneficiary's statement, whether in the demand itself or a separate signed document accompanying or identifying the demand, stating that either the Applicant:
 - (a) has withdrawn its Tender during the period of Tender validity set forth in the Applicant's Letter of Tender ("the Tender Validity Period"), or any extension thereto provided by the Applicant; or
 - b) having been notified of the acceptance of its Tender by the Beneficiary during the Tender Validity Period or any extension there to provided by the Applicant, (i) has failed to execute the contract agreement, or (ii) has failed to furnish the Performance.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) thirty days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[signature(s)]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORMAT OF TENDER SECURITY [Option 2–Insurance Guarantee]

TENDER GUARANTEE No.: _____

1. Whereas [*Name of the tenderer*] (hereinafter called “the tenderer”) has submitted its tender dated [*Date of submission of tender*] for the [*Name and/or description of the tender*] (hereinafter called “the Tender”) for the execution of__under Request for Tenders No._____(“the ITT”).
2. KNOW ALL PEOPLE by these presents that WE of [**Name of Insurance Company**] having our registered office at (hereinafter called “the Guarantor”), are bound unto [*Name of Procuring Entity*] (hereinafter called “the Procuring Entity”) in the sum of (Currency and guarantee amount) for which payment well and truly to be made to the said Procuring Entity, the Guarantor binds itself, its successors and assigns, jointly and severally, firmly by these presents.

Sealed with the Common Seal of the said Guarantor this ____day of _____ 20 ____.
3. NOW, THEREFORE, THE CONDITION OF THIS OBLIGATION is such that if the Applicant:
 - a) has withdrawn its Tender during the period of Tender validity set forth in the Principal's Letter of Tender (“the Tender Validity Period”), or any extension thereto provided by the Principal; or
 - b) having been notified of the acceptance of its Tender by the Procuring Entity during the Tender Validity Period or any extension thereto provided by the Principal; (i) failed to execute the Contract agreement; or (ii) has failed to furnish the Performance Security, in accordance with the Instructions to tenderers (“ITT”) of the Procuring Entity's Tendering document.then the guarantee undertakes to immediately pay to the Procuring Entity up to the above amount upon receipt of the Procuring Entity's first written demand, without the Procuring Entity having to substantiate its demand, provided that in its demand the Procuring Entity shall state that the demand arises from the occurrence of any of the above events, specifying which event(s) has occurred.
4. This guarantee will expire: (a) if the Applicant is the successful Tenderer, upon our receipt of copies of the contract agreement signed by the Applicant and the Performance Security and, or (b) if the Applicant is not the successful Tenderer, upon the earlier of (i) our receipt of a copy of the Beneficiary's notification to the Applicant of the results of the Tendering process; or (ii) twenty-eight days after the end of the Tender Validity Period.
5. Consequently, any demand for payment under this guarantee must be received by us at the office indicated above on or before that date.

[Date]

[Witness]

[Signature of the Guarantor]

[Seal]

Note: All italicized text is for use in preparing this form and shall be deleted from the final product.

FORM OF TENDER-SECURING DECLARATION

[The Bidder shall complete this Form in accordance with the instructions indicated]

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:.....*[insert number of tendering process]*

To:.....*[insert complete name of Purchaser]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [insert number of months or years] starting on [insert date], if we are in breach of our obligation (s) under the bid conditions, because we– (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer (s), upon the earlier of:
 - a) Our receipt of a copy of your notification of the name of the successful Tenderer; or
 - b) Thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/ in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:..... Capacity /

title (director or partner or sole proprietor, etc.)

Name:..... Duly

authorized to sign the bid for and on behalf of:*[insert complete name of Tenderer]*

Dated on.....day of.....*[Insert date of signing]*

Seal or stamp

**PART II – SCHEDULE
OF INSURANCE
REQUIREMENTS**

SECTION V – SCHEDULE OF REQUIREMENTS

Notes for Preparing the Schedule of Requirements

1. Objectives

The objectives of the Schedule of Requirements are:

- a) To provide sufficient information on the Insurance Services to be performed to enable Tenders to be prepared efficiently and accurately; and
- b) When a Contract has been entered into, to provide a priced Schedule of Requirements for use in preparing **Insurance Policies.**

The Schedule of Requirements shall be included in the Tendering Document by the Procuring Entity, and shall cover, at a minimum, a description of the Insurance Policies required. In particular, Schedule of Requirements, together with the Price Schedule, should serve as a basis in the event of quantity variation at the time of award of contract.

2. List of items to be insured

The Procuring Entity shall list and number each required Insurance Service and provide full descriptions of the main features of the items to be insured, including the timing of cover. These features shall include physical location (of where the item to insured, as the case may be) and full descriptions of the insurance contingencies to be covered, etc. Care should be taken not to be too restrictive as to limit competition and or availability. The list of the Items to be insured is then summarized on the Table below (Schedule of Requirements). *The Examples given on the Schedule of Requirements below should not be in the final Tender Document.*

E.g.

1. Insurance Item N 1. Office Building (Give full Descriptions of the required item to be insured) and contingencies to be covered.

Name and location of the building	Number of Floors	Estimated area of
		square meters
Complete with	Constructed of	Estimated value
	Contingencies to be insured	(fire,
earthquake/hurricane, civil riot, etc.) Etc.		

2. InsuranceItemN10.Goods ontransit(GivefullDescriptionsoftherequiredGoods).

Description of Goods	Value of the Goods	Location where they are
	Final destination	Mode of transport
	Duration of transport	Percentage of value of
Goods to be covered		

Contingencies to be insured _____ (fire, theft, loss of a sinking vessel, etc.) Etc.

5.0 TERMS OF REFERENCE FOR MEDICAL INSURANCE SERVICES FOR NG-CDF BOARD FOR FINANCIAL YEAR 2022/ 2023

5.1 INTRODUCTION

The National Government Constituencies Development Fund (NG-CDF) formerly Constituencies Development Fund (CDF), is a fund established in 2003 through an Act of Parliament, the CDF Act, 2003. The Act was later reviewed by the CDF (Amendment) Act 2007, and repealed by CDF Act, 2013 which was subsequently succeeded by the NG-CDF Act, 2015 and later amended in 2016.

TENDER FOR PROVISION OF INSURANCE (RISK NOTES)

1.0 CLASS OF POLICY: ~ MOTOR PRIVATE INSURANCE POLICY

This policy provides cover against loss and or damage to the motor vehicle and its accessories and spare parts whilst thereon, indemnify against all sums including claimants' costs and expenses which the NG-CDF Board is legally liable to pay in respect of death or bodily injury to any person or damage to property. The cover under the policy is comprehensive

TERMS OF REFERNCES
MOTOR PRIVATE/COMMERCIAL INSURANCE POLICY SCHEDULE

CLASS OF POLICY	MOTOR PRIVATE/COMMERCIAL (COMPREHENSIVE)
Cover Period	AS INDICATED IN THE TABLE BELOW
Vehicles	As per schedule
COVER	Indemnity against loss or damage to motor vehicles and its accessories, spare parts whilst thereon and legal liability to third parties arising out of motor vehicles owned or operated by insured.
DRIVERS	Various drivers of the insured driving the motor vehicles by the order or with their permission of the insured and must have valid driving license
AREA LIMITS	East Africa
LIMITS OF LIABILITY	Third party persons – Unlimited
	Third party property damage - Kshs. 50,000,000.00
	Passenger liability claims (per person) - Kshs. 10,000,000.00 (Per event) - Kshs. 50,000,000.00
	Towing/Recovery charges - Minimum Kshs 50,000.00
	Emergency Medical expenses - Minimum Kshs 50,000.00
	Repair authority - Kshs. 50,000.00
	Windscreen Replacement value – as per schedule 1. Replacement of windscreen by Insurers through identified supplier, No additional cost for reinstating windscreen cover
	Radio Cassette/CD – As per schedule
	Assessment of vehicles – 24 hrs upon delivery to garage
	Use of reputable garages, over and above Insurers panels
	Speedy processing of all claims
	Theft claims 10% of claim value minimum 20,000/=
	Accidental damage 2.5% of claim value to minimum Kshs. 15,000/=maximum Ksh 100,000/=
EXCESS	

	Theft -10% of value minimum 20,000/= (with antitheft device)
	20% of value minimum 25,000/= (without antitheft device)
	Third party property damage excess Ksh:5,000 / =
	No blame No excess subject to the Police Abstract blaming a third party.
SPECIAL CLAUSES	Excess Protector
	Terrorism Included
	Including earthquake, flood and special perils
	Including unobtainable parts clause
	Including riot, strike and civil commotion
	Including liability of passenger acts of negligence
	Including windscreen and window glass clause
	excluding use by motor trader
	No fault No excess
	Including branding of vehicles
	Including excess without anti-theft device

2.0 CLASS OF POLICY: ~ MOTOR PRIVATE AND COMMERCIAL

S/NO	REG/NO	MAKE/ TYPE	C.C.	YEAR	CURRENT VALUE TO BE INSURED	COMMENCE DATE	EXPIRY OF INSURANCE	TYPE OF THE M/V
1.	GK A631K	Toyota Prado	2982	2005	1,230,000	10.12.21	01/12/2022P	PRIVATE
2.	GK A187 R	Toyota Prado	2982	2008	1,720,000	10.12.21	01/12/2022 P	PRIVATE
3.	GKA 189R	Toyota Hilux	2494	2008	1,190,000	10.12.21	01/12/2022-P	PRIVATE
4.	GKB 456D	PAJERO	2800	2013	1,290,000	10.12.21	01/12/2022-P	PRIVATE
5.	GKB 455D	PAJERO	2800	2013	1,290,000	10.12.21	01/12/2022-P	PRIVATE
6.	GKB 949 F	PRADO VXL	2982	2014	5,450,000	10.12.21	01/12/2022-P	PRIVATE
7.	GKB 950F	Toyota Hilux	2494	2014	2,450,000	10.12.21	01/12/2022-P	PRIVATE
8.	GKB 952F	Toyota Hilux	2494	2014	2,350,000	10.12.21	01/12/2022-P	PRIVATE
9.	GKB 954F	Toyota Hilux	2494	2014	2,420,000	10.12.21	01/12/2022-P	PRIVATE
10.	GKB 955F	Toyota Hilux	2494	2014	3,120,000	10.12.21	01/12/2022-P	PRIVATE
11.	GKB545M	Toyota Hilux	2450	2016	2,490,000	10.12.21	01/12/2022-P	PRIVATE
12.	GKB547M	PRADO TXL	2980	2016	5,520,000	10.12.21	01/12/2022-P	PRIVATE
13.	GKB114R	TOYOTA VAN	2400	2016	3,190,000	10.12.21	01/12/2022-C	COMMERCIAL
14.	GKB 594U	Toyota Hilux	2700	2018	2,420,000	10.12.21	01/12/2022-P	PRIVATE
15.	GKB 600U	Toyota Hilux	2700	2018	4,300,000	10.12.21	01/12/2022-P	PRIVATE
16.	GKB 602U	Toyota Hilux	2700	2018	4,070,000	10.12.21	01/12/2022-P	PRIVATE
17.	GKB 679U	Toyota Fortuner	2700	2018	5,270,000	10.12.21	01/12/2022-P	PRIVATE
18.	GKB 699U	Toyota Van	2450	2017	4,450,000	10.12.21	01/12/2022-C	COMMERCIAL
19.	GKB 729V	Toyota Fortuner	2700	2020	6,310,000	07.15.23	08/05/2022-P	PRIVATE

20.	GKB 732V	Toyota Fortuner	2700	2020	6,310,000	06.15.21	07/05/2022-P	PRIVATE
21.	GKB 505W	Isuzu Dmax	2500	2021	4,500,000	10.12.21	01/12/2022-P	PRIVATE
22.	GKB 514W	Isuzu Dmax	2500	2021	4,500,000	10.12.21	01/12/2022-P	PRIVATE
23.	GKB 515W	Isuzu Dmax	2500	2021	4,500,000	10.12.21	01/12/2022-P	PRIVATE
24.	GKB 516W	Isuzu Dmax	2500	2021	4,500,000	10.12.21	01/12/2022-P	PRIVATE
25.	GKB 032Y	Isuzu Mux	2500	2021	5,500,000	10.12.21	01/12/2022-P	PRIVATE
26.	GKB 042Y	Isuzu Mux	2500	2021	5,500,000	10.12.21	01/12/2022-P	PRIVATE

RC-RADIO CASSETTE KSHs.20,000 for each MV
W/S-WIND SCREEN Kshs.70,000 for each MV

3.0 CLASS OF POLICY: ~ PUBLIC LIABILITY INSURANCE

This policy provides indemnity against all sums the NG-CDF Board becomes legally liable to pay for compensation in respect of bodily injuries, illness of any person or loss of or damage to third parties property whilst within NG-CDF Board Offices and legal cases in defense of claim under public liability.

The policy includes covers for the employer against suits brought about by claims for damages by employees including casual workers who may be injured in the course of their duties which may be as a result of negligence or any other course. The liability shall be derived from the court awards.

Limits of indemnity	any one Accident	any one period
General liability Claims	Kshs. 5,000,000	Unlimited

4.0 CLASS OF POLICY: ~ WORK INJURY AND BENEFITS ACT (WIBA)

This policy is expected to provide cover to all category of employees of the NG-CDF Board either permanent, casuals or on short term contract against accidental death and or bodily injury caused by violent accidental external and visible means for occupational and none occupational accidents on a twenty four hour (24) worldwide basis including flying a fare paying passenger or a scheduled chartered air aircraft for all employees of the NG-CDF Board.

The intension of the NG-CDF Board is a hybrid cover that complies with the Work Injury Benefit Act as well as the Board's need for none occupational injury risk during the period of their employment with NG-CDF Board.

Medical limits	Kshs. 250,000
Duration of insurance	2 years
Benefits	8 yrs basic salary
Sum assured	308,720,640.00
Number of Officers to be covered and their annual earnings.	391

Note. Medical expenses for the Chief Executive Officer is Kshs 2.5 Million under this cover

4.0 CLASS OF POLICY: ~ GROUP PERSONAL ACCIDENT (DIRECTORS)

This policy is expected to provide cover to the 7 Directors on twenty-four (24) hour basis, 7 days a week when directors are on official NG-CDF duty as shown in the matrix below.

The expected benefits are:-

Cover	Kshs
Death	2,000,000
Permanent Total Disability (PTD)	2,000,000
Temporary Total Disability (TTD)	2,000,000
Medical Expenses	2,000,000 per person per accident
Number of Officers to be covered.	7
Sum Assured	54,642,857.00

6.0 CLASS OF POLICY: ~ BURGLARY INSURANCE

This policy provides cover against theft of the under listed property within the NG-CDF Board Offices against any violent entry into or exit from the premise

DESCRIPTION OF PROPERTY

Fittings, furniture and utensils, office equipment, partitions, unused stationary, fuel, tyres and tubes, and all other contents not otherwise insured at Harambee Plaza offices, Nairobi estimated value of **Kshs. 4,789,000**

First loss sum insured Kshs. 800,000.00

7.0 CLASS OF POLICY: ~ MONEY INSURANCE

This policy is expected to cover against the risk of loss of money and damaged safes which includes cash and cheques occasioned by robbery or theft of cash/open cheques or any other cause whatsoever whilst or in transit to and from CDF offices which includes the regional offices.

LOCATION	CASH IN TRANSIT (Kshs)	SAFE VALUE (Kshs)
Head Office	300,000	300,000
Coast Region, Mombasa	200,000	
Nyanza, Kisumu	200,000	
Eastern, Embu	200,000	
North Eastern, Garissa	200,000	
Central, Nyeri	200,000	
Western, Kakamega	200,000	
South Rift, Nakuru	200,000	
North Rift, Eldoret	200,000	
Nairobi	200,000	
Total		300,000

Limits of Liability

Estimated annual carryings
Cash in Transit (Head Office)
Cash in transit (Per Region)

Sum Assured

Kshs 25, 000,000
Kshs. 300,000
Kshs. 200,000

8.0 CLASS OF POLICY: FIDELITY GUARANTEE

The policy provides cover against any acts of fraud or dishonesty, stealing embezzlement or misappropriation by employees of NG-CDF Board.

Limits of Liability

Sum Assured **6,300,000.00**

All employees insured

391

Limits of indemnity

Kshs. 3,000,000 per one incident

Discovery period:

24 months

9. DIRECTOR AND OFFICERS LIABILITY

The policy is to cover the directors and senior officers from the risks arising from negligence in the course of executing their duties as policy/decision makers and employees respectively.

Limits of Liability

Sum Assured

Directors

7

Senior Officers

39

Limits of indemnity

Kshs.10,000,000.00 per loss

Discovery period:

24 months

10.0 COMPUTER ALL RISK INSURANCE AND OTHER ELECTRONIC EQUIPMENT

This policy will provide cover against theft, vandalism, loss or damage caused by incorrect operation, negligence or malicious acts of employees or third parties, robbery, faulty design and material short circuit, excessive voltage, fire, lightning and explosion, scorching, charring, smoke, forces of nature (e.g. floods, storm,) within the NG-CDF Board Offices in Harambee Plaza, Nairobi, estimated value of **Kshs 119,980,000**

ICT EQUIPMENT

SN	TYPE	MAKE	SERIAL	YEAR	COST
1	CAMERA	Canon EOS2000D	293075056250	2021	90,000.00
2	CAMERA	Canon EOS2000D	393075060069	2021	90,000.00
3	CAMERA	Canon EOS2000D	393075060070	2021	90,000.00
4	CPU	CPU HP HP PRO DESK 400 G7	CZC1067308	2021	150,000.00
5	CPU	CPU HP HP PRO DESK 400G7	CZC10673NG	2021	150,000.00
6	CPU	CPU HP HP PRO DESK400G7	CZC1100VPG	2021	150,000.00
7	CPU	CPU HP HP PRODESK	CZC8168CRJ	2021	150,000.00
8	CPU	CPU HP HP PRODESK 400 G7	CZC1067421	2021	150,000.00
9	CPU	CPU HP HP PRODESK 400G7	CZC10673N4	2021	150,000.00
10	CPU	CPU HP HP PRODESK 400G7	CZC10673ND	2021	150,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
11	CPU	CPU HP HP PRODESK 400G7	CZC10673YF	2021	150,000.00
12	CPU	CPU HP HP PRODESK 400G7	CZC10673ZS	2021	150,000.00
13	CPU	CPU HP HP PRODESK 400G7	CZC118VTX	2021	150,000.00
14	CPU	CPU HP HP	6CR4102WQ8	2021	150,000.00
15	CPU	CPU HP HP 400G7	CZC10673YH	2021	150,000.00
16	CPU	CPU HP HP 400G7	CZC110D77Z	2021	150,000.00
17	CPU	CPU HP HP COMPAQ	6CR4102RR7	2021	150,000.00
18	CPU	CPU HP HP PRO DESK	CZC8168CQY	2021	150,000.00
19	CPU	CPU HP HP PRO DESK	CZC8168CRM	2021	150,000.00
20	CPU	CPU HP HP PRO DESK	CZC8168CSC	2021	150,000.00
21	CPU	CPU HP HP PRO DESK	CZC8168CSP	2021	150,000.00
22	CPU	CPU HP HP PRO DESK 400 G7	CZC1188VSS	2021	150,000.00
23	CPU	CPU HP HP PRO DESK 400G	CZC1188VT4	2021	150,000.00
24	CPU	CPU HP HP PRO DESK 400G7	CZC10673M4	2021	150,000.00
25	CPU	CPU HP HP PRO DESK 400G7	CZC1188VTR	2021	150,000.00
26	CPU	CPU HP HP PRODESK	CZC8168CRN	2021	150,000.00
27	CPU	CPU HP HP PRODESK	CZC8168CRT	2021	150,000.00
28	CPU	CPU HP HP PRODESK	CZC8168CRW	2021	150,000.00
29	CPU	CPU HP HP PRODESK	CZC8168CSQ	2021	150,000.00
30	CPU	CPU HP HP PRODESK 400 G3	SGH613P2RJ	2021	150,000.00
31	CPU	CPU HP hp prodesk 400 g7	3cm10201qz	2021	150,000.00
32	CPU	CPU HP HP PRODESK 400 G7	CZC1188VGN	2021	150,000.00
33	CPU	CPU HP HP PRODESK 400G	CZC110D77Z	2021	150,000.00
34	CPU	CPU HP HP PRODESK 400G7	1CR0461WZ	2021	150,000.00
35	CPU	CPU HP HP PRODESK 400G7	CZC10673MW	2021	150,000.00
36	CPU	CPU HP HP PRODESK 400G7	CZC10673N6	2021	150,000.00
37	CPU	CPU HP HP PRODESK 400G7	CZC10673NJ	2021	150,000.00
38	CPU	CPU HP HP PRODESK 400G7	CZC10673PO	2021	150,000.00
39	CPU	CPU HP HP PRODESK 400G7	CZC10673QZ	2021	150,000.00
40	CPU	CPU HP HP PRODESK 400G7	CZC10673Y2	2021	150,000.00
41	CPU	CPU HP HP PRODESK 400G7	CZC10673YM	2021	150,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
42	CPU	CPU HP HP PRODESK 400G7	CZC1188VFX	2021	150,000.00
43	CPU	CPU HP HP PRODESK 400G7	CZC1188VLJ	2021	150,000.00
44	CPU	CPU HP HP PRODESK 400G7	CZC1188VS7	2021	150,000.00
45	CPU	CPU HP HP PRODESK 400G7	CZC118VN1	2021	150,000.00
46	CPU	CPU HP HP PRODESK G400	#####	2021	150,000.00
47	CPU	CPU HP PRO DESK HPE2311	CZC8168CP8	2021	150,000.00
48	CPU	CPU HP PRODESK 400G7 HP 400 G7	CZC1188VTR	2021	150,000.00
49	CPU	CPU HP PRODESK 400G7 HP PRODESK 400G7	CZC1188VFT	2021	150,000.00
50	CPU	CPU HP PRODESK 400G7 HP PRODESK 400G7	CZC1188VS2	2021	150,000.00
51	CPU	CPU HP PRODESK 400G7 PRODESK 400 G7	CZC10673NR	2021	150,000.00
52	CPU	DESKTOP HP HP PRO DESK 400 G7	CZC10673ZN	2021	150,000.00
53	CPU	DESKTOP HP HP PRODESK 400G7	CZC1188VSD	2021	150,000.00
54	CPU	HP PRODESK 400 G7	#####	2021	110,000.00
55	CPU	HP PRODESK 400 G7	#####	2021	110,000.00
56	CPU	HP PRODESK 400 G7	#####	2021	110,000.00
57	CPU	HP PRODESK 400 G7	2AU7232YFD	2021	110,000.00
58	CPU	HP PRODESK 400 G7	2AU72424TO	2021	110,000.00
59	CPU	HP PRODESK 400 G7	2UA61417G0	2021	110,000.00
60	CPU	HP PRODESK 400 G7	2UA6201K7Z	2021	110,000.00
61	CPU	HP PRODESK 400 G7	2UA6201KTY	2021	110,000.00
62	CPU	HP PRODESK 400 G7	2UA6312FZ6	2021	110,000.00
63	CPU	HP PRODESK 400 G7	2UA65214PF	2021	110,000.00
64	CPU	HP PRODESK 400 G7	2UA65216D9	2021	110,000.00
65	CPU	HP PRODESK 400 G7	2UA70714HZ	2021	110,000.00
66	CPU	HP PRODESK 400 G7	2UA707153Z	2021	110,000.00
67	CPU	HP PRODESK 400 G7	2UA7202LJK	2021	110,000.00
68	CPU	HP PRODESK 400 G7	2UA7242427	2021	110,000.00
69	CPU	HP PRODESK 400 G7	2UA7242QZT	2021	110,000.00
70	CPU	HP PRODESK 400 G7	2UA7242ROD	2021	110,000.00
71	CPU	HP PRODESK 400 G7	5GH7245YVT	2021	110,000.00
72	CPU	HP PRODESK 400 G7	6CR6132JL2	2021	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
73	CPU	HP PRODESK 400 G7	6CR6132JL6	2021	110,000.00
74	CPU	HP PRODESK 400 G7	6CR6132JL8	2021	110,000.00
75	CPU	HP PRODESK 400 G7	6CR6132JLB	2021	110,000.00
76	CPU	HP PRODESK 400 G7	6CR6132JLF	2021	110,000.00
77	CPU	HP PRODESK 400 G7	6CR6132JN5	2021	110,000.00
78	CPU	HP PRODESK 400 G7	6CR6185WV4	2021	110,000.00
79	CPU	HP PRODESK 400 G7	6CR6250NGY	2021	110,000.00
80	CPU	HP PRODESK 400 G7	6CR6305F84	2021	110,000.00
81	CPU	HP PRODESK 400 G7	6CR6305F8S	2021	110,000.00
82	CPU	HP PRODESK 400 G7	6CR64277RF	2021	110,000.00
83	CPU	HP PRODESK 400 G7	6GH618S5DD	2021	110,000.00
84	CPU	HP PRODESK 400 G7	AUD6160B8N	2021	110,000.00
85	CPU	HP PRODESK 400 G7	AUD6190KRW	2021	110,000.00
86	CPU	HP PRODESK 400 G7	AUD6190KWZ	2021	110,000.00
87	CPU	HP PRODESK 400 G7	AUD6200CNZ	2021	110,000.00
88	CPU	HP PRODESK 400 G7	AUD6200CR3	2021	110,000.00
89	CPU	HP PRODESK 400 G7	AUD6200CSL	2021	110,000.00
90	CPU	HP PRODESK 400 G7	AUD6210DM9	2021	110,000.00
91	CPU	HP PRODESK 400 G7	AUD6210DNV	2021	110,000.00
92	CPU	HP PRODESK 400 G7	AUD6210DQK	2021	110,000.00
93	CPU	HP PRODESK 400 G7	AUD6210DRM	2021	110,000.00
94	CPU	HP PRODESK 400 G7	AUD6210DRW	2021	110,000.00
95	CPU	HP PRODESK 400 G7	AUD6210DSV	2021	110,000.00
96	CPU	HP PRODESK 400 G7	AUD6210DW6	2021	110,000.00
97	CPU	HP PRODESK 400 G7	AUD6210DXV	2021	110,000.00
98	CPU	HP PRODESK 400 G7	AUD6210DYW	2021	110,000.00
99	CPU	HP PRODESK 400 G7	AUD6210F48	2021	110,000.00
100	CPU	HP PRODESK 400 G7	AUD6210F50	2021	110,000.00
101	CPU	HP PRODESK 400 G7	AUD6210FSJ	2021	110,000.00
102	CPU	HP PRODESK 400 G7	AUD6210DPY	2021	110,000.00
103	CPU	HP PRODESK 400 G7	AUD6280BFP	2021	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
104	CPU	HP PRODESK 400 G7	CZC1188VKS	2021	110,000.00
105	CPU	HP PRODESK 400 G7	CZC1188VS6	2021	110,000.00
106	CPU	HP PRODESK 400 G7	CZC6487ZP7	2021	110,000.00
107	CPU	HP PRODESK 400 G7	CZC7217KK8	2021	110,000.00
108	CPU	HP PRODESK 400 G7	JPH62661W0	2021	110,000.00
109	CPU	HP PRODESK 400 G7	JPH62661W1	2021	110,000.00
110	CPU	HP PRODESK 400 G7	JPH6297MDV	2021	110,000.00
111	CPU	HP PRODESK 400 G7	JPH634BSJ5	2021	110,000.00
112	CPU	HP PRODESK 400 G7	JPH634BSJ6	2021	110,000.00
113	CPU	HP PRODESK 400 G7	JPH639FZKB	2021	110,000.00
114	CPU	HP PRODESK 400 G7	MXL60924LB	2021	110,000.00
115	CPU	HP PRODESK 400 G7	MXL6342Z56	2021	110,000.00
116	CPU	HP PRODESK 400 G7	MXL64315JJ	2021	110,000.00
117	CPU	HP PRODESK 400 G7	MXL6441M7D	2021	110,000.00
118	CPU	HP PRODESK 400 G7	MXL72018K	2021	110,000.00
119	CPU	HP PRODESK 400 G7	MXL7201KGV	2021	110,000.00
120	CPU	HP PRODESK 400 G7	MXL7232GCL	2021	110,000.00
121	CPU	HP PRODESK 400 G7	MXL82311X7	2021	110,000.00
122	CPU	HP PRODESK 400 G7	SG715RDC6	2021	110,000.00
123	CPU	HP PRODESK 400 G7	SGH618S5F1	2021	110,000.00
124	CPU	HP PRODESK 400 G7	SGH6335Q5K	2021	110,000.00
125	CPU	HP PRODESK 400 G7	SGH636PSJ2	2021	110,000.00
126	CPU	HP PRODESK 400 G7	SGH636PSJY	2021	110,000.00
127	CPU	HP PRODESK 400 G7	SGH636PSKI	2021	110,000.00
128	CPU	HP PRODESK 400 G7	SGH645R724	2021	110,000.00
129	CPU	HP PRODESK 400 G7	SGH707QRJR	2021	110,000.00
130	CPU	HP PRODESK 400 G7	SGH707QRJZ	2021	110,000.00
131	CPU	HP PRODESK 400 G7	SGH707QRK0	2021	110,000.00
132	CPU	HP PRODESK 400 G7	SGH707QRK5	2021	110,000.00
133	CPU	HP PRODESK 400 G7	SGH707QRKC	2021	110,000.00
134	CPU	HP PRODESK 400 G7	SGH707QRKJ	2021	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
135	CPU	HP PRODESK 400 G7	SGH707QRKM	2021	110,000.00
136	CPU	HP PRODESK 400 G7	SGH707QRKR	2021	110,000.00
137	CPU	HP PRODESK 400 G7	SGH707QRL2	2021	110,000.00
138	CPU	HP PRODESK 400 G7	SGH709SFLI	2021	110,000.00
139	CPU	HP PRODESK 400 G7	SGH709SFLQ	2021	110,000.00
140	CPU	HP PRODESK 400 G7	SGH710SPKW	2021	110,000.00
141	CPU	HP PRODESK 400 G7	SGH710SPP1	2021	110,000.00
142	CPU	HP PRODESK 400 G7	SGH714ROHQ	2021	110,000.00
143	CPU	HP PRODESK 400 G7	SGH714ROJR	2021	110,000.00
144	CPU	HP PRODESK 400 G7	SGH714ROKY	2021	110,000.00
145	CPU	HP PRODESK 400 G7	SGH714RONM	2021	110,000.00
146	CPU	HP PRODESK 400 G7	SGH714RONY	2021	110,000.00
147	CPU	HP PRODESK 400 G7	SGH714ROPC	2021	110,000.00
148	CPU	HP PRODESK 400 G7	SGH714ROR4	2021	110,000.00
149	CPU	HP PRODESK 400 G7	SGH715RD74	2021	110,000.00
150	CPU	HP PRODESK 400 G7	SGH715RD7Y	2021	110,000.00
151	CPU	HP PRODESK 400 G7	SGH715RD88	2021	110,000.00
152	CPU	HP PRODESK 400 G7	SGH715RD8B	2021	110,000.00
153	CPU	HP PRODESK 400 G7	SGH715RD9F	2021	110,000.00
154	CPU	HP PRODESK 400 G7	SGH715RDBJ	2021	110,000.00
155	CPU	HP PRODESK 400 G7	SGH715RDBM	2021	110,000.00
156	CPU	HP PRODESK 400 G7	SGH715RDBO	2021	110,000.00
157	CPU	HP PRODESK 400 G7	SGH715RDC1	2021	110,000.00
158	CPU	HP PRODESK 400 G7	SGH715RDCR	2021	110,000.00
159	CPU	HP PRODESK 400 G7	SGH715RV6	2021	110,000.00
160	CPU	HP PRODESK 400 G7	SGH715RV6	2021	110,000.00
161	CPU	HP PRODESK 400 G7	SGH719P9DM	2021	110,000.00
162	CPU	HP PRODESK 400 G7	SGH719P9DV	2021	110,000.00
163	CPU	HP PRODESK 400 G7	SGH719P9FR	2021	110,000.00
164	CPU	HP PRODESK 400 G7	SGH719P9GP	2021	110,000.00
165	CPU	HP PRODESK 400 G7	SGH7245YX2	2021	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
166	CPU	HP PRODESK 400 G7	SGH724SHN2	2021	110,000.00
167	CPU	HP PRODESK 400 G7	SGH724SHN4	2021	110,000.00
168	CPU	HP PRODESK 400 G7	SGH724SHP5	2021	110,000.00
169	CPU	HP PRODESK 400 G7	SGH724SHPY	2021	110,000.00
170	CPU	HP PRODESK 400 G7	SGH724SHQ4	2021	110,000.00
171	CPU	HP PRODESK 400 G7	SGH724SHQB	2021	110,000.00
172	CPU	HP PRODESK 400 G7	SGH724SHT9	2021	110,000.00
173	CPU	HP PRODESK 400 G7	SGH724SYXP	2021	110,000.00
174	CPU	HP PRODESK 400 G7	SGH727Q020	2021	110,000.00
175	CPU	HP PRODESK 400 G7	SGH727Q023	2021	110,000.00
176	CPU	HP PRODESK 400 G7	SGH727Q026	2021	110,000.00
177	CPU	HP PRODESK 400 G7	SGH727Q035	2021	110,000.00
178	CPU	HP PRODESK 400 G7	SGH727Q03Y	2021	110,000.00
179	CPU	HP PRODESK 400 G7	SGH727Q04H	2021	110,000.00
180	CPU	HP PRODESK 400 G7	SGH727QRKT	2021	110,000.00
181	CPU	HP PRODESK 400 G7	SGH729QR75	2021	110,000.00
182	CPU	HP PRODESK 400 G7	SGH729QR79	2021	110,000.00
183	CPU	HP PRODESK 400 G7	SGH729QR7B	2021	110,000.00
184	CPU	HP PRODESK 400 G7	VNF3B21790	2021	110,000.00
185	CPU	HP PRODESK 400 G7	VNF3B22812	2021	110,000.00
186	CPU	HP PRODESK 400 G7	VNF3B22836	2021	110,000.00
187	CPU	HP PRODESK 400 G7	VNF3B22951	2021	110,000.00
188	CPU	HP PRODESK 400 G7	VNF3B23114	2021	110,000.00
189	CPU	HP PRODESK 400 G7	VNF3D16797	2021	110,000.00
190	CPU	HP PRODESK 400 G7	VNF3D17388	2021	110,000.00
191	CPU	HP PRODESK 400 G7	VNF3D17454	2021	110,000.00
192	CPU	HP PRODESK 400 G7	VNF3D17460	2021	110,000.00
193	CPU	HP PRODESK 400 G7	VNF3D17525	2021	110,000.00
194	CPU	HP PRODESK 400 G7	VNF3D17583	2021	110,000.00
195	CPU	HP PRODESK 400 G7	VNFB22841	2021	110,000.00
196	IPAD	ipad (7th Generation)	DMPCQ13LMDFY	2021	145,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
197	IPAD	ipad (7th Generation)	DMPCQIGWMDFY	2021	145,000.00
198	IPAD	ipad (7th Generation)	DMPCQIHHMDFY	2021	145,000.00
199	IPAD	ipad (7th Generation)	DMPCQILAMDFY	2021	145,000.00
200	IPAD	ipad (7th Generation)	DMPCQIRKMDFY	2021	145,000.00
201	IPAD	ipad (7th Generation)	DMPCQIS6MDFY	2021	145,000.00
202	IPAD	ipad (7th Generation)	DMPCQITUMDFY	2021	145,000.00
203	IPAD	ipad (7th Generation)	DMPCR04NMDFY	2021	145,000.00
204	IPAD	ipad (7th Generation)	DMPCR061MDFY	2021	145,000.00
205	IPAD	ipad (7th Generation)	DMPCR08QMDFY	2021	145,000.00
206	IPAD	ipad (7th Generation)	DMPCROARMDFY	2021	145,000.00
207	IPAD	ipad (7th Generation)	DMPCROBFMDFY	2021	145,000.00
208	IPAD	ipad (7th Generation)	DMPCROC YMDFY	2021	145,000.00
209	IPAD	ipad (7th Generation)	DMPCRODJMDFY	2021	145,000.00
210	IPAD	ipad (7th Generation)	DMPCROEGMDFY	2021	145,000.00
211	IPAD	ipad (7th Generation)	DMPCROFGMDFY	2021	145,000.00
212	IPAD	ipad (7th Generation)	DMPCROFUMDFY	2021	145,000.00
213	IPAD	ipad (7th Generation)	F9FCR038MDFY	2021	145,000.00
214	IPAD	ipad (7th Generation)	F9FCR01XMDFY	2021	145,000.00
215	IPAD	ipad (8th Generation)	DMPFQ0MYQ1KT	2021	145,000.00
216	IPAD	ipad (8th Generation)	DMPFQ14LQ1KR	2021	145,000.00
217	Laptop	HP PROBOOK 440G6	5CD9173QDX	2021	165,000.00
218	Laptop	HP PROBOOK 440G6	5CD9173QF6	2021	165,000.00
219	Laptop	HP PROBOOK 440G6	5CD9173QF7	2021	165,000.00
220	Laptop	HP PROBOOK 440G6	5CD9173QFF	2021	165,000.00
221	Laptop	HP PROBOOK 440G6	5CD9173QG5	2021	165,000.00
222	Laptop	HP PROBOOK 440G6	5CDB9173QFT	2021	165,000.00
223	MACBOOK	MACBOOK M1	C02G9G88Q6L7	2021	250,000.00
224	MONITOR	HP MONITOR 23.8 INCH	3CM10201PV	2021	20,000.00
225	MONITOR	HP MONITOR 23.8 INCH	3CM10201TH	2021	20,000.00
226	MONITOR	HP MONITOR 23.8 INCH	3CM10201TK	2021	20,000.00
227	MONITOR	HP MONITOR 23.8 INCH	3CM10201TL	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
228	MONITOR	HP MONITOR 23.8 INCH	3CM10201TP	2021	20,000.00
229	MONITOR	HP MONITOR 23.8 INCH	3CM10201TQ	2021	20,000.00
230	MONITOR	HP MONITOR 23.8 INCH	3CM10201TR	2021	20,000.00
231	MONITOR	HP MONITOR 23.8 INCH	3CM10201TS	2021	20,000.00
232	MONITOR	HP MONITOR 23.8 INCH	3CM10201TT	2021	20,000.00
233	MONITOR	HP MONITOR 23.8 INCH	3CM10201TV	2021	20,000.00
234	MONITOR	HP MONITOR 23.8 INCH	3CM10201TY	2021	20,000.00
235	MONITOR	HP MONITOR 23.8 INCH	3CM10201V1	2021	20,000.00
236	MONITOR	HP MONITOR 23.8 INCH	3CM10201V2	2021	20,000.00
237	MONITOR	HP MONITOR 23.8 INCH	3CM10201V5	2021	20,000.00
238	MONITOR	HP MONITOR 23.8 INCH	3CM10201V6	2021	20,000.00
239	MONITOR	HP MONITOR 23.8 INCH	3CM10201V8	2021	20,000.00
240	MONITOR	HP MONITOR 23.8 INCH	3CM10201V9	2021	20,000.00
241	MONITOR	HP MONITOR 23.8 INCH	3CM1030WRG	2021	20,000.00
242	MONITOR	HP MONITOR 23.8 INCH	3CM1030WRH	2021	20,000.00
243	MONITOR	HP MONITOR 23.8 INCH	3CM1030WRK	2021	20,000.00
244	MONITOR	HP MONITOR 23.8 INCH	3CM1030WRL	2021	20,000.00
245	MONITOR	HP MONITOR 23.8 INCH	3CM1030WV2	2021	20,000.00
246	MONITOR	HP MONITOR 23.8 INCH	3CM10310RX	2021	20,000.00
247	MONITOR	HP MONITOR 23.8 INCH	3CM10310S4	2021	20,000.00
248	MONITOR	HP MONITOR 23.8 INCH	3CM1031126	2021	20,000.00
249	MONITOR	HP MONITOR 23.8 INCH	3CM1031127	2021	20,000.00
250	MONITOR	HP MONITOR 23.8 INCH	3CM103113Q	2021	20,000.00
251	MONITOR	HP MONITOR 23.8 INCH	3CM1031142	2021	20,000.00
252	MONITOR	HP MONITOR 23.8 INCH	3CM11201MY	2021	20,000.00
253	MONITOR	HP MONITOR 23.8 INCH	3CM11206R1	2021	20,000.00
254	MONITOR	HP MONITOR 23.8 INCH	3CM11206R4	2021	20,000.00
255	MONITOR	HP MONITOR 23.8 INCH	3CM11206VZ	2021	20,000.00
256	MONITOR	HP MONITOR 23.8 INCH	3CM11206WF	2021	20,000.00
257	MONITOR	HP MONITOR 23.8 INCH	3CM11206WG	2021	20,000.00
258	MONITOR	HP MONITOR 23.8 INCH	3CM11206WL	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
259	MONITOR	HP MONITOR 23.8 INCH	3CM11206X7	2021	20,000.00
260	MONITOR	HP MONITOR 23.8 INCH	3CM113186D	2021	20,000.00
261	MONITOR	HP MONITOR 23.8 INCH	3CM1151VPB	2021	20,000.00
262	MONITOR	HP MONITOR 23.8 INCH	3CM1151VPF	2021	20,000.00
263	MONITOR	HP MONITOR 23.8 INCH	3CM1151VPG	2021	20,000.00
264	MONITOR	HP MONITOR 23.8 INCH	3CM1151VPH	2021	20,000.00
265	MONITOR	HP MONITOR 23.8 INCH	3CM1151VQ3	2021	20,000.00
266	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSG	2021	20,000.00
267	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSH	2021	20,000.00
268	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSM	2021	20,000.00
269	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSN	2021	20,000.00
270	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSW	2021	20,000.00
271	MONITOR	HP MONITOR 23.8 INCH	3CM1151VSW	2021	20,000.00
272	MONITOR	HP MONITOR 23.8 INCH	3CM1151VVJ	2021	20,000.00
273	MONITOR	HP MONITOR 23.8 INCH	3CM1151VWW	2021	20,000.00
274	MONITOR	HP MONITOR 23.8 INCH	3CM1151VWD	2021	20,000.00
275	MONITOR	HP MONITOR 23.8 INCH	3CM1151VWI	2021	20,000.00
276	MONITOR	HP MONITOR 23.8 INCH	3CMO521KV2	2021	20,000.00
277	MONITOR	HP MONITOR 23.8 INCH	3CMO530WP6	2021	20,000.00
278	MONITOR	HP MONITOR 23.8 INCH	3CMOS30W2Z	2021	20,000.00
279	MONITOR	HP MONITOR 23.8 INCH	3CQ9352C9B	2021	20,000.00
280	MONITOR	HP MONITOR 23.8 INCH	3CQ9400HZ5	2021	20,000.00
281	MONITOR	HP MONITOR 23.8 INCH	3CQ9400HZT	2021	20,000.00
282	MONITOR	HP MONITOR 23.8 INCH	3CQ9400HZW	2021	20,000.00
283	MONITOR	HP MONITOR 23.8 INCH	3CQ9400HZY	2021	20,000.00
284	MONITOR	HP MONITOR 23.8 INCH	3CQ9400HZZ	2021	20,000.00
285	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J00	2021	20,000.00
286	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J07	2021	20,000.00
287	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J8G	2021	20,000.00
288	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J8K	2021	20,000.00
289	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J8L	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
290	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J8M	2021	20,000.00
291	MONITOR	HP MONITOR 23.8 INCH	3CQ9400J8Q	2021	20,000.00
292	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JB3	2021	20,000.00
293	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JB4	2021	20,000.00
294	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JB7	2021	20,000.00
295	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JB8	2021	20,000.00
296	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBB	2021	20,000.00
297	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBC	2021	20,000.00
298	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBD	2021	20,000.00
299	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBH	2021	20,000.00
300	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBK	2021	20,000.00
301	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBM	2021	20,000.00
302	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBP	2021	20,000.00
303	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBR	2021	20,000.00
304	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBS	2021	20,000.00
305	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBV	2021	20,000.00
306	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBW	2021	20,000.00
307	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBX	2021	20,000.00
308	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JBY	2021	20,000.00
309	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC1	2021	20,000.00
310	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC2	2021	20,000.00
311	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC4	2021	20,000.00
312	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC5	2021	20,000.00
313	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC7	2021	20,000.00
314	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JC8	2021	20,000.00
315	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCB	2021	20,000.00
316	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCC	2021	20,000.00
317	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCD	2021	20,000.00
318	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCG	2021	20,000.00
319	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCH	2021	20,000.00
320	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCK	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
321	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCL	2021	20,000.00
322	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCM	2021	20,000.00
323	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCN	2021	20,000.00
324	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCO	2021	20,000.00
325	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCS	2021	20,000.00
326	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCV	2021	20,000.00
327	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCX	2021	20,000.00
328	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JCZ	2021	20,000.00
329	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD1	2021	20,000.00
330	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD2	2021	20,000.00
331	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD4	2021	20,000.00
332	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD5	2021	20,000.00
333	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD6	2021	20,000.00
334	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD7	2021	20,000.00
335	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDB	2021	20,000.00
336	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDC	2021	20,000.00
337	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDD	2021	20,000.00
338	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDF	2021	20,000.00
339	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDG	2021	20,000.00
340	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDH	2021	20,000.00
341	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDJ	2021	20,000.00
342	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDK	2021	20,000.00
343	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDL	2021	20,000.00
344	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JOD	2021	20,000.00
345	MONITOR	HP MONITOR 23.8 INCH	3CQ940603RC	2021	20,000.00
346	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JD9	2021	20,000.00
347	MONITOR	HP MONITOR 23.8 INCH	3CQ9400JDN	2021	20,000.00
348	MONITOR	HP MONITOR 23.8 INCH	3CQ9400SBS	2021	20,000.00
349	MONITOR	HP MONITOR 23.8 INCH	3CQ9460342	2021	20,000.00
350	MONITOR	HP MONITOR 23.8 INCH	3CQ9460347	2021	20,000.00
351	MONITOR	HP MONITOR 23.8 INCH	3CQ9460358	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
352	MONITOR	HP MONITOR 23.8 INCH	3CQ946035X	2021	20,000.00
353	MONITOR	HP MONITOR 23.8 INCH	3CQ9460360	2021	20,000.00
354	MONITOR	HP MONITOR 23.8 INCH	3CQ9460362	2021	20,000.00
355	MONITOR	HP MONITOR 23.8 INCH	3CQ9460363	2021	20,000.00
356	MONITOR	HP MONITOR 23.8 INCH	3CQ9460366	2021	20,000.00
357	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RB	2021	20,000.00
358	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RF	2021	20,000.00
359	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RJ	2021	20,000.00
360	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RK	2021	20,000.00
361	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RL	2021	20,000.00
362	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RM	2021	20,000.00
363	MONITOR	HP MONITOR 23.8 INCH	3CQ94603RQ	2021	20,000.00
364	MONITOR	HP MONITOR 23.8 INCH	3CQ94603W2	2021	20,000.00
365	MONITOR	HP MONITOR 23.8 INCH	3CQ9460QR9	2021	20,000.00
366	MONITOR	HP MONITOR 23.8 INCH	3CQ94Q03V2	2021	20,000.00
367	MONITOR	HP MONITOR 23.8 INCH	C3Q9400JBJ	2021	20,000.00
368	MONITOR	HP MONITOR 23.8 INCH	C3Q9400JC3	2021	20,000.00
369	MONITOR	MONITOR DELL HPLP2475W	CNC13305W1	2021	20,000.00
370	MONITOR	MONITOR HP	CNC2160228	2021	20,000.00
371	MONITOR	MONITOR HP HP	CNC216021H	2021	20,000.00
372	MONITOR	MONITOR HP HP	ICR0461WZD	2021	20,000.00
373	MONITOR	MONITOR HP HP 23"MONITOR	3CM10201R6	2021	20,000.00
374	MONITOR	MONITOR HP HP 23.8 "	3CM10200PH	2021	20,000.00
375	MONITOR	MONITOR HP HP 23.8 INCHES	3CM1030X75	2021	20,000.00
376	MONITOR	MONITOR HP HP 23.8"	3CM102IRI	2021	20,000.00
377	MONITOR	MONITOR HP HP 27"	1CR0461WZN	2021	20,000.00
378	MONITOR	MONITOR HP HP 27"	1CR0461XOC	2021	20,000.00
379	MONITOR	MONITOR HP HP 27" MONITOR	1CR0461WZR	2021	20,000.00
380	MONITOR	MONITOR HP HP 27"MONITOR	1CR0461WZC	2021	20,000.00
381	MONITOR	MONITOR HP HP 27INCH	1CR0461XOD	2021	20,000.00
382	MONITOR	MONITOR HP HP LP2475W	CNC2160205	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
383	MONITOR	MONITOR HP HP LP2475W	CNC2160205	2021	20,000.00
384	MONITOR	MONITOR HP HP MONITOR 27 "	1CR0461X02	2021	20,000.00
385	MONITOR	MONITOR HP HP MONITOR 27"	1CR0461X0X	2021	20,000.00
386	MONITOR	MONITOR HP HPLP2475W	JKAGGJETW9HAHN	2021	20,000.00
387	MONITOR	MONITOR HP LP2475W	CNC13305XL	2021	20,000.00
388	MONITOR	MONITOR HP MONITOR HP 23"	3CM10201R7	2021	20,000.00
389	MONITOR	MONITOR HP 23.8 INCHES	3CM10200VC	2021	20,000.00
390	MONITOR	MONITOR HP 23.8 INCHES HP 23.8 "	3CM1030WV8	2021	20,000.00
391	MONITOR	MONITOR HP 23.8 INCHES HP 23.8 INCHES	3CM10200P8	2021	20,000.00
392	MONITOR	MONITOR HP HP	1CR0461X05	2021	20,000.00
393	MONITOR	MONITOR HP HP	1CR0461XOY	2021	20,000.00
394	MONITOR	MONITOR HP HP	3CM1030WVN	2021	20,000.00
395	MONITOR	MONITOR HP HP	3CM1030WQZ	2021	20,000.00
396	MONITOR	MONITOR HP HP	CNC1180P40	2021	20,000.00
397	MONITOR	MONITOR HP HP 23"MONITOR	3CM10201Q3	2021	20,000.00
398	MONITOR	MONITOR HP HP 23"MONITOR	3CM10201QO	2021	20,000.00
399	MONITOR	MONITOR HP HP 23.8 INCHES	1CR0461X09	2021	20,000.00
400	MONITOR	MONITOR HP HP 23.8 INCHES	3CM1020123	2021	20,000.00
401	MONITOR	MONITOR HP HP 23.8"	1CR0461XOK	2021	20,000.00
402	MONITOR	MONITOR HP HP 23.8"	3CM10201PK	2021	20,000.00
403	MONITOR	MONITOR HP HP 23.8"MONITOR	3CM10201QR	2021	20,000.00
404	MONITOR	MONITOR HP HP 27 "	1CR0461X0Q	2021	20,000.00
405	MONITOR	MONITOR HP HP 27 " MONITOR	1CR0461WZ8	2021	20,000.00
406	MONITOR	MONITOR HP HP 27 " MONITOR	CZC10673P7	2021	20,000.00
407	MONITOR	MONITOR HP HP 27"	1CR0461WZX	2021	20,000.00
408	MONITOR	MONITOR HP HP 27"	1CR0461X04	2021	20,000.00
409	MONITOR	MONITOR HP HP 27"	1CR0461XOG	2021	20,000.00
410	MONITOR	MONITOR HP HP 27"	CZC1188VFV	2021	20,000.00
411	MONITOR	MONITOR HP HP 27"MONITOR	1CR0461X0D	2021	20,000.00
412	MONITOR	MONITOR HP HP LP2475SW	CNC13305W9	2021	20,000.00
413	MONITOR	MONITOR HP HP LP2475SW	CNC13305YS	2021	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
414	MONITOR	MONITOR HP HP LP2475W	CNC13305W3	2021	20,000.00
415	MONITOR	MONITOR HP HP LP2475W	CNC13305ZO	2021	20,000.00
416	MONITOR	MONITOR HP HP LP2475W	CNC216021L	2021	20,000.00
417	MONITOR	MONITOR HP HP LP2475W	CNCI3305WK	2021	20,000.00
418	MONITOR	MONITOR HP HP MONITOR 27 "	1CR0461WVN	2021	20,000.00
419	MONITOR	MONITOR HP HP TFT	2818101	2021	20,000.00
420	MONITOR	MONITOR HP HP TFT	3CQ61119DJ	2021	20,000.00
421	MONITOR	MONITOR HP HP24FDISPLAY	3CM1030WVH	2021	20,000.00
422	MONITOR	MONITOR HP HPLP2475W	CNC13305WN	2021	20,000.00
423	MONITOR	MONITOR HP HPLP2475W	CNC213305WC	2021	20,000.00
424	MONITOR	MONITOR HP HPLP2475W	CNC2160210	2021	20,000.00
425	MONITOR	MONITOR HP HPLP2475W	CNC216021C	2021	20,000.00
426	MONITOR	MONITOR HP HPLP2475W	CNCI330SW8	2021	20,000.00
427	MONITOR	MONITOR HP LP 2480	3CM029003L	2021	20,000.00
428	MONITOR	MONITOR HP MONITOR23.8" HP 23"	3CM1020145	2021	20,000.00
429	PRINTER	HP LASERJET PRO M404DN	#####	2021	63,000.00
430	PRINTER	HP LASERJET PRO M404DN	PHFMC07126	2021	63,000.00
431	PRINTER	HP LASERJET PRO M404DN	PHFMC07129	2021	63,000.00
432	PRINTER	HP LASERJET PRO M404DN	PHFMC07130	2021	63,000.00
433	PRINTER	HP LASERJET PRO M404DN	PHFMC07132	2021	63,000.00
434	PRINTER	HP LASERJET PRO M404DN	PHFMC07133	2021	63,000.00
435	PRINTER	HP LASERJET PRO M404DN	PHFMC07134	2021	63,000.00
436	PRINTER	HP LASERJET PRO M404DN	PHFMC07137	2021	63,000.00
437	PRINTER	HP LASERJET PRO M404DN	PHFMC07138	2021	63,000.00
438	PRINTER	HP LASERJET PRO M404DN	PHFMC07262	2021	63,000.00
439	PRINTER	HP LASERJET PRO M404DN	PHFMC07267	2021	63,000.00
440	PRINTER	HP LASERJET PRO M404DN	PHFMC07268	2021	63,000.00
441	PRINTER	HP LASERJET PRO M404DN	PHFMC07268	2021	63,000.00
442	PRINTER	HP LASERJET PRO M404DN	PHFMC07271	2021	63,000.00
443	PRINTER	HP LASERJET PRO M404DN	PHFMC07272	2021	63,000.00
444	PRINTER	HP LASERJET PRO M404DN	PHFMC07273	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
445	PRINTER	HP LASERJET PRO M404DN	PHFMC07275	2021	63,000.00
446	PRINTER	HP LASERJET PRO M404DN	PHFMC07278	2021	63,000.00
447	PRINTER	HP LASERJET PRO M404DN	PHFMC07316	2021	63,000.00
448	PRINTER	HP LASERJET PRO M404DN	PHFMC08670	2021	63,000.00
449	PRINTER	HP LASERJET PRO M404DN	PHFMC08693	2021	63,000.00
450	PRINTER	HP LASERJET PRO M404DN	PHFMC08698	2021	63,000.00
451	PRINTER	HP LASERJET PRO M404DN	PHFMC08701	2021	63,000.00
452	PRINTER	HP LASERJET PRO M404DN	PHFMC08702	2021	63,000.00
453	PRINTER	HP LASERJET PRO M404DN	PHFMC08704	2021	63,000.00
454	PRINTER	HP LASERJET PRO M404DN	PHFMC08706	2021	63,000.00
455	PRINTER	HP LASERJET PRO M404DN	PHFMG09070	2021	63,000.00
456	PRINTER	HP LASERJET PRO M404DN	PHFMG09072	2021	63,000.00
457	PRINTER	HP LASERJET PRO M404DN	PHFMG09083	2021	63,000.00
458	PRINTER	HP LASERJET PRO M404DN	PHFMG09084	2021	63,000.00
459	PRINTER	HP LASERJET PRO M404DN	PHFMG09085	2021	63,000.00
460	PRINTER	HP LASERJET PRO M404DN	PHFMG09086	2021	63,000.00
461	PRINTER	HP LASERJET PRO M404DN	PHFMG09087	2021	63,000.00
462	PRINTER	HP LASERJET PRO M404DN	PHFMG09113	2021	63,000.00
463	PRINTER	HP LASERJET PRO M404DN	PHFMG09124	2021	63,000.00
464	PRINTER	HP LASERJET PRO M404DN	PHFMG09128	2021	63,000.00
465	PRINTER	HP LASERJET PRO M404DN	PHFMG09129	2021	63,000.00
466	PRINTER	HP LASERJET PRO M404DN	PHFMG09130	2021	63,000.00
467	PRINTER	HP LASERJET PRO M404DN	PHFMG09131	2021	63,000.00
468	PRINTER	HP LASERJET PRO M404DN	PHFMG09132	2021	63,000.00
469	PRINTER	HP LASERJET PRO M404DN	PHFMG09133	2021	63,000.00
470	PRINTER	HP LASERJET PRO M404DN	PHFMG09144	2021	63,000.00
471	PRINTER	HP LASERJET PRO M404DN	PHFMG09146	2021	63,000.00
472	PRINTER	HP LASERJET PRO M404DN	PHFMG09147	2021	63,000.00
473	PRINTER	HP LASERJET PRO M404DN	PHFMG09148	2021	63,000.00
474	PRINTER	HP LASERJET PRO M404DN	PHFMG09149	2021	63,000.00
475	PRINTER	HP LASERJET PRO M404DN	PHFMG09150	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
476	PRINTER	HP LASERJET PRO M404DN	PHFMG09151	2021	63,000.00
477	PRINTER	HP LASERJET PRO M404DN	PHFMG09152	2021	63,000.00
478	PRINTER	HP LASERJET PRO M404DN	PHFMG09153	2021	63,000.00
479	PRINTER	HP LASERJET PRO M404DN	PHFMG09154	2021	63,000.00
480	PRINTER	HP LASERJET PRO M404DN	PHFMG09158	2021	63,000.00
481	PRINTER	HP LASERJET PRO M404DN	PHFMG09159	2021	63,000.00
482	PRINTER	HP LASERJET PRO M404DN	PHFMG09160	2021	63,000.00
483	PRINTER	HP LASERJET PRO M404DN	PHFMG09161	2021	63,000.00
484	PRINTER	HP LASERJET PRO M404DN	PHFMG09163	2021	63,000.00
485	PRINTER	HP LASERJET PRO M404DN	PHFMG09164	2021	63,000.00
486	PRINTER	HP LASERJET PRO M404DN	PHFMG09165	2021	63,000.00
487	PRINTER	HP LASERJET PRO M404DN	PHFMG09166	2021	63,000.00
488	PRINTER	HP LASERJET PRO M404DN	PHFMG09167	2021	63,000.00
489	PRINTER	HP LASERJET PRO M404DN	PHFMG09168	2021	63,000.00
490	PRINTER	HP LASERJET PRO M404DN	PHFMG09169	2021	63,000.00
491	PRINTER	HP LASERJET PRO M404DN	PHFMG09170	2021	63,000.00
492	PRINTER	HP LASERJET PRO M404DN	VNF3015352	2021	63,000.00
493	PRINTER	HP LASERJET PRO M404DN	VNF3B17426	2021	63,000.00
494	PRINTER	HP LASERJET PRO M404DN	VNF3B17428	2021	63,000.00
495	PRINTER	HP LASERJET PRO M404DN	VNF3B17474	2021	63,000.00
496	PRINTER	HP LASERJET PRO M404DN	VNF3B21790	2021	63,000.00
497	PRINTER	HP LASERJET PRO M404DN	VNF3B22446	2021	63,000.00
498	PRINTER	HP LASERJET PRO M404DN	VNF3B22492	2021	63,000.00
499	PRINTER	HP LASERJET PRO M404DN	VNF3B22505	2021	63,000.00
500	PRINTER	HP LASERJET PRO M404DN	VNF3B22507	2021	63,000.00
501	PRINTER	HP LASERJET PRO M404DN	VNF3B22508	2021	63,000.00
502	PRINTER	HP LASERJET PRO M404DN	VNF3B22513	2021	63,000.00
503	PRINTER	HP LASERJET PRO M404DN	VNF3B22518	2021	63,000.00
504	PRINTER	HP LASERJET PRO M404DN	VNF3B22519	2021	63,000.00
505	PRINTER	HP LASERJET PRO M404DN	VNF3B22524	2021	63,000.00
506	PRINTER	HP LASERJET PRO M404DN	VNF3B22527	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
507	PRINTER	HP LASERJET PRO M404DN	VNF3B22591	2021	63,000.00
508	PRINTER	HP LASERJET PRO M404DN	VNF3B22596	2021	63,000.00
509	PRINTER	HP LASERJET PRO M404DN	VNF3B22598	2021	63,000.00
510	PRINTER	HP LASERJET PRO M404DN	VNF3B22599	2021	63,000.00
511	PRINTER	HP LASERJET PRO M404DN	VNF3B22602	2021	63,000.00
512	PRINTER	HP LASERJET PRO M404DN	VNF3B22604	2021	63,000.00
513	PRINTER	HP LASERJET PRO M404DN	VNF3B22605	2021	63,000.00
514	PRINTER	HP LASERJET PRO M404DN	VNF3B22607	2021	63,000.00
515	PRINTER	HP LASERJET PRO M404DN	VNF3B22608	2021	63,000.00
516	PRINTER	HP LASERJET PRO M404DN	VNF3B22610	2021	63,000.00
517	PRINTER	HP LASERJET PRO M404DN	VNF3B22618	2021	63,000.00
518	PRINTER	HP LASERJET PRO M404DN	VNF3B22807	2021	63,000.00
519	PRINTER	HP LASERJET PRO M404DN	VNF3B22812	2021	63,000.00
520	PRINTER	HP LASERJET PRO M404DN	VNF3B22814	2021	63,000.00
521	PRINTER	HP LASERJET PRO M404DN	VNF3B22817	2021	63,000.00
522	PRINTER	HP LASERJET PRO M404DN	VNF3B22821	2021	63,000.00
523	PRINTER	HP LASERJET PRO M404DN	VNF3B22823	2021	63,000.00
524	PRINTER	HP LASERJET PRO M404DN	VNF3B22829	2021	63,000.00
525	PRINTER	HP LASERJET PRO M404DN	VNF3B22832	2021	63,000.00
526	PRINTER	HP LASERJET PRO M404DN	VNF3B22836	2021	63,000.00
527	PRINTER	HP LASERJET PRO M404DN	VNF3B22841	2021	63,000.00
528	PRINTER	HP LASERJET PRO M404DN	VNF3B22842	2021	63,000.00
529	PRINTER	HP LASERJET PRO M404DN	VNF3B22843	2021	63,000.00
530	PRINTER	HP LASERJET PRO M404DN	VNF3B22845	2021	63,000.00
531	PRINTER	HP LASERJET PRO M404DN	VNF3B22848	2021	63,000.00
532	PRINTER	HP LASERJET PRO M404DN	VNF3B22851	2021	63,000.00
533	PRINTER	HP LASERJET PRO M404DN	VNF3B22856	2021	63,000.00
534	PRINTER	HP LASERJET PRO M404DN	VNF3B22949	2021	63,000.00
535	PRINTER	HP LASERJET PRO M404DN	VNF3B22951	2021	63,000.00
536	PRINTER	HP LASERJET PRO M404DN	VNF3B22954	2021	63,000.00
537	PRINTER	HP LASERJET PRO M404DN	VNF3B22976	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
538	PRINTER	HP LASERJET PRO M404DN	VNF3B22980	2021	63,000.00
539	PRINTER	HP LASERJET PRO M404DN	VNF3B22981	2021	63,000.00
540	PRINTER	HP LASERJET PRO M404DN	VNF3B22983	2021	63,000.00
541	PRINTER	HP LASERJET PRO M404DN	VNF3B22985	2021	63,000.00
542	PRINTER	HP LASERJET PRO M404DN	VNF3B22987	2021	63,000.00
543	PRINTER	HP LASERJET PRO M404DN	vnf3b22988	2021	63,000.00
544	PRINTER	HP LASERJET PRO M404DN	VNF3B22990	2021	63,000.00
545	PRINTER	HP LASERJET PRO M404DN	VNF3B22992	2021	63,000.00
546	PRINTER	HP LASERJET PRO M404DN	VNF3B22995	2021	63,000.00
547	PRINTER	HP LASERJET PRO M404DN	VNF3B22996	2021	63,000.00
548	PRINTER	HP LASERJET PRO M404DN	VNF3B22998	2021	63,000.00
549	PRINTER	HP LASERJET PRO M404DN	VNF3B22999	2021	63,000.00
550	PRINTER	HP LASERJET PRO M404DN	VNF3B23002	2021	63,000.00
551	PRINTER	HP LASERJET PRO M404DN	VNF3B23035	2021	63,000.00
552	PRINTER	HP LASERJET PRO M404DN	VNF3B23039	2021	63,000.00
553	PRINTER	HP LASERJET PRO M404DN	VNF3B23046	2021	63,000.00
554	PRINTER	HP LASERJET PRO M404DN	VNF3B23057	2021	63,000.00
555	PRINTER	HP LASERJET PRO M404DN	VNF3B23058	2021	63,000.00
556	PRINTER	HP LASERJET PRO M404DN	VNF3B23061	2021	63,000.00
557	PRINTER	HP LASERJET PRO M404DN	VNF3B23062	2021	63,000.00
558	PRINTER	HP LASERJET PRO M404DN	VNF3B23064	2021	63,000.00
559	PRINTER	HP LASERJET PRO M404DN	VNF3B23066	2021	63,000.00
560	PRINTER	HP LASERJET PRO M404DN	VNF3B23068	2021	63,000.00
561	PRINTER	HP LASERJET PRO M404DN	VNF3B23071	2021	63,000.00
562	PRINTER	HP LASERJET PRO M404DN	VNF3B23072	2021	63,000.00
563	PRINTER	HP LASERJET PRO M404DN	VNF3B23074	2021	63,000.00
564	PRINTER	HP LASERJET PRO M404DN	VNF3B23075	2021	63,000.00
565	PRINTER	HP LASERJET PRO M404DN	VNF3B23079	2021	63,000.00
566	PRINTER	HP LASERJET PRO M404DN	VNF3B23085	2021	63,000.00
567	PRINTER	HP LASERJET PRO M404DN	VNF3B23088	2021	63,000.00
568	PRINTER	HP LASERJET PRO M404DN	VNF3B23091	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
569	PRINTER	HP LASERJET PRO M404DN	VNF3B23093	2021	63,000.00
570	PRINTER	HP LASERJET PRO M404DN	VNF3B23105	2021	63,000.00
571	PRINTER	HP LASERJET PRO M404DN	VNF3B23106	2021	63,000.00
572	PRINTER	HP LASERJET PRO M404DN	VNF3B23109	2021	63,000.00
573	PRINTER	HP LASERJET PRO M404DN	VNF3B23110	2021	63,000.00
574	PRINTER	HP LASERJET PRO M404DN	VNF3B23114	2021	63,000.00
575	PRINTER	HP LASERJET PRO M404DN	VNF3B23115	2021	63,000.00
576	PRINTER	HP LASERJET PRO M404DN	VNF3B23123	2021	63,000.00
577	PRINTER	HP LASERJET PRO M404DN	VNF3B23124	2021	63,000.00
578	PRINTER	HP LASERJET PRO M404DN	VNF3B23125	2021	63,000.00
579	PRINTER	HP LASERJET PRO M404DN	VNF3B23130	2021	63,000.00
580	PRINTER	HP LASERJET PRO M404DN	VNF3B23272	2021	63,000.00
581	PRINTER	HP LASERJET PRO M404DN	VNF3B23337	2021	63,000.00
582	PRINTER	HP LASERJET PRO M404DN	VNF3B23338	2021	63,000.00
583	PRINTER	HP LASERJET PRO M404DN	VNF3B23339	2021	63,000.00
584	PRINTER	HP LASERJET PRO M404DN	VNF3B23341	2021	63,000.00
585	PRINTER	HP LASERJET PRO M404DN	VNF3B23346	2021	63,000.00
586	PRINTER	HP LASERJET PRO M404DN	VNF3D08566	2021	63,000.00
587	PRINTER	HP LASERJET PRO M404DN	VNF3D08576	2021	63,000.00
588	PRINTER	HP LASERJET PRO M404DN	VNF3D08577	2021	63,000.00
589	PRINTER	HP LASERJET PRO M404DN	VNF3D08579	2021	63,000.00
590	PRINTER	HP LASERJET PRO M404DN	VNF3D08580	2021	63,000.00
591	PRINTER	HP LASERJET PRO M404DN	VNF3D08582	2021	63,000.00
592	PRINTER	HP LASERJET PRO M404DN	VNF3D08583	2021	63,000.00
593	PRINTER	HP LASERJET PRO M404DN	VNF3D08584	2021	63,000.00
594	PRINTER	HP LASERJET PRO M404DN	VNF3D08624	2021	63,000.00
595	PRINTER	HP LASERJET PRO M404DN	VNF3D08951	2021	63,000.00
596	PRINTER	HP LASERJET PRO M404DN	VNF3D08952	2021	63,000.00
597	PRINTER	HP LASERJET PRO M404DN	VNF3D14855	2021	63,000.00
598	PRINTER	HP LASERJET PRO M404DN	VNF3D14874	2021	63,000.00
599	PRINTER	HP LASERJET PRO M404DN	VNF3D14918	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
600	PRINTER	HP LASERJET PRO M404DN	VNF3D14918	2021	63,000.00
601	PRINTER	HP LASERJET PRO M404DN	VNF3D14919	2021	63,000.00
602	PRINTER	HP LASERJET PRO M404DN	VNF3D15050	2021	63,000.00
603	PRINTER	HP LASERJET PRO M404DN	VNF3D15088	2021	63,000.00
604	PRINTER	HP LASERJET PRO M404DN	VNF3D15092	2021	63,000.00
605	PRINTER	HP LASERJET PRO M404DN	VNF3D15097	2021	63,000.00
606	PRINTER	HP LASERJET PRO M404DN	VNF3D15098	2021	63,000.00
607	PRINTER	HP LASERJET PRO M404DN	VNF3D15101	2021	63,000.00
608	PRINTER	HP LASERJET PRO M404DN	VNF3D15104	2021	63,000.00
609	PRINTER	HP LASERJET PRO M404DN	VNF3D15264	2021	63,000.00
610	PRINTER	HP LASERJET PRO M404DN	VNF3D15272	2021	63,000.00
611	PRINTER	HP LASERJET PRO M404DN	VNF3D15275	2021	63,000.00
612	PRINTER	HP LASERJET PRO M404DN	VNF3D15308	2021	63,000.00
613	PRINTER	HP LASERJET PRO M404DN	VNF3D15309	2021	63,000.00
614	PRINTER	HP LASERJET PRO M404DN	VNF3D15327	2021	63,000.00
615	PRINTER	HP LASERJET PRO M404DN	VNF3D15345	2021	63,000.00
616	PRINTER	HP LASERJET PRO M404DN	VNF3D15349	2021	63,000.00
617	PRINTER	HP LASERJET PRO M404DN	VNF3D15351	2021	63,000.00
618	PRINTER	HP LASERJET PRO M404DN	VNF3D15353	2021	63,000.00
619	PRINTER	HP LASERJET PRO M404DN	VNF3D15354	2021	63,000.00
620	PRINTER	HP LASERJET PRO M404DN	VNF3D15356	2021	63,000.00
621	PRINTER	HP LASERJET PRO M404DN	VNF3D15357	2021	63,000.00
622	PRINTER	HP LASERJET PRO M404DN	VNF3D15358	2021	63,000.00
623	PRINTER	HP LASERJET PRO M404DN	VNF3D15359	2021	63,000.00
624	PRINTER	HP LASERJET PRO M404DN	VNF3D15360	2021	63,000.00
625	PRINTER	HP LASERJET PRO M404DN	VNF3D15361	2021	63,000.00
626	PRINTER	HP LASERJET PRO M404DN	VNF3D15362	2021	63,000.00
627	PRINTER	HP LASERJET PRO M404DN	VNF3D15363	2021	63,000.00
628	PRINTER	HP LASERJET PRO M404DN	VNF3D15364	2021	63,000.00
629	PRINTER	HP LASERJET PRO M404DN	VNF3D15366	2021	63,000.00
630	PRINTER	HP LASERJET PRO M404DN	VNF3D15367	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
631	PRINTER	HP LASERJET PRO M404DN	VNF3D15368	2021	63,000.00
632	PRINTER	HP LASERJET PRO M404DN	VNF3D15377	2021	63,000.00
633	PRINTER	HP LASERJET PRO M404DN	VNF3D16632	2021	63,000.00
634	PRINTER	HP LASERJET PRO M404DN	VNF3D16633	2021	63,000.00
635	PRINTER	HP LASERJET PRO M404DN	VNF3D16776	2021	63,000.00
636	PRINTER	HP LASERJET PRO M404DN	VNF3D16779	2021	63,000.00
637	PRINTER	HP LASERJET PRO M404DN	VNF3D16783	2021	63,000.00
638	PRINTER	HP LASERJET PRO M404DN	VNF3D16784	2021	63,000.00
639	PRINTER	HP LASERJET PRO M404DN	VNF3D16785	2021	63,000.00
640	PRINTER	HP LASERJET PRO M404DN	VNF3D16787	2021	63,000.00
641	PRINTER	HP LASERJET PRO M404DN	VNF3D16788	2021	63,000.00
642	PRINTER	HP LASERJET PRO M404DN	VNF3D16790	2021	63,000.00
643	PRINTER	HP LASERJET PRO M404DN	VNF3D16792	2021	63,000.00
644	PRINTER	HP LASERJET PRO M404DN	VNF3D16797	2021	63,000.00
645	PRINTER	HP LASERJET PRO M404DN	VNF3D16808	2021	63,000.00
646	PRINTER	HP LASERJET PRO M404DN	VNF3D16810	2021	63,000.00
647	PRINTER	HP LASERJET PRO M404DN	VNF3D16812	2021	63,000.00
648	PRINTER	HP LASERJET PRO M404DN	VNF3D17371	2021	63,000.00
649	PRINTER	HP LASERJET PRO M404DN	VNF3D17385	2021	63,000.00
650	PRINTER	HP LASERJET PRO M404DN	VNF3D17388	2021	63,000.00
651	PRINTER	HP LASERJET PRO M404DN	VNF3D17392	2021	63,000.00
652	PRINTER	HP LASERJET PRO M404DN	VNF3D17410	2021	63,000.00
653	PRINTER	HP LASERJET PRO M404DN	VNF3D17411	2021	63,000.00
654	PRINTER	HP LASERJET PRO M404DN	VNF3D17412	2021	63,000.00
655	PRINTER	HP LASERJET PRO M404DN	VNF3D17413	2021	63,000.00
656	PRINTER	HP LASERJET PRO M404DN	VNF3D17416	2021	63,000.00
657	PRINTER	HP LASERJET PRO M404DN	VNF3D17417	2021	63,000.00
658	PRINTER	HP LASERJET PRO M404DN	VNF3D17422	2021	63,000.00
659	PRINTER	HP LASERJET PRO M404DN	VNF3D17424	2021	63,000.00
660	PRINTER	HP LASERJET PRO M404DN	VNF3D17427	2021	63,000.00
661	PRINTER	HP LASERJET PRO M404DN	VNF3D17429	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
662	PRINTER	HP LASERJET PRO M404DN	VNF3D17431	2021	63,000.00
663	PRINTER	HP LASERJET PRO M404DN	VNF3D17433	2021	63,000.00
664	PRINTER	HP LASERJET PRO M404DN	VNF3D17438	2021	63,000.00
665	PRINTER	HP LASERJET PRO M404DN	VNF3D17440	2021	63,000.00
666	PRINTER	HP LASERJET PRO M404DN	VNF3D17442	2021	63,000.00
667	PRINTER	HP LASERJET PRO M404DN	VNF3D17443	2021	63,000.00
668	PRINTER	HP LASERJET PRO M404DN	VNF3D17448	2021	63,000.00
669	PRINTER	HP LASERJET PRO M404DN	VNF3D17454	2021	63,000.00
670	PRINTER	HP LASERJET PRO M404DN	VNF3D17458	2021	63,000.00
671	PRINTER	HP LASERJET PRO M404DN	VNF3D17460	2021	63,000.00
672	PRINTER	HP LASERJET PRO M404DN	VNF3D17461	2021	63,000.00
673	PRINTER	HP LASERJET PRO M404DN	VNF3D17464	2021	63,000.00
674	PRINTER	HP LASERJET PRO M404DN	VNF3D17467	2021	63,000.00
675	PRINTER	HP LASERJET PRO M404DN	VNF3D17468	2021	63,000.00
676	PRINTER	HP LASERJET PRO M404DN	VNF3D17471	2021	63,000.00
677	PRINTER	HP LASERJET PRO M404DN	VNF3D17484	2021	63,000.00
678	PRINTER	HP LASERJET PRO M404DN	VNF3D17500	2021	63,000.00
679	PRINTER	HP LASERJET PRO M404DN	VNF3D17504	2021	63,000.00
680	PRINTER	HP LASERJET PRO M404DN	VNF3D17508	2021	63,000.00
681	PRINTER	HP LASERJET PRO M404DN	VNF3D17511	2021	63,000.00
682	PRINTER	HP LASERJET PRO M404DN	VNF3D17514	2021	63,000.00
683	PRINTER	HP LASERJET PRO M404DN	VNF3D17517	2021	63,000.00
684	PRINTER	HP LASERJET PRO M404DN	VNF3D17518	2021	63,000.00
685	PRINTER	HP LASERJET PRO M404DN	VNF3D17521	2021	63,000.00
686	PRINTER	HP LASERJET PRO M404DN	VNF3D17523	2021	63,000.00
687	PRINTER	HP LASERJET PRO M404DN	VNF3D17525	2021	63,000.00
688	PRINTER	HP LASERJET PRO M404DN	VNF3D17527	2021	63,000.00
689	PRINTER	HP LASERJET PRO M404DN	VNF3D17528	2021	63,000.00
690	PRINTER	HP LASERJET PRO M404DN	VNF3D17529	2021	63,000.00
691	PRINTER	HP LASERJET PRO M404DN	VNF3D17572	2021	63,000.00
692	PRINTER	HP LASERJET PRO M404DN	VNF3D17581	2021	63,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
693	PRINTER	HP LASERJET PRO M404DN	VNF3D17582	2021	63,000.00
694	PRINTER	HP LASERJET PRO M404DN	VNF3D17583	2021	63,000.00
695	PRINTER	HP LASERJET PRO M404DN	VNF3D17585	2021	63,000.00
696	PRINTER	HP LASERJET PRO M404DN	VNF3D17675	2021	63,000.00
697	PRINTER	HP LASERJET PRO M404DN	VNF3D17679	2021	63,000.00
698	PRINTER	HP LASERJET PRO M404DN	VNF3D17684	2021	63,000.00
699	PRINTER	HP LASERJET PRO M404DN	VNF3D17686	2021	63,000.00
700	PRINTER	HP LASERJET PRO M404DN	VNF3D17692	2021	63,000.00
701	PRINTER	HP LASERJET PRO M404DN	VNF3D17694	2021	63,000.00
702	PRINTER	HP LASERJET PRO M404DN	VNF3D17704	2021	63,000.00
703	PRINTER	HP LASERJET PRO M404DN	VNF3D17769	2021	63,000.00
704	PRINTER	HP LASERJET PRO M404DN	VNF3D17775	2021	63,000.00
705	PRINTER	HP LASERJET PRO M404DN	VNF3D17776	2021	63,000.00
706	PRINTER	HP LASERJET PRO M404DN	VNF3D17777	2021	63,000.00
707	PRINTER	HP LASERJET PRO M404DN	VNF3D17780	2021	63,000.00
708	PRINTER	HP LASERJET PRO M404DN	VNF3D17786	2021	63,000.00
709	PRINTER	HP LASERJET PRO M404DN	VNF3D17787	2021	63,000.00
710	PRINTER	HP LASERJET PRO M404DN	VNF3D17790	2021	63,000.00
711	PRINTER	HP LASERJET PRO M404DN	VNF3D17791	2021	63,000.00
712	PRINTER	HP LASERJET PRO M404DN	VNF3D17792	2021	63,000.00
713	PRINTER	HP LASERJET PRO M404DN	VNF3D17795	2021	63,000.00
714	PRINTER	HP LASERJET PRO M404DN	VNF3D17796	2021	63,000.00
715	PRINTER	HP LASERJET PRO M404DN	VNF3D22562	2021	63,000.00
716	PRINTER	HP LASERJET PRO M404DN	VNFB22615	2021	63,000.00
717	PRINTER	HP LASERJET PRO M404DN	VNFB22984	2021	63,000.00
718	PRINTER	HP LASERJET PRO M404DN	#####	2021	63,000.00
719	PRINTER	PRINTER HP HP COLOR LASERJET PRO MFP 283	VNBRP4TIOS	2021	250,000.00
720	PRINTER	PRINTER HP HP COLOR MFP M283	VNBRP3VOZ9	2021	250,000.00
721	PRINTER	PRINTER HP HP LASERJET COLOR 283	VNBRP4765J	2021	250,000.00
722	PRINTER	PRINTER HP HP LASERJET COLOR M283	VNBRP4TOX8	2021	250,000.00
723	PRINTER	PRINTER HP LASER JET 130	VNCRC05949	2021	40,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
724	PRINTER	PRINTER HP LASERJET PRO 130 HP 130	VNCRC05922	2021	40,000.00
725	PRINTER	PRINTER HP COLOR HP LASERJET COLOR 283	VNBRP4T101	2021	250,000.00
726	PRINTER	PRINTER HP COLOR LASERJETPROMFP M283FDW	VNBRPOYM	2021	250,000.00
727	PRINTER	PRINTER HP COLOR M283 M283	VNBRP4TOM7	2021	250,000.00
728	PRINTER	PRINTER HP HP COLOR LASERJET M283	VNBRP3VOZL	2021	250,000.00
729	PRINTER	PRINTER HP HP COLORLASERJET PRO MFP M283	VNBRP4TOPX	2021	250,000.00
730	PRINTER	PRINTER HP HP LASERJET PRO M 283	VNBRP4TONK	2021	250,000.00
731	PRINTER	PRINTER HP HP LASERJET PRO M283	VNBRP4T0YH	2021	250,000.00
732	PRINTER	PRINTER HP PRINTER HP LASERJET PRO MFP M 130	VNCRCCZ8747	2021	40,000.00
733	SCANNER	SCANNER HP SCANJET PRO 3500F1 hp PRO 3500F1 hp PRO 3500F1	CNOC SB603	2021	49,000.00
734	CAMERA	SONY DSC-W830	8328047	2020	32,000.00
735	CAMERA	SONY DSC-W830	8328125	2020	32,000.00
736	CAMERA	SONY DSC-W830	8328126	2020	32,000.00
737	CAMERA	SONY DSC-W830	8328127	2020	32,000.00
738	CAMERA	SONY DSC-W830	8328128	2020	32,000.00
739	CAMERA	SONY DSC-W830	8328129	2020	32,000.00
740	CAMERA	SONY DSC-W830	8328130	2020	32,000.00
741	CAMERA	SONY DSC-W830	8328131	2020	32,000.00
742	CAMERA	SONY DSC-W830	8328132	2020	32,000.00
743	CAMERA	SONY DSC-W830	8328133	2020	32,000.00
744	CAMERA	SONY DSC-W830	8328134	2020	32,000.00
745	CPU	HP PRODESK 400 G7	3CM0521KV2	2020	110,000.00
746	CPU	HP PRODESK 400 G7	3CM0530WP2	2020	110,000.00
747	CPU	HP PRODESK 400 G7	3CM0530WP6	2020	110,000.00
748	CPU	HP PRODESK 400 G7	3CMOS30W2Z	2020	110,000.00
749	CPU	HP PRODESK 400 G7	4C4949252C	2020	110,000.00
750	CPU	HP PRODESK 400 G7	4CE949222TZ	2020	110,000.00
751	CPU	HP PRODESK 400 G7	4CE94922CB	2020	110,000.00
752	CPU	HP PRODESK 400 G7	4CE94922CT	2020	110,000.00
753	CPU	HP PRODESK 400 G7	4CE94922GZ	2020	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
754	CPU	HP PRODESK 400 G7	4CE94922LH	2020	110,000.00
755	CPU	HP PRODESK 400 G7	4CE94922LK	2020	110,000.00
756	CPU	HP PRODESK 400 G7	4CE94922LM	2020	110,000.00
757	CPU	HP PRODESK 400 G7	4CE94922LP	2020	110,000.00
758	CPU	HP PRODESK 400 G7	4CE94922LR	2020	110,000.00
759	CPU	HP PRODESK 400 G7	4CE94922LT	2020	110,000.00
760	CPU	HP PRODESK 400 G7	4CE94922MD	2020	110,000.00
761	CPU	HP PRODESK 400 G7	4CE94922MG	2020	110,000.00
762	CPU	HP PRODESK 400 G7	4CE94922MJ	2020	110,000.00
763	CPU	HP PRODESK 400 G7	4CE94922ML	2020	110,000.00
764	CPU	HP PRODESK 400 G7	4CE94922TC	2020	110,000.00
765	CPU	HP PRODESK 400 G7	4CE94922TV	2020	110,000.00
766	CPU	HP PRODESK 400 G7	4CE94922TX	2020	110,000.00
767	CPU	HP PRODESK 400 G7	4CE94922V1	2020	110,000.00
768	CPU	HP PRODESK 400 G7	4CE94922VM	2020	110,000.00
769	CPU	HP PRODESK 400 G7	4CE94922WP	2020	110,000.00
770	CPU	HP PRODESK 400 G7	4CE94922WR	2020	110,000.00
771	CPU	HP PRODESK 400 G7	4CE94922WS	2020	110,000.00
772	CPU	HP PRODESK 400 G7	4CE94922WV	2020	110,000.00
773	CPU	HP PRODESK 400 G7	4CE94922X1	2020	110,000.00
774	CPU	HP PRODESK 400 G7	4CE94922X3	2020	110,000.00
775	CPU	HP PRODESK 400 G7	4CE94922X7	2020	110,000.00
776	CPU	HP PRODESK 400 G7	4CE94922X9	2020	110,000.00
777	CPU	HP PRODESK 400 G7	4CE94922XC	2020	110,000.00
778	CPU	HP PRODESK 400 G7	4CE94922XJ	2020	110,000.00
779	CPU	HP PRODESK 400 G7	4CE94922XL	2020	110,000.00
780	CPU	HP PRODESK 400 G7	4CE94922Y3	2020	110,000.00
781	CPU	HP PRODESK 400 G7	4CE94922YH4	2020	110,000.00
782	CPU	HP PRODESK 400 G7	4CE94922YK	2020	110,000.00
783	CPU	HP PRODESK 400 G7	4CE94922YM	2020	110,000.00
784	CPU	HP PRODESK 400 G7	4CE94922YQ	2020	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
785	CPU	HP PRODESK 400 G7	4CE94922Z3	2020	110,000.00
786	CPU	HP PRODESK 400 G7	4CE94922Z8	2020	110,000.00
787	CPU	HP PRODESK 400 G7	4CE94922ZE	2020	110,000.00
788	CPU	HP PRODESK 400 G7	4CE94922ZF	2020	110,000.00
789	CPU	HP PRODESK 400 G7	4CE94922ZM	2020	110,000.00
790	CPU	HP PRODESK 400 G7	4CE94922ZR	2020	110,000.00
791	CPU	HP PRODESK 400 G7	4CE949230V	2020	110,000.00
792	CPU	HP PRODESK 400 G7	4CE9492316	2020	110,000.00
793	CPU	HP PRODESK 400 G7	4CE949231G	2020	110,000.00
794	CPU	HP PRODESK 400 G7	4CE949231J	2020	110,000.00
795	CPU	HP PRODESK 400 G7	4CE949231W	2020	110,000.00
796	CPU	HP PRODESK 400 G7	4CE949231W	2020	110,000.00
797	CPU	HP PRODESK 400 G7	4CE949231X	2020	110,000.00
798	CPU	HP PRODESK 400 G7	4CE949231Y	2020	110,000.00
799	CPU	HP PRODESK 400 G7	4CE9492320	2020	110,000.00
800	CPU	HP PRODESK 400 G7	4CE9492321	2020	110,000.00
801	CPU	HP PRODESK 400 G7	4CE9492322	2020	110,000.00
802	CPU	HP PRODESK 400 G7	4CE9492323	2020	110,000.00
803	CPU	HP PRODESK 400 G7	4CE9492325	2020	110,000.00
804	CPU	HP PRODESK 400 G7	4CE9492327	2020	110,000.00
805	CPU	HP PRODESK 400 G7	4CE9492329	2020	110,000.00
806	CPU	HP PRODESK 400 G7	4CE949232B	2020	110,000.00
807	CPU	HP PRODESK 400 G7	4CE949232C	2020	110,000.00
808	CPU	HP PRODESK 400 G7	4CE949232F	2020	110,000.00
809	CPU	HP PRODESK 400 G7	4CE949232G	2020	110,000.00
810	CPU	HP PRODESK 400 G7	4CE949232H	2020	110,000.00
811	CPU	HP PRODESK 400 G7	4CE949232J	2020	110,000.00
812	CPU	HP PRODESK 400 G7	4CE949232K	2020	110,000.00
813	CPU	HP PRODESK 400 G7	4CE949232M	2020	110,000.00
814	CPU	HP PRODESK 400 G7	4CE949232P	2020	110,000.00
815	CPU	HP PRODESK 400 G7	4CE949232Z	2020	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
816	CPU	HP PRODESK 400 G7	4CE9492330	2020	110,000.00
817	CPU	HP PRODESK 400 G7	4CE949233T	2020	110,000.00
818	CPU	HP PRODESK 400 G7	4CE949233X	2020	110,000.00
819	CPU	HP PRODESK 400 G7	4CE9492340	2020	110,000.00
820	CPU	HP PRODESK 400 G7	4CE9492341	2020	110,000.00
821	CPU	HP PRODESK 400 G7	4CE9492342	2020	110,000.00
822	CPU	HP PRODESK 400 G7	4CE9492343	2020	110,000.00
823	CPU	HP PRODESK 400 G7	4CE9492344	2020	110,000.00
824	CPU	HP PRODESK 400 G7	4CE9492346	2020	110,000.00
825	CPU	HP PRODESK 400 G7	4CE9492348	2020	110,000.00
826	CPU	HP PRODESK 400 G7	4CE949234B	2020	110,000.00
827	CPU	HP PRODESK 400 G7	4CE949234D	2020	110,000.00
828	CPU	HP PRODESK 400 G7	4CE949234G	2020	110,000.00
829	CPU	HP PRODESK 400 G7	4CE949234J	2020	110,000.00
830	CPU	HP PRODESK 400 G7	4CE949234R	2020	110,000.00
831	CPU	HP PRODESK 400 G7	4CE949234S	2020	110,000.00
832	CPU	HP PRODESK 400 G7	4CE94925TR	2020	110,000.00
833	CPU	HP PRODESK 400 G7	4CE94925V3	2020	110,000.00
834	CPU	HP PRODESK 400 G7	4CE94925YQ	2020	110,000.00
835	CPU	HP PRODESK 400 G7	4CE9492604	2020	110,000.00
836	CPU	HP PRODESK 400 G7	4CE949Z2XG	2020	110,000.00
837	CPU	HP PRODESK 400 G7	4CE95000Y2P	2020	110,000.00
838	CPU	HP PRODESK 400 G7	4CE9500WHT	2020	110,000.00
839	CPU	HP PRODESK 400 G7	4CE9500WJD	2020	110,000.00
840	CPU	HP PRODESK 400 G7	4CE9500WJJ	2020	110,000.00
841	CPU	HP PRODESK 400 G7	4CE9500WJL	2020	110,000.00
842	CPU	HP PRODESK 400 G7	4CE9500WJN	2020	110,000.00
843	CPU	HP PRODESK 400 G7	4CE9500WJQ	2020	110,000.00
844	CPU	HP PRODESK 400 G7	4CE9500WJS	2020	110,000.00
845	CPU	HP PRODESK 400 G7	4CE9500WK2	2020	110,000.00
846	CPU	HP PRODESK 400 G7	4CE9500WKK6	2020	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
847	CPU	HP PRODESK 400 G7	4CE9500WPX	2020	110,000.00
848	CPU	HP PRODESK 400 G7	4CE9500WYZ	2020	110,000.00
849	CPU	HP PRODESK 400 G7	4CE9500X4Q	2020	110,000.00
850	CPU	HP PRODESK 400 G7	4CE9500XCD	2020	110,000.00
851	CPU	HP PRODESK 400 G7	4CE9500XCV	2020	110,000.00
852	CPU	HP PRODESK 400 G7	4CE9500XCX	2020	110,000.00
853	CPU	HP PRODESK 400 G7	4CE9500XDF	2020	110,000.00
854	CPU	HP PRODESK 400 G7	4CE9500XDP	2020	110,000.00
855	CPU	HP PRODESK 400 G7	4CE9500XGF	2020	110,000.00
856	CPU	HP PRODESK 400 G7	4CE9500Y2F	2020	110,000.00
857	CPU	HP PRODESK 400 G7	4CE9500Y2K	2020	110,000.00
858	CPU	HP PRODESK 400 G7	4CE9500Y30	2020	110,000.00
859	CPU	HP PRODESK 400 G7	4CE9500Y3K	2020	110,000.00
860	CPU	HP PRODESK 400 G7	4CE9500Y3M	2020	110,000.00
861	CPU	HP PRODESK 400 G7	4CE9500Y3N	2020	110,000.00
862	CPU	HP PRODESK 400 G7	4CE9500Y3P	2020	110,000.00
863	CPU	HP PRODESK 400 G7	4CE9500Y3R	2020	110,000.00
864	CPU	HP PRODESK 400 G7	4CE9500Y3S	2020	110,000.00
865	CPU	HP PRODESK 400 G7	4CE9500Y3T	2020	110,000.00
866	CPU	HP PRODESK 400 G7	4CE9500Y3W	2020	110,000.00
867	CPU	HP PRODESK 400 G7	4CE9500Y3X	2020	110,000.00
868	CPU	HP PRODESK 400 G7	4CE9500Y3Y	2020	110,000.00
869	CPU	HP PRODESK 400 G7	4CE9500Y40	2020	110,000.00
870	CPU	HP PRODESK 400 G7	4CE9500Y41	2020	110,000.00
871	CPU	HP PRODESK 400 G7	4CE9500Y42	2020	110,000.00
872	CPU	HP PRODESK 400 G7	4CE9500Y45	2020	110,000.00
873	CPU	HP PRODESK 400 G7	4CE9500Y49	2020	110,000.00
874	CPU	HP PRODESK 400 G7	4CE9500Y4F	2020	110,000.00
875	CPU	HP PRODESK 400 G7	4CE9500Y4H	2020	110,000.00
876	CPU	HP PRODESK 400 G7	4CE9500Y4M	2020	110,000.00
877	CPU	HP PRODESK 400 G7	4CE9500Y4P	2020	110,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
878	CPU	HP PRODESK 400 G7	4CE9500Y4Q	2020	110,000.00
879	CPU	HP PRODESK 400 G7	4CE9500Y4RR	2020	110,000.00
880	CPU	HP PRODESK 400 G7	4CE9500Y4S	2020	110,000.00
881	CPU	HP PRODESK 400 G7	4CE9500Y4W	2020	110,000.00
882	CPU	HP PRODESK 400 G7	4CE9500Y4Y	2020	110,000.00
883	CPU	HP PRODESK 400 G7	4CE9500Y51	2020	110,000.00
884	CPU	HP PRODESK 400 G7	4CE9500Y5F	2020	110,000.00
885	CPU	HP PRODESK 400 G7	4CE9500Y5H	2020	110,000.00
886	CPU	HP PRODESK 400 G7	4CE9500Y5K	2020	110,000.00
887	CPU	HP PRODESK 400 G7	4CE95017C0	2020	110,000.00
888	CPU	HP PRODESK 400 G7	4CE95017F7	2020	110,000.00
889	CPU	HP PRODESK 400 G7	4CE95017FC	2020	110,000.00
890	CPU	HP PRODESK 400 G7	4CE95017FT	2020	110,000.00
891	CPU	HP PRODESK 400 G7	4CE95017GS	2020	110,000.00
892	CPU	HP PRODESK 400 G7	4CE95017J6	2020	110,000.00
893	MACHINERY	GENERATOR HONDA 5000CLE	NONE	2020	100,000.00
894	MONITOR	HP MONITOR 22 INCH	CN41212C5B	2020	20,000.00
895	MONITOR	HP MONITOR 22 INCH	CN41212CJ2	2020	20,000.00
896	MONITOR	HP MONITOR 22 INCH	CN41212DCQ	2020	20,000.00
897	MONITOR	HP MONITOR 22 INCH	CN412204K7	2020	20,000.00
898	MONITOR	HP MONITOR 22 INCH	CN41272WJF	2020	20,000.00
899	MONITOR	HP MONITOR 22 INCH	CN41272WZV	2020	20,000.00
900	MONITOR	HP MONITOR 22 INCH	CN41272X5B	2020	20,000.00
901	MONITOR	HP MONITOR 22 INCH	CN41272X5C	2020	20,000.00
902	MONITOR	HP MONITOR 22 INCH	CN41272X6T	2020	20,000.00
903	MONITOR	HP MONITOR 22 INCH	CN41272X75	2020	20,000.00
904	MONITOR	HP MONITOR 22 INCH	CN41272XD4	2020	20,000.00
905	MONITOR	HP MONITOR 22 INCH	CNC0031445	2020	20,000.00
906	MONITOR	HP MONITOR 22 INCH	CNC0031Q57	2020	20,000.00
907	MONITOR	HP MONITOR 22 INCH	CNC0031QEC	2020	20,000.00
908	MONITOR	HP MONITOR 22 INCH	CNC0031QKP	2020	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
909	MONITOR	HP MONITOR 22 INCH	CNC0031QKY	2020	20,000.00
910	MONITOR	HP MONITOR 22 INCH	CNC0031QL7	2020	20,000.00
911	MONITOR	HP MONITOR 22 INCH	CNC0031QL8	2020	20,000.00
912	MONITOR	HP MONITOR 22 INCH	CNC0031QLH	2020	20,000.00
913	MONITOR	HP MONITOR 22 INCH	CNC0031QLT	2020	20,000.00
914	MONITOR	HP MONITOR 22 INCH	CNC0031QNG	2020	20,000.00
915	MONITOR	HP MONITOR 22 INCH	CNC0031QQY	2020	20,000.00
916	MONITOR	HP MONITOR 22 INCH	CNC0031QR0	2020	20,000.00
917	MONITOR	HP MONITOR 22 INCH	CNC0031QR1	2020	20,000.00
918	MONITOR	HP MONITOR 22 INCH	CNC0031QR2	2020	20,000.00
919	MONITOR	HP MONITOR 22 INCH	CNC0031QR4	2020	20,000.00
920	MONITOR	HP MONITOR 22 INCH	CNC0031QR8	2020	20,000.00
921	MONITOR	HP MONITOR 22 INCH	CNC0031QR9	2020	20,000.00
922	MONITOR	HP MONITOR 22 INCH	CNC0031QRB	2020	20,000.00
923	MONITOR	HP MONITOR 22 INCH	CNC0031QRB	2020	20,000.00
924	MONITOR	HP MONITOR 22 INCH	CNC0031QRC	2020	20,000.00
925	MONITOR	HP MONITOR 22 INCH	CNC0031QRF	2020	20,000.00
926	MONITOR	HP MONITOR 22 INCH	CNC0031QRH	2020	20,000.00
927	MONITOR	HP MONITOR 22 INCH	CNC0031QRJ	2020	20,000.00
928	MONITOR	HP MONITOR 22 INCH	CNC0031QRK	2020	20,000.00
929	MONITOR	HP MONITOR 22 INCH	CNC0031QRL	2020	20,000.00
930	MONITOR	HP MONITOR 22 INCH	CNC0031QRM	2020	20,000.00
931	MONITOR	HP MONITOR 22 INCH	CNC0031QRN	2020	20,000.00
932	MONITOR	HP MONITOR 22 INCH	CNC0031QRS	2020	20,000.00
933	MONITOR	HP MONITOR 22 INCH	CNC0031QRV	2020	20,000.00
934	MONITOR	HP MONITOR 22 INCH	CNC0031QRX	2020	20,000.00
935	MONITOR	HP MONITOR 22 INCH	CNC0031QRY	2020	20,000.00
936	MONITOR	HP MONITOR 22 INCH	CNC0031QS1	2020	20,000.00
937	MONITOR	HP MONITOR 22 INCH	CNC0031QS5	2020	20,000.00
938	MONITOR	HP MONITOR 22 INCH	CNC0031QSM	2020	20,000.00
939	MONITOR	HP MONITOR 22 INCH	CNC0031QSW	2020	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
940	MONITOR	HP MONITOR 22 INCH	CNC0031QSX	2020	20,000.00
941	MONITOR	HP MONITOR 22 INCH	CNC0031QT0	2020	20,000.00
942	MONITOR	HP MONITOR 22 INCH	CNC0031QT2	2020	20,000.00
943	MONITOR	HP MONITOR 22 INCH	CNC0031QV8	2020	20,000.00
944	MONITOR	HP MONITOR 22 INCH	CNC0031QVT	2020	20,000.00
945	MONITOR	HP MONITOR 22 INCH	CNC0031QW0	2020	20,000.00
946	MONITOR	HP MONITOR 22 INCH	CNC0031QW8	2020	20,000.00
947	MONITOR	HP MONITOR 22 INCH	CNC0031QX2	2020	20,000.00
948	MONITOR	HP MONITOR 22 INCH	CNC0031QXL	2020	20,000.00
949	MONITOR	HP MONITOR 22 INCH	CNC0031R26	2020	20,000.00
950	MONITOR	HP MONITOR 22 INCH	CNC0031R4P	2020	20,000.00
951	MONITOR	HP MONITOR 22 INCH	CNC121224KQ	2020	20,000.00
952	MONITOR	HP MONITOR 22 INCH	CNC12122M5	2020	20,000.00
953	MONITOR	HP MONITOR 22 INCH	CNC12122M5	2020	20,000.00
954	MONITOR	HP MONITOR 22 INCH	CNC12122MF	2020	20,000.00
955	MONITOR	HP MONITOR 22 INCH	CNC12122NB	2020	20,000.00
956	MONITOR	HP MONITOR 22 INCH	CNC12122ND	2020	20,000.00
957	MONITOR	HP MONITOR 22 INCH	CNC121231W	2020	20,000.00
958	MONITOR	HP MONITOR 22 INCH	CNC121232S	2020	20,000.00
959	MONITOR	HP MONITOR 22 INCH	CNC121233C	2020	20,000.00
960	MONITOR	HP MONITOR 22 INCH	CNC12124KP	2020	20,000.00
961	MONITOR	HP MONITOR 22 INCH	CNC12124LW	2020	20,000.00
962	MONITOR	HP MONITOR 22 INCH	CNC12124MO	2020	20,000.00
963	MONITOR	HP MONITOR 22 INCH	CNC121250NRZ	2020	20,000.00
964	MONITOR	HP MONITOR 22 INCH	CNC1212614	2020	20,000.00
965	MONITOR	HP MONITOR 22 INCH	CNC1212615	2020	20,000.00
966	MONITOR	HP MONITOR 22 INCH	CNC121261D	2020	20,000.00
967	MONITOR	HP MONITOR 22 INCH	CNC121261T	2020	20,000.00
968	MONITOR	HP MONITOR 22 INCH	CNC121261V	2020	20,000.00
969	MONITOR	HP MONITOR 22 INCH	CNC1212621	2020	20,000.00
970	MONITOR	HP MONITOR 22 INCH	CNC1212622	2020	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
971	MONITOR	HP MONITOR 22 INCH	CNC121262D	2020	20,000.00
972	MONITOR	HP MONITOR 22 INCH	CNC121262F	2020	20,000.00
973	MONITOR	HP MONITOR 22 INCH	CNC1212M2	2020	20,000.00
974	MONITOR	HP MONITOR 22 INCH	CNC12161X	2020	20,000.00
975	MONITOR	HP MONITOR 22 INCH	CNC1250NRG	2020	20,000.00
976	MONITOR	HP MONITOR 22 INCH	CNC1250NRP	2020	20,000.00
977	MONITOR	HP MONITOR 22 INCH	CNC1250NS1	2020	20,000.00
978	MONITOR	HP MONITOR 22 INCH	CNC1250NS3	2020	20,000.00
979	MONITOR	HP MONITOR 22 INCH	CNC1250NS5	2020	20,000.00
980	MONITOR	HP MONITOR 22 INCH	CNC125DNSG	2020	20,000.00
981	MONITOR	HP MONITOR 22 INCH	CNC95122J1	2020	20,000.00
982	MONITOR	HP MONITOR 22 INCH	CNC9512385	2020	20,000.00
983	MONITOR	HP MONITOR 22 INCH	CNC951238Z	2020	20,000.00
984	MONITOR	HP MONITOR 22 INCH	CNC951239Q	2020	20,000.00
985	MONITOR	HP MONITOR 22 INCH	CNC951239V	2020	20,000.00
986	MONITOR	HP MONITOR 22 INCH	CNC95123HK	2020	20,000.00
987	MONITOR	HP MONITOR 22 INCH	MXL6342Z56	2020	20,000.00
988	MONITOR	HP MONITOR 22 INCH	#####	2020	20,000.00
989	MONITOR	HP MONITOR 22 INCH	SGH727Q023	2020	20,000.00
990	MONITOR	HP MONITOR 22 INCH	#####	2020	20,000.00
991	MONITOR	HP MONITOR 22 INCH	#####	2020	20,000.00
992	MONITOR	HP MONITOR 22 INCH	#####	2020	20,000.00
993	MONITOR	HP MONITOR 22 INCH	#####	2020	20,000.00
994	MONITOR	HP MONITOR 23.8 INCH	1CR03906VX	2020	20,000.00
995	MONITOR	HP MONITOR 23.8 INCH	1CR03906VZ	2020	20,000.00
996	MONITOR	HP MONITOR 23.8 INCH	1CR03906W1	2020	20,000.00
997	MONITOR	HP MONITOR 23.8 INCH	1CR03906W2	2020	20,000.00
998	MONITOR	HP MONITOR 23.8 INCH	1CR03906W4	2020	20,000.00
999	MONITOR	HP MONITOR 23.8 INCH	1CR03906W5	2020	20,000.00
1000	MONITOR	HP MONITOR 23.8 INCH	1CR03906W7	2020	20,000.00
1001	MONITOR	HP MONITOR 23.8 INCH	1CR03906W8	2020	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1002	MONITOR	HP MONITOR 23.8 INCH	1CR03906WD	2020	20,000.00
1003	MONITOR	HP MONITOR 23.8 INCH	1CR03906WH	2020	20,000.00
1004	MONITOR	HP MONITOR 23.8 INCH	1CR0390708	2020	20,000.00
1005	MONITOR	HP MONITOR 23.8 INCH	1CR03907H1	2020	20,000.00
1006	MONITOR	HP MONITOR 23.8 INCH	1CR03907Q9	2020	20,000.00
1007	MONITOR	HP MONITOR 23.8 INCH	1CR03907QN	2020	20,000.00
1008	MONITOR	HP MONITOR 23.8 INCH	1CR03907QQ	2020	20,000.00
1009	MONITOR	HP MONITOR 23.8 INCH	1CR039Q7QM	2020	20,000.00
1010	MONITOR	HP MONITOR 23.8 INCH	1CR8140C8H	2020	20,000.00
1011	MONITOR	HP MONITOR 23.8 INCH	1CR8140CXG	2020	20,000.00
1012	MONITOR	HP MONITOR 23.8 INCH	1CR8140CXL	2020	20,000.00
1013	MONITOR	HP MONITOR 23.8 INCH	1CR8140CXN	2020	20,000.00
1014	MONITOR	HP MONITOR 23.8 INCH	1CR8140CXR	2020	20,000.00
1015	MONITOR	HP MONITOR 23.8 INCH	1CR8140D7J	2020	20,000.00
1016	MONITOR	HP MONITOR 23.8 INCH	1CR814QC8T	2020	20,000.00
1017	MONITOR	HP MONITOR 23.8 INCH	3CM0521KV9	2020	20,000.00
1018	MONITOR	HP MONITOR 23.8 INCH	3CM0530WG1	2020	20,000.00
1019	MONITOR	HP MONITOR 23.8 INCH	3CM0530WKD	2020	20,000.00
1020	MONITOR	HP MONITOR 23.8 INCH	3CM0530WNM	2020	20,000.00
1021	MONITOR	HP MONITOR 23.8 INCH	3CM0530WNN	2020	20,000.00
1022	MONITOR	HP MONITOR 23.8 INCH	3CM0530WP2	2020	20,000.00
1023	MONITOR	HP MONITOR 23.8 INCH	3CM0530WP9	2020	20,000.00
1024	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPH	2020	20,000.00
1025	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPJ	2020	20,000.00
1026	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPK	2020	20,000.00
1027	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPL	2020	20,000.00
1028	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPN	2020	20,000.00
1029	MONITOR	HP MONITOR 23.8 INCH	3CM0530WPW	2020	20,000.00
1030	MONITOR	HP MONITOR 23.8 INCH	3CM0530WQ4	2020	20,000.00
1031	MONITOR	HP MONITOR 23.8 INCH	3CM0530WQ9	2020	20,000.00
1032	MONITOR	HP MONITOR 23.8 INCH	3CM1010XV5	2020	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1033	MONITOR	HP MONITOR 23.8 INCH	3CM1010ZX5	2020	20,000.00
1034	MONITOR	HP MONITOR 23.8 INCH	3CM1010ZYC	2020	20,000.00
1035	MONITOR	HP MONITOR 23.8 INCH	3CM10201MB	2020	20,000.00
1036	MONITOR	HP MONITOR 23.8 INCH	3CM10201MC	2020	20,000.00
1037	MONITOR	HP MONITOR 23.8 INCH	3CM10201MC	2020	20,000.00
1038	MONITOR	HP MONITOR 23.8 INCH	3CM10201MH	2020	20,000.00
1039	PA SYSTEM	PORTABLE SPEAKER UF-1725	NONE	2020	100,000.00
1040	PA SYSTEM	PORTABLE SPEAKER UF-1725	NONE	2020	100,000.00
1041	PA SYSTEM	PORTABLE SPEAKER UF-1725	NONE	2020	100,000.00
1042	PRINTER	HP LASERJET M402DNE	PHC6731064	2020	70,000.00
1043	PRINTER	HP LASERJET M402DNE	PHC6731112	2020	70,000.00
1044	PRINTER	HP LASERJET M402DNE	PHC6731160	2020	70,000.00
1045	PRINTER	HP LASERJET M402DNE	PHC6731197	2020	70,000.00
1046	PRINTER	HP LASERJET M402DNE	PHC6731244	2020	70,000.00
1047	PRINTER	HP LASERJET M402DNE	PHC6731247	2020	70,000.00
1048	PRINTER	HP LASERJET M402DNE	PHC6731323	2020	70,000.00
1049	PRINTER	HP LASERJET M402DNE	PHC6731325	2020	70,000.00
1050	PRINTER	HP LASERJET M402DNE	PHC6Y24358	2020	70,000.00
1051	PRINTER	HP LASERJET M402DNE	PHC6Y24743	2020	70,000.00
1052	PRINTER	HP LASERJET M402DNE	PHC6Y24751	2020	70,000.00
1053	PRINTER	PRINTER HP HP 402	PHC6731064	2020	70,000.00
1054	PRINTER	PRINTER HP HP 402DNE	PHC6731160	2020	70,000.00
1055	PRINTER	PRINTER HP HP LASERJET ENTERPRISE M402	PHC6Y24358	2020	70,000.00
1056	PRINTER	PRINTER HP HP LASERJET ENTERPRISE M402	PHC6Y24358	2020	70,000.00
1057	PRINTER	PRINTER HP HP LASERJET PRO 402	PHC6731325	2020	70,000.00
1058	PRINTER	PRINTER HP HP LASERJET PRO402	PHC6731247	2020	70,000.00
1059	PRINTER	PRINTER HP HP M402DNE	PHC6Y24751	2020	70,000.00
1060	PRINTER	PRINTER HP HP PRO M 402	PHC6731244	2020	70,000.00
1061	PRINTER	PRINTER HP HP402	PHC6424743	2020	70,000.00
1062	PRINTER	PRINTER HP LASERJET M402DNE HP 402DNE	PHC6731323	2020	70,000.00
1063	PRINTER	PRINTER HP LASERJET PROM402	PHC6731112	2020	70,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1064	SERVER AND NETWORK EQUIPMENT	CISCO 1900 ROUTER	FCZ1925COQC	2020	200,000.00
1065	SERVER AND NETWORK EQUIPMENT	CISCO SWITCH SG220/SUPOUT SWITCH	DNI231404SS	2020	200,000.00
1066	SERVER AND NETWORK EQUIPMENT	CISCO SWITCH SG220/SUPOUT SWITCH	DNI231404W7	2020	200,000.00
1067	AUDIO VISUAL EQUIPMENT	OSPPA STEREO PRE AMPLIFIER	00MKE9201920USE150047	2019	50,000.00
1068	AUDIO VISUAL EQUIPMENT	OSPPA WIRELESS CONFERENCE SYSTEM	000D6801110YSE09009	2019	50,000.00
1069	AUDIO VISUAL EQUIPMENT	TELEVISION LG 65 INCH UK6100PVA	#####	2019	300,000.00
1070	AUDIO VISUAL EQUIPMENT	TELEVISION LG 65 INCH UK6100PVA	807KCNLMP343	2019	300,000.00
1071	AUDIO VISUAL EQUIPMENT	TELEVISION LG 75UH655V 75 INCH	609KCCV671	2019	800,000.00
1072	IPAD	IPAD 6TH GEN	GG7Y403BJMXK	2019	100,000.00
1073	IPAD	IPAD 6TH GEN	GG7Y404BJMXK	2019	100,000.00
1074	IPAD	IPAD 6TH GEN	GG7Y405JJF8G	2019	100,000.00
1075	IPAD	IPAD 6TH GEN	GG7Y40AMJMXK	2019	100,000.00
1076	IPAD	IPAD 6TH GEN	GG7Y40F3JMXK	2019	100,000.00
1077	IPAD	IPAD 6TH GEN	GG7Y40FEJMXK	2019	100,000.00
1078	IPAD	IPAD 6TH GEN	GG7Y40N3JMXK	2019	100,000.00
1079	IPAD	IPAD 6TH GEN	GG7Y40NLJMXK	2019	100,000.00
1080	IPAD	IPAD 6TH GEN	GG7Y40XFJMXK	2019	100,000.00
1081	IPAD	IPAD 6TH GEN	GG7Y40Z9JMXK	2019	100,000.00
1082	IPAD	IPAD 6TH GEN	GG7Y40ZZJMXK	2019	100,000.00
1083	IPAD	IPAD 6TH GEN	GG7Y4120JFG8	2019	100,000.00
1084	IPAD	IPAD 6TH GEN	GG7Y415EJF8G	2019	100,000.00
1085	IPAD	IPAD 6TH GEN	GG7Y41EQJF8G	2019	100,000.00
1086	IPAD	IPAD 6TH GEN	GG7Y41J6JF8G	2019	100,000.00
1087	Laptop	HP PROBOOK 430 G5	5CD7502HB1	2019	165,000.00
1088	Laptop	HP PROBOOK 430 G5	5CD7502HB4	2019	165,000.00
1089	Laptop	HP PROBOOK 430 G5	5CD7502HBH	2019	165,000.00
1090	Laptop	HP PROBOOK 430 G5	5CD7502HBX	2019	165,000.00
1091	Laptop	HP PROBOOK 430 G5	5CD81019ND	2019	165,000.00
1092	Laptop	HP PROBOOK 430 G5	5CD81019NL	2019	165,000.00
1093	Laptop	HP PROBOOK 430 G5	5CD81019NN	2019	165,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1094	Laptop	HP PROBOOK 430 G5	5CD81019NW	2019	165,000.00
1095	Laptop	HP PROBOOK 430 G5	5CD81019NZ	2019	165,000.00
1096	Laptop	HP PROBOOK 430 G5	5CD81019P3	2019	165,000.00
1097	Laptop	HP PROBOOK 430 G5	5CD81019P6	2019	165,000.00
1098	Laptop	HP PROBOOK 430 G5	5CD81019PB	2019	165,000.00
1099	Laptop	HP PROBOOK 430 G5	5CD81019PF	2019	165,000.00
1100	Laptop	HP PROBOOK 430 G5	5CD81019PH	2019	165,000.00
1101	Laptop	HP PROBOOK 430 G5	5CD81019PT	2019	165,000.00
1102	Laptop	HP PROBOOK 430 G5	5CD81019Q0	2019	165,000.00
1103	Laptop	HP PROBOOK 430 G5	5CD81019Q9	2019	165,000.00
1104	Laptop	HP PROBOOK 430 G5	5CD81019QD	2019	165,000.00
1105	Laptop	HP PROBOOK 430 G5	5CD81019QF	2019	165,000.00
1106	Laptop	HP PROBOOK 430 G5	5CD81019QJ	2019	165,000.00
1107	Laptop	HP PROBOOK 430 G5	5CD81019QM	2019	165,000.00
1108	Laptop	HP PROBOOK 430 G5	5CD81019QQ	2019	165,000.00
1109	Laptop	HP PROBOOK 430 G5	5CD81019QR	2019	165,000.00
1110	Laptop	HP PROBOOK 430 G5	5CD81019QV	2019	165,000.00
1111	Laptop	HP PROBOOK 430 G5	5CD81019QX	2019	165,000.00
1112	Laptop	HP PROBOOK 430 G5	5CD81019R0	2019	165,000.00
1113	Laptop	HP PROBOOK 430 G5	5CD81019R3	2019	165,000.00
1114	Laptop	HP PROBOOK 430 G5	5CD81019R8	2019	165,000.00
1115	Laptop	HP PROBOOK 430 G5	5CD81019RF	2019	165,000.00
1116	Laptop	HP PROBOOK 430 G5	USH826L06S	2019	165,000.00
1117	Laptop	HP PROBOOK 430 G6	5CD8199Y5K	2019	165,000.00
1118	PRINTER	PRINTER HP	PHB8KSHCSD	2019	70,000.00
1119	PRINTER	PRINTER HP HP LASERJET ENTERPRISEM506	PHB8K5HCN3	2019	70,000.00
1120	PRINTER	PRINTER HP HP 506	PHB8K5HCTI	2019	70,000.00
1121	PRINTER	PRINTER HP HP LASERJET ENTERPRISEM506	PHB8K5HCPI	2019	70,000.00
1122	PRINTER	PRINTER HP HP LASERJET M 506	PHB8K5HCGX	2019	70,000.00
1123	PRINTER	PRINTER HP HP LASERJET M 506	PHBVK4G029	2019	70,000.00
1124	PRINTER	PRINTER HP HPLASERJET ENTERPRISE M506	PHB8K5HCTV	2019	70,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1125	PRINTER	PRINTER HP LASERJET ENTERPRISE M 506	PHB8K5HCPZ	2019	70,000.00
1126	PRINTER	PRINTER HP LASERJET ENTERPRISE M 506	PHBVK4G03C	2019	70,000.00
1127	PRINTER	PRINTER HP LASERJET ENTERPRISE M506	PHB8K5HCRJ	2019	70,000.00
1128	PRINTER	PRINTER HP LASERJET ENTERPRISE MF506	PHBVK4G0D5	2019	70,000.00
1129	PRINTER	PRINTER HP LASERJET M 506	PHB8K5HCST	2019	70,000.00
1130	SERVER AND NETWORK EQUIPMENT	CPU HP STORAGE	#####	2019	500,000.00
1131	MACBOOK	MACBOOK AIR	C02SX0STH3QF	2018	214,000.00
1132	MACBOOK	MACBOOK AIR	C02SX13ZH3QF	2018	214,000.00
1133	MACBOOK	MACBOOK AIR	C02SX3JNH3QF	2018	214,000.00
1134	MACBOOK	MACBOOK AIR	C02SX4DDH3QF	2018	214,000.00
1135	MACBOOK	MACBOOK AIR	C02SX4DLH3QF	2018	214,000.00
1136	MACBOOK	MACBOOK AIR	C02SX4HTH3QF	2018	214,000.00
1137	MACBOOK	MACBOOK AIR	C02SX4QMH3QF	2018	214,000.00
1138	MACBOOK	MACBOOK AIR	C02SX4R8H3QF	2018	214,000.00
1139	MACBOOK	MACBOOK AIR	C02SX4UWH3QF	2018	214,000.00
1140	MACBOOK	MACBOOK AIR	C1MWMQ3DJ1WL	2018	214,000.00
1141	MACBOOK	MACBOOK AIR	FVFWQMHVJIWL	2018	214,000.00
1142	MACBOOK	MACBOOK AIR	FVFWQTSFJ1WL	2018	214,000.00
1143	MACBOOK	MACBOOK AIR	FVFWQMHVJ1WL	2018	214,000.00
1144	SERVER AND NETWORK EQUIPMENT	HARD DISK WESTERN DIGITAL4T	WCC7K4NPNTL8	2018	30,000.00
1145	SERVER AND NETWORK EQUIPMENT	HIK VISION CCTV NTR	#####	2018	100,000.00
1146	SERVER AND NETWORK EQUIPMENT	HP 400Z WORKSTATION	#####	2018	100,000.00
1147	SERVER AND NETWORK EQUIPMENT	HP MSA1040 NETWORK STORAGE	CNB421M908	2018	500,000.00
1148	SERVER AND NETWORK EQUIPMENT	WD MYCLOUD	WCC7K1LVE713	2018	30,000.00
1149	SERVER AND NETWORK EQUIPMENT	WESTERN DIGITAL MYCLOUD 4T HARD DISK	WC7K2CE5H3P	2018	30,000.00
1150	CAMERA	CANON E051300D CAMERA	263073080033	2017	200,000.00
1151	CAMERA	CANON E0570D CAMERA	243072020583	2017	200,000.00
1152	CAMERA	CANON E0570D CAMERA	353072005153	2017	200,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1153	CAMERA	CANON EOS750D CAMERA	353072005149	2017	200,000.00
1154	CPU	CPU HP HP COMPAQ	AUD3370NX9	2017	150,000.00
1155	CPU	CPU HP HP COMPAQ	AUD346088H	2017	150,000.00
1156	CPU	CPU HP HP COMPAQ	SGH328T8XN	2017	150,000.00
1157	CPU	CPU HP HP COMPAQ	SGH331QWNT	2017	150,000.00
1158	CPU	CPU HP HP COMPAQ 6300	SGH342PBND	2017	150,000.00
1159	CPU	CPU HP HP COMPAQ 6300SFF	AUD3450JNO	2017	150,000.00
1160	CPU	CPU HP HP COMPAQ 8300	2UA34616RV	2017	150,000.00
1161	CPU	CPU HP HP COMPAQ 8300	AUD30704JS	2017	150,000.00
1162	CPU	CPU HP HP COMPAQ 8300	JPA316QMMR	2017	150,000.00
1163	CPU	CPU HP HP COMPAQ 8300	6CR3359QJY	2017	150,000.00
1164	CPU	CPU HP HP COMPAQ 8300 SFF	6CR344758X	2017	150,000.00
1165	CPU	CPU HP HP COMPAQ 8300SFF	6CR3250R1Z	2017	150,000.00
1166	CPU	CPU HP HP COMPAQ 8300SFF	6CR3250ROG	2017	150,000.00
1167	CPU	CPU HP HP COMPAQ 8300SFF	SGH331QWGT	2017	150,000.00
1168	CPU	CPU HP HP COMPAQ ELITE 8300	AUD331063T	2017	150,000.00
1169	CPU	CPU HP HP COMPAQ PRO 6300SFF	6CR4102RSW	2017	150,000.00
1170	CPU	CPU HP HP COMPAQ PRO6300	6CR4102W95	2017	150,000.00
1171	CPU	CPU HP HP COMPAQ6300SFF	AUD3300G6N	2017	150,000.00
1172	CPU	CPU HP HP COMPAQ8300	JPA2442CRV	2017	150,000.00
1173	CPU	CPU HP HP COMPAQ8300	JPA2506230	2017	150,000.00
1174	MONITOR	MONITOR HP HP COMPAQ 12311C	3CQ330113Q	2017	20,000.00
1175	MONITOR	MONITOR HP HP COMPAQL2311C	3CQ330118T	2017	20,000.00
1176	MONITOR	MONITOR HP HP ELITE E2311	3CQ5410Q29	2017	20,000.00
1177	MONITOR	MONITOR HP HP	3CQ33011CK	2017	20,000.00
1178	MONITOR	MONITOR HP HP-	3CQ33010RZ	2017	20,000.00
1179	MONITOR	MONITOR HP HP 231I	3CQ5410QXV	2017	20,000.00
1180	MONITOR	MONITOR HP HP COMPAQ L2311C	3CQ330109Q	2017	20,000.00
1181	MONITOR	MONITOR HP HP COMPAQ L2311C	3CQ33010SX	2017	20,000.00
1182	MONITOR	MONITOR HP HP COMPAQ L2311C	3CQ33011DG	2017	20,000.00
1183	MONITOR	MONITOR HP HP COMPAQ L231LC	3CQ33010CI	2017	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1184	MONITOR	MONITOR HP HP COMPAQL2311C	3CQ53204Q5	2017	20,000.00
1185	MONITOR	MONITOR HP HP COMPAQL2311C	3CQ53521R6	2017	20,000.00
1186	MONITOR	MONITOR HP HP COMPAQL2311C	3CQ5410QYH	2017	20,000.00
1187	MONITOR	MONITOR HP HP COMPAQL2311C	3CQ541QQQJ	2017	20,000.00
1188	MONITOR	MONITOR HP HP E 231 I	3CQ5410R6Z	2017	20,000.00
1189	MONITOR	MONITOR HP HP ELITE DISPLAY E231I	3CQ5410R7R	2017	20,000.00
1190	MONITOR	MONITOR HP HP ELITE E2311	3CQ5410R7W	2017	20,000.00
1191	MONITOR	MONITOR HP HPE2311	3CQ5410QM4	2017	20,000.00
1192	MONITOR	MONITOR HP HP 23"	CZC10673N2	2017	20,000.00
1193	PRINTER	PRINTER HP COLOR	#####	2017	300,000.00
1194	PRINTER	PRINTER HP COLOR	#####	2017	300,000.00
1195	PRINTER	PRINTER HP HP COLOR LASERJET 500	CNB9K4D46S	2017	250,000.00
1196	PRINTER	PRINTER HP HP LASERJET COLOR 500	CNB9K4D4GK	2017	250,000.00
1197	PRINTER	PRINTER HP HP LASERJET PRO 500 COLOR	CNB9JC9DH2	2017	250,000.00
1198	PRINTER	PRINTER HP HP LASERJET PRO 500 COLOR	CNB9JC9DHQ	2017	250,000.00
1199	PRINTER	PRINTER HP HP LASERJET PRO 500 COLOR	CNB9JDD37Z	2017	250,000.00
1200	PRINTER	PRINTER HP HP LASERJET PRO 500 COLOR	CNB9KD4H4	2017	250,000.00
1201	PRINTER	PRINTER HP HP LASERJET PRO COLOR500	CNB9KQ662V	2017	250,000.00
1202	PRINTER	PRINTER HP HP PRO COLOR 500	CNB9JDD36Z	2017	250,000.00
1203	SERVER AND NETWORK EQUIPMENT	CRUIZE3SKVAUPSWITH 12 BATTERY PACK	17E971B1001992	2017	300,000.00
1204	CPU	CPU HP	2UA2410ZTX	2015	150,000.00
1205	CPU	CPU HP	CZC1067405	2015	150,000.00
1206	CPU	CPU HP HP	CZC1188VTP	2015	150,000.00
1207	CPU	CPU HP HP COMPAQ	6CR4102Y81	2015	150,000.00
1208	CPU	CPU HP HP COMPAQ ELITE	AUB34608KF	2015	150,000.00
1209	CPU	CPU HP HP COMPAQPRO6300SFF	6CR4102WGZ	2015	150,000.00
1210	MACBOOK	MACBOOK PRO	C1MP38MQDTY3	2015	245,000.00
1211	MACBOOK	MACBOOK PRO	C1MP38V8DTY3	2015	245,000.00
1212	MACBOOK	MACBOOK PRO	C1MP38VEDTY3	2015	245,000.00
1213	MACBOOK	MACBOOK PRO	C1MP38VTDY3	2015	245,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1214	MACBOOK	MACBOOK PRO	C1MP38WVDTY3	2015	245,000.00
1215	MACBOOK	MACBOOK PRO	C1MP38WWDTY3	2015	245,000.00
1216	MACBOOK	MACBOOK PRO	C1MP3BSRDTY3	2015	245,000.00
1217	MACBOOK	MACBOOK PRO	C1MP3ESNDTY3	2015	245,000.00
1218	MACBOOK	MACBOOK PRO	C1MP3EYDTY3	2015	245,000.00
1219	MACBOOK	MACBOOK PRO	C1MP3EYWDTY3	2015	245,000.00
1220	MACBOOK	MACBOOK PRO	C1MP3F03DTY3	2015	245,000.00
1221	MACBOOK	MACBOOK PRO	C1MP3F09DTY3	2015	245,000.00
1222	MACBOOK	MACBOOK PRO	C1MP3F3TDTY3	2015	245,000.00
1223	MACBOOK	MACBOOK PRO	C1MP3F4TDTY3	2015	245,000.00
1224	MACBOOK	MACBOOK PRO	C1MP3FOJDTY3	2015	245,000.00
1225	MACBOOK	MACBOOK PRO	C1MP3GCSDTY3	2015	245,000.00
1226	MACBOOK	MACBOOK PRO	C1MP3GEMDTY3	2015	245,000.00
1227	MACBOOK	MACBOOK PRO	C1MP556NDTY3	2015	245,000.00
1228	MACBOOK	MACBOOK PRO	C1MP559LDTY3	2015	245,000.00
1229	MACBOOK	MACBOOK PRO	C1MP55E3DTY3	2015	245,000.00
1230	CPU	CPU	#####	2014	150,000.00
1231	CPU	CPU	CND54106VN	2014	150,000.00
1232	CPU	CPU DELL OPTIPLEX 3010	FBZ26ZI	2014	150,000.00
1233	CPU	CPU DELL DELL	5DQGNWI	2014	150,000.00
1234	CPU	CPU DELL DELL	9QH6NWI	2014	150,000.00
1235	CPU	CPU DELL DELL	9RH7WS1	2014	150,000.00
1236	CPU	CPU DELL DELL	BM036Z1	2014	150,000.00
1237	CPU	CPU DELL DELL	DHLNNWI	2014	150,000.00
1238	CPU	CPU DELL DELL 3010	CHLNNW1	2014	150,000.00
1239	CPU	CPU DELL DELL OPTIPLEX 3010	39W16ZI	2014	150,000.00
1240	CPU	CPU DELL DELL OPTIPLEX 3010	65YMNW1	2014	150,000.00
1241	CPU	CPU DELL DELL OPTIPLEX 3010	76XLNWI	2014	150,000.00
1242	CPU	CPU DELL DELL OPTIPLEX3010	JNZ26ZI	2014	150,000.00
1243	CPU	CPU DELL DELL VOSTRO	8JQ18RI	2014	150,000.00
1244	CPU	CPU DELL DELL VOSTRO	8PLZYRI	2014	150,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1245	CPU	CPU DELL OPTIPLEX 3010	15036Z	2014	150,000.00
1246	CPU	CPU DELL OPTIPLEX 3010	16Z26ZI	2014	150,000.00
1247	CPU	CPU DELL OPTIPLEX 3010	2NVMNWI	2014	150,000.00
1248	CPU	CPU DELL OPTIPLEX 3010	52XLNWI	2014	150,000.00
1249	CPU	CPU DELL OPTIPLEX 3010	6CZ26ZI	2014	150,000.00
1250	CPU	CPU DELL OPTIPLEX 3010	77YMNW1	2014	150,000.00
1251	CPU	CPU DELL OPTIPLEX 3010	79W16Z1	2014	150,000.00
1252	CPU	CPU DELL OPTIPLEX 3010	7HV16Z1	2014	150,000.00
1253	CPU	CPU DELL OPTIPLEX 3010	8Z226	2014	150,000.00
1254	CPU	CPU DELL OPTIPLEX 3010	9ZMJNW1	2014	150,000.00
1255	CPU	CPU DELL OPTIPLEX 3010	CQPHNW1	2014	150,000.00
1256	CPU	CPU DELL OPTIPLEX 3010	DB136ZI	2014	150,000.00
1257	CPU	CPU DELL OPTIPLEX 3010	GY8CG2S	2014	150,000.00
1258	CPU	CPU DELL OPTIPLEX 7010	54J4WS1	2014	150,000.00
1259	CPU	CPU DELL OPTIPLEX 7010	9WJ4WSI	2014	150,000.00
1260	CPU	CPU DELL OPTIPLEX210L	F71BMIS	2014	150,000.00
1261	CPU	CPU DELL OPTIPLEX3010	3JLNNWI	2014	150,000.00
1262	CPU	CPU DELL OPTIPLEX3010	7HCFNW1	2014	150,000.00
1263	CPU	CPU DELL OPTIPLEX3010	91BFNWI	2014	150,000.00
1264	CPU	CPU DELL OPTIPLEX3010	9RPHNWI	2014	150,000.00
1265	CPU	CPU DELL OPTIPLEX3010	DJ036Z1	2014	150,000.00
1266	CPU	CPU DELL OPTIPLEX3010	FGCFNW1	2014	150,000.00
1267	CPU	CPU DELL OPTIPLEX3010	HFLNNW1	2014	150,000.00
1268	CPU	CPU DELL OPTIPLEX360	3X8N64J	2014	150,000.00
1269	CPU	CPU DELL OPTIPLEX360	DP9M64J	2014	150,000.00
1270	CPU	CPU DELL OPTIPLEX7010	6TROWSI	2014	150,000.00
1271	CPU	CPU DELL VOSTRO	8KD1ZR1	2014	150,000.00
1272	CPU	CPU DELL VOSTRO	87WL7RI	2014	150,000.00
1273	CPU	CPU OPTIPLEX 360 OPTIPLEX360	20MN64J	2014	150,000.00
1274	CPU	DESKTOP HP HP PRODESK 400G7	CZC118VRQ	2014	150,000.00
1275	IPAD	IPAD 4TH GEN	DLXJT3WGF192	2014	140,800.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1276	IPAD	IPAD 4TH GEN	DLXJT3ZLF192	2014	140,800.00
1277	IPAD	IPAD 4TH GEN	DLXJTB0TF192	2014	140,800.00
1278	IPAD	IPAD 4TH GEN	DLXJTCFBF192	2014	140,800.00
1279	IPAD	IPAD 4TH GEN	DMPJNBATF192	2014	140,800.00
1280	IPAD	IPAD 4TH GEN	DMPJND67F192	2014	140,800.00
1281	IPAD	IPAD 4TH GEN	DMPJNFL6F192	2014	140,800.00
1282	IPAD	IPAD 4TH GEN	DMPJNHCSF192	2014	140,800.00
1283	IPAD	IPAD 4TH GEN	DMPJNHT6F192	2014	140,800.00
1284	IPAD	IPAD 4TH GEN	DMPJNJ43F192	2014	140,800.00
1285	IPAD	IPAD 4TH GEN	DMPJNK3CF192	2014	140,800.00
1286	IPAD	IPAD 4TH GEN	DMPJNL2EF192	2014	140,800.00
1287	IPAD	IPAD 4TH GEN	DMPJP667F192	2014	140,800.00
1288	IPAD	IPAD 4TH GEN	DMPJRG64F192	2014	140,800.00
1289	IPAD	IPAD 4TH GEN	DMPJRQQPF192	2014	140,800.00
1290	IPAD	IPAD 4TH GEN	DMPJRUTJF192	2014	140,800.00
1291	IPAD	IPAD 4TH GEN	DMPLM00BF192	2014	140,800.00
1292	IPAD	IPAD 4TH GEN	DMPLM0GNF192	2014	140,800.00
1293	IPAD	IPAD 4TH GEN	DMPLM0HKF192	2014	140,800.00
1294	IPAD	IPAD 4TH GEN	DMPLMOUCF192	2014	140,800.00
1295	IPAD	IPAD 4TH GEN	DMPLMOUVF192	2014	140,800.00
1296	IPAD	IPAD 4TH GEN	DMPLMOX1F192	2014	140,800.00
1297	IPAD	IPAD 4TH GEN	DMPLN00BF192	2014	140,800.00
1298	IPAD	IPAD 4TH GEN	DMPLNOGPF192	2014	140,800.00
1299	IPAD	IPAD 4TH GEN	DMPLP0R4F192	2014	140,800.00
1300	IPAD	IPAD 4TH GEN	DYTHQU15DVGM	2014	140,800.00
1301	Laptop	HP 4540	5CB248OPWZ	2014	130,000.00
1302	Laptop	HP 650	5CB31316N5	2014	130,000.00
1303	Laptop	HP PROBOOK 430 G5	2CE41203Z4	2014	130,000.00
1304	Laptop	HP PROBOOK 4540S	2CE41204P3	2014	130,000.00
1305	Laptop	HP PROBOOK4540S	2CE41203NG	2014	130,000.00
1306	Laptop	HP PROBOOK4540S	2CE412046F	2014	130,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1307	Laptop	HP PROBOOK4540S	2CE412046I	2014	130,000.00
1308	Laptop	HP PROBOOK4540S	2CE41204FF	2014	130,000.00
1309	Laptop	HP PROBOOK4540S	2CE41204NV	2014	130,000.00
1310	Laptop	HP PROBOOK4540S	2CE41204Q7	2014	130,000.00
1311	Laptop	PROBOOK 4540S	2CE4120461	2014	130,000.00
1312	MONITOR	MONITOR DELL	CN-02NOON-64180-23E-471B	2014	20,000.00
1313	MONITOR	MONITOR DELL	CN-07C2R4-7287233K-AGYM	2014	20,000.00
1314	MONITOR	MONITOR dell	CN-OKCCP-72872-310-E7KM	2014	20,000.00
1315	MONITOR	MONITOR DELL DELL	CN-02N00N-64180-287-087-087M	2014	20,000.00
1316	MONITOR	MONITOR DELL DELL	CN-02N00N-64180-287-08MM	2014	20,000.00
1317	MONITOR	MONITOR DELL DELL	CN-02NOON-64180-23D-3YFB	2014	20,000.00
1318	MONITOR	MONITOR DELL DELL	CN-02NOON-64180-23E-1MXB	2014	20,000.00
1319	MONITOR	MONITOR DELL DELL	CN02NOON-64180-23E-1MZB	2014	20,000.00
1320	MONITOR	MONITOR DELL DELL	CN-02NOON64180-27R-OEYL	2014	20,000.00
1321	MONITOR	MONITOR DELL DELL	CN-02NOON-64180-282-OA9M	2014	20,000.00
1322	MONITOR	MONITOR DELL DELL	CN02NOON6418028708WMM	2014	20,000.00
1323	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33G-FGWM	2014	20,000.00
1324	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33K-A23MM	2014	20,000.00
1325	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33K-AICM	2014	20,000.00
1326	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33K-CC2M	2014	20,000.00
1327	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33P-A8LLCN-OKCCP-72872-310-A56M	2014	20,000.00
1328	MONITOR	MONITOR DELL DELL	CN07C2R4-72872-33P-FH6L	2014	20,000.00
1329	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33P-GMTL	2014	20,000.00
1330	MONITOR	MONITOR DELL DELL	CN-07C2R4-72872-33P-GN6L	2014	20,000.00
1331	MONITOR	MONITOR DELL DELL	CN-07CR4-72872-33K-CE5M	2014	20,000.00
1332	MONITOR	MONITOR DELL DELL	CN-OFJ179-64180-6B8-32RC	2014	20,000.00
1333	MONITOR	MONITOR DELL DELL	CN-OG332H-64180-8BB-21VL	2014	20,000.00
1334	MONITOR	MONITOR DELL DELL	CN-OKCCCP-2872-310-E6YM	2014	20,000.00
1335	MONITOR	MONITOR DELL DELL	CN-OKCCCP-72872-310-A44M	2014	20,000.00
1336	MONITOR	MONITOR DELL DELL	CN-OKCCCP-72872-310-A4PM	2014	20,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1337	MONITOR	MONITOR DELL DELL	CN-OKCCCP-72872-310-CFHM	2014	20,000.00
1338	MONITOR	MONITOR DELL DELL	CNOKCCCP-72-872-36R-D7HB	2014	20,000.00
1339	MONITOR	MONITOR DELL DELL	CN-OKCCCP-72872-36R-D7PB	2014	20,000.00
1340	MONITOR	MONITOR DELL DELL	CN-OKCCCP-772872-36RE9PB	2014	20,000.00
1341	MONITOR	MONITOR DELL DELL	CN-OR735N-641809BD07VU	2014	20,000.00
1342	MONITOR	MONITOR DELL DELL	CN-OR735N-64180-9BD-08MU	2014	20,000.00
1343	MONITOR	MONITOR DELL DELL	SN-OKCCCP-72872-310-E90M	2014	20,000.00
1344	MONITOR	MONITOR DELL DELL	CN-0kcccp-72872-36r-d7pb	2014	20,000.00
1345	MONITOR	MONITOR DELL DELL E1912HF	CN-OKCCCP-72872-310-AHM	2014	20,000.00
1346	MONITOR	MONITOR HP HP	CN-07C2R472872-33RFNCL	2014	20,000.00
1347	MONITOR	MONITOR HP HP LP2475W	CN-07C2R4-72872-33P-A3LL	2014	20,000.00
1348	MONITOR	MONITOR DELL DELL	CN-02NOON-64180-287-084M	2014	20,000.00
1349	PRINTER	PRINTER	#####	2014	250,000.00
1350	PRINTER	PRINTER CANON	#####	2014	250,000.00
1351	PRINTER	PRINTER HP HP LASERJET PRO 400	PHHGG06023	2014	40,000.00
1352	PRINTER	PRINTER HP HP PRO 400G7	PHHGC1519	2014	40,000.00
1353	PRINTER	PRINTER HP HP 400	PHHGC15119	2014	40,000.00
1354	PRINTER	PRINTER HP HP 400	PHHGG00624	2014	40,000.00
1355	PRINTER	PRINTER HP HP LASERJET 400	PHHGB03703	2014	40,000.00
1356	PRINTER	PRINTER HP HP LASERJET 400	PHHGC14900	2014	40,000.00
1357	PRINTER	PRINTER HP HP LASERJET 400	PHHGC15122	2014	40,000.00
1358	PRINTER	PRINTER HP HP LASERJET 400	PHHGD12530	2014	40,000.00
1359	PRINTER	PRINTER HP HP LASERJET 400	PHHGF12380	2014	40,000.00
1360	PRINTER	PRINTER HP HP LASERJET PRO 400	PHHG00624	2014	40,000.00
1361	PRINTER	PRINTER HP HP LASERJET PRO400	PHHGC15097	2014	40,000.00
1362	PRINTER	PRINTER HP HP LASERJET400	PHHGD12894	2014	40,000.00
1363	PRINTER	PRINTER HP HP LASERJET400	PHHGF12381	2014	40,000.00
1364	PRINTER	PRINTER HP HP PRO 400	VNH6726481	2014	40,000.00
1365	PRINTER	PRINTER HP HP400	PHHGG00859	2014	40,000.00
1366	PRINTER	PRINTER HP HP400	PHHHGB18982	2014	40,000.00
1367	PRINTER	PRINTER HP LASERJET400	PHHGG06104	2014	40,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1368	PRINTER	PRINTER HP LSERJET400	PHHGG0606	2014	40,000.00
1369	SCANNER	SCANNER HP	CN2ABWH195	2014	49,000.00
1370	SCANNER	SCANNER HP HP SCANJET 5590	CN397WH00Q	2014	49,000.00
1371	SCANNER	SCANNER HP HP SCANJET 5590	CN39FWH13Z	2014	49,000.00
1372	SCANNER	SCANNER HP HP SCANJET 5590P	CN394W1+0XS	2014	49,000.00
1373	SCANNER	SCANNER HP HP SCANJET5590	CN2ABWH1BO	2014	49,000.00
1374	SCANNER	SCANNER HP HP SCANJET5590	CN3ACWH07W	2014	49,000.00
1375	SCANNER	SCANNER HP SCANJET 5590	CN3ACWH07Q	2014	49,000.00
1376	SCANNER	SCANNER HP SCANJET5590	CN2QBWH1AQ	2014	49,000.00
1377	SERVER AND NETWORK EQUIPMENT	DELL MONITOR E19112H	72872310	2014	20,000.00
1378	SERVER AND NETWORK EQUIPMENT	DELL MONITOR E1991	024-155U	2014	20,000.00
1379	CAMERA	SONY CYBERSHOT CAMERA	5067406	2013	20,000.00
1380	CAMERA	SONY CYBERSHOT CAMERA	5067407	2013	20,000.00
1381	CAMERA	SONY CYBERSHOT CAMERA	5067408	2013	20,000.00
1382	CAMERA	SONY CYBERSHOT CAMERA	5067409	2013	20,000.00
1383	CAMERA	SONY CYBERSHOT CAMERA	5067410	2013	20,000.00
1384	CAMERA	SONY CYBERSHOT CAMERA	5067411	2013	20,000.00
1385	CAMERA	SONY CYBERSHOT CAMERA	5067412	2013	20,000.00
1386	CAMERA	SONY CYBERSHOT CAMERA	5067413	2013	20,000.00
1387	CAMERA	SONY CYBERSHOT CAMERA	5067414	2013	20,000.00
1388	CAMERA	SONY CYBERSHOT CAMERA	5067415	2013	20,000.00
1389	CAMERA	SONY CYBERSHOT CAMERA	5075704	2013	20,000.00
1390	CPU	CPU HP COMPAQ 1265	6CR4102WNX	2012	150,000.00
1391	Laptop	DELL INSPIRON	1FRGTP1	2011	200,000.00
1392	Laptop	DELL INSPIRON	BH4LQR1	2011	200,000.00
1393	Laptop	DELL N4030	26RGTP1	2011	200,000.00
1394	Laptop	DELL N4030	27RGTP1	2011	200,000.00
1395	Laptop	DELL N4030	D4RGTP1	2011	200,000.00
1396	PRINTER	PRINTER HP HP LASERJET PRO	#####	2011	65,000.00
1397	SERVER AND NETWORK EQUIPMENT	DELL POWER MD3620I STORAGE	#####	2011	500,000.00

SN	TYPE	MAKE	SERIAL	YEAR	COST
1398	SERVER AND NETWORK EQUIPMENT	DELL POWER R610 SERVER	24Q325J	2011	500,000.00
1399	SERVER AND NETWORK EQUIPMENT	DELL SERVER 310 SERVER	#####	2011	500,000.00
1400	SERVER AND NETWORK EQUIPMENT	KAREL IP PBX	7024240004	2011	200,000.00
1401	SERVER AND NETWORK EQUIPMENT	R610 DELLSERVER	34Q325J	2011	500,000.00
1402	SERVER AND NETWORK EQUIPMENT	SOPHOS XG310 FIREWALL	C320ABWB2M38W24	2011	500,000.00
1403	PRINTER	PRINTER HP HP COLOR LASERJET 3525X	CNCTC760TJ	2009	300,000.00
1404	PRINTER	PRINTER HP HP LASERJET P1102	VNC3552347	2009	20,000.00
1405	PRINTER	PRINTER HP LASERJET 3015	VNBVB6RGX4	2009	70,000.00
1406	PRINTER	PRINTER HP HP LASERJET 3015	VNB8ZGT8	2009	70,000.00
1407	PRINTER	PRINTER HP HP LASERJET 3015	VNC8F7Y893	2009	70,000.00
1408	PRINTER	PRINTER HP HP LASERJET P3015	VNC8F4SHHV	2009	70,000.00
1409	PRINTER	PRINTER HP HP3015	VNBOBDH034	2009	70,000.00
					119,980,800.00

FURNITURES AND ALL FITTINGS RISK(ALL EQUIPMENT RISK)-AMOUNT INSURED,KSHS.169,400,351

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
1	Conference chairs	FURNITURES AND FITTINGS	30/06/2006	487,500.00
2	Shredding machine	FURNITURES AND FITTINGS	30/6/2006	380,000.00
3	Chair	FURNITURES AND FITTINGS	2007	37,200.00
4	Chair	FURNITURES AND FITTINGS	2007	37,200.00
5	Chair	FURNITURES AND FITTINGS	2007	37,200.00
6	Chair	FURNITURES AND FITTINGS	2007	37,200.00
7	Chair	FURNITURES AND FITTINGS	2007	37,200.00
8	Chair	FURNITURES AND FITTINGS	2007	37,200.00
9	Chair	FURNITURES AND FITTINGS	2007	37,200.00
10	Chair	FURNITURES AND FITTINGS	2007	37,200.00
11	Chair	FURNITURES AND FITTINGS	2007	37,200.00
12	Chair	FURNITURES AND FITTINGS	2007	37,200.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
13	Partitions	FURNITURES AND FITTINGS	31/07/2006	3,706,702.00
14	Chairs	FURNITURES AND FITTINGS	2008	37,200.00
15	Chairs	FURNITURES AND FITTINGS	2008	52,300.00
16	Chairs	FURNITURES AND FITTINGS	2008	39,300.00
17	Chairs	FURNITURES AND FITTINGS	2008	33,000.00
18	Chairs	FURNITURES AND FITTINGS	2008	4,200.00
19	1 cabinet	FURNITURES AND FITTINGS	2008	13,200.00
20	Cupboard	FURNITURES AND FITTINGS	2008	120,000.00
21	Reception desk	FURNITURES AND FITTINGS	2008	32,364.00
22	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
23	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
24	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
25	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
26	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
27	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
28	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
29	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
30	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
31	1 Coat hanger	FURNITURES AND FITTINGS	15/04/2008	4,400.00
32	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
33	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
34	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
35	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
36	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
37	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
38	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
39	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
40	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
41	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
42	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
43	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
44	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
45	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
46	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
47	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
48	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
49	Chair	FURNITURES AND FITTINGS	16/08/2007	21,530.00
50	scanner	FURNITURES AND FITTINGS	16/08/2007	8,000.00
51	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
52	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
53	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
54	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
55	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
56	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
57	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
58	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
59	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
60	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
61	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
62	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
63	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
64	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
65	2 Headset	FURNITURES AND FITTINGS	16/08/2007	5,000.00
66	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
67	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
68	2 Headset	FURNITURES AND FITTINGS	16/08/2007	5,000.00
69	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
70	1 Headset	FURNITURES AND FITTINGS	16/08/2007	2,500.00
71	Fax	FURNITURES AND FITTINGS	16/08/2007	29,000.00
72	Photocopier	FURNITURES AND FITTINGS	16/08/2007	184,440.00
73	Air fan	FURNITURES AND FITTINGS	16/08/2007	6,000.00
74	water dispenser	FURNITURES AND FITTINGS	16/10/2007	12,395.00
75	Chairs	FURNITURES AND FITTINGS	17/10/2007	58,434.00
76	Other office equip.	FURNITURES AND FITTINGS	26/10/2007	59,500.00
77	Chairs	FURNITURES AND FITTINGS	26/6/2008	50,200.00
78	Curtains	FURNITURES AND FITTINGS	26/6/2008	3,400.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
79	water dispenser	FURNITURES AND FITTINGS	26/6/2008	12,000.00
80	Room heater	FURNITURES AND FITTINGS	26/6/2008	2,200.00
81	T.V stand	FURNITURES AND FITTINGS	29/08/2007	7,000.00
82	8 cabinets	FURNITURES AND FITTINGS	29/08/2007	94,792.00
83	Chairs	FURNITURES AND FITTINGS	29/9/2007	45,456.00
84	1 cabinet	FURNITURES AND FITTINGS	29/9/2007	11,995.00
85	Visitors chairs-9 @5,779	FURNITURES AND FITTINGS	2009	52,011.00
86	Kitchen appliances	FURNITURES AND FITTINGS	16/10/2008	6,948.00
87	1 cabinet	FURNITURES AND FITTINGS	18/12/2008	21,000.00
88	1 cabinet	FURNITURES AND FITTINGS	18/12/2008	21,000.00
89	Tender box	FURNITURES AND FITTINGS	23/01/2009	34,950.00
90	Photocopier	FURNITURES AND FITTINGS	27/08/2008	1,983,600.00
91	Maintenance kit	FURNITURES AND FITTINGS	27/08/2008	86,536.00
92	Projector	FURNITURES AND FITTINGS	16/09/2009	180,000.00
93	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
94	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
95	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
96	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
97	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
98	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
99	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
100	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
101	Chair	FURNITURES AND FITTINGS	25/08/2009	33,369.00
102	Exec.Chairs	FURNITURES AND FITTINGS	25/08/2009	522,000.00
103	Quotation box	FURNITURES AND FITTINGS	25/08/2009	29,500.00
104	3 cabinets	FURNITURES AND FITTINGS	25/08/2009	49,500.00
105	2 cabinets	FURNITURES AND FITTINGS	25/08/2009	33,000.00
106	9 cabinets	FURNITURES AND FITTINGS	25/08/2009	121,500.00
107	T.V SET	FURNITURES AND FITTINGS	25/08/2009	25,000.00
108	T.V SET	FURNITURES AND FITTINGS	25/08/2009	45,000.00
109	Chair	FURNITURES AND FITTINGS	30/06/2010	20,000.00
110	Sec. Chair	FURNITURES AND FITTINGS	30/06/2010	20,000.00
111	Executive shelves	FURNITURES AND FITTINGS	30/06/2010	108,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
112	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
113	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
114	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
115	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
116	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
117	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
118	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
119	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
120	1 Coat hanger	FURNITURES AND FITTINGS	30/06/2010	5,000.00
121	Fire proof safe	FURNITURES AND FITTINGS	30/06/2010	98,000.00
122	EXEC. DESK	FURNITURES AND FITTINGS	24/06/2011	128,500.00
123	EXEC. DESK	FURNITURES AND FITTINGS	24/06/2011	128,500.00
124	EXEC. DESK	FURNITURES AND FITTINGS	24/06/2011	128,500.00
125	CHAIRS	FURNITURES AND FITTINGS	24/06/2011	400,950.00
126	1 Sideboard	FURNITURES AND FITTINGS	24/06/2011	65,000.00
127	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
128	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
129	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
130	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
131	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
132	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
133	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
134	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
135	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
136	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
137	3 cabinets	FURNITURES AND FITTINGS	29/09/2010	61,080.00
138	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
139	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
140	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
141	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
142	2 cabinets	FURNITURES AND FITTINGS	29/09/2010	40,720.00
143	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
144	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
145	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
146	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
147	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
148	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
149	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
150	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
151	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
152	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
153	1 cabinet	FURNITURES AND FITTINGS	29/09/2010	20,360.00
154	Partitions	FURNITURES AND FITTINGS	31/12/2010	3,402,593.00
155	1 cabinet	FURNITURES AND FITTINGS	2012	19,900.00
156	Photocopier	FURNITURES AND FITTINGS	24/08/2011	754,200.00
157	3 Exec. High back chairs	FURNITURES AND FITTINGS	26/10/2011	164,095.00
158	2 steel shelves	FURNITURES AND FITTINGS	26/10/2011	79,224.00
159	15 Pcs low back visitors chairs	FURNITURES AND FITTINGS	2012	277,500.00
160	5 seater sofa set	FURNITURES AND FITTINGS	2012	375,965.00
161	6 Visitors chairs	FURNITURES AND FITTINGS	2012	54,900.00
162	2 High back chairs	FURNITURES AND FITTINGS	2012	74,800.00
163	Exec. High back chair	FURNITURES AND FITTINGS	2012	39,850.00
164	10 junior exec. Chairs	FURNITURES AND FITTINGS	2012	325,000.00
165	2 3-in-1 Receprion chairs	FURNITURES AND FITTINGS	2012	79,000.00
166	20 Leather conference chairs	FURNITURES AND FITTINGS	2012	748,000.00
167	T.V stand	FURNITURES AND FITTINGS	2012	55,780.00
168	Conference table	FURNITURES AND FITTINGS	2012	810,000.00
169	14 Steel cabinets	FURNITURES AND FITTINGS	2012	680,400.00
170	4-in-1 work station	FURNITURES AND FITTINGS	28/02/2012	268,500.00
171	Coffee table	FURNITURES AND FITTINGS	28/02/2012	42,500.00
172	Reception desk	FURNITURES AND FITTINGS	28/02/2012	215,950.00
173	4 chair oval mounting table	FURNITURES AND FITTINGS	28/02/2012	168,650.00
174	3 Flat sreen T.V 32	FURNITURES AND FITTINGS	2012	137,985.00
175	Fridge	FURNITURES AND FITTINGS	2012	54,890.00
176	2 in & out tray	FURNITURES AND FITTINGS	17/02/2012	13,000.00
177	Shredder	FURNITURES AND FITTINGS	17/02/2012	58,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
178	PABX	FURNITURES AND FITTINGS	18/06/2012	1,999,584.00
179	LCD SCREEN	FURNITURES AND FITTINGS	26/06/2013	119,400.00
180	CABINET	FURNITURES AND FITTINGS	2013	490,000.00
181	TABLE	FURNITURES AND FITTINGS	26/06/2013	74,289.00
182	TABLE	FURNITURES AND FITTINGS	26/06/2013	24,500.00
183	TABLE	FURNITURES AND FITTINGS	26/06/2013	5,454,937.00
184	RECO	FURNITURES AND FITTINGS	26/06/2013	3,177,080.00
185	CABINET	FURNITURES AND FITTINGS	30/06/2014	1,200,000.00
186	20 LATHER CHAIRS	FURNITURES AND FITTINGS	30/06/2014	1,800,000.00
187	9 conference tables	FURNITURES AND FITTINGS	30/06/2014	1,170,000.00
188	5 fire proof cabinet	FURNITURES AND FITTINGS	30/06/2014	1,900,000.00
189	2 CHAIRS	FURNITURES AND FITTINGS	27/06/2014	280,000.00
190	3 CASHBOXES	FURNITURES AND FITTINGS	27/06/2014	45,000.00
191	Fire proof safe	FURNITURES AND FITTINGS	27/06/2014	170,000.00
192	8 WORK STATION	FURNITURES AND FITTINGS	18/06/2014	600,000.00
193	8 TACK BOARDS	FURNITURES AND FITTINGS	18/06/2014	200,000.00
194	8 CHAIRS	FURNITURES AND FITTINGS	18/06/2014	360,000.00
195	partitioning	FURNITURES AND FITTINGS	30/05/2014	850,000.00
196	VIDEO CAMERA	FURNITURES AND FITTINGS	13/02/2014	980,000.00
197	12 digital cameras	FURNITURES AND FITTINGS	18/03/2014	239,400.00
198	partitioning	FURNITURES AND FITTINGS	17/09/2013	384,943.00
199	2 FIRE PROOF SAFES	FURNITURES AND FITTINGS	03/10/2014	490,000.00
200	COMPUTER	FURNITURES AND FITTINGS	05/11/2015	473,280.00
201	PARTITIONING AND REPAIRS	FURNITURES AND FITTINGS	30/06/2015	4,465,075.50
202	DESKTOP TABLE	FURNITURES AND FITTINGS	30/06/2015	186,500.00
203	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	58,995.00
204	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	114,995.00
205	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	33,995.00
206	EXECUTIVE CHAIRS	FURNITURES AND FITTINGS	30/06/2016	2,415,000.00
207	WINDOW BINDERS	FURNITURES AND FITTINGS	30/06/2016	1,500,000.00
208	CABINET SHELF	FURNITURES AND FITTINGS	30/06/2016	65,000.00
209	PARTITIONING AND REPAIRS	FURNITURES AND FITTINGS	30/06/2015	7,196,741.50
210	FURNITURE	FURNITURES AND FITTINGS	30/06/2015	7,196,741.50

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
211	FURNITURE	FURNITURES AND FITTINGS	30/06/2015	7,196,741.50
212	OFFICE EQUIPMENT	FURNITURES AND FITTINGS	30/06/2015	5,950,000.00
213	FURNITURE	FURNITURES AND FITTINGS	13/05/2015	1,560,000.00
214	FURNITURE	FURNITURES AND FITTINGS	30/06/2015	1,500,000.00
215	FURNITURE	FURNITURES AND FITTINGS	18/05/2015	638,335.00
216	ORTHOPEDIC CHAIRS	FURNITURES AND FITTINGS	30/06/2016	66,000.00
217	VISITORS CHAIRS	FURNITURES AND FITTINGS	30/06/2016	60,050.00
218	EXECUTIVCE CHAIRS	FURNITURES AND FITTINGS	30/06/2016	419,620.00
219	OFFICE CHAIRS	FURNITURES AND FITTINGS	30/06/2015	749,500.00
220	SYSTEM DOCUMENTATION	FURNITURES AND FITTINGS	30/06/2016	1,262,080.00
221	ORTHOPEDIC CHAIRS	FURNITURES AND FITTINGS	30/06/2016	66,000.00
222	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
223	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
224	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
225	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
226	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
227	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
228	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
229	ORHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
230	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
231	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
232	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
233	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
234	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
235	BOOK RACKS	FURNITURES AND FITTINGS	30/06/2016	75,000.00
236	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	33,995.00
237	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	33,995.00
238	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	114,995.00
239	MESH CHAIR	FURNITURES AND FITTINGS	01/05/2017	49,999.00
240	TELEVISION	FURNITURES AND FITTINGS	30/06/2016	58,995.00
241	CABINET	FURNITURES AND FITTINGS	30/06/2016	65,000.00
242	CABINET METAL	FURNITURES AND FITTINGS	30/06/2016	65,000.00
243	ORHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
244	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
245	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
246	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
247	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
248	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
249	ORTHOPEDIC CHAIRS	FURNITURES AND FITTINGS	30/06/2016	66,000.00
250	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
251	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
	ORTHOPEDIC CHAIR			
252	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
253	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
254	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
255	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
256	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	30/06/2016	66,000.00
257	ORTHOPEDIC CHAIRS	FURNITURES AND FITTINGS	30/06/2016	66,000.00
258	CABINET METAL	FURNITURES AND FITTINGS	30/06/2016	65,000.00
259	CABINET METAL	FURNITURES AND FITTINGS	30/06/2016	65,000.00
260	VISITORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
261	VISITORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
262	EXECUTIVE TAABBLE	FURNITURES AND FITTINGS	30/06/2016	142,000.00
263	EXECUTIVE TABLE	FURNITURES AND FITTINGS	30/06/2016	142,000.00
264	EXECUTIVE TABLE	FURNITURES AND FITTINGS	30/06/2016	142,000.00
265	EXECUTIVE TABLE	FURNITURES AND FITTINGS	30/06/2016	142,000.00
266	EXECUTIVE TABLE	FURNITURES AND FITTINGS	30/06/2016	142,000.00
267	SEATER	FURNITURES AND FITTINGS	01/05/2017	79,999.00
268	CABINET	FURNITURES AND FITTINGS	01/05/2017	97,999.00
269	ROUND TABLE	FURNITURES AND FITTINGS	01/05/2017	39,999.00
270	RECEPTION DESK	FURNITURES AND FITTINGS	01/05/2017	139,998.00
271	CAPUCCINO	FURNITURES AND FITTINGS	01/05/2017	38,999.00
272	CONSOLE	FURNITURES AND FITTINGS	01/05/2017	34,999.00
273	3 SEATER BENCH	FURNITURES AND FITTINGS	01/05/2017	122,997.00
274	SEATER	FURNITURES AND FITTINGS	01/05/2017	289,999.00
275	EXUCUTIVE COMPUTER TABLE	FURNITURES AND FITTINGS	19/01/2017	17,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
276	ACCENT MIRROR	FURNITURES AND FITTINGS	17/03/2017	26,999.00
277	MICROWAVE	FURNITURES AND FITTINGS	17/03/2017	12,495.00
278	DESK	FURNITURES AND FITTINGS	17/03/2017	37,998.00
279	VELO BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	95,000.00
280	COMB BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	45,000.00
281	VELO BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	95,000.00
282	VELO BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	95,000.00
283	COMB BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	45,000.00
284	COMP BINDING MACHINE	FURNITURES AND FITTINGS	30/06/2017	45,000.00
285	VISITORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
286	VISTORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
287	VISITORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
288	VISTORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
289	VISTORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
290	VISITORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
291	VISTORS CHAIR	FURNITURES AND FITTINGS	30/06/2016	60,050.00
292	COAT HANGER	FURNITURES AND FITTINGS	01/05/2017	7,999.00
293	DESK	FURNITURES AND FITTINGS	17/03/2017	53,998.00
294	CABINET	FURNITURES AND FITTINGS	17/03/2017	23,999.00
295	FRIDGE	FURNITURES AND FITTINGS	30/06/2017	160,000.00
296	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
297	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
298	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
299	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
300	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
301	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
302	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
303	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
304	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
305	FIRE PROOF SAFE	FURNITURES AND FITTINGS	30/06/2017	270,000.00
306	MANAGER DESK	FURNITURES AND FITTINGS	30/06/2017	156,000.00
307	VC CHAIR	FURNITURES AND FITTINGS	30/06/2017	864,000.00
308	MESH CHAIRS	FURNITURES AND FITTINGS	30/06/2017	260,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
309	NORMAL OFFICE DESK	FURNITURES AND FITTINGS	30/06/2017	450,000.00
310	PARTITIONING	FURNITURES AND FITTINGS	22/12/2016	1,350,000.00
311	CABINETS	FURNITURES AND FITTINGS	21/02/2018	144,000.00
312	WORK STATIONS	FURNITURES AND FITTINGS	21/02/2018	270,000.00
313	SHREDDERS	FURNITURES AND FITTINGS	30/06/2018	1,010,000.00
314	WOODEN GLASS CABINET	FURNITURES AND FITTINGS	30/06/2017	760,000.00
315	ORTHOPEDIC CHAIRS	FURNITURES AND FITTINGS	03/08/2018	702,000.00
316	TELEVISION	FURNITURES AND FITTINGS	27/06/2018	500,000.00
317	TELEVISION	FURNITURES AND FITTINGS	27/06/2018	805,000.00
318	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
319	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
320	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
321	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
322	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
323	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
324	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
325	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
326	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
327	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
328	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
329	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
330	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
331	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
332	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
333	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
334	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
335	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
336	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
337	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
338	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
339	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
340	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
341	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
342	TABLE	FURNITURES AND FITTINGS	27/06/2018	44,000.00
343	TELEVISION	FURNITURES AND FITTINGS	27/06/2018	12,000.00
344	TELEVISION	FURNITURES AND FITTINGS	27/03/2018	90,000.00
345	CHAIRS	FURNITURES AND FITTINGS	27/06/2018	60,000.00
346	CAMERAS	FURNITURES AND FITTINGS	06/12/2019	1,088,000.00
347	FIRE PROOF CABINETS	FURNITURES AND FITTINGS	29/06/2019	1,995,000.00
348	AC SYSTEM	FURNITURES AND FITTINGS	25/02/2020	650,000.00
349	L SHAPED WORK STATION	FURNITURES AND FITTINGS	29/11/2018	85,000.00
350	WORK STATION	FURNITURES AND FITTINGS	27/05/2020	460,000.00
351	OFFICE SOFA SET	FURNITURES AND FITTINGS	24/06/2020	350,400.00
352	VISITORS BENCH	FURNITURES AND FITTINGS	24/06/2020	39,420.00
353	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
354	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
355	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
356	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
357	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
358	TELEVISION	FURNITURES AND FITTINGS	28/06/2018	500,000.00
359	VISITORS CHAIR	FURNITURES AND FITTINGS	29/06/2020	566,000.00
360	SECRETARIAL CHAIRS	FURNITURES AND FITTINGS	29/06/2020	211,000.00
361	PARTITIONING	FURNITURES AND FITTINGS	04/09/2020	1,995,200.00
362	PHOTOCOPYING MACHINE	FURNITURES AND FITTINGS	20/05/2020	178,000.00
363	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
364	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
365	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
366	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
367	ORTHOPEDIC CHAIR	FURNITURES AND FITTINGS	24/06/2020	47,102.00
368	OFFICE PARTITIONING	FURNITURES AND FITTINGS	30/06/2021	35,696,810.00
369	SINGLE WORK STATION	FURNITURES AND FITTINGS	30/06/2021	662,809.00
370	6 SEATER WORK STATION	FURNITURES AND FITTINGS	30/06/2021	248,514.00
371	6 SEATER WORK STATION ROUND	FURNITURES AND FITTINGS	30/06/2021	340,930.00
372	WORK STATIONS	FURNITURES AND FITTINGS	30/06/2021	6,455,750.00
373	4 SEATER WORK STATION	FURNITURES AND FITTINGS	30/06/2021	316,743.00
374	2 SEATER WORKSATION WITH GLASSES	FURNITURES AND FITTINGS	30/06/2021	116,800.00

NO.	ASSET NAME	CATEGORY NAME	PURCHASE DATE	INSURED AMOUNT
375	4 SEATER WORK STATION	FURNITURES AND FITTINGS	30/06/2021	1,168,000.00
376	STOOL SET	FURNITURES AND FITTINGS	30/06/2021	87,600.00
377	WOODEN WARDROBE	FURNITURES AND FITTINGS	30/06/2021	58,400.00
378	WORKSTATIONS AND CHAIRS	FURNITURES AND FITTINGS	30/06/2021	4,548,100.00
379	CHAIRS AND WORKSTATION	FURNITURES AND FITTINGS	30/06/2021	5,949,250.00
380	FIREPRROF CABINETS	FURNITURES AND FITTINGS	18/03/2022	2,400,000.00
381	FIRE EXTINGUISHER	FURNITURES AND FITTINGS	18/03/2022	55,000.00
382	FIRE EXTINGUISHER	FURNITURES AND FITTINGS	18/03/2022	60,000.00
			TOTAL	169,400,351.00

11.0 CLASS OF POLICY: ~ GROUP MEDICAL INSURANCE COVER (Staffs)

This policy is to cover all medical services to staff and their families up a maximum of 4 members of the family. The policy provides cover to the officer's children up age 22 years or college level so long as there is a valid proof that the child is under the care of the parent. There shall be no exclusions under this policy up to a maximum of Kshs 2,500,000 (In patient) and 250,000 (outpatient) per officer as detailed below and at least **five** members of the family. The policy is to cover the doctors reimbursement, chronic illness i.e. HIV related sickness, High Blood Pressure, Diabetics, Maternity, optical and dental. The benefits is restricted to one spouse

Total No of Employees: **391**

Estimated population: **391**

Sum Assured: **215,800,000.00**

No.	Category (Grade)	No. of Members	In patient Limit	Out Patient Limit	Optical	Dental	Last Expense	Maternity	Accommodation	Frames
1	B (1)	1	1,300,000.00	250,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 18,000	20,000
2	C (2)	4	1,300,000.00	250,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 18,001	20,000
3	D(3,4)	34	1,300,000.00	250,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 18,002	20,000
4	E(5)	116	1,100,000.00	180,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 16,000	20,000
5	F(6,7)	216	950,000.00	150,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 16,000	20,000
6	G(8,9)	20	800,000.00	120,000.00	30,000.00	30,000.00	100,000.00	150,000.00	SPR Upto 16,000	20,000
	Total	391								

Note:

The Number of members will increase with more staff added

1. INPATIENT BENEFITS SUMMARY

Benefit
Bed - Ensuite/executive room for Category 1&2, private bed for Category 3&4 and the rest General ward
Lodger fees for paediatric admissions of age 12 and below
Prescription drugs & materials
Pre-existing/chronic conditions/HIV& AIDS and Complications up to Kshs.800,000
Gynecological conditions
Maternity fee – normal delivery/caesarean section – Kshs.150,000

Maternity and related complications upto Kshs.150,000
Post hospitalization/home nursing and discharge medicine upto Kshs.50,000
Referral out of Kenya
Investigations: lab/radiology
MRI, CT Scans & Angiograms
Operating theatre fees, High Dependency Unit, Intensive Care Unit charges, Laboratory, X-ray, Ultrasound and Physiotherapy services.
Accident/Trauma
Congenital conditions & prematurity upto Kshs.750,000
Psychiatric illness/counseling services upon referral by a GP upto Kshs.500,000
Rehabilitation for alcoholic and other drug addictions up to Kshs.500,000 for principal member only
Professional fees
Physiotherapy-in hospital up to Kshs.2,500 per session
Physiotherapy – home up to 10 sessions @2,500 per session within limit
Electrocardiographs, electroencephalographs, electroconvulsive therapy, occupational therapy, angiographs, angiograms, psychographs and any other medical procedure advised by a qualified and duly licensed medical practitioner
Cost of doctor home visits after discharge up to a maximum of five visits
Accident hospitalization and purchase of wheelchair in case of disability resulting from the accident up to Ksh.150,000 per family
Artificial limbs - 30,000 per family
Splints - 30,000 per family
Crutches - 15,000 per family
External hearing aids - 100,000 per family
Dialysis - 100% within pre-existing & chronic limit
Maxillo-facial surgery: trauma
In patient non accidental dental
Accidental dental - 250,000 per family
Accidental optical – 250,000 per family
Medically necessary circumcision - 80,000 per family
Funeral expenses – Kshs.100,00 per family per year

Benefit
Consultation; GP, SPECIALIST
Psychiatric care, psychotherapy and counseling
Laboratory services
X-rays Radiology services
Imaging services – MRI/CT Scan/Angiography
Ultrasonography

Prescription drugs and treatment
Chemotherapy & radiotherapy
Daycare treatment
Daycare surgery
Immunization/vaccinations
Outpatient dental services
Outpatient optical services
Congenital conditions upto 100% of applicable limits
Wellness programs
Chronic illness, HIV & AIDS and pre-existing conditions within the prescribed outpatient limit
Travel vaccines e.g yellow fever, swine flu etc, cervical cancer vaccines
Baby vaccines – KEPI and baby friendly. Should include: Rotavirus, Tuberculosis, Hepatitis B, Meningitis, OPV, Measles, Mumps Rubella, IPV, Diptheria Tentanus, Yellow fever etc upto Kshs.50,000/-
Injuries arising out of terrorism, political violence and war upto 100% of the applicable limits provided the member was not participating
Family planning - for principal member and spouse only up to Kshs.30,000
Ante natal & post-natal care
Annual wellness upto Ksh.30,000 per year per family
Road and air evacuation within outpatient limits

Dental & Optical Cover (out-patient) – Stand Alone each Kshs. 30,000/-

DENTAL	OPTICAL
- consultation - X-Ray - Extractions - Fillings - Dentures - Root canal - Scaling - Polishing - Crowning - Dental cleaning – annually	- Consultation - Frames - Lenses - Contact lenses - Bi-focal lenses - Visual examinations

Special Notes:

1. The Bidder must clearly indicate exclusions (if any) in both the Inpatient and outpatient benefit in the bid document.
2. Children upto the age of 25 years are eligible to be covered. Children with special needs should have no age limitation in coverage
3. The insurer to demonstrate ability to provide Biometric Cards which must have the capacity to be synched to employees' phone numbers/email addresses such that any incurred expenditure by employees and beneficiaries is send to the employee's phone/email address real time.
4. Provide list of accredited hospitals – should have a wide coverage across the country.
5. Provide utility reports on a quarterly basis.
6. The provider should clearly indicate that there is no waiting period upon signing of the contract.
7. Clearly indicate availability of a dedicated person(s) to manage the NGCDFB account
8. The insurer MUST demonstrate willingness to provide wellness programmes (on-site) with qualified personnel. These programmes must include: VCT, BMI, Blood sugar, Blood Pressure, Nutritional wellbeing, awareness on HIV & AIDS, lifestyle diseases (cancers, diabetes etc) and among others. Wellness education to be provided to staff on a quarterly basis.

12.0 CLASS OF POLICY: ~ GROUP MEDICAL INSURANCE COVER (DIRECTORS)

This policy is to cover all medical services to directors while on official duty. There shall be no exclusions under this policy up to a maximum of Kshs 2,000,000 (In - patient) and Kshs. 100,000 (out - patient) per director and Funeral Expense of Kshs.100,000.

This will be further be subjected to a negotiation for an enhanced benefit.(same clauses for inpatient and outpatient applies to the Directors)

Benefits: **Comprehensive** coverage of Kshs 22,500,000 for In – Patient Kshs 2,250,000 for out patient

Total Sum assured Kshs 202,500,000

No. of Directors 7

The number of directors to be insured is 7.

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### 3 SCHEDULE OF REQUIREMENTS

*[The Procuring Entity shall fill in this Form to indicate the List of Insurance Services required by the Procuring Entity [Columns 1-4 and the Tenderer shall complete columns 5- 7 as his/her Tender].*

| 1                        | 2                                 | 3                           | 4                                       | 5                | 6                                                     | 7                       | 8                                                   |
|--------------------------|-----------------------------------|-----------------------------|-----------------------------------------|------------------|-------------------------------------------------------|-------------------------|-----------------------------------------------------|
| No of item to be insured | Description of item to be insured | Value of item to be insured | Major contingencies requiring insurance | Insurance period | Insurance Premium per specified period (Tender Price) | Price discount (if any) | Total Tender Price for Insurance Service (Col. 6-7) |
| No 1                     |                                   |                             |                                         |                  |                                                       |                         |                                                     |
| No 2                     |                                   |                             |                                         |                  |                                                       |                         |                                                     |
| No 3                     |                                   |                             |                                         |                  |                                                       |                         |                                                     |

Name of Tenderer.....[insert complete name of Tenderer]

Signature of Tenderer.....[signature of persons signing the Tender]

Date .....[insert date]

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## **PART III – CONDITIONS OF CONTRACT AND CONTRACT FORMS**

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## SECTION VI - GENERAL CONDITIONS OF CONTRACT

### A. General Provisions

#### 1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- a) "Schedule of Requirements" is the priced and completed list of items of Services to be performed by the Insurance Provider forming part of his Tender;
- b) "Completion Date" means the date of completion of the Services by the Insurance Provider as certified by the Procuring Entity
- c) "Contract" means the Contract signed by the Parties, to which these General Conditions of Contract (GCC) are attached, together with all the documents listed in Clause 1 of such signed Contract;
- d) "Contract Price" means the price to be paid for the performance of the Services, in accordance with Clause 6;
- e) "Procuring Entity" means the Procuring Entity or party who employs the Insurance Provider
- f) "Foreign Currency" means any currency other than the currency of Kenya;
- g) "GCC" means these General Conditions of Contract;
- h) "Government" means the Government of Kenya;
- i) "Local Currency" means Kenya shilling;
- j) "Party" means the Procuring Entity or the Insurance Provider, as the case may be, and "Parties" means both of them;
- k) "Personnel" means persons hired by the Insurance Provider;
- l) "Insurance Provider" is a person or corporate body whose Tender to provide the Services has been accepted by the Procuring Entity;
- m) "Insurance Provider's Tender" means the completed Tendering Document submitted by the Insurance Provider to the Procuring Entity
- n) "SCC" means the Special Conditions of Contract by which the GCC may be amended or supplemented;
- o) "Services" means the work to be performed by the Insurance Provider pursuant to this Contract, as described in Schedule of Requirements included in the Insurance Provider's Tender.
- p) "Public Procurement Regulatory Authority (PPRA)" shall mean the Government Agency responsible for oversight of public procurement.

#### 1.2 Applicable Law

The Contract shall be interpreted in accordance with the laws of Kenya.

#### 1.3 Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

#### 1.4 Notices

Any notice, request, or consent made pursuant to this Contract shall be in writing and shall be deemed to have been made when delivered in person to an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, hand delivery, or email to such Party at the address **specified in the SCC**.

#### 1.5 Location

The Services shall be performed at such locations as are specified in Appendix A, in the specifications and, where the location of a particular task is not so specified, at such locations, whether in Kenya or elsewhere, as the Procuring Entity may approve.

#### 1.6 Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Insurance Provider may be taken or executed by the officials **specified in the SCC**.

## 1.7 Inspection and Audit by the PPRA

Pursuant to paragraph 2.2e. of Attachment1 to the General Conditions, the Insurance Provider shall permit and shall cause its subcontractors and sub-consultants to permit, PPRA and/ or persons appointed by PPRA to inspect the Site and/ or the accounts and records relating to the procurement process, selection and/ or contract execution, and to have such accounts and records audited by auditors appointed by PPRA. The Insurance Provider's and its Subcontractors' and sub-consultants' attention is drawn to Sub-Clause 3.10 which provides, inter alia, that acts intended to materially impede the exercise of PPRA's inspection and audit rights constitute a prohibited practice subject to contract termination (as well as to a determination of ineligibility pursuant to PPRA's prevailing sanctions procedures).

## 1.8 Taxes and Duties, e t c

The Insurance Provider shall pay such taxes, duties, fees, levies and other impositions as may be levied under the Applicable Law, the amount of which is deemed to have been included in the Contract Price.

## 2 Commencement, Completion, Modification, and Termination of Contract

### 2.1 Effectiveness of Contract

This Contract shall come in to effect on the date the Contract is signed by both parties or such other later date as may be **stated in the SCC**.

2.2 Duration and Commencement of Services the Commencement date and duration of the insurance cover shall be **specified in the SCC**.

### 2.3. Modification

Modification of the terms and conditions of this Contract, including any modification of the scope of the Services or of the Contract Price, may only be made by written agreement between the Parties.

### 2.4 Force Majeure

#### 2.4.1 Definition

For the purposes of this Contract, “Force Majeure” means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.

#### 2.4.2 No Breach of Contract

The failure of a Party to fulfill any of its obligations under the contract shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of Force Majeure, provided that the Party affected by such an event (a) has taken all reasonable precautions, due care and reasonable alternative measures in order to carry out the terms and conditions of this Contract, and (b) has informed the other Party as soon as possible about the occurrence of such an event.

#### 2.4.3 Extension of Time

Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.

#### 2.4.4 Payments

During the period of their inability to perform the Services as a result of an event of Force Majeure, the Insurance Provider shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.

## **2.5. Termination**

### **2.5.1 By the Procuring Entity**

The Procuring Entity may terminate this Contract, by not less than thirty (30) days' written notice of termination to the Insurance Provider, to be given after the occurrence of any of the events specified in paragraphs (a) through of this Sub-Clause 2.5.1:

- a) If the Insurance Provider does not remedy a failure in the performance of its obligations under the Contract, within thirty (30) days after being notified or within any further period as the Procuring Entity may have subsequently approved in writing;
- b) If the Insurance Provider become in solvent or bankrupt;
- c) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- d) if the Insurance Provider, in the judgment of the Procuring Entity has engaged in Fraud and Corruption, as defined in paragraph 2.2a. of Attachment1 to the GCC, in competing for or in executing the Contract

### **2.5.2 By the Insurance Provider**

The Insurance Provider may terminate this Contract, by not less than thirty (30) days' written notice to the Procuring Entity, such notice to be given after the occurrence of any of the events specified in paragraphs (a) and (b) of this Sub-Clause 2.5.2:

- a) If the Procuring Entity fails to pay any monies due to the Insurance Provider pursuant to this Contract and not subject to dispute pursuant to Clause 7 within forty-five (45) days after receiving written notice from the Insurance Provider that such payment is overdue; or
- b) if, as the result of Force Majeure, the Insurance Provider is unable to perform a material portion of the Services for a period of not less than sixty (60) days.

### **2.5.3 Payment upon Termination**

Upon termination of this Contract pursuant to Sub-Clauses 2.5.1 or 2.5.2, the Procuring Entity shall make the following payments to the Insurance Provider:

- a) remuneration pursuant to Clause 5 for Services satisfactorily performed prior to the effective date of termination;
- b) except in the case of termination pursuant to paragraphs (a), (b), (d) of Sub-Clause 2.5.1, reimbursement of any reasonable cost incident to the prompt and orderly termination of the Contract.
- c) The Insurance provider shall pay or refund to the Procuring Entity any moneys paid but for which no consume rate services were provided.

## **3 Obligations of the Insurance Provider**

### **3.1 General**

The Insurance Provider shall perform the Services in accordance with the terms of the signed Insurance Policy and the Schedule of Requirements, and carry out its obligations with all due diligence, efficiency, and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Insurance Provider shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subcontractors or third parties.

### **3.2 Conflict of Interests**

#### **3.2.1 Insurance Provider Not to Benefit from Commissions and Discounts.**

The remuneration of the Insurance Provider pursuant to Clause 6 shall constitute the Insurance Provider's sole

remuneration in connection with this Contract or the Services, and the Insurance Provider shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations under the Contract, and the Insurance Provider shall use their best efforts to ensure that the Personnel, any Subcontractors, and agents of either of them similarly shall not receive any such additional remuneration.

### 3.2.2 Insurance Provider and Affiliates Not to be Otherwise Interested in Services other than the insurance Services

The Insurance Provider agree that, during the term of this Contract and after its termination, the Insurance Provider and its affiliates, as well as any Subcontractor and any of its affiliates, shall be disqualified from providing goods, works, or Services (other than the insurance Services and any continuation thereof) for any contingency resulting from or closely related to the Services.

### 3.2.3 Prohibition of Conflicting Activities

Neither the Insurance Provider nor its Subcontractors nor the Personnel shall engage, either directly or indirectly, in any of the following activities:

- a) During the term of this Contract, any business or professional activities in Kenya which would conflict with the activities as signed to them under this Contract;
- b) during the term of this Contract, neither the Insurance Provider nor their Subcontractors shall hire public employees in active duty or on any type of leave, to perform any activity under this Contract;
- c) after the termination of this Contract, such other activities as may be **specified in the SCC**.

## 3.3 Confidentiality

The Insurance Provider, its Subcontractors, and the Personnel of either of them shall not, either during the term or within two (2) years after the expiration of this Contract, disclose any proprietary or confidential information relating to the Project, the Services, this Contract, or the Procuring Entity's business or operations without the prior written consent of the Procuring Entity.

## 3.4 Reporting Obligations

The Insurance Provider shall submit to the Procuring Entity there ports and documents specified in Appendix B in the form, in the numbers, and within the periods set for thin the said Appendix.

## 3.5 Documents Prepared by the Insurance Provider to Be the Property of the Procuring Entity.

All reports, and other documents and software submitted by the Insurance Provider in accordance with Sub-Clause 3.4 shall become and remain the property of the Procuring Entity, and the Insurance Provider shall, not later than upon termination or expiration of this Contract, deliver all such documents and software to the Procuring Entity, together with a detailed inventory thereof. The Insurance Provider may retain a copy of such documents and software. Restrictions about the future use of these documents, if any, shall be **specified in the SCC**.

## 3.6 Liquidated Damages

### 3.6.1 Payments of Liquidated Damages

The Insurance Provider shall pay liquidated damages to the Procuring Entity at the rate per day **stated in the SCC** for each day that the Insurance Provider fails to pay the agreed compensation costs beyond or later the agreed date when such compensation should be made. The date by when the compensation costs should be made is specified in **the SCC**. The total amount of liquidated damages shall not exceed the amount **defined in the SCC**. The Procuring Entity may deduct liquidated damages from payments due to the Insurance Provider. Payment of liquidated damages shall not affect the Insurance Provider's liabilities.

### 3.6.2 Correction for Over-payment

The Procuring Entity shall correct any overpayment of liquidated damages by the Insurance Provider by adjusting the next payment premium or certificate. The Insurance Provider shall be paid interest on the overpayment, calculated from the date of payment to the date of repayment, at the rates specified in Sub-Clause 6.5.

### 3.7 Performance Security

The Insurance Provider shall not be required to provide any Performance Security to the Procuring Entity.

### 3.8 Fraud and Corruption

The Procuring Entity requires compliance with the Government's Anti-Corruption laws and its prevailing sanctions. The Procuring Entity requires the Insurance Provider to disclose any commissions or fees that may have been paid or are to be paid to agents or any other party with respect to the tendering process or execution of the Contract. The information disclosed must include at least the name and address of the agent or other party, the amount and currency, and the purpose of the commission, gratuity or fee.

## 4 Insurance Provider's Personnel

The Contract shall not obligate the Insurance Provider to provide any specific personnel for carrying out of the Services.

## 5 Obligations of the Procuring Entity

### 5.1 Change in the Applicable Law

If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost of the Services rendered by the Insurance Provider, then the remuneration and reimbursable expenses otherwise payable to the Insurance Provider under this Contract shall be increased or decreased accordingly by agreement between the Parties, and corresponding adjustments shall be made to the amounts referred to in Sub-Clauses 6.2 (a) or (b), as the case may be.

## 6 Payments to the Insurance Provider

### 6.1 Lump-Sum Remuneration

The Insurance Provider's remuneration shall not exceed the Contract Price and shall be a fixed lump-sum. Except as provided in Sub-Clause 5.1, the Contract Price may only be increased above the amounts stated in Sub-Clause 6.2 if the Parties have agreed to additional payments in accordance with Sub-Clauses 2.3 and 6.3.

### 6.2 Contract Price

The price payable is **set forth in the SCC**.

### 6.3 Terms and Conditions of Payment

Payments will be made to the Insurance Provider according to the payment schedule **stated in the SCC**.

### 6.4 Interest on Delayed Payments

If the Procuring Entity has delayed payments beyond thirty (30) days after the due date stated in the SCC, interest shall be paid to the Insurance Provider for each day of delay at the rate stated in **the SCC**.

## 7 Quality Control

The contract shall not have any quality control modalities as this is not envisaged in the industry

## 8 Settlement of Disputes

### 8.1 Amicable Settlement

Any party with dispute against the other party shall give notice to the other party, requesting the party to make good the matters of the dispute. The Parties shall attempt to settle the dispute amicably. If the dispute cannot be settled amicably, the complaining party should move to commence arbitration after thirty days from the day on which a notice was given, even if no attempt at an amicable settlement has been made.

### 8.2 Arbitration if the Insurance Provider is a Kenyan firm

- 8.2.1 Any claim or dispute between the Parties arising out of or in connection with the Contract not settled amicably in accordance with Sub-Clause 8.1 shall be finally settled by arbitration. Arbitration shall be conducted in accordance with the Arbitration Laws of Kenya.
- 8.2.2 The arbitrators shall have full power to open up, review all matters relevant to the dispute. Nothing shall disqualify representatives of the Parties from being called as a witness and giving evidence before the arbitrators on any matter whatsoever relevant to the dispute.
- 8.2.3 Arbitration may be commenced prior to or after completion of the services. The obligations of the Parties shall not be altered by reason of any arbitration being conducted during the progress of the services.
- 8.2.4 The terms of the remuneration of each or all the members of Arbitration shall be mutually agreed upon by the Parties when agreeing the terms of appointment. Each Party shall be responsible for paying one-half of this remuneration.
- 8.2.5 In case of any claim or dispute, such claim or dispute shall be notified in writing by either party to the other with a request to submit it to arbitration and to concur in the appointment of an Arbitrator within thirty days of the notice. The dispute shall be referred to the arbitration and final decision of a person to be agreed between the parties. Failing agreement to concur in the appointment of an Arbitrator, the Arbitrator shall be appointed, on the request of the applying party, by the Chairman or Vice Chairman of any of the following institutions the:
- i) Law Society of Kenya, or
  - ii) Chartered Institute of Arbitrators (Kenya Branch), or
  - iii) Insurance Institute of Kenya, or
  - iv) The Actuarial Society of Kenya.
- 8.2.6 The institution written to first by the aggrieved party shall take precedence over all other institutions.
- 8.2.7 The award of such Arbitrator shall be final and binding upon the parties.

### **8.3 Failure to Comply with Arbitrator's Decision**

- 8.3.1 In the event that a Party fails to comply with a final and binding Arbitrator's decision, then the other Party may, without prejudice to any other right it may have, refer the matter to a competent Court of law.

### **8.4 Arbitration if the Insurance Provider is a foreign firm**

- 8.4.1 Arbitration proceedings shall be conducted in accordance with the rules of procedure specified in the SCC.

## SECTION VII - SPECIAL CONDITIONS OF CONTRACT

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.1                 | <p><b>The Parties to the Contract are:</b></p> <p>The Procuring Entity is <b>National Government Constituencies Development Fund Board</b></p> <p>The Insurance Provider is _____</p> <p>The contract name is <b>Provision of various Insurance Covers for a period of Two years</b></p>                                                                                                                                                                                                      |
| 1.4                 | <p>For <b>notices</b>, the Procuring Entity's address shall be:</p> <p>Attention: <i>Manager Supply Chain Management</i></p> <p>Postal address P.O BOX 46682-00100, NAIROBI</p> <p>Physical Address <b>The Procurement office, Harambee Sacco Plaza, 10<sup>th</sup> Floor, along Haile Selassie Uhuru Way junction Nairobi)</b></p> <p>Telephone: <b>0709894000, NAIROBI, KENYA</b></p> <p>Electronic mail address: <a href="mailto:procurement@ngcdf.go.ke">procurement@ngcdf.go.ke</a></p> |
| 1.6                 | <p>The Authorized Representatives are:</p> <p>For the Procuring Entity: _____</p> <p>[Name, Postal Address, Email, Telephone Number]</p> <p>For the Insurance Provider: _____</p> <p>[Name, Postal Address, Email, Telephone Number]</p>                                                                                                                                                                                                                                                      |
| 2.1                 | <p>The date on which this Contract shall come into effect is <b>_10<sup>TH</sup> DECEMBER, 2022</b>_____.</p>                                                                                                                                                                                                                                                                                                                                                                                 |
| 2.2                 | <p>The Commencement date and duration of the insurance cover shall be:</p> <p>Commencement date <b>_10<sup>TH</sup> DECEMBER, 2022</b></p> <p>Completion or Expiry Date <b>_9<sup>TH</sup> DECEMBER, 2023/24</b></p> <p>Duration of the coverage <b>TWO YEARS SUBJECT TO SATISFACTORY PERFORMANCE</b></p>                                                                                                                                                                                     |
| 3.2.3 (c )          | <p>After the termination of this Contract, the activities are: <b>Not Applicable</b></p> <p>_____</p>                                                                                                                                                                                                                                                                                                                                                                                         |
| 3.6.1               | <p>The liquidated damages per day is 0.5% of the Claimant Amount</p> <p>The date by when the compensation costs should be made is 21 days of the receipt by the insurance provider fully documented claim.</p> <p>The total amount of liquidated damages shall not exceed 60% of the claim amount.</p>                                                                                                                                                                                        |
| 6.2 – 6.3           | <p>Contract Price is _____</p> <p>The price shall be made in one lump sum on contract signature</p>                                                                                                                                                                                                                                                                                                                                                                                           |
| 6.4                 | <p>Interest shall be paid to the Insurance Provider for each day of delayed payment at the rate of _____% per month.-N/A</p>                                                                                                                                                                                                                                                                                                                                                                  |
| 8.4.1               | <p>The rules of procedure for arbitration proceedings <b>with a foreign Insurance Provider</b> shall be as follows:</p> <p>[For contracts entered into with foreign sellers, International commercial arbitration may have practical advantages over other dispute settlement methods].</p> <p>(i) <b>If the Procuring Entity chooses the UNCITRAL Arbitration Rules, the following sample clause should be inserted:</b></p>                                                                 |

| Number of GC Clause | Amendments of, and Supplements to, Clauses in the General Conditions of Contract                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                     | <p>Any dispute, controversy or claim arising out of or relating to this Contract, or breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the UNCITRAL Arbitration Rules as at present in force.</p> <p><b>(ii) <i>If NGCDF Board chooses the Rules of ICC, the following sample clause should be inserted:</i></b></p> <p>All disputes arising in connection with the present Contract shall be finally settled under the Rules of Conciliation and Arbitration of <b><i>the International Chamber of Commerce</i></b> by one or more arbitrators appointed in accordance with said Rules.</p> <p><b>(iii) <i>If NGCDF Board chooses the Rules of Arbitration Institute of Stockholm Chamber of Commerce, the following sample clause should be inserted:</i></b></p> <p>Any dispute, controversy or claim arising out of or in connection with this Contract, or the breach termination or invalidity thereof, shall be settled by arbitration in accordance with the Rules of the Arbitration Institute of the Stockholm Chamber of Commerce.</p> <p><b>(iv) <i>If NGCDF Board chooses the Rules of the London Court of International Arbitration, the following clause should be inserted:</i></b></p> <p>Any dispute arising out of or in connection with this Contract, including any question regarding its existence, validity or termination shall be referred to and finally resolved by arbitration under the Rules of the London Court of International Arbitration, which rules are deemed to be incorporated by reference to this clause.</p> |

## APPENDIX TO THE CONTRACT

The Appendix to the contract shall be an **Insurance Policy** that shall provide a description of the Services, compensation procedure and all the contingencies that shall lead to the compensation claim. The Policy is an industry form (the norm) but would be negotiated before signature to ensure all parties concerns are taken into account. No provision or Clause in the Insurance Policy shall negate any Condition of Contract.

## BENEFICIAL OWNERSHIP DISCLOSURE FORM

(Amended and issued pursuant to PPRA CIRCULAR No. 02/2022)

### INSTRUCTIONS TO TENDERERS: DELETE THIS BOX ONCE YOU HAVE COMPLETED THE FORM

*This Beneficial Ownership Disclosure Form ("Form") is to be completed by the successful tenderer pursuant to Regulation 13 (2A) and 13 (6) of the Companies (Beneficial Ownership Information) Regulations, 2020. In case of joint venture, the tenderer must submit a separate Form for each member. The beneficial ownership information to be submitted in this Form shall be current as of the date of its submission.*

*For the purposes of this Form, a Beneficial Owner of a Tenderer is any natural person who ultimately owns or controls the legal person (tenderer) or arrangements or a natural person on whose behalf a transaction is conducted, and includes those persons who exercise ultimate effective control over a legal person (Tenderer) or arrangement.*

Tender Reference No.: \_\_\_\_\_ [insert identification no]  
Name of the Tender Title/Description: \_\_\_\_\_ [insert name of the assignment]  
to: \_\_\_\_\_ [insert complete name of Procuring Entity]

In response to the requirement in your notification of award dated \_\_\_\_\_ [insert date of notification of award] to furnish additional information on beneficial ownership: \_\_\_\_\_ [select one option as applicable and delete the options that are not applicable]

I) We here by provide the following beneficial ownership information.

#### Details of beneficial ownership

|    | Details of all Beneficial Owners                  |  | % of shares a person holds in the company<br>Directly or indirectly | % of voting rights a person holds in the company | Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No) | Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No) |
|----|---------------------------------------------------|--|---------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
| 1. | Full Name                                         |  | Directly-----<br>----- %<br>of shares                               | Directly.....<br>.....% of voting rights         | 1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----                                                | 1. Exercises significant influence or control over the Company body of the Company (tenderer)<br><br>Yes -----No-- --     |
|    | National identity card number or Passport number  |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Personal Identification Number (where applicable) |  | Indirectly----<br>----- %<br>of shares                              | Indirectly-----<br>% of voting rights            | 2. Is this right held directly or indirectly?:<br><br>Direct.....<br>.....<br><br>Indirect.....<br>.....                                                                                | 2. Is this influence or control exercised directly or indirectly?<br><br>Direct.....<br>.....                             |
|    | Nationality                                       |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Date of birth [dd/mm/yyyy]                        |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Postal address                                    |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Residential address                               |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Telephone number                                  |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Email address                                     |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|    | Occupation or profession                          |  |                                                                     |                                                  |                                                                                                                                                                                         |                                                                                                                           |

|     | Details of all Beneficial Owners                  |  | % of shares a person holds in the company Directly or indirectly | % of voting rights a person holds in the company | Whether a person directly or indirectly holds a right to appoint or remove a member of the board of directors of the company or an equivalent governing body of the Tenderer (Yes / No) | Whether a person directly or indirectly exercises significant influence or control over the Company (tenderer) (Yes / No) |
|-----|---------------------------------------------------|--|------------------------------------------------------------------|--------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|
|     |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         | Indirect.....<br>...                                                                                                      |
|     |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
| 2.  | Full Name                                         |  | Directly-----<br>----- %<br>of shares                            | Directly.....<br>.....% of voting<br>rights      | 1. Having the right to appoint a majority of the board of the directors or an equivalent governing body of the Tenderer: Yes -----No----                                                | 1. Exercises significant influence or control over the Company body of the Company (tenderer) Yes -----No-- --            |
|     | National identity card number or Passport number  |  | Indirectly----<br>----- %<br>of shares                           | Indirectly-----<br>% of voting<br>rights         | 2. Is this right held directly or indirectly?:                                                                                                                                          | 2. Is this influence or control exercised directly or indirectly?                                                         |
|     | Personal Identification Number (where applicable) |  |                                                                  |                                                  | Direct.....<br>.....                                                                                                                                                                    | Direct.....<br>.....                                                                                                      |
|     | Nationality(ies)                                  |  |                                                                  |                                                  | Indirect.....<br>.....                                                                                                                                                                  | Indirect.....<br>.....                                                                                                    |
|     | Date of birth [dd/mm/yyyy]                        |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     | Postal address                                    |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     | Residential address                               |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     | Telephone number                                  |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     | Email address                                     |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     | Occupation or profession                          |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
| 3.  |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
|     |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
| e.t |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |
| .c  |                                                   |  |                                                                  |                                                  |                                                                                                                                                                                         |                                                                                                                           |

II) Am fully aware that beneficial ownership information above shall be reported to the Public Procurement Regulatory Authority together with other details in relation to contract awards and shall be maintained in the Government Portal, published and made publicly available pursuant to Regulation 13(5) of the Companies (Beneficial Ownership Information) Regulations, 2020.(Notwithstanding this paragraph Personally Identifiable Information in line with the Data Protection Act shall not be published or made public). *Note that Personally Identifiable Information (PII) is defined as any information that can be used to distinguish one person from another and can be used to deanonymize previously anonymous data. This information includes National identity card number or Passport number, Personal Identification Number, Date of birth, Residential address, email address and Telephone number.*

III) In determining who meets the threshold of who a beneficial owner is, the Tenderer must consider a natural person who in relation to the company:

(a) holds at least ten percent of the issued shares in the company either directly or indirectly;

- (b) exercises at least ten percent of the voting rights in the company either directly or indirectly;
- (c) holds a right, directly or indirectly, to appoint or remove a director of the company; or
- (d) exercises significant influence or control, directly or indirectly, over the company.

IV) What is stated to herein above is true to the best of my knowledge, information and belief.

*Name of the Tenderer: .....\*[insert complete name of the Tenderer]\_\_\_\_\_*

*Name of the person duly authorized to sign the Tender on behalf of the Tenderer: \*\* [insert complete name of person duly authorized to sign the Tender]*

*Designation of the person signing the Tender: ..... [insert complete title of the person signing the Tender]*

*Signature of the person named above: ..... [insert signature of person whose name and capacity are shown above]*

*Date this ..... [insert date of signing] day of..... [Insert month], [insert year]*

Bidder Official Stamp



|      | <b><u>PRELIMINARY EXAMINATION<br/>MANDATORY REQUIREMENTS-UNDERWRITER</u></b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
|      | <b>Description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>Responsive/non-responsive</b> |
| MR1  | Certificate of Registration/Incorporation with Registrar of Companies                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
| MR2  | Registration with Insurance Regulatory Authority (IRA) (to be confirmed with IRA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                  |
| MR3  | Current registration certificate with Association of Kenya Insurers (AKI) (Submit copy of membership certificate).(2022)                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |
| MR4  | Valid and Current tax compliance certificate issued by Kenya Revenue Authority (KRA).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                  |
| MR5  | Original Tender security valued at Ksh. 1,000,000.00 from a bank or PPRA recognized Insurance Company and valid for 210 days from the date of tender opening                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                  |
| MR6  | Must have done Annual Medical Premiums of Ksh. 2 Billion the previous year 2021 (provide/attach evidence to support this).                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                  |
| MR7  | Must have paid up capital of at least Ksh. 300Million (provide/attach evidence of this).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                  |
| MR8  | Anti-corruption Declaration undertaking, duly filled and signed                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                  |
| MR9  | Bidding documents must be paginated/serialized. All bidders are required to submit their documents paginated in a continuous ascending order from the first page to the last in this format; (i.e. 1,2,3 .....n where n is the last page)                                                                                                                                                                                                                                                                                                                                                       |                                  |
| MR10 | Duly filled, signed and stamped form of tender in the format Provided,CBQ,self-declaration form,SD1&SD2 Forms and Declaration form for certificate of independent tender determination                                                                                                                                                                                                                                                                                                                                                                                                          |                                  |
| MR11 | CR12 from Registrar of company must be certified within 3 months                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                  |
| MR12 | <u>Qualifications and experience of key staff:-MEDICAL COVER</u><br>Attach CV's and copies of academic/professional certificates of: <ul style="list-style-type: none"> <li>a) Chief Executive Officer – with a degree and at least 10years' working experience</li> <li>b) 3 senior staff handling the medical scheme with Degree and Advanced Diploma in Insurance and 5 years' experience</li> <li>c) 2 care Managers handling the medical scheme with a Diploma in Insurance and 3 years working experience</li> </ul> <b>(NB: The attached/submitted CV's must be signed by all staff)</b> |                                  |
| MR13 | Must submit written and signed confirmation to the effect that they will NOT charge administration processing fees on excess incurred by members before processing discharge. <b>(Medical Cover)</b>                                                                                                                                                                                                                                                                                                                                                                                            |                                  |
| MR14 | Must submit Certified copies of Audited Account for the last 3(Three) Years                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                  |

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Conditions to be met by the Insurance Brokerage Firms in the preliminary evaluation.

|     |                                                                                                                                                 |
|-----|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Certified Copy of Certificate Registration/Incorporation. MUST have been in existence for at least ten (10) Years.                              |
| 2.  | Current valid IRA License and certified by the issuing body.                                                                                    |
| 3.  | Current valid AIBK Membership Certificate and certified by the issuing body                                                                     |
| 4.  | Valid tax compliance                                                                                                                            |
| 5.  | Valid Business Permit                                                                                                                           |
| 6.  | Must fill the form of Tender and price schedule in the format provided.                                                                         |
| 7.  | Must submit a duly filled up confidential business questionnaire in format provided, duly signed and stamped and provide valid and current CR12 |
| 8.  | Must provide certified audited accounts for at least Three (3) Financial years prior to Tendering. (2021,2020,2019)                             |
| 9.  | Evidence of valid professional indemnity policy of at least Ksh.1,500 million with a reputable underwriter                                      |
| 10. | Attach Authorization letter from the proposed Underwriter (One Underwriter one broker)                                                          |
| 11. | Broker should have handled Medical insurance of 1Billion in the year 2021. 12 Paid up capital of 600M certified by IRA                          |

The Insurance Broker must meet the mandatory requirement for the broker and the proposed underwriter to proceed to the technical evaluation. All certification to be done by commissioner of oath registered in Kenya

**NOTE:**

- Failure to comply with Mandatory requirements will lead to disqualification. Only bidders who are successful at this stage will proceed to the Detailed Technical Evaluation stage.
- Insurance Broker shall provide from their proposed insurance company(underwriter) the above documents in a clearly sealed and marked envelope bearing their name and the words “Underwriter Documents” to be submitted with insurance brokers bid documents
- Motor Vehicles (Private and Commercial shall be evaluated based on their benefits as technical evaluation and the lowest bidder will considered for the award).
- Public liability, all risk electronic and equipments,furnitures and fittings,money,burglary and others shall be evaluated based on their benefits as technical evaluation and the lowest bidder will considered for the award.

**TECHNICAL EVALUATION CRITERIA (MEDICAL COVER-UNDERWRITERS & BROKERS)**

| <b>S/NO.</b> | <b>DESCRIPTION OF CRITERIA</b>                         | <b>SUB-CRITERIA</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>TOTAL SCORE</b> |
|--------------|--------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| 1.           | Firm's experience in staff medical insurance business. | <p>a) No. of years during which the Underwriter has offered staff medical insurance services in the last 10 years (i.e. 2012 to date)</p> <p><b>i) 1 - 2 yrs – 2 marks</b></p> <p><b>ii) 3-5 yrs – 3 marks</b></p> <p><b>iii) 5-7 yrs – 4 marks</b></p> <p><b>iv) 7-9 yrs – 6 marks</b></p> <p><b>v) 10 yrs &amp; above – 10 marks</b></p> <p><b>NB:</b> Must attach IRA registration certificates to year 2022. Current year status will be verified from IRA portal</p> <p>b) Five (5) major clients to whom the bidder has offered staff medical insurance services in the last three (3) years:</p> <p><b>i) 1 firm – 2 marks</b></p> <p><b>ii) 2 firms – 4 marks</b></p> <p><b>iii) 3 firms – 6 marks</b></p> <p><b>iv) 4 firms – 8 marks</b></p> <p><b>v) 5 firms – 10 marks</b></p> <p><b><u>NB:</u></b><br/>Must attach evidence in form of copies of LPO's; or contracts or recommendation letters issued to each of the clients to whom such service was offered.</p> | 20                 |
| 2.           | Methodology and work plan                              | <p><b>a) The bidder must submit detailed procedures on hospital admission – 1 mark</b></p> <p><b>b) The bidder must indicate the procedure and timelines for processing of last expense for the principal member and spouse – 5 marks</b></p> <p><b>c) The bidder must indicate the claims reimbursement procedure and timelines for cash refunds – 1 mark</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 20                 |



|    |                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |    |
|----|----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
|    |                                                                            | <p>d) The bidder must allow for and indicate the procedure &amp; requirements for refund of premiums for staff who have exited from the medical scheme – <b>1 mark</b></p> <p>e) The bidder must indicate the procedure &amp; requirements for handling entries into the scheme. All new members added to the scheme either through employment; marriage or newly born children will automatically be entitled to the medical scheme and NO WAITING period will apply – <b>1 mark</b></p> <p>f) The bidder must allow for category movement for staff especially after staff promotions in grade and indicate how pro- rata premiums will be paid for such members – <b>1 mark</b></p> <p>g) Bidder must allow/facilitate and <b><u>confirm in writing that discharge for members incurring excess will NOT attract</u></b> any fees or extra charges – <b>8 marks</b></p> <p>h) Give details of dedicated 24-hr contact team to handle the scheme – <b>2 marks</b></p> |    |
| 3. | Emergency evacuation services (air evacuation and road ambulance services) | <p>The Bidder must have contractual agreements for emergency air evacuation and road ambulance services. Attach list of contracted companies, their contacts and copies of <b><u>current and duly signed</u></b> contractual agreements with the providers.</p> <p>a) 1-2 service providers – <b>1 mark</b></p> <p>b) 3 service providers – <b>5 marks</b></p> <p>c) 4 service providers – <b>10 marks</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10 |
| 4. | Adequacy of medical service providers                                      | <p>a) The bidder should have a wide network of medical service providers within Nairobi County, equally distributed within the Nairobi Geographical Region; with at least 6 major hospitals listed and 30 other medical service providers:</p> <ul style="list-style-type: none"> <li>List of 6 Major Hospitals within Nairobi – <b>2 marks</b></li> <li>List of 30 other medical service providers within Nairobi – <b>2 marks</b></li> </ul> <p>b) The bidder should indicate the network of contracted medical service providers spread</p>                                                                                                                                                                                                                                                                                                                                                                                                                          | 8  |

|    |                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |
|----|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
|    |                                                                                                            | <p>out in all the remaining 46 Counties, <b>with at least 2 hospitals</b> in each County. = <b>3 marks</b></p> <p>c) Evidence of established international network of service provider panel for overseas referrals; with clearly indicated referral procedures – <b>1 mark</b> ((attach duly signed contractual agreement with the service providers).).</p>                                                                                                                                                                                                                       |           |
| 5. | Scheme value-add services (member education;                                                               | <p>a) Bidder must demonstrate that they allow annual medical check-ups for staff – <b>2 mark</b></p> <p>b) The bidder must provide a detailed member sensitization/education schedule for staff – <b>2 marks</b></p> <p>c) Bidder must indicate that the format and confirm that member utility statements will be issued (monthly to members via phone &amp; quarterly to NGCDFB) – <b>1 mark</b></p> <p>d) The bidder must demonstrate that they have a biometric service provider – <b>1 mark</b> (attach duly signed Contractual agreement with biometric service provider)</p> | 6         |
| 6. | Adherence to the provisions of the scope of cover (must fully provide for services indicated in the scope) | <p>Indicate and give details for all cover provisions on:</p> <p>a) In-patient &amp; maternity – <b>2 marks</b></p> <p>b) Out-patient – <b>1 mark</b></p> <p>c) Dental – <b>1 mark</b></p> <p>d) Optical with no capping on frames – <b>2 marks</b></p>                                                                                                                                                                                                                                                                                                                             | 6         |
|    |                                                                                                            | <b>TOTAL TECHNICAL EVALUATION SCORE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>70</b> |

**Note:**

- a) **The total score for Technical Evaluation is 70 marks. Pass mark will be 80% thus, only bidders who score 80% and above will be considered for Financial Evaluation.**

**FINANCIAL EVALUATION**

Bidders who are successful at preceding stages of evaluation will have their prices and benefits compared and award recommended to the lowest evaluated responsive bid in terms of benefits and prices. **However, bidders who have had unsatisfactory past performance on provision of staff medical cover shall not be recommended for award**

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**POST QUALIFICATION**

**NGCDFB will use this to determine whether the bidder who submitted the lowest evaluated responsive bid is qualified to perform the contract effectively**

**Note: This is a two (2) year contract subject to satisfactory performances.**

**TECHNICAL EVALUATION FOR GPA AND WIBA****EVALUATION ON THE TECHNICAL REQUIREMENTS**

| No. | Item Description/Criteria                                                                                                                                                                        | Remarks                                                   | Maximum Score |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|---------------|
| 1.  | Number of years the service provider has been in the business of provision of GPA & WIBA                                                                                                         | One (1) mark each year served up to a maximum of 12 Years | 12            |
| 2.  | Qualification and competence of at least 2 key members of staff of the firm who will be directly responsible for the scheme management/ administration. (CVs and Certificates MUST be attached): |                                                           | 15            |
|     | a) Principal Officer/ Contract Manager- Minimum Bachelors                                                                                                                                        | 10                                                        |               |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                    |    |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|----|
|    | degree in Insurance/ Actuarial Science or relevant area, be an associate of Chartered Institute of Insurance or Equivalent with no less than 12 years' experience in insurance industry                                                                                                                                                                                                                                |                                                                                                    |    |
|    | <b>b) Liaison Officer-</b> Minimum Bachelors degree in Business Administration/ Insurance/ Actuarial science/ Finance/ Investment or equivalent; experience of not less than 3 years in providing liaison services or equivalent                                                                                                                                                                                       | 5                                                                                                  |    |
| 3. | Provide proof of 4 clients with a combined total premium of Kshs.50 Million which the bidder has provided similar services to in the last 3 years. Three of which Must be Government Entities (complete with address and telephone numbers).<br><br>(The bidder must avail copies of signed contracts from the listed clients served).<br><br>The Board will conduct due diligence to verify the information provided. | Four (4) marks for each client/ insurance scheme served up to a maximum of 4 clients.              | 16 |
| 4. | Provide performance assessment/ recommendation from 3 major clients whom you have handled their Life Insurance, GPA and WIBA business.<br><br>Include details of the premiums handled and the contact person, address and telephone number.                                                                                                                                                                            | Attach recommendation/ performance assessment letters (5 marks each up to a maximum of 3)          | 15 |
| 5. | Evidence of 5 value addition services and other concessions/ wider coverage e.g. better extension for the cover                                                                                                                                                                                                                                                                                                        | 5 benefits/ value additions<br>-2 marks for each benefit/<br>value additions/ investment guarantee | 10 |
| 6. | Provide proof of claim settlement of not less than KShs.10 Million in the last 3 years                                                                                                                                                                                                                                                                                                                                 | Claim settlement proof                                                                             | 7  |
| 7. | Indicate whether you have established and implemented a Quality Management System 9001: 2015, and if you have, attach a copy of valid certification                                                                                                                                                                                                                                                                    | Attach copy of valid certification                                                                 | 5  |

|             |                                                                                                                                                                                                                  |                    |             |
|-------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|
| 8.          | State if you are highly rated by a reputable rating agency such as AIBK, AKI or any other reputable rating agency within the last 18 months and a copy of the certificate issued by the rating agency submitted. | Attach certificate | 5           |
| 9.          | Provide service standards and detailed information of the Scheme and how it will be executed                                                                                                                     | Service Standards  | 15          |
| Total score |                                                                                                                                                                                                                  |                    | <b>100%</b> |
| Pass mark   |                                                                                                                                                                                                                  |                    | <b>70%</b>  |

