

REGISTRATION OF SUPPLIERS FOR INSURANCE SERVICES

The University of Nairobi invites bidders to submit the following documents for registration of Insurance Services.

Bidders to submit a bound Company profile with the following documents. This should be submitted to Procurement Office, Administration Block, Room 104 during normal working hours.

The deadline for submission is on **18th May 2021 at 12.00 pm**. You will be required to sign a register on submission.

- a) Certificate of Incorporation/ Registration Certificate from IRA
- b) Must be a member of Association of Kenya Insurers (AKI) 2021
- c) Copy of CR 12 form to confirm directors and shareholding (where applicable)
- d) Valid Tax Compliance Certificate
- e) Valid Business Permit
- f) Relevant experience for similar services
- g) Firms to complete **Non- Debarment declaration** and **Supplier's Self declaration** in the format provided that they are eligible to bid for a contract in procurement and satisfies the following criteria as per section 55 of the PPADA 2015;

Non – Debarment declaration

We (insert the name of the company/ supplier) declares and guarantees that no director or any person who has any controlling interest in our organization has been debarred from participating in a procurement proceedings.

Supplier's Self Declaration:

I.....**of P.O Box****declare that;**

- (a) the person has the legal capacity to enter into a contract for procurement or asset disposal;
- (b) the person is not insolvent, in receivership, bankrupt or in the process of being wound up;
- (c) the person, if a member of a regulated profession, has satisfied all the professional requirements;
- (d) the procuring entity is not precluded from entering into the

contract with the person under section 38 of this Act;

- (e) the person and his or her sub-contractor, if any, is not debarred from participating in procurement proceedings under Part IV of this Act;
- (f) the person has fulfilled tax obligations;
- (g) the person has not been convicted of corrupt or fraudulent practices; and
- (h) is not guilty of any serious violation of fair employment laws and practices.

Signed.....Date.....Stamp.....