



REQUEST FOR PROPOSALS

PROVISION FOR INSURANCE FOR VEHICLES AND
MOTORBIKES FOR MMWCA

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PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites your organisation to submit **a technical proposal** to provide tyres for its fleet of vehicles. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 20th January 2024
- RFP closing date and time: 25th January 2024
- Estimated contract award date: 30th January 2024

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Ms. Rosebell Abwonji at procurement@maraconservancies.org . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than **23rd January 2024, 17:00 EAT.**

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their technical proposal to MMWCA no later than 25th January 2024, 17:00 EAT by email to: procurement@maraconservancies.org . The subject heading of the email should be 'RFP for MMWCA Vehicle tyres by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. The proposal must be submitted in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: **25th January 2024, 17:00 EAT**

Proposals should be emailed to: procurement@maraconservancies.org and copy to contact@maraconservancies.org

PART 2: REQUIREMENTS

2.1. SCOPE OF WORK

MMWCA is seeking for tenders from reputable and well established insurance brokerage firms for provision of vehicle and motorbike insurance for its fleet.

It is expected that the supplier should have had at least five (5) corporate clients and has performed quality work to its customers.

The vehicles that are currently under MMWCA's fleet are captured below:

VEHICLE TYPE	REGISTRATION NUMBER	YEAR OF MANUFACTURE	PURCHASE VALUE (KSHS)	DURATION
Toyota Land cruiser	KDN 135K	2023	13,650,000	One year
Toyota Land cruiser	KDJ 039S	2022	13,650,000	One year
Prado Land cruiser	KDM 216A	2016	8,000,000	One year
Toyota Hilux Double Cab	KDJ 150T	2021	5,200,000	One year
Toyota Land cruiser	KCJ 538A	2016	5,200,000	Three months
Tractor	KTCB 465	2015	4,400,000	One year
Motorbike – Orange Hypersport	KMDR 531S	2015	109,000	One year
Motorbike – Red Focin	KMDK 612B	2014	109,000	One year

2.2. DURATION OF CONTRACT

This contract is expected to span from **1st February 2024** to **31st January 2025** and subjected to renewal upon satisfactory of services offered.

2.3. PAYMENT TERMS

The terms of payments shall be as follows:

- i. The supplier shall accept to honor Purchase Orders of MMWCA subject to all the terms and conditions therein.
- ii. The supplier shall accept to provide vehicle and motorbike insurance with original invoices and delivery notes.

- iii. The invoices shall be paid within thirty (30) days from the date of submission.
- iv. The supplier shall also avail an invoice with all the necessary details including account name, number and branch to operations.

2.4. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the supplier is expected to submit a technical proposal detailing:

- i. Must have a valid Certificate of Incorporation/Registration
- ii. Must have a valid PIN/VAT Certificate and a valid Tax Compliance Certificate.
- iii. Must be registered with the Insurance Regulatory Authority (IRA) for the current year 2024 and a valid copy of the current license must be submitted.
- iv. Copy of the current membership certificate of the Association of Insurance Brokers of Kenya (AIB)
- v. Copies of the Audited financial statements for the last three (3) years
- vi. Must have been underwriting the quoted business for a minimum period of seven (7) years
- vii. Must give a list of 5 (five) clients (preferably NGOs or Conservation Industry) whom they have serviced for the last five years with a total premium of not less than Kshs.50 million per annum. Evidence in form of client reference letters from the clients must be provided.
- viii. Officers proposed for execution of the services sought in this tender; their CVs indicating the academic and professional qualifications and experience.
- ix. Indicate anticipated time taken to settle claims after complete documentation. Provide evidence of claim settled in the past five years.
- x. Detailed write up on policies administration /claims processing timelines
- xi. Provide evidence of a complaints handling system
- xii. Financial proposal detailing all relevant costs

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on sound technical capabilities. The evaluation will be carried out exclusively based on the weights specified in the table below:

		Marks Awarded
1.	Company Profile: a) Provide company profile showing names of Directors, management team and general structure of the company. <i>Company profile – 2 marks</i> <i>Profile of directors and management team – 6 marks</i> <i>Organisational structure – 2 marks</i>	10 Marks
	a) Certification by regulatory/affiliation bodies (attach copy) <i>Copy of certificate of registration – 2.5 marks</i> <i>Tax Compliance Certificate – 2.5 marks</i> <i>IRA License for 2024 – 2.5 marks</i> <i>Membership certificate with AKI – 2.5 marks</i>	10 Marks
2.	Experience: a) Number of years in the business (maximum score for five years and above); <i>5 years and above – 5 marks</i> <i>4 years – 4 marks</i> <i>3 Years – 3 marks</i> <i>2 Years – 2 marks</i> <i>1 year – 1 mark</i>	5 Marks
	b) List (and provide evidence) of 10 major current corporate references (5 within Narok County and 5 outside Narok County) with their contacts within the last two years. State product/service provided and value of goods/service. <i>References from Narok County – 5 marks</i> <i>References from outside Narok County – 5 marks</i>	10 Marks
3.	Network: a) Branch office in Narok town - 5 Marks b) Branch office in Nairobi or other towns - 3 Marks	5 Marks
4.	Administration of scheme: a) Demonstration of a satisfactory management and execution plan – 5 marks b) Quality of service provision – 5 marks c) Handling of underwriting and claims services – 5 marks	15 Marks

5.	Insurance cover details and benefits as per the schedule of requirements a) Full details of what the cover provides – 5 marks b) Full details of cover exclusions i.e. give specific details of each excluded condition – 5 marks	10 Marks
6.	Financial Proposal <i>The lowest cost proposal will be awarded 35 marks. Other cost proposals will be awarded proportionate points as per formula: Financial Weight = (Lowest Cost/Proposal's Cost) X 35</i>	35 Marks
	TOTAL SCORE	100 Marks

The contract will be awarded to the proposal with the highest total score.