

PROPOSAL FORM FOR PROFESSIONAL INDEMNITY - CONSULTING ENGINEERS, QUANTITY & LAND SURVEYORS

1. Discipline in which engaged and in the case of multi-disciplinary practices the percentage of total fees attributable to each profession.
 (Please be specific, eg. Consulting Engineers - should distinguish between Civil, Structural, Mechanical, Electrical, Hydraulic, Ventilation and other activities).
 Profession : _____ Percentage of Total Fees : _____%

2. STAFF COMPLEMENT

Details	No. of Staff
Partners / Principals / Directors	
Qualified Staff	
Draughtsmen	
Trainee Staff	
Other Technical Staff	
All other staff	
Total Staff Complement	

3. PROFESSIONAL / BUSINESS RELATIONSHIPS

- a) Does the Practice or any Partner / Principal / Director have any association with or financial interest in any other Practice / Company / Organisation ? Yes No
 If YES; please give full details :

- b) Is the practice of any Partner / Principal / Director engaged with any other practice or person in a Single Project Partnership ? Yes No
 If YES; please give full details :

- c) Is the Practice or any Partner / Principal / Director a member of a Consortium or Group Practice ? If YES; please give full details : Yes No

4. Does this Practice undertake any work whatsoever where the “end product” of such work is carried out in territories other than Republic of Kenya ? Yes No
 If YES; please give the following details :

Country	Starting Date	Type of Contract	Total Contract Value (Kshs.)	Approximate Completion

5. Please state the 5 largest contracts commenced during the past 6 years :

Country	Starting Date	Type of Contract	Total Contract Value (Kshs.)	Approximate Completion

6. Please give the approximate percentage applicable to these specified projects as a percentage of the total work which you have carried out during the past 12 months. (All of these questions must be answered)

No.	Projects	Approximate % (If NONE, state NONE)
a	Feasibility studies, reports, Surveys, etc. (where applicant is not involved in actual design work)	%
b	Bridges and / or Tunnels	%
c	Dams	%
d	Mines	%
e	Harbours or Jetties	%
f	Sewerage Schemes	%
g	Foundations and Underpinning	%
h	Soil Testing	%
i	Water Schemes	%
j	Nuclear or Atomic Projects	%
k	Heating, Ventilating and Air Conditioning	%
l	Chemical, Petro-chemicals and Refineries	%
m	Housing Schemes	%
n	High Rise Buildings	%
o	Schools, Hospitals and Municipal Buildings	%
p	Mechanical Plant and Bulk Handling Equipment (including Silos etc.)	%
q	Other work including any specialist activities not shown above (Please Specify)	
		%
		%
		%
		100%

6.1 SUPERVISION OF CONSTRUCTION

a	Proportion of work where Firm both designs and supervises the actual construction.	%
b	Proportion of work where Firm provides technical supervision of construction from the design made by other Firms	%

7 QUOTATION REQUIRED

a) Limit of Indemnity

Value in Kshs.	Starting Date
	any one period of insurance inclusive of costs and expenses.
	any one period of insurance inclusive of costs and expenses.
	any one period of insurance inclusive of costs and expenses.

7 b) DEDUCTIBLE (EXCESS) - (The amount carried by the Insured per claim)

Value in Kshs.	Starting Date
	any one period of insurance inclusive of costs and expenses.
	any one period of insurance inclusive of costs and expenses.
	any one period of insurance inclusive of costs and expenses.

8. FEE INCOME

(This question must be completed accurately as the figures are used for rating purposes)

a) Please give gross fees received during the past five years :

Year	Gross (Kshs.)

b) Please give the estimated fees for the coming 12 months. Kshs : _____

9. When independent or specialist consultants are required for any commission, have you in the past ensured, and will you in the future endeavour to ensure that such consultants are appointed directly to your client.

Yes No

a) Please give gross fees received during the past five years : Kshs : _____

b) Please give the estimated fees for the coming 12 months. Kshs : _____

* The Company must be informed whenever a client requires that you engage or employ consultants.

10. APPLICABLE TO LIMITED COMPANIES ONLY

a) Do your charges accord with the scales sanctioned by the Professional Body in the field in which you are engaged ?

Yes No

b) If NO; on what basis do you charge for your services ?

11. PLEASE ATTACH to this Proposal, specimens of the FORMS OF AGREEMENT which you ordinarily enter into with your clients.

CONSENT & DECLARATION

I/We consent to The Heritage Insurance Company Kenya Limited:

- i. Collecting, using, disclosing, processing and/or storing my/our personal data for purposes that are relevant to my policy and as permitted by law;
- ii. Collecting and sharing my personal data information in accordance with the privacy policy on its website (<https://www.heritageinsurance.co.ke/>): and
- iii. Transferring my/our personal data to their reinsurers and affiliated companies for purposes of insurance and as permitted by law.

I/We hereby declare the truth and correctness of the above statements and particulars, and that my/our answers herein are in my/our full knowledge and have been written by me or with my full authority.

I/We hereby agree that this Proposal and Declaration shall form the basis of the contract between me/us and the Heritage Insurance Company Kenya Limited.

Proposer's Signature: _____ Date: _____

No liability (except for the period stated in the Insurer's Official Cover Note) is undertaken until the Proposal is accepted by the Insurer and the premium paid.