



LIBERTY

REQUEST FOR PROPOSAL (RFP)

RFP Description	NTSA System Integration for Motor Vehicle verification
RFP Number	HIK/ICT/02/2021
Tender Submission	Electronic Format, hard copies will not be accepted
Deadline for Submission of Proposal	By Friday 19 Feb 2021. 5.00 PM EAT
Format of submission	Please ensure that the format within which information and documents are provided are done strictly in accordance with the format of this RFP; file them in accordance with 'Part'.

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1. PART 1: GENERAL INFORMATION AND INTRODUCTION

Procuring Entity Registered Address

Heritage Insurance Company K Limited

Liberty House, Processional Way

P.O Box 30390 – 00100 Nairobi, Kenya

Tel: +254 711 039 000

w: www.heritageinsurance.co.ke

For purposes of this document the abbreviation HIK shall refer to The Heritage Insurance Company Limited.

1.1 Document Purpose

The primary purpose of this document is to provide vendors with information for the preparation of comprehensive proposals

Selection will be based on the vendor's ability to fully satisfy the technical requirements and financial proposal. This document is not intended to preclude or limit vendors in any way from offering creative and economic solutions to our needs.

1.2 About the Company

The Heritage Insurance Company Kenya Limited is among the top 10 short-term insurance underwriters in the industry by premium volumes and ranks among the best in service delivery.

1.3 Scope

HIK is desirous of engaging a vendor to integrate with NTSA for purposes of validating motor vehicle details for it's clients.

Objective: To fetch in two distinct sweeps:
1) Logbook data - vehicle and ownership details
2) Driving License data

Usage: Data so fetched will be for Insurance purposes only

Technology: Rest API
Connection - internet VPN

Our ERP: Turnquest (Policy Administration System -PAS)

Expectation: The logbook data will be required at underwriting stage.
The driving license data will be required at claims.

GET Logbook (Vehicle Reg-No)

- 1) Chassis Number
- 2) Car Model
- 3) Registration Date
- 4) Car Make
- 5) Year of Manufacture
- 6) Type
- 7) Gross Weight
- 8) Passengers
- 9) Tare weight
- 10) Tax class
- 11) Axles
- 12) Load Capacity
- 13) Engine No
- 14) Engine Capacity
- 15) Fuel
- 16) Body Color
- 17) Status of the Vehicle
- 18) Logbook Serial
- 19) Logbook Number
- 20) Original number
- 21) Previous Reg Country
- 22) Previous Registration
- 23) No of previous owners
- 24) Owner: (one or multiple)
 - a) First Name
 - b) Middle Name
 - c) Last Name
 - d) Telephone Number
 - e) Postal Address
 - f) Postal code
 - g) Town
 - h) PIN-No

GET driving license (DV-NO)

- 1) Full name
- 2) National ID-No

- 3) First issued date
- 4) Now valid to date
- 5) Valid classes (one or multiple)

1.4 Intention to Respond

An invited Vendor is required to advise HIK of its intention to submit a proposal by email not later than **3 days** from the date of issuance of this request. Should the Vendor decide not to respond to this RFP, the Vendor shall continue to treat the information as being **confidential**.

1.5 Mode of Submission

The Vendor is required to submit an electronic response to the proposal by email to procurement@libertylife.co.ke.

The response must include a completed response and any other required information for evaluation.

Responses must be delivered **NO LATER THAN Friday 19th February 2021** by 5:00 p.m. (East Africa time):

Proposal(s) received after the closing date and time shall be rejected unless the delay is due to negligence of the Company. It is the vendor's sole responsibility to ensure that its proposal is received on or before the closing date. Oral proposals shall not be accepted.

A vendor may withdraw its proposal any time prior to the closing by submitting to the Procurement Manager by emailing (procurement@libertylife.co.ke) a written notification of its withdrawal, signed by the vendor or its authorized agent. The vendor may thereafter submit a new or modified proposal prior to the closing date.

Proposals in the possession of the Company at the closing time for receipt of proposals will be considered final and will be held as an irrevocable offer for Thirty (30) days from that date.

1.6 Format of Responses

Proposal must be submitted in English. The proposal shall be prepared in a straightforward and concise manner.

The proposal shall be signed by an individual who is authorized to bind the vendor contractually. An unsigned proposal shall be rejected.

1.7 Price

Vendors must provide their financial proposal together with this request. Such pricing shall constitute the Financial Proposal/Vendor price.

Prices quoted should include all costs associated with delivery of the scope to HIK, such prices shall clearly specify the vendor charges and the applicable taxes. Vendors are required to familiarise themselves with the applicable taxes.

To facilitate evaluation and comparison, the HIK will prefer all prices expressed in **Kenya Shillings (KSh)**.

HIK reserves the right to award the contract in whole or in part without any change in the Unit price or other terms and conditions.

1.8 Clarifications

All questions should be emailed to the following address: procurement@libertylife.co.ke . Any clarification sought by one vendor will be emailed to all vendors.

1.9 Amendments

The company may modify the Request For Proposal at any time prior to the closing date, for any reason, whether at its own initiative or in response to a clarification sought by an invited vendor, by issuance of amendments, sent by email.

No oral or written statements made by Company staff shall be considered an amendment to this document unless the statement is contained in a written document identified as a written amendment to this document.

1.10 Request for Supplementary Information

The Company may request a vendor to furnish such supplementary information as is sufficient, in the opinion of the Company, to assure us that a vendor's technical competence, business organization, and financial resources are adequate to successfully satisfy our requirements and/or to clarify any other aspect of a proposal submitted as a result of this document.

1.11 Distribution

The Company is the agency authorized to distribute proposals/quotes. Distribution of proposals/quotes to parties other than those specifically designated by the Company is not authorized. Failure to observe this guideline may result in vendor disqualification.

1.12 Costs for Proposal Development

All costs associated with the development of the proposal shall be borne entirely by the vendor.

1.13 Disclosure of Information

All information and materials submitted to HIK in response to this Request for Proposal Document may be reproduced by the Company for the purpose of providing copies to authorized members of staff involved in the evaluation of the proposals. If a vendor's proposal contains any such trade secrets that the vendor does not want disclosed to the public, each sheet of such information must be marked by the vendor as a "trade secret." If, after the Agreement is executed, a third party requests a copy of any vendor's proposal and such documents contain material marked "trade secret," LKH shall withhold that information if it meets the statutory definition of trade secret and the vendor agrees to defend, indemnify, and hold harmless the Company in any subsequent legal action based on its withholding.

The Company shall have the right to use and disclose information marked as a "trade secret" under the following conditions:

1. Such information was already in possession of the Company
2. Such information has entered the public domain other than by the Company's breach of any agreement to keep it confidential.
3. Such information is obtained lawfully from a third party.
4. Such information has been provided to a third party without confidentiality obligations.

1.14 Evaluation Criteria

Proposal will be evaluated on the basis of the following:

1. Technical Capability:

- a) Ability to meet the requirements are outlined in the scope above.
- b) Evidence of successful integrations with other insurance companies
- c) Team Experience and willingness to assign an experienced account manager for HIK.

2. Financial:

- a. The initial validation cost for the existing book.
- b. The per unit cost per motor vehicle

Total cost will be evaluated in reference to the proposed deliverable and timeframe of the initial validation as well as the per unit cost to determine the least evaluated score

Only vendors who meet the qualifying technical threshold will be evaluated on Financial.

The shortlisted vendor whose proposal has the lowest cost-per-quality point score will be awarded the opportunity to engage in final negotiations, if necessary, on the provisions of the Agreement. If, however, the Company and the vendor with the lowest cost-per-quality point score are unable to reach agreement, the Company

reserves the right to cease negotiations with that vendor and either award the vendor with the next lowest quality point score the opportunity to negotiate or reject all proposals. If the parties are unable to reach agreement, the Company reserves the right to cease negotiations with the second vendor and either award the vendor with the third lowest quality point score the opportunity to negotiate, or reject all proposals, and so on until either agreement on the provisions of the Agreement is reached or the Company rejects all proposals.

1.15 Vendor Information

Vendors shall provide a brief description of the overall organization of their company, including headquarters, organization structure, divisions and operations. This description shall include how long the company has been in operation conducting the business for which HIK is seeking to engage.

Vendors shall provide a minimum of three similar contracts awarded and contacts who may be contacted to ascertain their experience with the vendor .

The referenced contract must include the following information:

- Contract award and dates
- Customer contact for information

The vendor will be required to supply an extract of the current signed off copies of the audited annual reports for 2019 i.e the Income statement, Balance sheet and the statement of cash flows and other information that is pertinent to establish the financial stability of the company as well as the vendor’s business continuity plan.

Documents to be Completed & Submitted	
1.	Certificate of Incorporation
2.	List of Directors CR 12 (for limited liability companies)/List of partners/ Principal officers <i>*Vendors are required to disclose any potential conflict of Interest)</i>
3.	Company Profile
4.	Valid Tax Compliance Certificate
5.	Registered office/physical address*
6.	Audited Account extract
7.	Relevant Vendor References (minimum of three)

1.16 RFP timelines

It's HIK's intention to conduct & conclude the Vendor evaluation & contracting process as soon as possible.

Whereas these timelines are dependent upon vendor's ability to participate in the process, vendor referencing, as well as the internal approval process, the RFP evaluation team will be guided by the roadmap below. The timelines below are thus indicative and not binding on either party.

KEY EVENTS AND PROCESSES	DATE
REQUEST issued	Monday. 8-Feb-2021
Submission of the Intention to Respond Form	By COB* Thur. 11-Feb-2021
REQUEST Submission due date	By COB Fri. 19-Feb-2021
Evaluation and thereafter Vendor demos Details and relevant instructions to follow	By COB Tue. 23-Feb-2021
Financial negotiations	By COB Fri. 26-Feb-2021
Milestone: Successful vendors confirmed & notified	Mon 1 Mar 2021

2. PART 2

2.1 Declaration Of Participation

DECLARATION

I/We declare that this is the only Proposal I/we have submitted to **HIK** in response to the Request and I/we confirm that I/we have not submitted any other Proposal under any other name and that I/we are not part of any company or close corporation or consortium of partnership or joint venture or a similar organisation which has submitted a Proposal to **HIK**.

Date

Date

Capacity

Capacity

Are you duly authorized to sign this Proposal?

Name of **VENDOR** (in block letters)

Postal Address (in block letters)

Full physical street address

Telephone Number:

Email address:

2.2 Declaration Of Interest

This Part is the declaration by the VENDOR regarding any relations that its owners or senior management may have with any employee/s of HIK.

DECLARATION OF INTEREST

All **VENDORS** are required to declare any interest that they or their employees may have in the **LIBERTY** Group of Companies or any employee of any company within the **LIBERTY** Group of Companies that may have in the **VENDOR**. To that effect the following must be duly stated by the authorised signatory:

1. Are you or any person associated with your Proposal, employees of any company within the **LIBERTY** Group of companies?

Yes	No
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If so, state particulars _____

2. Have you, or any person associated with your Proposal, any relationship (family) with any person employed by any company within the **LIBERTY** Group of Companies who may be involved with the evaluation and adjudication of this REQUEST.

Yes	No
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If so, state particulars _____

3. Are you, or any person associated with your Proposal, aware of any relationship (family, friend, other) between the **VENDOR** and any person employed by any company within the **LIBERTY** Group of Companies who may be involved with the evaluation and adjudication of Proposals submitted in response to this REQUEST?

Yes	No
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If so, state particulars _____

Name of **VENDOR**

--

(Signature of Declarant) _____
(Date)

2.3 Code Of Conduct And Compliance Declaration

This Part is the declaration by the VENDOR regarding their conduct of business and commitment to ethical trade practcises.

DECLARATION

I/We declare that I/we have not been involved:

- i. Any forms of terrorism financing and will never knowingly support, tolerate or encourage terrorist acts or the activities of those who embrace, promote or facilitate terrorist acts or money laundering transactions and/or activities.
- ii. We have not received a legally binding sentence due to fraud, bribery, corruption, participation in a criminal association, or any other act directed against the financial interests of others.
- iii. The company has not been fined and or fined in relation to money laundering activities and terrorism financing. In the event of becoming aware of any instances of money laundering and terrorism financing related to the firm, the directors will notify HIK immediately.
- iv. We are not parties to any bankruptcy proceedings, or liquidation procedures (Voluntary liquidation or Liquidation by any Court). We have not ceased our commercial activities and are not in a comparable situation by virtue of similar proceedings referred to in the Insolvency Act, 2015.
- v. We have not received a sanction by a legally binding judgment for reasons which bring into doubt our professional reliability.
- vi. We comply with our duty to pay taxes or other levies in accordance with the legal provisions of the countries in which we operate, the state of the consignee, or the state where the contract is performed. We assure that we will comply with the legislation applicable and common standards.
- vii. No serious breaches of contract due to non-performance of our contractual obligations have been ascertained in connection with another contract or a contract awarded.
- viii. We have not been debarred by any government agency or recognised international body such as the United Nations.
- ix. In recognition of the principle that the essence of selective tendering is that HIK receives bona fide competitive tenders we further declare that:-
 - a) The tender submitted herewith is a bona fide tender, intended to be competitive.

b) We have not done and we undertake that we will not at any time before the hour specified for the return of the tender do any of the following acts:-

- 1) communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender;
- 2) enter into any agreement or arrangement with any other person or organisation that they shall refrain from tendering or as to the amount of any tender to be submitted; and
- 3) offer or pay or give or agree to give any sum of money or valuable consideration directly or indirectly to any person or organisation for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

Name: Chief Executive Officer/Managing Director

Signature