

**EXPRESSION OF INTEREST (EOI)
PROVISION OF GENERAL INSURANCE BROKERAGE AND RISK MANAGEMENT
SERVICE TO *icipe*
REF: *icipe*/EOI-1/DFA/2017**

1. The International Centre of Insect Physiology and Ecology (*icipe*) is a not for profit, intergovernmental organisation headquartered in Nairobi, Kenya that carries out research and training in sustainable management of insects (arthropods) for improving comprehensive health and agricultural productivity in the tropics (www.icipe.org).
2. *icipe* wishes to engage an eligible firm to provide General Insurance and Risk Management Brokerage Service to *icipe*.
3. *icipe* now invites interested parties who can demonstrate technical and financial capability for provision of General Insurance Brokerage and Risk Management Services to *icipe*.
4. Interested parties must:
 - i) Be currently registered with the Insurance Regulatory Authority and attach a copy of the 2017 license.
 - ii) Have a Professional Indemnity Insurance Cover of at least KShs.15 million (Fifteen Million) and attach a copy.
 - iii) Give a list of 5 (five) reputable clients and the total clients premium of KShs. 10 million (Ten Million) each in the previous year and submit evidence signed by the clients.
 - iv) Submit copies of the audited accounts for the previous three (3) years (2014 2015 and 2016).
 - v) Be a current member of the Association of Insurance Brokers of Kenya 2017 (AIBK).
 - vi) Submit copies of the following documents regarding their firm;
 - a) Certificate of Registration/Incorporation from Registrar of Companies
 - b) VAT Registration Certificate
 - c) Valid Single Business Permit
 - d) A short but inclusive company profile which includes, an organization chart, contact details and the firm's physical and postal address.
 - vii) Have a premium turnover of at least KShs. 135 million (One Hundred Thirty-Five Million)
5. Expression of Interest must be delivered to the address below on or before 11:00 hours East African Time on **Wednesday, 1st November 2017**. The submission in hard copy must be in sealed envelope clearly marked: '**Expression of Interest for Provision of General Insurance Brokerage and Risk Management Service to *icipe***'. The enclosed printed and

spiral bound original should bear the tenderer's full postal address and each page should have a signature of authorised representative, with official seal. Electronic submissions shall not be permitted. Late submissions will be rejected. The submissions will be opened in the presence of representatives of those submitting at the address below on **Wednesday, 1st November 2017 at 11:00 hours at Duduville Campus Kasarani, in the Hive meeting room.**

6. General Information and Notice:

- a. Any information provided by the bidding party will form the basis of any contract that may be entered between *icipe* and the bidder.
- b. *icipe* shall not be liable for or be required to pay any costs, expenses or losses that may be incurred by the bidding party in the preparation of their EOI.
- c. *icipe* reserves the right to accept or reject any EOI without assigning any reasons thereof.

Procurement Manager
Through *icipe* Tender Box
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Nairobi, Kenya
Website: www.icipe.org