



**EXPRESSION OF INTEREST (EOI)**  
**PROVISION OF GENERAL INSURANCE BROKERAGE AND RISK MANAGEMENT**  
**SERVICE TO *icipe***  
**REF: *icipe*/EOI-1/2024**

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](http://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. Attach a copy of the 2024 license.
  - ii) Have a Professional Indemnity Insurance Cover of at least KShs.15 million (fifteen million). Attach a copy.
  - iii) Give a list of five (5) reputable clients, each with a premium of KShs.10 million (ten million) in the previous year and submit evidence signed by the said clients.
  - iv) Be a current member of the Association of Insurance Brokers of Kenya 2024 (AIBK).
  - v) Submit copies of the following documents regarding their firm;
    - a) A short but inclusive company profile which includes, an organization chart.
    - b) Certificate of statutory registration/Incorporation from Registrar of Companies
    - c) Tax Compliance Certificate.
    - d) Valid Single Business Permit.
    - e) physical and postal address.
    - f) A cover letter on the firm's letter head signed by authorized representative, including contact details and the firm's physical, postal, e-mail and web address.
  - vi) Have a premium turnover of at least KShs.135 million (one hundred thirty-five million)
5. Expression of Interest should be addressed as below and deposited in the *icipe* tender box located at Carroll Wilson Building, *icipe* Duduville Campus, Kasarani, Nairobi **on or before 11:00 hours East Africa Time on Tuesday, 14<sup>th</sup> May 2024**. 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. Late submissions will be rejected. Bidders are requested to sign the bid submission register at Carroll Wilson Building Reception Desk, immediately upon delivery. Late submissions will be rejected.

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  
*icipe* Duduville campus  
Carroll Wilson Building  
Off Thika Road, Kasarani  
P.O. Box 30772-00100  
Nairobi, Kenya  
Website: [www.icipe.org](http://www.icipe.org)