



REQUEST FOR PROPOSAL FOR THE PROVISION OF ASSET INSURANCE SERVICES BY LIMURU COUNTRY CLUB

Location

Being a private members club, founded in 1945 , Limuru Country Club is honored with an 18 hole golf course, and other sporting activities in a hospitable and serene environment, located in Tigoni, Limuru. Approximately 25KM from Nairobi.

Services

Upon concluding our annual asset evaluation list, we are obliged to ensure that the listed assets, including employees' injuries (WIBA), are promptly covered against any unforeseen risks under consideration.

As per our laid down risk's mitigation measures, Limuru Country Club wishes to undertake an annual financial risks assessment of all its assets, in this regard we are seeking your Request For Proposals (RFPs) on the listed assets.

RFP Reference: LCC/05/25/RFP/2025-2026

Welcome to this Procurement by LCC (Limuru Country Club). You are hereby invited to submit a Proposal. Please read the information and instructions carefully because non-compliance with the instructions may result in disqualification of your Proposal from this Procurement.

1. REQUIREMENTS

1.1. A detailed description of the services and/or goods to be provided can be found in Attachment 1.

2. CONTACT DETAILS

2.1. During the course of this procurement, i.e. from the publication of this RFP to the award of a contract, you may not discuss this procurement with any LCC employee or representative other than the following contact.

You must address all correspondence and questions to the contact, including your Proposal.

LCC Contact: **Bundeh Ouma**, procurement@limurucountryclub.co.ke



3. PROCUREMENT TIMETABLE

3.1. This timetable is indicative and may be changed by LCC at any time. If LCC decides that changes to any of the deadlines are necessary, we will publish this on our website and contact you directly if you have indicated your interest in this procurement.

	DATE	ACTIVITY
	21 st May 2025	Publication of Request for Proposal
	24 th May 2025	Deadline for Submission of Expression of Interest
	27 th May 2025	Deadline for Submission of Questions/Clarifications
	28 th May 2025	Deadline for submission of Proposal
	29 th May 2025	Evaluation of Bids (Min 3 RFPs)

3.2. Please email the LCC contact to express your interest in submitting a Proposal by the deadline stated above. This will help LCC to keep you updated regarding the procurement.

4. COMPLETING AND SUBMITTING A PROPOSAL

4.1. Your Proposal must consist of the following three sections:

- Signed Declaration of Undertaking/Sample cover
- Technical Proposal
- Financial Proposal

Proposals must be prepared in English.

4.2. Your Proposal must be submitted by email to procurement@limurucountryclub.co.ke

4.3 The subject heading of the email shall be [RFP Reference - description of services being offered- Bidder Name]. Your Proposal must be submitted as one PDF document.

4.4. Technical Proposal

The technical proposal must address each of the criteria stated below explicitly and separately, LCC will evaluate the technical proposal with regards to each of the following criteria.

4.5. The detailed proposal must show how the tenderer will provide the services to LCC and the modalities insurance scheme to include.

- Full details of what the various categories of cover provide.**
- All expenses, limits and sublimits included in the cover**



- iii) **Full details of what the various categories of cover exclude.**
- iv) **Service performance guidelines on various items e.g. timeframe settlement for approved claims and or introduction of new assets**

4.6. The Technical Proposal will be used to evaluate your responses based on the laid down criteria as below

<u>No</u>	<u>Item Description</u>	<u>Information Needed</u>	<u>% Score</u>
<u>1.</u>	<u>Claim Settlement</u>		
	Tenderers MUST submit evidence of claim settlement from at least 5 clients	Evidence of claim paid	<u>30</u>
<u>2.</u>	<u>Client Relationship</u>		
	Tenderers must submit recommendation letters addressed to LCC from clients you have working relation	Recommendation addressed to LCC	<u>30</u>
<u>3.</u>	<u>Resourcefulness</u>		
	Submit full details of what the various categories of cover include or exclude	Sample cover	<u>40</u>

4.7. Financial Proposal

4.7.1 Financial Proposal shall include all fees chargeable, and costs related to the proposed RFP

4.7.2 Prices include all costs submitted

Prices are deemed to include all costs, insurances, taxes, fees, expenses, liabilities, obligations, and all underlying risks necessary to the performance of specification of requirement.

4.7.3 Currencies of proposed rates and prices

All rates and prices submitted by the proposer shall be in Kenya Shilling

4.7.4 Breakdown of rates and prices

For information only the prices must be laid down in a format e.g.

S/No	Description of Insurance	Premiums
	Fire and peril	
	All risks	
	WIBA	



	Burglary	
	Money	
	Fidelity	
	WIBA	
	WIBA/GPA	
	Employee liability	
	Machinery breakdown	
	Public liability	
	Political violence C terrorism	
	Motor commercial	

5 Evaluation of Proposals

5.1. Completeness

LCC will first check your proposal for completeness, and any incomplete proposal will not be considered.

5.2. Technical Evaluation

It will be evaluated on the basis of the technical evaluation criteria laid down in 4.6

5.3 Financial Evaluation

It will be evaluated on the basis of the financial evaluation criteria laid down in 4.7.4

5.3. Total score

Your proposal Total Score will be calculated as the weighted sum of your Technical Score and your Financial score, whereas;

- i) Technical score is out of 70%
- ii) Financial score is out of 30%

6. Explanation of Procurement Procedures

6.1. Limuru Country Club is using open procedure for this procurement, hence the contracting opportunity will be published on LCC procurement website - portal, for all interested parties to take part in.

6.1.2 Note that this RFP is ONLY open to major insurers (direct insurance), and no bids from Brokerage / Agency firms will be considered.

6.2 You are welcome to ask questions or clarifications via email

procurement@limurucountryclub.co.ke ONLY



6.3 All proposal MUST be received on or before COB 28th May 2025

6.4 The contract will be awarded to the bidder whose proposal received the highest TOTAL SCORE.

6.5 Limuru Country Club reserves the right to cancel the procurement and not award the contract at any time.

6.6 LCC will contact the bidder with the highest proposal to finalize the contract, while unsuccessful bidders after the contract has been awarded will be notified.

All Proposals to be addressed to:

ATTENTION:

Bundeh Ouma, MKISM

Head of Procurement and Contract Management

Email: procurement@limurucountryclub.club.co.ke

TEL: 0777179018

ATTACHMENT:

LCC Asset Register List

DATED & SIGNED

21st May 2025

A handwritten signature in blue ink, appearing to read "Antony Icharia", is written over a horizontal line.

Antony Icharia

General Manager

Limuru Country Club