

## ADDENDUM 3

2<sup>nd</sup> May, 2024

## PROVISION OF STAFF MEDICAL INSURANCE SERVICES

### TENDER NO. KR/SCM/100/2023-2024

Please take note of the following changes to the above tender;-

S/N	Bidders Request/ Clause Reference	Clarification
1.	<b>Section III: Evaluation And Qualification Criteria</b>  The preliminary & technical evaluation criteria.	The preliminary & technical evaluation has been revised to lead as attached <b>(Annex 1- Revised Preliminary &amp; Technical Evaluation Criteria)</b>
2.	<b>Addendum 2 dated 26<sup>th</sup> April,2024</b>  <b>Tender Opening Date, time and venue</b>  <b>Monday 7<sup>th</sup> May, 2024 at 2:00PM at Kenya Railways Headquarters Block C Sattima Conference Hall 1st Floor</b>	The tender opening Date, time and venue  <b>Friday 10<sup>th</sup> May, 2024 at 2:00PM at Kenya Railways Headquarters Block C Sattima Conference Hall 1st Floor</b>



**John Kanyoti**  
**Ag. General Manager - SCM**

## REVISED PRELIMINARY/MANDATORY REQUIREMENTS

MANDATORY REQUIREMENTS		
	REQUIREMENT	COMPLIED
1.	Bidder <b>MUST</b> Attach/provide Copy of Registration certificates/ Incorporation certificate under the companies Act.	Mandatory
2.	Bidder <b>MUST</b> Copy of Valid KRA Tax Compliance certificate	Mandatory
3.	Bidder <b>Must</b> submit a copy of CR12 from registrar of company's issued in the last six (6) months for Incorporated firms showing the list of company directors and shares held by all Directors copies of IDs/Passports for all the Directors listed must be attached. Sole proprietor must attach copies of IDs/Passports.	Mandatory
4.	Bidder <b>MUST</b> be registered with IRA of Kenya. As proof, attach a certified copy of current IRA Registration Certificate	Mandatory
5.	Bidder <b>MUST</b> have a professional indemnity insurance cover of at least Kshs.500 million and <b>MUST</b> attach/provide evidence of the same	Mandatory
6.	Bidder <b>MUST</b> provide a Tender security of Kshs.2,640,000.00 in the form of Bank Guarantee from a Commercial Bank registered in Kenya valid for 210days from the date of tender opening.	Mandatory
7.	Bidder <b>MUST</b> Fill, Sign and Stamp Confidential Business Questionnaire clearing indicating Contact address: Physical, Postal, Telephone and Email address of the Firm	Mandatory
8.	<p>Bidder <b>MUST</b> provide Copy of Certified Audited Accounts for any of the last Three (3) consecutive years (2020, 2021,2022,2023)</p> <ul style="list-style-type: none"> <li>• For Purpose of the Evaluation, the Accounts are considered to be <b>certified</b> if issued by a registered CPA Firm/member recognized by ICPAK and signed by the Company's Directors.</li> <li>• The practicing number of the independent auditor i.e. CPA member signing the accounts must be indicated in the independents audit reports.</li> <li>• Auditor's Practicing License for 2024 should be attached.</li> <li>• The Accounts must be complete (Full Audited Accounts i.e. not sections of it)</li> <li>• Any Discrepancies in Accounts must be explained in the notes failure to which the accounts will be rejected.</li> <li>• The service provider;               <ol style="list-style-type: none"> <li>1. Current ratio must be <math>\geq 0.1</math></li> <li>2. Acid Test Ratio must be <math>\geq 0.5</math></li> </ol> </li> </ul>	Mandatory
9.	The bidder's Gross premium underwritten over the last three consecutive years shall be least 3 billion. The information should include a list of accounts constituting the declared premiums underwritten.	Mandatory

10.	The bidders paid up capital shall be at least Kenya Shillings Two Million (Kshs.2,000,000.00) Only.	Mandatory
11.	Bidder <b>MUST</b> be registered as an Insurance Underwriter with the IRA for the last 3 years inclusive of 2024	Mandatory
12.	Bidder <b>MUST</b> be registered with the association of Association of Kenya Insurers (AKI for Underwriters) & Association of Insurance Brokers of Kenya (AIBK for insurance brokers) for current year and a copy of current certificate be submitted	Mandatory
13.	Bidder <b>Must</b> be registered with the Commission of Insurance for current year and a copy of the current license be submitted	Mandatory
14.	The bidder <b>MUST</b> Fill, Sign and Stamp Form of Tender	Mandatory
15.	Bidder <b>MUST</b> Fill, Sign and Stamp Certificate of Independent Tender Determination	Mandatory
16.	Bidder <b>MUST</b> Fill, Sign and Stamp the SD1 Form	Mandatory
17.	Bidder <b>MUST</b> Fill, Sign, and Stamp SD2 Form	Mandatory
18.	Bidder <b>MUST</b> Fill, Sign and Stamp Declaration and Commitment to the Code of Ethics Form SD3	Mandatory
19.	Bidder <b>MUST</b> fill sign and stamp <b>Form Con 2</b>	Mandatory
20.	Solvency margin of a 100% in 2023 as per IRA's minimum requirements for all underwriters/co-insurers	Mandatory
21.	Bidder <b>MUST</b> submit <b>(One) 1 original copy &amp; (Three) 3 copies</b> of bid documents. The bid documents "Original" and "Copies" must be sequentially paginated /serialized.to ensure compliance with section 78 (5) of Public Procurement and Assets Disposal Act, 2015. (From the first page In format (1,2,3,4.....to the last page) Bid document should be properly bound, paginated all pages. <b>Use of spring files, boxed files, lose files or stapled documents shall be rejected</b>	Mandatory
<p><b>Pursuant to Section 79 of the Public Procurement and Assets Disposal Act, 2015 any tender not meeting the mandatory and other eligibility criteria will not proceed to Technical Evaluation Stage</b></p>		

<b>ANNEX I: REVISED TECHNICAL EVALUATION CRITERIA</b>		
<b>A. Technical Evaluation</b>		
<b>1</b>	<p><b>Specific experience of the firm</b></p> <p>i) The firm must demonstrate experience in providing Medical Insurance Services and should provide a list of at least <b>Five (5)</b> clients where assignments of over 100 Million in patient cover and 70 Million Outpatients fund per client were undertaken. The listed assignments must have been undertaken within the last ten (10) years.</p> <ul style="list-style-type: none"> <li>➤ 5 Clients of Kshs.100million (in patient) and above - <b>(10 Marks)</b></li> <li>➤ 5 Clients between Kshs.99million -70million (in patient) – <b>(7 Marks)</b></li> <li>➤ 5 Clients between Kshs.69million -30million (in patient) – <b>(3 Marks)</b></li> <li>➤ 5 Clients with 29million (in patient) and below – <b>(0 Marks)</b></li> </ul> <p>ii) Bidders to provided evidence on how they are managing the outpatient funds for the clients listed above</p> <ul style="list-style-type: none"> <li>➤ 5 Clients of Kshs.70million (outpatient) and above - <b>(10 Marks)</b></li> <li>➤ 5 Clients between Kshs.69million -50million (outpatient) – <b>(7 Marks)</b></li> <li>➤ 5 Clients between Kshs.49million -30million (outpatient) – <b>(3 Marks)</b></li> <li>➤ 5 Clients with 29million (outpatient) and below – <b>(0 Marks)</b></li> </ul> <p>iii) Bidders must attach Certified copies of full contracts for firms provided in (i) above <b>(1marks for each contract meeting the requirements)</b></p> <p>iv) Attach original recommendation letters addressed to the MD Kenya Railways from the specific firms indicated in i) above (the letters should be issued within the tender validity period) <b>(5 Marks)</b></p> <p style="text-align: center;"><b><u>NOTE :-</u></b></p> <ul style="list-style-type: none"> <li>• Scanned and ineligible documents will be rejected.</li> <li>• Similar Services – Refers to Medical Insurance Cover only.</li> <li>• For Purpose of the Evaluation Certified Contract/ LPOs are contracts Signed and Stamped as true copies of the Original Contracts/LPOs by the Companies directors or a Commissioner of oath.</li> </ul>	<b>30 Marks</b>
<b>2.</b>	<p><b>Proposed Work Plan and Methodology for Claim Settlement</b></p> <p><b>Methodology &amp; Work plan</b></p> <p>The Bidder:</p> <p>I. To Provide a statement /description on each of the following regarding the proposed product and how he intend to offer it to Kenya Railways:</p>	<b>40 Marks</b>

	<ul style="list-style-type: none"> <li>• Inpatient,</li> <li>• Cover benefits,</li> <li>• Customer service arrangements,</li> <li>• Claims procedure (identification/controls)</li> <li>• Provide evidence of use of Smart card services <b>(5Marks)</b></li> </ul> <p>II. To provide detailed methodology or Approach and work plan for implementing the assignment i.e.:</p> <ul style="list-style-type: none"> <li>• Indicate the proposed claim turn around periods described in scope of insurance cover under section (V) Schedule of requirements <b>(5 marks)</b></li> <li>• Provide evidence of Information Management and Technology System in place e.g. On-line claims reporting/acknowledgment /claim status. <b>(5 marks)</b></li> </ul> <p>III. Demonstrate clear understanding of the Terms of Reference indicating how the client deliverables will be achieved. Give a satisfactory overview of the following: -</p> <ul style="list-style-type: none"> <li>• Network Coverage - General spread of Health Providers and Specialist Doctors/Consultants presence in majority of counties– <b>( 3 marks)</b></li> <li>• Scheme administration – <b>(2 marks)</b></li> <li>• Utilization/ Case management – <b>(5marks)</b></li> </ul> <p>IV. Demonstrate clearly how your response rate to client’s emergencies, 24hours a day and how you will ensure that clients are supported in time without any form of delay <b>(5Marks)</b>.</p> <p>V. Bidders demonstrate how efficiently they will manage the outpatient</p> <ul style="list-style-type: none"> <li>i) Coverage in all counties <b>(5Mark)</b></li> <li>ii) Regional coverage <b>(3Marks)</b>.</li> <li>iii) Ability to undertake country wide emergency evacuation <b>(2marks)</b></li> </ul>	
3.	<p><b><u>Key Personnel</u></b> <b>Personnel Qualifications &amp; Experience</b></p> <p>Must provide a list of five (5) key staff with relevant qualifications to be engaged for the assignment. Must attach CVs and relevant copies of academic and accreditation certificates for each staff as per for <b>Form Per 2</b> in the tender document</p> <p>i) <b><u>Project Manager/Team Leader (8 Marks)</u></b></p>	30 Marks

	<p>The Project Manager/Team Leader MUST possess a minimum of Masters Degree in Insurance, or Finance, Economics or Actuarial Science</p> <ul style="list-style-type: none"> <li>a) Attach copy of CV (1 Mark)</li> <li>b) Academic <ul style="list-style-type: none"> <li>• Attach Copies of Masters Degree as indicated above (1 Marks)</li> <li>• Attach a valid Certificate from Insurance Institute of Kenya (IIA) or Chartered Insurance Institute (CII) (2 Marks)</li> </ul> </li> <li>c) The proposed staff should have worked in a similar position for at least 7 years (2 marks)</li> <li>d) Attach copy of IRA appointment letter (2 marks)</li> </ul> <p><b>ii) <u>Deputy Project Manager/Deputy Team Leader (7 Marks)</u></b></p> <ul style="list-style-type: none"> <li>a) The Deputy Project Manager/Deputy Team Leader MUST possess a minimum of Masters Degree in Insurance or Finance, Economics or Actuarial Science Attach copy of CV (1 Mark)</li> <li>b) Academic <ul style="list-style-type: none"> <li>• Attach Copies of Masters Degree as indicated above (2 Marks)</li> <li>• Attach a valid Certificate from Insurance Institute of Kenya (IIA) or Chartered Insurance Institute (CII) (2 Marks)</li> </ul> </li> <li>c) The proposed staff should have worked in as similar position for at least 5 years (2 marks)</li> </ul> <p><b>iii) <u>Three (3) other Technical Staff</u></b></p> <p>Three (3No.) technical staff with minimum qualification in Bachelor's Degree in Insurance or Finance or Economics or Business Management/Administration</p> <ul style="list-style-type: none"> <li>a) Attach CV Copy (0.5 Marks for each staff)</li> <li>b) Academic <ul style="list-style-type: none"> <li>• Attach Copies of Degree Certificate for each staff as indicated above (1.5 Marks for each staff)</li> <li>• Attach a valid Certificate from Insurance Institute of Kenya (IIA) or Chartered Insurance Institute (CII) (1.5 Marks for each staff)</li> </ul> </li> <li>c) The proposed staff should have worked in as similar position for at least 3 years (1.5 marks for each staff)</li> </ul> <p><b>For purposes of evaluation, the 5No.key personnel/ staff MUST submit written commitment of availability throughout the contract period.</b></p>	
	<b>TOTAL SCORE</b>	<b>100 Marks</b>

**2 FORM CON -2**

Historical Contract Non-Performance, Pending Litigation and Litigation

History. Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Non-Performed contracts in accordance with section III, Evaluation and Qualifications

Contract non-performance did not occur during the stipulated period, in accordance with section III, Evaluation Criteria

Year	Non-performed portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and Kenya Shilling equivalent)
2019	100%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Reason(s) for non-performance:	
2020	100%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Reason(s) for non-performance:	
2021	100%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Reason(s) for non-performance:	
2022	100%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Reason(s) for non-performance:	
2023	100%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity: Reason(s) for non-performance:	

Pending Litigation, in accordance with section III, Evaluation and Qualification Criteria

No pending litigation in accordance with section III, Evaluation and Qualification Criteria, Sub-Factor 2.3

Pending litigation in accordance with section III, Evaluation and Qualification Criteria, Sub-Factor 2.3 as indicated below.

Litigation History in accordance with Section III, Evaluation and Qualification Criteria

Year of dispute	Amount in dispute (currency)	Contract Identification	Total Contract Amount (Currency), Kenya shillings Equivalent (Exchange Rate)
2019		Contract Identification: _____ Name of Procuring Entity: _____	

		_____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
2020		Contract Identification: _____ Name of Procuring Entity: _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
2021		Contract Identification: _____ Name of Procuring Entity: _____ _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
2022		Contract Identification: _____ Name of Procuring Entity: _____ _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	
2023		Contract Identification: _____ Name of Procuring Entity: _____ _____ Address of Procuring Entity: _____ Matter in dispute: _____ Party who initiated the dispute: _____ Status of dispute: _____	

Pending Litigation in accordance with section III, Evaluation and Qualification Criteria.

- No pending litigation in accordance with Sub-Factor 2.2.3 , Evaluation Criteria, Sub-Factor 2.4
- Pending Litigation in accordance with Sub-Factor 2.2.3 section III, Evaluation Criteria as indicated below.



Year of award	Outcome as percentage of total Asset	Contract Identification	Total Contract Amount (Currency), Equivalent (Exchange Rate)
2019	50%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity Matter in dispute: <i>[indicate main issue in dispute]</i>	<i>[insert amount]</i>
2020	50%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity Matter in dispute: <i>[indicate main issue in dispute]</i>	
2021	50%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity Matter in dispute: <i>[indicate main issue in dispute]</i>	
2022	50%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity Matter in dispute: <i>[indicate main issue in dispute]</i>	
2023	50%	Contract Identification: Name of Procuring Entity: Address of Procuring Entity Matter in dispute: <i>[indicate main issue in dispute]</i>	

**3. FORM FIN –3.1:**

**Financial Situation and Performance**

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

**6.4.1. Financial Data**

<b>Type of Financial Information in _____ (currency)</b>	Historic information for previous _____ years, <i>(Amount in currency, currency, exchange rate, USD equivalent)</i>				
	Year 1	Year 2	Year 3	Year 4	Year 5
<b>Statement of Financial Position (Information from Balance Sheet)</b>					
Total Assets(TA)					
Total Liability (TL)					

Total Equity/Net Worth (NW)					
Current Assets (CA)					
Current Liability (CL)					
Working Capital (WC)					
<b>Information from Income Statement</b>					
Total Revenue (TR)					
Profits Before Taxes (PBT)					
<b>Cash Flow Information</b>					
Cash Flow from Operating Activities					

\*Refer to ITT 15 for the exchange rate

#### 4. Sources of Finance

Specify sources of finance to meet the cash flow requirements on works currently in progress and for future contract commitments.

No	Source of finance	Amount (Kenya shillings equivalent)
1		
2		
3		

#### Financial documents

The Tenderer and its parties shall provide copies of financial statements for \_\_\_\_\_ years pursuant Section III, Evaluation and Qualifications Criteria, Sub-factor 3.1. The financial statements shall:

- Reflect the financial situation of the Tenderer or in case of JV member, and not an affiliated entity (such as parent company or group member).
- Be independently audited or certified in accordance with local legislation.
- Be complete, including all notes to the financial statements.
- Correspond to accounting periods already completed and audited.

Attached are copies of financial statements<sup>2</sup> for the \_\_\_\_\_ years required above; and complying with the requirements

<sup>2</sup>If the most recent set of financial statements is for a period earlier than 12 months from the date of Tender, the reason for this should be justified.

#### 16.FORM FIN –3.2:

#### Average Annual Construction Turnover

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_

JV Member's Name \_\_\_\_\_

ITT No. and title: \_\_\_\_\_

Annual Turnover data (construction Only)			
Year	Amount Currency	Exchange Rate	Kenya Shillings equivalent
<i>[indicate year]</i>	<i>[insert amount and indicate currency]</i>		
<b>Average Annual Construction Turnover</b>			

\* See Section III, Evaluation and Qualification Criteria, Sub-Factor 3.2.

### 17. FORM FIN -3.3: Financial Resources

Specify proposed sources of financing, such as liquid assets, unencumbered real assets, lines of credit, and other financial means, net of current commitments, available to meet the total construction cash flow demands of the subject contractor contracts as specified in Section III, Evaluation and Qualification Criteria.

Financial Resources		
No.	Source of financing	Amount (Kenya Shilling Equivalent)
1		
2		
3		
4		

### 18. FORM FIN -3.4:

#### Current Contract Commitments / Works in Progress

Tenderers and each member to a JV should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

Current Contract Commitments					
No.	Name of Contract	Procuring Entity's Contact Address, Tel,	Outstanding work [Current Kenya Shillings/Month Equivalent	Estimated Completion Date	Average Monthly Invoicing Over Last Six Months [Kenya Shillings/Month]
1					
2					
3					
4					

**19. FORM EXP – 4.1**

**General Relevant Work Experience**

Tenderer's Name: \_\_\_\_\_

Date: \_\_\_\_\_ JV Member's

Name \_\_\_\_\_ ITT No. and

title: \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_ pages

Starting Year	Ending Year	Contract Identification	Role of Tenderer
		Contract name: _____ Brief Description of the work performed by the tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the work performed by the tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	
		Contract name: _____ Brief Description of the work performed by the tenderer: _____ Amount of contract: _____ Name of Procuring Entity: _____ Address: _____	

**20. FORM EXP – 4.2 (a)  
Specific Work and Management Experience**

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_ JV Member's

Name \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

Similar Contract No.	Information			
Contract Identification				
Award Date				
Completion Date				
Role in Contract	<input type="checkbox"/> Prime Contractor	<input type="checkbox"/> Member in JV	<input type="checkbox"/> Management Contractor	<input type="checkbox"/> Sub-contractor
Total Contract Amount				US\$
If a member in JV or Sub-contractor specify participation in total contract amount	_____ %		_____ US\$	
Procuring Entity Name				
Address: Telephone/Fax Number: E-mail:				
Similar Contract No _____ [insert specific number] of [total number of contracts] required				
Description of the similarity in with Sub-Factor 2.4.2 of Section III:				
1. Amount				
2. Physical size of required works items				
3. Complexity				
4. Methods/Technology				
5. Construction rate for key activities				
6. Other Characteristics				

**21. FORMEXP- 4.2 (b)**  
**Work Experience in Key Activities**

Tenderer's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Tenderer's JV Member Name: \_\_\_\_\_ Sub-contractor's

Name<sup>3</sup> (as per ITT 34): \_\_\_\_\_ ITT No. and title: \_\_\_\_\_

All Sub-contractors for key activities must complete the information in this form as per

ITT 34 and Section III, Evaluation and Qualification Criteria, Sub-Factor 4.2.

**1. Key Activity No One:**

Information																
Contract Identification																
Award Date																
Completion Date																
Role in Contract	<input type="checkbox"/> Prime Contractor <input type="checkbox"/> Member in JV <input type="checkbox"/> Management Contractor <input type="checkbox"/> Sub-contractor															
Total Contract Amount	Kenya Shillings															
Quantity (Volume, Number or rate of production, as applicable) Performed under the contract per year	<table border="1"> <thead> <tr> <th>Total Quantity in the contract (i)</th> <th>Percentage participate (ii)</th> <th>Actual Quantity Performed (i) x (ii)</th> </tr> </thead> <tbody> <tr> <td>Year 1</td> <td></td> <td></td> </tr> <tr> <td>Year 2</td> <td></td> <td></td> </tr> <tr> <td>Year 3</td> <td></td> <td></td> </tr> <tr> <td>Year 4</td> <td></td> <td></td> </tr> </tbody> </table>	Total Quantity in the contract (i)	Percentage participate (ii)	Actual Quantity Performed (i) x (ii)	Year 1			Year 2			Year 3			Year 4		
Total Quantity in the contract (i)	Percentage participate (ii)	Actual Quantity Performed (i) x (ii)														
Year 1																
Year 2																
Year 3																
Year 4																
Procuring Entity's Name:																
Address: Telephone/ Fax number E-mail:																
Description of the key activities in according with Sub-Factor 4.2 (b) of Section III																
1																
2																
3																
4																
5																

2. Activity No. Two

3. ....

<sup>3</sup>If applicable

**1. FORM PER – 2:**

**Resume and Declaration – Contractor’s Representative and Key Personnel**

Name of Tenderer:		
Position: <i>[insert title of position from Form PER-1]</i>		
Personnel Information	Name:	Date of birth:
	Address	E-Mail
Professional Qualifications:		
Academic Qualifications:		
Language Proficiency <i>[Language and level of speaking, reading, and writing skills]</i>		
Present Employment	Address of Procuring Entity:	
	Telephone:	Contact (manager/personnel officer):
	Fax:	E-mail:
	Job title:	Years with present Procuring Entity:

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

Project	Role	Duration of Involvement	Relevant Experience
<i>[Main project details]</i>	<i>[role and responsibilities on the project]</i>	<i>[time in role]</i>	<i>[describe the experience relevant to this position]</i>

**Declaration**

I, the undersigned..... *[insert either “Contractor’s Representative” or “Key Personnel” as applicable]*, certify that to the best of my knowledge and belief, the information contained in this Form PER-2 correctly describes myself, my qualifications and my experience.

I confirm that I am available as certified in the following table and throughout the expected time schedule for this position as provided in the Tender:

Commitments	Details
Commitments to duration of contracts:	<i>[insert period (start and end dates) for which this contractor’s Representative or key personnel is available to work on this</i>

	<i>contract]</i>
Time Commitment:	<i>[insert period (start and end dates) for which this contractor's Representative or key personnel is available to work on this contract]</i>

I understand that any misrepresentation or omission in this Form may:

- a) be taken into consideration during Tender evaluation;
- b) result in my disqualification from participating in the Tender;
- c) result in my dismissal from the contract.

Name of Contractor's Representative or Key Personnel: \_\_\_\_\_ *[insert name]*

Signature: \_\_\_\_\_

Date: (day month year): \_\_\_\_\_

Countersignature of authorized representative of the Tenderer:

Signature: \_\_\_\_ Date: (day month year): \_\_\_\_