



KENYA REINSURANCE CORPORATION LTD

**EXPRESSION OF INTEREST FOR PROVISION OF TREE
PLANTING PROJECT**

EOI REFERENCE NO. KRC/2025/2523/137

**Group Managing Director, Kenya
Reinsurance Corporation Limited,
P. O. Box 30271-00100
NAIROBI**

CLOSING DATE: 10TH JUNE 2025 AT 10:00 A.M

TENDER NOTICE FOR EXPRESSION OF INTEREST

Kenya Reinsurance Corporation limited intends to register interested and eligible service providers for provision of tree planting project expression of interest.

| No. | EOI Reference No. | EOI Description /Name |
|-----|--------------------------|---|
| 1. | KRC/2025/2523/137 | Expression of interest for Provision of tree planting service project |

Interested service providers may download the expression of interest document containing the terms of reference from the Commission website; www.kenyare.co.ke or from the Public Procurement Information portal, www.kenyare.co.ke www.tenders.go.ke free of charge. consultants who download the document must arrange to register with KenyaRe their contact details at procurement@kenyare.co.ke for the purposes of receiving any further tender clarifications and/ or addendum if need be.

Completed expression of interest document enclosed in plain sealed envelope, marked with the tender number and name be deposited in the tender box at 15th Floor, Reinsurance Plaza, Nairobi or be addressed to:

**Group Managing Director
Kenya Reinsurance Corporation, Ltd
Reinsurance Plaza, along Aga Khan Walk & Taifa Road, Nairobi, Kenya
P.O. Box 30271 – 00100 NAIROBI
Telephone: +254 703 083 000,
Kenyare@kenyare.co.ke**

So as to be received on or before **10th June 2025** at **10.00am** Kenyan time.

The expression of interests will be opened immediately thereafter in the presence of service providers or their representatives who choose to attend at 15th floor, Reinsurance Plaza , Nairobi taifa Road.

TERMS OF REFERENCE

EXPRESSION OF INTEREST FOR PROVISION OF TREE PLANTING PROJECT.

1. INTRODUCTION

Kenya Reinsurance Corporation Limited (Kenya Re) was established in 1970 under an Act of Parliament to provide reinsurance services in the country. Currently, the Corporation is majorly owned by the Government of Kenya while the remainder of the shareholding is listed at the Nairobi Securities Exchange. The Corporation conducts reinsurance business in Kenya, Africa, the Middle East, and Asia. Locally, the operations of Kenya Reinsurance Corporation Limited are regulated by the Insurance Regulatory Authority and Capital Markets Authority (CMA). Besides the head office based in Nairobi, the Corporation has three subsidiaries in Côte d'Ivoire, Zambia, and Uganda.

2. OBJECTIVE

Kenya Re has consistently demonstrated a strong commitment to Corporate Social Responsibility (CSR), with tree planting being one of our flagship initiatives. In line with this commitment, we seek to procure and engage a qualified, competent, and experienced supplier to undertake the following:

- Supply and deliver high-quality tree seedlings
- Clear and prepare the planting site
- Stake and pit the designated area
- Plant, spot-weed and beating up
- Nurture and maintain the planted seedlings
- Protect the site
- Provide quarterly progress reports on the growth and development of the forest to Kenya Re
- KFS must recommend the species of seedlings to be planted

3. BIDDING TIMELINE

This Expression of interest will result in short listing of interested service providers who will be invited to submit financial bids. Eligibility to participate in the bid process will be determined on the basis of submission of the minimum required documents stated in this Expression of Interest.

After the deadline for submission of responses, Evaluation process will be conducted to determine responsive bids as per the evaluation criteria provided in the Expression of Interest document. The bidders who participate will be notified of the outcome of the evaluation.

4. EVALUATION CRITERIA

The Expression on Interest received will be evaluated in accordance with the set criteria in the provided Table as follows: -

Table A: Mandatory Requirements for Evaluation

| No. | Criteria | Requirement Yes/No |
|------------|---|-------------------------------|
| 1. | Valid Tax Compliance Certificate from Kenya Revenue Authority | |
| 2. | Certificate of Incorporation/ Business Registration | |
| 3. | CR12 for Limited companies issued within the last one year | |
| 4 | Valid copy of their Certificate of AGPO Women. | |
| 5. | Duly filled, signed and stamped supplier registration form- confidential business questionnaire | |
| 6. | Duly filled, signed and stamped Self- Declaration letter that the firm has not been debarred from participating in the Public Procurement and Asset Disposal Act,2015- SD 1 | |
| 7. | Duly filled, signed and stamped Self- Declaration that the firm/tenderer will not engage in any corrupt or fraudulent practice- SD 2 | |
| 8. | Company Profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder | |
| 9. | Duly filled, signed and stamped Declaration and commitment to the code of ethics | |
| 10. | Demonstrated Experience in Seedling Management - Attach a Special Use License for a tree nursery issued by the Kenya Forest Service (KFS), valid for over five (5) years. | |
| 11. | Provide One original and One copy of tender document properly bound and sequentially serialized/paginated in the form of i.e. 1, 2, 3, 4....on each page including all the attachments | |

Technical Evaluation Criteria

| No. | Evaluation Criteria | Points |
|--------------|--|------------|
| 1. | Experience in afforestation/rehabilitation projects (200 ha+, 2 counties, 2015–2024) attached proof award & recommendation letters or LSO/LPO | 20 |
| 2. | Valid Special Use License (Tree Nursery) from KFS (5+ years) | 5 |
| 3. | Demonstrated partnership with KFS on similar projects | 5 |
| 4. | Community engagement experience (CFAs or villages) <ul style="list-style-type: none"> ✓ Demonstrate past work with local communities adjacent to forests, including Community Forest Associations (CFAs) or villages without CFAs. <p>Attach relevant documentation or proof of engagement</p> | 10 |
| 5. | Experience in community mobilization, sensitization, and awareness creation | 5 |
| 6. | Credit line from a reputable bank (80% or more of project value) | 10 |
| 7. | Methodology and detailed work plan (project understanding, sustainability plan, execution timelines) | 15 |
| 8. | <ul style="list-style-type: none"> ✓ Technical team qualifications (CVs, experience, degrees as specified) Provide details of three (3) professionals with at least 10 years' experience in forest rehabilitation or afforestation. ✓ Each must have academic qualifications from reputable universities in the following fields: <ul style="list-style-type: none"> a) BSc in Forestry b) BSc or MSc in Geospatial Information Systems & Remote Sensing c) BSc in Environmental Science ✓ Attach CVs, academic certificates, and experience records. | 15 |
| 9. | <ul style="list-style-type: none"> ✓ Team Leader qualifications and relevant experience (with KFS or water catchments) One of the three professionals must serve as Team Leader. ✓ Must have experience working with KFS or in water catchment areas. ✓ Clearly indicate the team leader and attach proof of relevant experience. | 10 |
| 10. | Past performance with similar clients (attach contracts and recommendation letters) | 5 |
| Total | Technical Score | 100 |

Note: Service providers who score 80 and above will proceed for Registration in the category of provision of tree planting project and thereafter submit their financial.

SUPPLIER REGISTRATION FORM- CONFIDENTIAL BUSINESS QUESTIONNAIRE

a) Instruction to Tenderer

Tenderer is instructed to complete the particulars required in this Form, one *form for each entity if Tender is a JV*. Tenderer is further reminded that it is an offence to give false information on this Form.

A. Tenderer's details

| | ITEM | DESCRIPTION |
|---|---|--|
| 1 | Name of the Procuring Entity | |
| 2 | Name of the Tenderer | |
| 3 | Full Address and Contact Details of the Tenderer. | 1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person. |
| 4 | Reference Number of the Tender | |
| 5 | Date and Time of Tender Opening | |
| 6 | Current Trade License No and Expiring date | |
| 7 | Maximum value of business which the Tenderer handles. | |

General and Specific Details

b) Sole Proprietor to provide the following details.

Name in full _____

Age _____ Nationality _____

Country of Origin _____ Citizenship _____

c) Partnership to provide the following details.

| | Names of Partners | Nationality | Citizenship | % Shares owned |
|---|--------------------------|--------------------|--------------------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

(d) Registered Company to provide the following details.

i) Private or public Company _____

ii) State the nominal and issued capital of the Company-

Nominal Kenya Shillings (Equivalent)

Issued Kenya Shillings (Equivalent)

iii) Give details of Directors as follows.

| No. | Names of Director | Nationality | Citizenship | % Shares owned |
|------------|--------------------------|--------------------|--------------------|-----------------------|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |

(e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

(i) Are there any person/persons in (*Name of Procuring Entity*) who has an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

| No. | Names of Person | Designation in the Procuring Entity | Interest Relationship or with Tenderer |
|------------|------------------------|--|---|
| 1 | | | |

| | | | |
|---|--|--|--|
| 2 | | | |
| 3 | | | |

(ii) Conflict of interest disclosure

| No | Type of Conflict | Disclosure YES OR NO | If YES provide details of the relationship with Tenderer |
|----|---|-------------------------|--|
| 1 | Tenderer is directly or indirectly controlled by or is under common control with another tenderer. | | |
| 2 | Tenderer receives or has received any direct or indirect subsidy from another tenderer. | | |
| 3 | Tenderer has the same legal representative as another tenderer | | |
| 4 | Tender has a relationship with another tenderer, directly or through common third parties that put it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process. | | |
| 5 | Any of the Tenderer's affiliates participated as a service provider/consultant in the preparation of the design or technical specifications of the works that are the subject of the tender. | | |
| 6 | Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document. | | |
| 7 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly | | |

| No | Type of Conflict | Disclosure YES OR NO | If YES provide details of the relationship with Tenderer |
|----|--|-------------------------|--|
| | involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract. | | |
| 8 | Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the Contract. | | |
| 9 | Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract? | | |

(f) Certification

On behalf of the Tenderer, I certify that the information given above is correct. Full

Name_____

Title or Designation_____

(Signature)_____ (Date)_____

SELF-DECLARATION FORMS

FORM SD1

SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.

I of Post Office
Box.....being a resident of
..... in the Republic of.....do
hereby make a statement as follows:-

1. THAT I am the Company Secretary/Chief Executive/Managing Director/Principal Officer/Director of(*insert name of the Company*) who is a Bidder in respect of **Tender No.**.....
for.....(*insert tender title/description*)
for.....(*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.
3. THAT what is deponed to herein above is true to the best of my knowledge, information and belief.

.....

(Title)

.....

(Date)

.....

(Signature)

Bidder Official Stamp.....

FORM SD2

SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE

I, of P.O. Box.....being a
resident of..... in the Republic of
..... do hereby make a statement as follows:-

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** for..... (*Insert tender title/description*) for..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents /subcontractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage/has not engaged in any corrosive practice with other bidders participating in the subject tender.
5. THAT what is deponed to herein above is true to the best of my knowledge information and belief.

.....

(Title)

.....

(Signature)

.....

...

(Date)

Bidder's Official Stamp.....

DECLARATION AND COMMITMENT TO THE CODE OF ETHICS

I..... (Person on behalf of (**Name of the Business/Company/Firm**)).....declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do hereby commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of
Authorized.....
...

signatory.....

Sign.....

Position.....

Office
address.....
.....

Telephone.....

Email.....

Name of the Firm/Company.....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....

KENYA REINSURANCE CORPORATION LIMITED

QUALITY POLICY

As a **leading partner in securing the future**, we commit to **provide sustainable risk and financial solutions** through:

- Provision of risk management solutions that secure the future and create value for our stakeholders.
- Compliance with International Standards as well as Quality Management System (QMS) requirements as outlined in ISO 9001.
- Compliance with all applicable regulatory and statutory requirements, and any other requirements that may not be statutory/regulatory.

We undertake to realize the above by tracking and monitoring the performance of our Corporate Objectives, as outlined below:

- Growing shareholders' value** by improving the quality of reinsurance business portfolio; maximizing return on investments; containing management expenses and improving credit control operations.
- Improving customer centricity** through enhancing customer satisfaction; maintaining ISO 27001 and ISO 9001 certifications and initiating IT capability and maturity assessment.
- Improving analytics capabilities** by utilizing smart analytics to increase efficiency and grow into new markets.
- Leveraging on technology to improve processes** by enhancing use of new information technologies; providing a robust and secure IT infrastructure; enhancing collaboration across the Corporation through digital solutions and protecting integrity of the Corporation's information and IT assets.
- Growing market share** through enhancing brand visibility and recognition; improving credit rating; and advocating for domestication of insurance and reinsurance for government projects.
- Strengthening the human resource capacity** by attracting and retaining competent and diverse human resource; building staff capacity; implementing a culture change programme and strengthening performance management systems.
- Strengthening governance practices** by reviewing the existing legal and regulatory framework and streamlining decision-making authority levels within the Kenya Re Group.



viii) Enhancing enterprise risk management through enhancing risk maturity; enhancing business continuity and enhancing actuarial function.

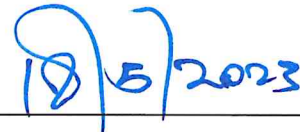
ix) Strengthening internal controls by enhancing assurance reporting to the HQ and subsidiary audit committee boards and enhancing internal controls.

Consistent with this policy, specific quality objectives have been established at relevant functions and levels within the Corporation. By mutual encouragement, commitment and cooperation through teamwork, all Kenya Re employees will perform their tasks diligently towards the achievement of our quality objectives and continual improvement of the quality management system.

This Policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website: www.kenyare.co.ke). It shall be reviewed for continuing suitability taking into account changing Quality Management System requirements and other best practices.


DR. HILLARY WACHINGA,
MANAGING DIRECTOR

DATE:


18/5/2023



PUBLIC

KENYA REINSURANCE CORPORATION LIMITED

INFORMATION SECURITY POLICY

It is the policy of the Kenya Reinsurance Corporation (Kenya Re) that information confidentiality, integrity, and availability requirements, needs and expectations of interested parties are identified and that information is protected through a systematic process of risk assessment and risk treatment to satisfy, as appropriate, interested parties and needs of the Corporation in consideration of its mission to provide risk management solutions that secure the future and create value for stakeholders.

To ensure the integration and effective management of information security practices within Kenya Re, an Information Security Management System (ISMS) has been established, implemented, maintained, and shall be continually improved in accordance with the requirements of ISO/IEC 27001. The management system shall be independently audited for conformity at least once annually and results reported to the Managing Director.

As part of this framework, measurable information security objectives shall be established and monitored in the Corporation at all departmental levels. The overall performance of the ISMS shall be reviewed by the Management at planned intervals, and at least once annually or in the event of significant changes to ensure the continuing suitability, adequacy, and effectiveness of the ISMS.

The Corporation is committed to:-

- Establishing, implementing, maintaining, and continually improving the ISMS in accordance with the requirements of ISO/IEC 27001,
- Establishing and reviewing Information Security objectives at all Functions,
- Managing of information security risks through risk assessment and treatment,
- Reviewing the ISMS at planned intervals and in the event of significant changes to ensure its continuing suitability, adequacy, and effectiveness, and
- Providing assurance to interested parties of the Corporation's information security capability and commitment in meeting their requirements and expectations through third-party audits.

This Policy shall be communicated and understood internally by all employees, and externally by all other stakeholders as well (through our website: www.kenyare.co.ke). It shall be reviewed for continuing suitability taking into account changing Information Security Management System requirements and other best practices.



DR. HILLARY WACHINGA,
MANAGING DIRECTOR

DATE: 18/5/2023

KENYA REINSURANCE CORPORATION LIMITED

ANTI – CORRUPTION POLICY

Kenya Re has committed itself to “Zero” tolerance on corruption and working with the government and other agencies in tackling the vice. Part of our corporate values is “integrity”; Kenya Re does not engage in corruption or any form of unethical inducement or payment including facilitation payments and “kickbacks”.

In order to achieve this, Kenya Re is committed to ensure that:

- No form of bribery or corruption is tolerated.
- Strong internal controls to avert any form of corruption are put in place at all times.
- All employees avoid any activities that might lead to or suggest a conflict of interest with the business of the Corporation.
- Employees declare gifts accepted or offered which will be subjected to managerial review.
- A strong corporate governance framework which encompasses accountability, transparency, participation, equality, rule of law, capacity and competence and responsiveness to people’s needs is consistently embraced.
- Immoral behaviour, favouritism, discrimination and nepotism are not tolerated.
- All corruption cases reported by any employee are handled expeditiously and fairly.
- The protection of the identity of persons making corruption disclosures and also take all possible actions to protect individuals subject to unfair or malicious allegations.
- For disciplinary cases, the process as detailed in the HR Policy will be followed.
- Staff are continuously sensitized and trained on matters of ethics and integrity once every year.

This Policy document shall be reviewed from time to time at such intervals as management may determine.



DR. HILLARY WACHINGA,
MANAGING DIRECTOR

DATE:

18/5/2023