



EXPRESSION OF INTEREST (EOI)

IRA/147/2020-2021 - EXPRESSION OF INTEREST FOR PROVISION OF CASE MANAGEMENT SYSTEM

1. Background

The Insurance Regulatory Authority (IRA) is a State Corporation established under the Insurance Act, Cap 487 of the Laws of Kenya with the mandate to regulate, supervise and promote development of the insurance industry in Kenya. IRA has implemented various information systems in a bid to improve efficiency and effectiveness in execution of its mandate.

2. Objective

The objective(s) of the Expression of Interest is to identify a firm that can supply, install, test and commission a legal case management system for the Authority.

3. Scope of services

The scope of the services will entail the following:

| Feature | Capabilities |
|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Accessibility | Controlled access for logging in Controlled access rights (to edit, delete information) Access and action trail Preferably web-based and accessible out of office |
| Case Profiling | IRA File Registration Number and Opening Date Court Case Number Nature of the Case Upload of Legal Opinions, Court Orders, Rulings, Judgements |
| Parties Profiling | Parties to the Case Status (Plaintiff, Defendant, Respondent, Interested Party) of IRA in the Case Law Firm representing the Counterparty |
| Advocates Profiling | Name of the Law Firm Date of Instructions Date of Service Level Agreement Other cases handled by the Law Firm |
| Courts Profiling | Hierarchy of the Court (High Court, Court of Appeal etc) Court Station Judicial Officer handling |
| Accounting | Annual Budget and Actual Balance at-the-point-of-query Legal Fees for the Case |

| Feature | Capabilities |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| | Fees payment schedule as per SLA Date and amount of Legal Fees Paid Outstanding Legal Fees Court Orders on Payment (Interest, Costs etc) |
| Diary & Bring Up | Court Dates Log In Pre-trial Action Timelines Log In Automated Court Dates and Pre-Trial Action Reminders (Interfaced with MS Outlook) Automated File Bring Up Prompts (Interfaced with MS Outlook) |
| File Movement Tracking | Pending Task Task Owner Task Due Date Current Status of the Case General Comments |
| Administrative Capabilities | Centralised and searchable Can be accessed by several users simultaneously Can generate analytic reports including graphical presentations Can support SOP e.g., can't update Advocates Profile without keying Date of Instructions and Date of SLA Can be customised and configured to suit emerging changes |

4. Eligibility criteria

The Expression of Interest must be accompanied by the consultants' qualifications, professional capabilities and details of experience related to similar consultancy services. Interested firms should provide specific information which will be the basis for prequalification as indicated below: -

a) Technical/Functional Skills & Requirements

- i) Qualifications of resource personnel e.g. university degree in fields related to Information Technology, Law or related field;
- ii) A minimum of 10 years of relevant experience in implementing ICT Systems;
- iii) List of key staff relevant to the assignment and their profile; must be composed of relevant staff with a mix of appropriate expertise.

b) Mandatory requirements

- i) Submit a copy of certificate of incorporation/business registration.
- ii) Submit a valid tax compliance/ Exemption certificate from Kenya Revenue Authority.
- iii) Provide Company profile of the firm indicating the contact details including physical address, telephone number, email and contact person on behalf of the bidder.
- iv) Confidential business questionnaire.
- v) Copy of CR 12 for Limited companies.
- vi) Copy of certificate of registration with relevant regulatory bodies.
- vii) Self-declaration letter that the consultant is not debarred in the matters of Public

Procurement and Asset Disposal Act, 2015.

- viii) Self-declaration that the person or tenderer will not engage in any corrupt or fraudulent practice.
- ix) Access to Government Procurement Opportunities (AGPO) Certificate from National Treasury where applicable

5. Clarifications

Interested individuals may request for clarification up to Seven (7) days before closing date. Any request for clarification must be sent in writing by electronic mail to:

**Manager Procurement,
Insurance Regulatory Authority,
Zep-Re Place, Longonot Road, Upperhill,
P.O. Box 43505-00100
Nairobi, Kenya
Email: procurement@ira.go.ke**

6. Submission

Completed EOI proposal shall be submitted in ONE (1) "ORIGINAL hard copy and in CD/Flash Disk saved in PDF format clearly labelled your company name and placed in separate sealed envelopes. The two envelopes shall be placed in an outer envelope and sealed bear IRA address, EOI name and number and clearly marked "DO NOT OPEN before day, date and time of EOI closing/Opening date.

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The pre-qualification application must be delivered (by hand or registered mail) to:

Tender Box at Insurance Regulatory Authority Offices on Ground Floor, Zep - Re Place, Longonot Road, Upperhill, Nairobi or be addressed to:

**Chief Executive Officer,
Insurance Regulatory Authority,
10th Floor Zep Re Place, Longonot Road, Upperhill,
P.O. Box 43505 – 00100 Nairobi, Kenya
Telephone: +254-20-4996000; 254-719-047000
Email: procurement@ira.go.ke; Website: <http://www.ira.go.ke>**

On or before: **11th March, 2021 at 11:00 a.m.** The EOI shall be opened immediately on **11th March, 2021 at 11:00 a.m.** and in the presence of tenderers' representatives who choose to attend. in the presence of tenderers' representatives who choose to attend strictly observing MOH protocols on Covid -19 Pandemic.

Only firms pre-qualified under this procedure will be invited to submit their Technical and Financial proposals under the Request for Proposals (RFP).

CHIEF EXECUTIVE OFFICER/COMMISSIONER OF INSURANCE

CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business.

NB. Attach Company Registration Business Registration Certificate or Certificate of Incorporation, Valid Tax Compliance certificate from Kenya Revenue Authority (KRA), Access to Government Procurement Opportunities (AGPO) from the National Treasury (for firms owned by Youth, Women & persons with Disability)

Part 1 - General:

Business Name
(Attach Copy of Registration Certificate/ Certificate Incorporation)
Location of Business Premises
Plot No. Street/Road
Postal Address.....Tel. No. (Landline).....
Mobile Phone(s):.....
Website:..... E-mail:.....

Nature of Business
Single Business Permit (from a County Government)

No. Expiring Date
(Attach Copy of Permit/ Payment Receipt)

PIN Certificate No.....
(Attach Copy of PIN Certificate)

Tax Compliance Certificate No..... Expiring Date.....
(Attach Copy of Valid Tax Compliance from Kenya Revenue Authority)

Maximum value of business which you can handle at any one time:
K£.....

Name of your bankers Branch

Part 2 (a) Sole Proprietor:

Your name in full Age
Nationality Country of origin
Citizenship details

Part 2 (b) Partnership

Give details of partners as follows:

| | Name | Nationality | Citizenship Details | Shares |
|----|-------------|--------------------|----------------------------|---------------|
| 1. | | | | |
| 2. | | | | |

Part 2 (c) Registered Company:

Private or Public

State the nominal and issued capital of the company: -

Nominal K£

Issued K£

Give details of all Directors as follows: -

| | Name | Nationality | Citizenship Details | Shares |
|----|-------------|--------------------|----------------------------|---------------|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |
| 5. | | | | |

Part 3 – Declaration

I / We, the undersigned state and declare that the above information is correct and that I / We give IRA authority to seek any other references concerning my / our company and application from whatever sources deemed relevant.

Full name.....

Signature.....

For and on behalf of M/s.....

In the capacity of.....

Dated thisday of2021.

Suppliers' / Company's Official Rubber Stamp

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FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations].

Education:

[Summarize college/ Company and other specialized education of staff member, giving names of schools, dates attended and degree[s] obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of assignments.]

Certification:

I, the undersigned, certify that these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Signature of staff member]

_____ Date; _____
[Signature of authorized representative of the firm]

Full name of staff member: _____

Full name of authorized representative: _____

**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 corruptive practice with other bidders participating in the subject tender;
5. **THAT** what is deponed to hereinabove is true to the best of my knowledge information and belief.

Full name.....

Signature.....

Dated thisday of2021.

Suppliers' / Company's Official Rubber Stamp