

**FORM 10***Regulation 50 (5)*

## THE PUBLIC PROCUREMENT AND DISPOSAL OF PUBLIC ASSETS ACT, 2003

**RECORD OF MINUTES OF PRE-BID MEETING**

<b>Procurement Reference Number</b>			
Code of Procuring & Disposing Entity	Supplies/Works/Non-Consultancy Services	Financial Year	Sequence Number
KMC	NCONS	2023-24	00058

<b>Particulars of Procurement</b>	
Subject of Procurement	<b>INSURANCE SERVICES FOR THE KIIRA VEHICLE PLANT UNDER FRAMEWORK CONTRACTS FOR THE PERIOD 2023 - 2026</b>
Location of Pre-Bid Meeting	Kiira Vehicle Plant, Plot 701, Block 2, Kagogwa Village, Mawaito Parish, Kakira Town Council, Jinja District
Date and Time of Meeting	19 <sup>th</sup> September, 2023 at 10:00am

<b>RECORD OF PRE-BID MEETING MINUTES</b>	
<b>QUESTION ASKED</b>	<b>RESPONSE GIVEN</b>
With reference to ITB 1.1, are all the categories/covers banded into one lot?	The number and identification of lots comprising this bidding document is: One (1) and the bidder shall provide detailed description of the cover and rates for the categories presented in the bid document.
What is the limit on the cover for Buildings and Plant and Machinery? Should the cover include risks due to war?	Bidders are expected to provide an extensive cover for the KMC Buildings, Plant and Machinery to ensure that the risk exposure for the client is properly handled. In determination of the best cover, KMC shall consider the proposed extent of risk cover by the bidder. Bidders are encouraged to incorporate Political Violence & Terrorism in their cover.

F.M

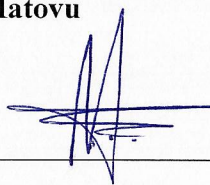
<p>The requirements and profile majorly focus on the Industrial All Risks for instance the material damage in both re-insurance and claims settled. Should the other classes be excluded in the re-insurance covers?</p>	<p>From the KMC asset base and the services to be rendered, the highest valued asset to be covered is the Buildings and Plant &amp; Machinery as such a lot of emphasis is placed there. In the presentation of the re-insurance proposals, bidders are free to distribute the risk as they desire across all categories.</p>
<p>In the insurance industry, majority of the agreements/contracts are in form of policy documents. The bid requires at least three (03) recommendation letters &amp; copies of signed contracts for similar services. Will the policy documents serve as signed contracts?</p>	<p>Policy documents that are witnessed by the respective client accompanied with a recommendation letter may serve as signed copies of contract. Kiira Motors Corporation shall be free to carry out due diligence on all documents presented to verify authenticity.</p>
<p>Can we obtain the unit rates of the items presented in the Annexures of the bid document?</p>	<p>The Annexures presented in the bid document are sufficient to guide the bidders in quoting for the unit rate for the covers. The detailed list of assets with the prices attached shall be issued to the provider upon signing the contract and issuance of the commencement notice.</p>
<p>For purposes of the Group Personal Accident and Workman Compensation, can we get the categories of the employees i.e., Administration (in office) staff, Staff on the Production Line and Field Staff?</p>	<p>Considering the current staffing levels, the staff are distributed as follows; Administration (in office) staff - 48 Staff on the Production Line - 48  The figures presented are for guiding purposes and may change at the time of order or in the due course of the contract as Kiira Motors Corporation staffing is based on the volume of work.</p>
<p>What is the maximum value for stock in trade for Burglary?</p>	<p>The values shall be provided at the time of placement of cover as these have not yet been determined. Bidders are expected to present terms and unit rates for this cover.</p>

Certification of minutes as a true record of the proceedings of the meeting:

Name: **Fred Matovu**

Title: **Chairperson of the Meeting**

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



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

22.09.2023

**RECORD OF ATTENDANCE**

<b>SN</b>	<b>NAME AND ADDRESS</b>	<b>POSITION</b>	<b>COMPANY OR DEPARTMENT</b>	<b>SIGNATURE</b>
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Refer to the Schedule of Attendance attached



# KIIRA MOTORS

— CORPORATION —



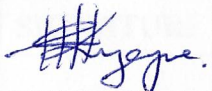

MISSION VEHICLES MADE IN UGANDA

## RECORD OF ATTENDANCE FOR PRE-BID MEETING FOR PROCUREMENT OF INSURANCE SERVICES FOR THE KIIRA VEHICLE PLANT UNDER FRAMEWORK CONTRACTS FOR THE PERIOD 2023-2026 - KMC/NCONS/2023-24/00058

LOCATION: KIIRA VEHICLE PLANT

DATE: TUESDAY, SEPTEMBER 19, 2023

SN	NAME	DESIGNATION	INSTITUTION	TEL & EMAIL	SIGNATURE
1	Nancy AZABA	UNDERWRITING MANAGER	UAP OLD MUTUAL INSURANCE (U) LTD	0752613425 nashaba@uap- group.com	
2.	Jolly Kabakuma Olweny	Business Development manager	UAP OLD MUTUAL INSURANCE	0772388296 jkabakuma @uap-group .com	
3	Dominic Isingoma	Manager Jinja Branch	Britam Insurance Company Ltd	0772 878931 disingoma@ britam.com	
4.	Rodney Aryamanya	Business Dev't Corporate.	SANLAM	0702646272 rodney-aryamanya @sanlam.co.ug	

5.	LEONARD MAYANJA	BUSINESS DEV'T MANAGER CORPORATE	SANLAM GEN. INSURANCE LTD	0705747367 leonard.mayanja @sanlam.co.ug	
6.	ANDREW MUYIMI	BDM Britam Insurance	Britam Insurance Company Uganda	0782120795 amuyimi@ britam.com	
7.	Peter Albert Kyeyune	PPo	KMC	pdu@kiramotor. com	
8.	Mareen Kwabakya	PRD	KMC	mkwabakya@ kiramotor. com	
9.	FRED MATOVU	PEM	KMC	fmatorvu@kiramotor. com	