



## TENDER FOR PROVISION OF MEDICAL INSURANCE COVER FOR STAFF MEMBERS

**TENDER NO: CGN/PSA&D/1355265-2023/2024**

### ADDENDUM NO.1

#### 1. AMMENDMENTS TO THE MANDATORY REQUIREMENTS

No	Evaluation Requirement	Responsiveness Yes/No
MR 1	Submit copy of Certificate of Registration/Incorporation from the Registrar of Companies for the underwriter or the proposed underwriter by the broker / agent	
MR 2	Submit copy of Valid Tax Compliance Certificate from Kenya Revenue Authority for the underwriter or the proposed underwriter by the broker / agent (tax compliance certificate MUST be valid at the date of tender opening).	
MR 3	Submit copy of CR 12 for companies Incorporated under the Company's Act issued within the last twelve (12) months for the underwriter or the proposed underwriter by the broker / agent.	
MR 4	The underwriter or the proposed underwriter by the broker / agent must provide a duly filled, dated, and signed Tenderer's Eligibility-Confidential Business Questionnaire, Certificate of Independent Tender Determination, Self-Declaration of the Tenderer (SD1, SD2) & Declaration and Commitment to Code of Ethics Code Form.	
MR 5	The underwriter or the proposed underwriter by the broker / agent must be registered to provide medical insurance cover with the Insurance Regulatory Authority (IRA).	
MR 6	The underwriter or the proposed underwriter by the broker / agent must submit membership certificate for the current year from the Association of Kenya Insurers (AKI).	
MR 7	The underwriter or the proposed underwriter by the broker / agent must provide audited accounts for the last 2 years (2022 & 2021).	
MR 8	The underwriter or the proposed underwriter by the broker / agent must have done annual gross medical premiums in the last two previous years (2022 & 2021) of Kes 500 million.	
MR 9	The underwriter or the proposed underwriter by the broker / agent must have paid up capital of at least Kes 1 Billion.	
MR 10	<p>If bidding through a broker/agent one:</p> <ul style="list-style-type: none"> <li>i. Must have an authorization letter from the proposed underwriter and the proposed underwriter must meet the requirements MR1 – MR 9 above.</li> <li>ii. Must be registered with the Insurance Regulatory Authority.</li> <li>iii. Must have a professional Indemnity Insurance Cover of at least KShs.100 million.</li> <li>iv. Must be a member of the Association of Insurance Brokers of Kenya (AIBK).</li> <li>v. Must have Valid tax compliance certificate from Kenya Revenue Authority (tax compliance certificate MUST be valid at the date of tender opening)</li> </ul>	

	vi. Must submit a copy of Certificate of Registration / Incorporation vii. Must submit a duly filled, dated, and signed Tenderer's Eligibility-Confidential Business Questionnaire, Certificate of Independent Tender Determination, Self-Declaration of the Tenderer (SD1, SD2) & Declaration and Commitment to Code of Ethics Code Form. viii. Must submit a copy of CR 12 for companies Incorporated under the Company's Act issued within the last twelve (12) months.	
MR 11	Tenderers MUST provide a tender security of Kenya Shillings 500,000.00 from a bank or insurance company approved by the Public Procurement Regulatory Authority or a financial Institutions approved and Licensed by the Central Bank of Kenya. The original tender security must be part of the tender document submitted in the tender box.	
MR 12	Tenderer MUST provide a duly filled, dated, and signed Form of Tender in the prescribed format in the tender document.	
MR 13	Tenderer MUST provide a duly filled, dated, and signed price schedule Form.	
MR 14	Tenderer MUST provide Power of Attorney OR a written authorization clearly indicating who the tenderers' authorized representative is. The tenderer's representative must be the one to duly fill and sign all the documents submitted.	
MR 15	Tenderer MUST provide a valid copy of business license/permit (Year 2023) from the County Government where the business is located.	
MR 16	<p>The tender document SHALL:</p> <p>i) Be paginated / serial numbered with pages in the whole document from the cover page numbered in the correct sequence including all appendixes and attachments. The document shall be paginated / serial numbered in a continuous ascending order i.e. sequentially paginated, from the first page to the last in this format; (i.e., 1, 2, 3..... n, where n is the last page).</p> <p>ii) Be firmly bound and should not have any loose pages. Spiral binding and files (spring and box) shall not be acceptable.</p> <p>Two (2) copies of the Tender Document, clearly marked original and copy MUST be submitted and an exact replica of the tender document MUST also be submitted in soft copy through the IFMIS GOK Portal <a href="http://www.suppliers.treasury.go.ke">www.suppliers.treasury.go.ke</a>.</p>	
MR 17	Medical Cover for both In-patient and Out- patient MUST be as one package under one underwriter and no co- sharing.	

***N/B; Tenderers must submit evidence of each item***

- If submitting as an underwriter must meet all the above mandatory requirements except MR10
- If submitting as a broker / agent must meet all the mandatory requirements above.
- All documents submitted may be checked for authenticity.

**2. CLARIFICATION ON THE TECHNICAL EVALUATION:** The technical Evaluation will be for underwriters only.

**3. AMMENDMENTS TO THE LIMITS OF LIABILITY PER JOB GROUPS**

Job Group & Equivalent Grades	Count	Inpatient	Maternity	Outpatient	Optical	Dental	Last Expense	Group Life
5	1	10,000,000	150,000	300,000	75,000	75,000	300,000	30,752,676
6	1	5,000,000	150,000	300,000	75,000	75,000	300,000	22,140,000
7,8,9	19	2,500,000	150,000	300,000	50,000	50,000	300,000	10,800,000
R-T	41	2,000,000	150,000	250,000	40,000	50,000	300,000	1,700,000
Q	26	2,000,000	100,000	250,000	40,000	50,000	250,000	1,300,000
P	20	1,500,000	100,000	200,000	40,000	50,000	200,000	1,150,000
N	39	1,500,000	100,000	200,000	40,000	50,000	180,000	1,000,000
M	46	1,500,000	100,000	150,000	40,000	50,000	150,000	1,000,000
L	73	1,500,000	100,000	100,000	40,000	50,000	120,000	850,000
K	206	1,000,000	100,000	100,000	40,000	50,000	120,000	850,000
A-J	1329	1,000,000	75, 000	100,000	40,000	50,000	100,000	700,000
<b>TOTAL</b>	<b>1801</b>							

**4. TENDER CLOSING DATE**

INITIAL CLOSING DATE	NEW CLOSING DATE
<i>18<sup>th</sup> September, 2023 at 11:00 am</i>	<i>21<sup>st</sup> September, 2023 at 11:00 am</i>

THE CHIEF OFFICER – PUBLIC SERVICE,  
COUNTY GOVERNMENT OF NYANDARUA