



THE PRESIDENT'S AWARD - KENYA

Proud to be

**THE DUKE OF EDINBURGH'S
INTERNATIONAL AWARD**

in Kenya

Patron - His Excellency the President of the Republic of Kenya

PA – K/ONT/02/2023-2024 (01)

17th April, 2024

TO: All bidders

ADDENDUM NO.1

Dear Sir/Madam,

**RE: TENDER NO PA-K/ONT/02/2023-2024 ON PROVISION OF MEDICAL INSURANCE
COVER FOR BOARD MEMBERS AND STAFF.**

The President's Award - Kenya is issuing this addendum to amend tender evaluation criteria below:

EVALUATION CRITERIA MANDATORY REQUIREMENTS

PRELIMINARY EVALUATION CRITERIA FOR UNDERWRITERS (Tick if attached)

STAGE 1: PRELIMINARY EVALUATION CRITERIA (MANDATORY REQUIREMENTS)

The evaluation criteria will be applied as indicated below and the method shall be in absolute terms (YES/NO):

- Bidders **MUST** meet all mandatory requirements to qualify for technical evaluation stage.

S/No	Mandatory Requirements	Yes/No
MR1	Submit a duly filled and bound Original of the Tender & a copy clearly marked "original" or "copy"	
MR2	Original Tender Security of Kshs. 600,000.00 valid for at least 140 days from the date of tender opening in the form of Bank Guarantee, Bankers. A firm submitting the tender MUST not issue tender security to itself. Tender security with electronic signature to be certified by the issuing bank/Insurance Company.	
MR3	Submit power of attorney to sign the tender document showing specimen signature and certified by Commissioner of Oaths or an Advocate.	
MR4	Duly filled, signed and stamped Form of Tender in the prescribed manner in the tender document by the person with power of attorney	

MR5	Duly filled, signed and stamped Tender Eligibility – Confidential Business Questionnaire in the prescribed manner in the tender document	
MR6	Duly filled, signed and stamped Certificate of Independent Tender Determination	
MR7	Duly filled, signed and stamped Self Declaration that the Person/Tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015	
MR8	Duly filled, signed and stamped Self Declaration that the Tenderer will not engage in any corrupt or fraudulent practice.	
MR9	Duly filled, signed and stamped Declaration and Commitment to Codes of Ethics	
MR10	Must fill, sign and stamp the price schedule in the format provided. The bidders must quote for both Board Members (Inpatient, Outpatient and Funeral) and Staff Medical Insurance (Inpatient, Outpatient, Maternity and Funeral), cover for the bids to be considered complete, this package must come from one underwriter	
MR11	Duly filled, signed and stamped Tenderer Information Form	
MR12	Duly filled, signed and stamped Qualification Information	
MR13	Certificate of Registration and /or Incorporation certified by Commissioner of Oaths or an Advocate.	
MR14	Must submit a copy of registration certificate as a general insurer to conduct Medical Insurance business from Insurance Regulatory Authority for the current year certified by Commissioner of Oaths or an Advocate.	
MR15	Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	
MR16	Single Business Permit/Trade license issued by relevant government agency certified by Commissioner of Oaths or an Advocate.	
MR17	Valid copy of Association of Kenya Insurance (AKI) membership for the current year	
MR18	Must have done annual gross medical premiums of at least KES. 500 Million each year, in the last 3 years (Attach Certified IRA Report extract)	
MR19	Provide year 2024 approval letter from IRA on reinsurance treaties for medical insurance	
MR20	Must have paid up capital of at least Ksh. 600M	
MR21	Submit an Affidavit that the Tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up certified by Commissioner of Oaths or an Advocate	
MR22	The underwriter must have underwriting profit in medical class as per the latest Annual IRA report (Attach IRA Report Extract)	
MR23	Attach copies of Financial Audited statements signed by certified Accountant for the last 3 years. MUST bear the name and Practicing License/Certificate Number of auditor.	

MR24	Presentation of the tender document with all attachments in a logical manner- indicating table of content and page numbers and sequentially serialization of the entire tender document as per the sequence of the evaluation criteria	
MR25	Submit a sample policy document for the medical cover consistent with the scope of requirements provided in the Tender document. All exclusions should be clearly stated in the policy document. An exclusion that negates a benefit will lead to disqualification	
MR26	Submit Valid NHIF and NSSF Compliance Certificate certified by Commissioner of Oaths or an Advocate.	
	<i>OVERAL STATUS RESPONSIVE (R) OR NON-RESPONSIVE(NR)</i>	

All other terms and conditions remain the same.

**For:
THE CHIEF EXECUTIVE OFFICER
THE PRESIDENT'S AWARD - KENYA**