



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/T/01/2023-2024 (01)

22nd May, 2023

TO: All bidders

ADDENDUM NO.1

Dear Sir/Madam,

RE: TENDER NO PA-K/T/01/2023-2024 ON PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS AND STAFF.

The President's Award - Kenya is issuing this addendum to amend tender data sheet (TDS) and evaluation criteria below:

SECTION II - TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	A. General
ITT 1.1	The Tender reference number (ITT) is: PA-K/T/01/2023-2024 The Procuring Entity is: THE PRESIDENT'S AWARD - KENYA The name of the ITT is: PROVISION OF MEDICAL INSURANCE COVER FOR BOARD MEMBERS AND STAFF
ITT 2.2	The Intended date commencing providing the Insurance Services will be effective from 18/06/2023 for a duration of One (1) year but renewable for a period of one-year subject to satisfactory performance and agreement by the parties under the same terms.
ITT 3.3	The Information made available on competing firms is as follows: No additional information that has been given to other competing firm that will disadvantage competing firms.
	B. Contents of Tendering Document

ITT 7.1 8.1	The Tenderer will submit any request for clarifications in writing at the Address procurement@presidentsaward.or.ke to reach the Procuring Entity 7days before the deadline for submission. The Procuring Entity shall publish its response/addendum at the website: www.presidentsaward.or.ke and in PPIP (Public Procurement Information Portal).
ITT 7.2	No pre-tender meeting will be held
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ITT 14.1	Alternative Tenders shall not be considered.
ITT 15.5	The prices/rates quoted by the Tenderer shall NOT be subject to adjustment during the performance of the Contract.
ITT 16.1	The currency of the Tender and the currency of payments shall be: Kenyan Shillings
ITT 19.1	The Tender validity period shall be 150 days.
ITT 20.1	A Tender Security of Kenya Shilling Six hundred thousand (600,000.) valid for 150 days from the date of Tender opening in form of bank guarantee or a guarantee issued by financial institution approved by Central bank of kenya
ITT 21.1	In addition to the original of the Tender, the number of copies is: Two (2). 1 Original and 1 Copy
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: The signatory should have a notarized power of attorney
D. Submission and Opening of Tenders	
ITT 23.1	For <u>Tender submission purposes only</u> , the Procuring Entity's address is: THE CHIEF EXECUTIVE OFFICER THE PRESIDENT'S AWARD - KENYA P. O. Box 62185-00200, NAIROBI Or Email: procurement@presidentsaward.or.ke The tenders should be deposited in the Tender Box at the THE PRESIDENT'S AWARD – KENYA, 15 Elgon Road – Upperhill,Nairobi.
ITT 23.1	The deadline for Tender submission is: Tuesday, 30th May,2023 @ 11:00am, and opened immediately at agency Boardroom located at 15 Elgon Road – Upperhill,Nairobi.
ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
ITT 23.1	Tenderers shall not have the option of submitting their Tenders electronically.
ITT 26.1	The Tender opening shall take place at: THE PRESIDENT'S AWARD - KENYA

	<p>P. O. Box 62185-00200, NAIROBI NAIROBI</p> <p>Date: Tuesday, 30th May,2023 Opening: immediately on the same day</p>
	E. Evaluation and Comparison of Tenders
ITT 33.2	The currency shall be: Kenya Shillings and the source of exchange rate shall be: Central Bank of Kenya as on Tuesday, 30th May,2023
ITT 34.2	Margin of preference shall not be allowed.
	F. Award of Contract
ITT 40	<p>The Agency will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.</p> <p>To qualify for contract awards, the tenderer shall have the following: -</p> <p>(a) Necessary qualifications, both technical and financial capability, experience in offering similar service, and resources to facilitate the provision of the service.</p> <p>(b) Legal capacity to enter into a contract for procurement</p> <p>(c) The tenderer shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing.</p> <p>(d) The tenderer has not been debarred from participating in public procurement.</p>
ITT 44.1	The negotiations will be held at: The Presidents Award – Kenya Offices
ITT 47.1	Performance security will be 10% of tender price from a commercial bank regulated by CBK.
ITT 49.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website www.ppra.go.ke or email complaints@ppra.go.ke .

SECTION III - EVALUATION AND QUALIFICATION CRITERIA

General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.

- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respect to the eligibility criteria and other requirements in the ITT and that the tender is complete in all aspects in meeting the requirements of “Part2– Procuring Entity's Insurance Requirements”, including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete. Tenders that do not pass the Preliminary Examination will be considered irresponsible and will not be considered further.

EVALUATION CRITERIA MANDATORY REQUIREMENTS

i) **PRELIMINARY EVALUATION CRITERIA FOR UNDERWRITERS** (Tick if attached)

No.	Preliminary evaluation criteria	YES	NO
1.	The bidder must provide evidence of company existence by incorporation. (Attach certificate of incorporation)		
2.	Attach Current certified copy of CR12- Not more than 6 Months Old.		
3.	Must be registered with Insurance Regulatory Authority (IRA) for the current year and (Attach copy of the Perpetual license).		
4.	Current membership certificate (2023) with Association of Kenya Insurance (AKI). A certified copy must be attached.		
	Must have paid up capital of Kshs. 600 MILLION		
6.	Attach a copy of valid Tax compliance certificate. (To be verified on KRA TCC checker)		
7.	Attach an Original Tender security of Ksh. 600,000/= in form of bank guarantee or a guarantee issued by financial institution approved by Central Bank of Kenya valid for 150 days in the format provided.		
8.	The bidder must provide power of attorney in the format provided.		

9.	Submit a copy of Audited accounts for the latest three (3) financial years (2021,2020, 2019) signed by auditor (s) who are approved by Institute of Certified Public Accountants of Kenya (ICPAK). (All pages stamped)		
10.	Bidder must fill the Price Schedule in the format provided in the tender document.		
11.	Must provide a comprehensive list of service providers in at least 47 counties which shall include, hospitals, Doctors/ specialists, pharmacy.		
12.	Certified self-declaration that the underwriter has not been debarred as a service provider in Kenya in the form provided. (Submit Duly Completed and signed Debarment Form).		
13.	Must fill the form of tender in the format provided and instructions provided		
14.	Must submit a duly filled up confidential business questionnaire in the format provided		
15.	Must fill the anti-corruption form in the format provided		
16.	Must have paid up capital of at least Ksh. 600 Million		
17.	Must fill the Code of ethics form		
18.	Must fill the Tenderers information form		

Note: Tenderer must meet all the above requirements without exception in order to proceed to the next stage of evaluation i.e. technical evaluation.

ii) TECHNICAL EVALUATION

No	Technical evaluation Criteria	Max Score
1.0	Specific experience of the bidder relating medical Insurance service	30
1.1	The company must have offered Medical Insurance cover (out- patient and in- patient), to at least Four (4) large corporate clients with a minimum of 80 employees for at least two (2) years. Attach Four (4) Signed Contracts/Award letters. (2 marks each)	8
1.2	The company must be offering Medical Insurance cover (out- patient and in- patient), to at least five large corporate clients with an annual premium of over Kshs 50 million for at least 2 years. Provide evidence of 5 contracts/Award letters) (2 mark Each)	10
1.3	Provide current recommendation letters from at least six (6) clients in the public and private sectors and with a premium not less than 50 Million. (2 mark each)	12
2.0	Qualifications and competence of key staff for the service	5
2.1	Appointment of Principal Officer (PO) by IRA. Submit evidence.	5

3.0	Coverage	5
3.1	Comprehensive list of service providers in all 47 counties which shall include, hospitals, Doctors/ specialists, pharmacy. - (Please Tabulate and specify per county for ease of evaluation) <ul style="list-style-type: none"> • Presence in 40 – 47 counties - 5 Marks • Presence in 30 – 39 counties - 4 Marks • Presence in 21 - 29 counties - 3 Marks • Presence in 20 - 10 counties – 2 Marks • Presence in 10 – 5 Counties – 1 Mark • Presence in 5 and Below - 0 Marks 	5
4.0	Solvency/liquidity status and Financial Stability in Medical Insurance	40
4.1	Capital adequacy ratio (minimum 100%) 100% (5 marks) Above 150% (10 marks)	10
4.2	Annual gross medical premium for the current year 2021. • 2-4 Billion (5 marks) • 4-6 Billion (10 marks) • Over 6 Billion (15 marks)	15
4.3	Average Gross underwriting profit in medical business of at least 200M for the last three years (2022,2021,2020) as per IRA report	15
5.0	Scheme Administration.	20
5.1	Medical identification smart cards (provide sample)- 2 Marks Update and integrate the current Medical smart cards or issue new cards at no cost within two weeks (14 days) on commencement of cover. In addition, provide modalities of engagements before smart cards are processed for new entrants to the scheme. 2 Marks	4
5.2	Provide a sample policy document. – 3 marks	3
5.3	Firm should demonstrate and offer innovative solutions on how to curb fraudulent claims.	7
5.4	Adequacy of the proposed scheme management work plan and execution plan. (Scheme administration) <ul style="list-style-type: none"> • Technical approach and methodology (3marks) Work plan /schedule of activities (3 marks) 	6
	TOTAL	100

Note: Only Tenderers scoring 80% and above of the total technical score (stage two) shall proceed to stage three for Financial Evaluation.

iii) STAGE THREE (FINANCIAL EVALUATION)

The bids shall be ranked on the basis of the bid amount as read out and the lowest evaluated bidder that has met the minimum score shall be the winning bid Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2 (a)– (c) the following criteria shall apply: Other Criteria; if permitted under ITT 35.2 (d): N/A

3. Multiple Contracts

Multiple contracts will be not permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of items and the lowest evaluated tenderer identified for each item.

4. Alternative Tenders (ITT14.1)

An alternative bid is not permitted under ITT 14.1

As a result of these clarification the closing date has been changed to 30/05/2023 at 11:00 am

All other terms and conditions remain the same.

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