

**MINUTES FOR PRE – BID MEETING FOR PROVISION OF AVIATION INSURANCE SERVICES  
(AVIATION POLICIES FOR THE YEAR 2021 – 2022/ 2022 - 2023. TENDER NO.  
KWS/ADM/31/2021-2022 HELD ON 9<sup>TH</sup> NOVEMBER 2021 AT KWS-AIRWING.**

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**Present**

- KWS Team
- Interested Bidders representatives

Issues Discussed

Min. No.	Item	Discussion/Action
01/2021	<b>Introduction</b>	i) The meeting kicked off at 11:00 Am. By a word of prayer. ii) The Chair requested members present do a self-introduction to enable the team to know the members present. iii) Members were given a brief history of the establishment of KWS Airwing, the Airwing operations that include but not limited to anti-poaching, surveillance, reconnaissance, and staff medical evacuations among other uses. iv) Members were informed that the KWS services and maintains its fleet and third party aircrafts at a fee. v) Members were taken around KWS and the NASD(National Air Support Department) hangar where they were able to physically observe some of the KWS Aircraft that were available in both hangars.

Min. No.	Item	Discussion/Action
02-/2021	<b>Issues by Members at the physical meeting</b>	<p>Members were taken through and discussed each mandatory requirement for the broker and underwriter and the following issues were raised by the members;</p> <ul style="list-style-type: none"> <li>i) TDS 23.1The deadline for Tender submission is: on or before 14<sup>th</sup> Sep 2021 12:00 Noon</li> <li>ii) The correct sum for the aggregate Professional Indemnity policy with an aggregate liability limit</li> <li>iii) The existence/experience of the broker/underwriter in the aviation market reduced to 5 years</li> <li>iv) Premium turnover- the Broker minimum average aviation premium underwritten through the Broker over the last two years (2019/2020, 2020/2021) amended to at least Kshs. 10,000,000 per year i.e., a minimum total of Kshs. 20,000,000.</li> </ul>
03/2021	<b>Responses</b>	<ul style="list-style-type: none"> <li>i) TDS 23.1The deadline for Tender submission is: on or before 16<sup>th</sup> Nov 2021 12:00 Noon</li> <li>ii) The correct sum for the current professional Indemnity policy with an aggregate liability limit of not less than <b>Kenya shillings One Hundred Million(Ksh.100,000,000.00)</b></li> <li>iii) The existence of the broker/underwriter was agreed to be a minimum period of 5 years.</li> <li>iv) The minimum premium turn over for the broker for the last two years 2019/2020,2020/2021 was agreed to be <b>Ksh.10,000,000.00</b> per year i.e a minimum total of <b>Ksh.20,0000,000.00</b> for the last Two (2) years not inclusive of business written earlier than year 2019.</li> </ul>

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04-/2021	Issues raised in Writing	<div>i) The following issues were raised in writing as per tender specifications and were discussed and the responses given as per the table;</div> <table><tr><th>Issue</th><th>Response</th></tr><tr><td>a)Broker mandatory requirement on professional indemnity</td><td>handled as per min. 03-/2021 ii) above</td></tr><tr><td>b)Broker mandatory requirement on Premium turnover</td><td>handled as per min. 03-/2021 iv) above</td></tr><tr><td>c)Crew Personal Accident coverage - the D.O.B per pilot/crew</td><td>Provided in the tender document where age of the pilot is specified for the GPA cover.</td></tr><tr><td>d)Detailed specification of any losses</td><td>Full claims disclosures provided in the tender document – TWO fatal injuries in the last 9 years; not 6. NO Third Party Liability claim in the last 10 years.</td></tr><tr><td>e) AUTOGYRO MTOSport losses from year 2020</td><td>Full claims disclosures provided in the tender document.</td></tr><tr><td>f) Possibility of sourcing Third Party Only cover on the AUTOGYRO MTOSport</td><td>All Aircrafts require All Risks Cover</td></tr></table>	Issue	Response	a)Broker mandatory requirement on professional indemnity	handled as per min. 03-/2021 ii) above	b)Broker mandatory requirement on Premium turnover	handled as per min. 03-/2021 iv) above	c)Crew Personal Accident coverage - the D.O.B per pilot/crew	Provided in the tender document where age of the pilot is specified for the GPA cover.	d)Detailed specification of any losses	Full claims disclosures provided in the tender document – TWO fatal injuries in the last 9 years; not 6. NO Third Party Liability claim in the last 10 years.	e) AUTOGYRO MTOSport losses from year 2020	Full claims disclosures provided in the tender document.	f) Possibility of sourcing Third Party Only cover on the AUTOGYRO MTOSport	All Aircrafts require All Risks Cover
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05/2021	AOB	<div>❖ All aviation pilots and aircrew are checked out as per regulations by Kenya Civil aviation Authority(KCAA)</div>														
		<div>❖ The meeting was closed by the Chair at noon and members left at their pleasure.</div>														