6 February, 2021

TO: ALL BIDDERS

ADDENDUM NO. 2

TENDER CLARIFICATION - TENDER FOR PROVISION OF COMPREHENSIVE
GROUP MEDICAL INSURANCE COVER FOR STAFF AND BOARD MEMBERS
(POLICIES FOR YEAR- 2021/2022, 2022/2023)

Pursuant to Section 75 of the PPADA, 2015, Kenya Wildlife Service wishes to address the
following matters that were raised during the virtual Pre-Bid Conference meeting held on
29th January, 2021:

1. There shall be no revised tender document issued emanating from the matters
raised during the pre-bid conference, but all addenda to this tender will rectify all
concerns and be deemed to form part of the tender document.

2. All documents required in the tender document shall be in the exact format as
requested in the tender document.

3. All the tendering conditions apply equally to all Insurance Service Providers who
meet the specifications.

4. Section F, page 24 of the tender document indicates the current entitlement under
the in house scheme. Whereas Section G on page 32 – 38 is price schedule with the
required insurance cover limits.

5. Section B: INSTRUCTIONS TO TENDERERS, Paragraph 2.3, requirement number vii)
and Section H: - TENDER TECHNICAL EVALUATION, Stage One: Mandatory
Requirements, requirement number vii) have been amended to read as below:

   “Certified copies of audited financial statements for the periods ending
   2019 and 2018.”

6. Section B: INSTRUCTIONS TO TENDERERS, Paragraph 2.3, requirement number viii)
and Section H: - TENDER TECHNICAL EVALUATION, Stage One: Mandatory
Requirements, requirement number viii) have been amended to read as below:

   “Premium turnover- Insurance Service Provers shall submit documentary
evidence indicating that the medical insurance premium underwritten over
the last two years is at least Kshs. 2 billion. Documentary evidence shall be
strictly in the form of an extract of 2020 Quarter 4 Returns to the office of
Insurance Regulatory Authority supported by an acknowledgment from
the said office **AND/OR** an extract of the latest audited financial statements.”

7. **Section B: INSTRUCTIONS TO TENDERERS, Paragraph 9.2 part a)** has been amended to read as below:

   “a) Insurance Service Provider Experience in Provision of Medical Insurance Services:

   A brief description of the firm and an outline of experience on provision of Medical Insurance for the last 10 years, as indicated in the Technical Requirements and Specifications (Section F).

   The Insurance Service Provider, will list the current medical insurance clients whose polices were renewed or commenced between the months of January 2020 and January 2021, and the value of the business held. The Insurance Service Provider must have relevant experience in provision of similar Group Medical Insurance and must be supported by the appended reference letters. The Insurance Service Provider shall provide at least 15 Reference Form 5 letters. The minimum combined annualized premium from the current clients as supported by Form 5 should be at least Kshs. 600 million

8. **Section H: TENDER TECHNICAL EVALUATION Criteria Number 8; has been amended to read as below:**

<table>
<thead>
<tr>
<th>8</th>
<th>INSURANCE SERVICE PROVIDER’S FINANCIAL STABILITY FOR THE LAST TWO YEARS (MAXIMUM 17 POINTS)</th>
<th>SCORING CRITERIA</th>
<th>MAX POINTS</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>i) Calculated Financial Ratios from the Insurance Service Provider’s Audited Annual Financial statements for 2018 and 2019 <strong>Debt Ratio</strong></td>
<td><strong>5 Points</strong> for calculated Debt Ratio between 1.5 and 2:1 for each of the two years  <strong>3 Points</strong> for calculated Debt Ratio above 2:1 for each of the two years</td>
<td>8</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td>ii) <strong>Cash Ratio</strong></td>
<td><strong>6 Points</strong> for calculated Cash Ratio above 2:1 for each of the two years  <strong>3 Points</strong> for calculate Cash Ratio between 1.5 and 2:1 for each of the two years</td>
<td>9</td>
<td></td>
</tr>
</tbody>
</table>

9. **The requirement for registration applied for the Pre-Bid Conference only, and any qualified interested bidder is eligible to participate in the tender irrespective of having participated in the Pre-Bid conference or not.**

All other conditions to the tender remain.

HEAD – SUPPLY CHAIN MANAGEMENT

**FOR: DIRECTOR GENERAL**