

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 policies 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:

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

- 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