

MINUTES OF VIRTUAL PRE – BID MEETING FOR PROVISION OF AVIATION INSURANCE SERVICES (AVIATION POLICIES FOR THE YEAR 2021 – 2022/ 2022 - 2023. TENDER NO. KWS/ADM/01/2021-2022 HELD ON 2ND SEPTEMBER 2021.

Present

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|--------------------|------------------------------|
| 1. John Mugendi | Moderator |
| 2. George Wambua | Head Supply Chain Management |
| 3. Stephen Wanjohi | Insurance Manager |

Issues Discussed

Min. No.	Item	Discussion/Action
1-01/2021	Introduction	<ul style="list-style-type: none"> ❖ The meeting kicked off at 10:00 Am. ❖ The Chair requested members present do a self-instruction to enable the team know the members present
2-/2021	Issues	<ul style="list-style-type: none"> ❖ Bonface – had issues with the broker's requirements on the mandatory. His request was if possible we reduce the number of years' experience from 10 years to 5 or 7 years. ❖ Haroun – Had issue with condition number 3 on page 24 on AKI certificate being requested. He felt that the certification should be done by IRA and certification on another should be done by AKI themselves. On competitiveness of the bid document requirement 2 and 7 (only four underwriters will be able to participate based on condition 7, if possible to reduce to 50 million for brokers to have underwriters to work with. ❖ Condition 2 (page 24) had a requirement that underwriters to have 10 years' experience. He felt that the length of service does not prove competence on the service delivery. They felt it should be reduced to 3 years. ❖ It was noted that past pandemics loss ratios not interesting hence re- insurers need excess incurred in the past years. ❖ Technical criteria on page 26 part 3 aviation client size premium of 30 million. They needed clarification if it is one client or

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		<p>several clients.</p> <ul style="list-style-type: none"> ❖ They also requested to know the number of claims in the year 2020 and if the claims were settled or are still pending.
03/2021	Responses	<ul style="list-style-type: none"> ❖ The aspect of premium was guided by PPRA on expenditure to make the list 100 million p.a ❖ On the utilization of aircrafts it was agreed that they will get technical response from air wing. ❖ On the aspect of pilot training the procedures by KCA guides our operations on checking out of pilots after training our pilots the compliance ❖ Client size – letters provided will also be considered
04/2021	Issues	<ul style="list-style-type: none"> ❖ Humphrey wanted a clarification on clients size whether to attach reference letter, though the management were of the opinion that award letters would do ❖ John had issues on page 26 client information which required 10 clients in aviation he felt this should be reduced to 5 since this is not a big market. ❖ Haroun had issues page 24 conditions of the underwriters premium turnover, should it be six IRA reports or audited accounts required?
05/2021	Chats and questions	<ul style="list-style-type: none"> ❖ Please provide breakdown of lists of planes used by pilots (make and model) ❖ Please confirm that you will review the years of experience from 8 years to about three years for underwriters ❖ Where are this aircrafts usually based ❖ In order to secure competitive terms from the market, the loss ratio data is key. Please share
06/2021	AOB	<p>There being no other business the virtual pre – bid meeting ended at 10:40 am</p>

Signed (Chair):_____

Date:_____

Signed (Wambua):_____

Date:_____

Signed (Wanjohi): _____

Date:_____

Signed (Secretary)_____

Date :_____