

KWS /ONT/ADM /04/2023-2024

27th September 2023

TO: ALL BIDDERS

ADDENDUM NO. 1

TENDER CLARIFICATION - TENDER FOR PROVISION OF AVIATION INSURANCE SERVICE (POLICIES FOR YEAR- 2023/2024, 2024/2025)

Pursuant to Section 75 of the PPADA, 2015, Kenya Wildlife Service wishes to clarify the following matters that were raised through the official email and during the virtual Pre-Bid Conference meeting held on 20th September, 2023:

1. SECTION III EVALUATION AND QUALIFICATION CRITERIA - Mandatory Requirements for the Insurance Service Providers, page 35-39 of the tender Requirements have been amended as follows:

1a) Mandatory Requirements for the Broker

#	Mandatory Requirements for The Broker	EVIDENCE REQUIRED	CONF RMS (Y/N)
MR4	Premium turnover for the Broker	Self-declared schedule signed by the Principal Officer listing Broker's current clients, class of insurance and a total of minimum annual aviation premium for years 2021, 2022 and, 2023 is at least Kshs. 15,000,000 per year i.e., a minimum total of Kshs. 25,000,000 for the last two years, not inclusive of business placed earlier than year 2021.	
Revised- MR4	Premium turnover for the Broker	Self-declared schedule signed by the Principal Officer listing Broker's current clients, class of insurance and a total of minimum annual aviation premium for years 2021, 2022 and, 2023 is at least Kshs. 12,500,000 per year i.e., a minimum total of Kshs. 25,000,000 for the last two years, not inclusive of business placed earlier than year 2021.	
MR6	Minimum paid-up share capital	Extract of latest audited extract of Documentary evidence that a broker has a minimum paid-up share capital of Kshs. 30,000,000 Certified by an Accountant with their practicing number indicated. Certification by the Auditor must not be dated more than three (3) months to the tender closing Date	
Revised MR6	Minimum paid-up share capital	Extract of latest audited extract of Documentary evidence that a broker has a minimum paid-up share Capital of Kshs. 10,000,000 Certified by an Accountant with their practicing number indicated.	

#	Mandatory Requirements for The Broker	EVIDENCE REQUIRED	CONFORMS (Y/N)
		Certification by the Accountant must not be dated more than three (3) months to the tender closing date	
MR8	Broker's bid security	The technical bid documents must be accompanied by a bid security of Kshs 600,000 in its original form, from a bank incorporated in Kenya, and valid for a period of not less than 126 days from the tender opening	
Revised MR8	Broker's bid security	The technical bid documents must be accompanied by a bid security of Kshs 600,000 in its original form, from a bank incorporated in Kenya, and valid for a period of not less than 126 days from the tender opening. E- Tender securities are acceptable and shall be authenticated by the QR scanner.	
MR15	Compliance with statutory requirements.	Broker's certificate of compliance with statutory requirements from the following: a) National Social Security Fund b) National Hospital Insurance Fund; And to be certified by NSSF and NHIF respectively. This certification by the issuing offices must not be dated more than three (3) months to the tender closing date	
Revised- MR15	Compliance with statutory requirements.	Broker's certificate of current certificate with statutory requirements from the following: a) National Social Security Fund b) National Hospital Insurance Fund; And to be certified by commissioner for oaths. This certification must not be dated more than three (3) months to the tender closing date	
MR18	Compliance with Data Protection	Provide Data Protection Certification	
Revised- MR18	Compliance with Data Protection	Provide a valid Data Controller and processor compliance certificate from Commissioner of Data protection	

Mandatory Requirements for the Insurance Company

#	Mandatory Requirements for The Insurance Company	EVIDENCE REQUIRED	CONFORMS (Y/N)
MR1	Incorporation of the Insurance Company and in operation for least the last ten (10) years.	Certificate of Incorporation for the Insurance Company. The Insurance Company should have been in existence for the last eight (8) years. This certification by Commissioner for oaths must not be dated more than three (3) months to the tender closing date.	
revised MR1	Incorporation of the Insurance Company and in operation for least the last eight (8) years.	Certificate of Incorporation for the Insurance Company. The Insurance Company should have been in existence for the last eight (8) years. This certification by Commissioner for oaths must not be dated more than three (3) months to the tender closing date.	

#	Mandatory Requirements for The Insurance Company	EVIDENCE REQUIRED	CONFORMS (Y/N)
MR7	Premium turnover for the Insurance Company	Extract of Insurance Company's latest audited unqualified financial accounts indicating total of minimum annual aviation premium for years 2021 and 2022 is at least Kshs. 90,000,000 per year i.e., a minimum total of Kshs. 150,000,000 for the last two years. Certified by an Accountant with their practicing number.	
revised MR7	- Premium turnover for the Insurance Company	Extract of Insurance Company's latest audited unqualified financial accounts indicating total of minimum annual aviation premium for years 2021 and 2022 is at least Kshs. 90,000,000 per year i.e., a minimum total of Kshs. 180,000,000 for the last two years. Certified by an Accountant with their practicing number.	
MR8	Minimum paid-up share capital	Extract of latest audited extract of Documentary evidence that a Insurance Company has a minimum paid-up share capital of Kshs. 645 million Certified by an Accountant with their practicing number indicated. This certification by the Auditor must not be dated more than three (3) months to the tender closing date	
revised MR8	Minimum paid-up share capital	Extract of latest audited extract of Documentary evidence that the Insurance Company has a minimum paid-up share capital of Kshs. 350 million Certified by an Accountant with their practicing number indicated. This certification by the Auditor must not be dated more than three (3) months to the tender closing date	
MR14	Compliance with statutory requirements.	Copy of Insurance Company's certificate of compliance with statutory requirements from the following: <ul style="list-style-type: none"> a) National Social Security Fund b) National Hospital Insurance Fund; And to be certified by NSSF and NHIF respectively. This certification by the issuing offices must not be dated more than three (3) months to the tender closing date	
revised MR14	- Compliance with statutory requirements.	Copy of Insurance Company's current certificate of compliance with statutory requirements from the following: <ul style="list-style-type: none"> a) National Social Security Fund b) National Hospital Insurance Fund; And to be certified by commissioner for oaths. This certification must not be dated more than three (3) months to the tender closing date	
MR15	Duly completed form of tender and the supporting declaration forms including the price schedule	The Insurance Company's principal officer must fill the complete form of tender and the supporting declaration forms including the price schedule in the format provided in the tender document.	
revised MR15	- Duly completed form of tender and the supporting declaration forms including the price schedule	The Insurance Company's principal officer must fill the complete form of tender and the supporting declaration forms including the price schedule in the format provided in the tender document. Note: Form of Tender not required for the Insurance Company if Bid is submitted by the Broker. The Insurance	

#	Mandatory Requirements for The Insurance Company	EVIDENCE REQUIRED	CONFORMS (Y/N)
		company must submit the fully completed price schedule in the format provided in the tender document.	

Note to Insurance Company on Mandatory Requirements for the Insurance Company

Unless specified under MR10 and MR14 the Insurance Company must meet all the mandatory requirements to proceed to the technical evaluation stage.

Has been amended to read

Unless specified under **MR10, MR13** and **MR15** the Insurance Company must meet all the mandatory requirements to proceed to the technical evaluation stage.

2. SECTION III -Technical Evaluation, page 39 and page 46 of the tender the following Criteria have been amended as follows:

2 a) TECHNICAL CRITERIA FOR THE BROKER

Current Criteria –1 a) Team leader

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA A	TOTAL (Max Points)
1 a) Team leader (Maximum 15 points)			
a) Team leader (Maximum 15 points) If Nominated the team leader is the Principal Officer/CEO AND Provide letter confirming appointment by IRA	Certified two-page CV; Role in proposed contract performance	5	5

Revised Criteria –1 a) Team leader

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
1 a) Team leader (Maximum 5 points)			
a) Team leader (Maximum 5 points) If Nominated the team leader is the Principal Officer/CEO AND Provide letter confirming appointment by IRA	Certified two-page CV; Role in proposed contract performance and IRA letter	5	5

Current Criteria 3. a) Broker's Aviation Client numbers

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
3. a) Broker's Aviation Client numbers (Maximum 13 points)			
- - Favourable (conforming to turn around times as per KWS Scope of Service) references from at least 3 current Aviation clients	No. of valid Reference Letters in the format provided	13	13
- Favourable (conforming to turn around times as per KWS Scope of Service) references from 1-2 current Aviation clients		10	
- Favourable (conforming to turn around times as per KWS Scope of Service) references from 1 current Aviation clients		7	

Revised Criteria 3. a) Broker's Aviation Client numbers

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
3. a) Broker's Aviation Client numbers (Maximum 13 points)			
- - Favourable (conforming to turn around times as per KWS Scope of Service) references from at least 4 current Aviation clients	No. of valid Reference Letters in the format provided	13	13
- - Favourable (conforming to turn around times as per KWS Scope of Service) references from 3 current Aviation clients		10	
- Favourable (conforming to turn around times as per KWS Scope of Service) references from 2 current Aviation clients		7	
- Favourable (conforming to turn around times as per KWS Scope of Service) references from 1 current Aviation client		4	

Current Criteria 3. b) Broker's Aviation Client Size

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
3. a) Broker's Aviation Client Size (Maximum 20 points)			
top largest current clients with total Aviation premium value of over Kshs. 35 million	Total Premium Amounts from Reference Letters, Certified Contracts, Awards OR LSPO. All the above must have been for policies effected within 12 months from the tender closing date.	20	20
- top largest current clients with total Aviation premium value of between Kshs. 26-34 million		15	
- top largest current clients with total Aviation premium value of between Kshs. 20-25 million		10	
- top largest current clients with a total Aviation premium value of less than Kshs. 20 –million		5	

Revised Criteria 3. b) Broker's Aviation Client Size

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
3. a) Broker's Aviation Client numbers (Maximum 20 points)			
- top largest current clients with total Aviation premium value of over Kshs. 25 million	Total Premium Amounts from Client Reference Letters, Certified Contracts, Awards OR LSPO. All the above must have been for policies effected within 12 months from the tender closing date.	20	20
- top largest current clients with total Aviation premium value of between Kshs. 18 -25 million		15	
- top largest current clients with total Aviation premium value of between Kshs. 15 to 18 million		10	
- top largest current clients with a total Aviation premium value of less than Kshs. 15 million		5	

Current Criteria 5. Financial stability of the Broker- (Maximum 11 points)

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
5. Financial stability of the Broker- (Maximum 11 points)			
- paid-up share capital of above Kshs. 30 million	Extract of Audited Financial Statement	11	11
- paid-up share capital of between Kshs. 20 million and Kshs. 29 million		8	
- paid-up share capital of between Kshs. 11 million and Kshs. 19 million		5	
- paid-up share capital of Kshs. 10 million		3	

Revised Criteria 5. Financial stability of the Broker- (Maximum 11 points)

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
5. Financial stability of the Broker (Maximum 11 points)			
- paid-up share capital of above Kshs. 30 million	Extract of Audited Financial Statement	11	11
- paid-up share capital of between Kshs. 20 million and Kshs. 30 million		8	

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
- paid-up share capital of between Kshs. 20 million and Kshs. 10 million		5	
- paid-up share capital of Kshs. 10 million		3	

2 b) TECHNICAL CRITERIA FOR THE INSURANCE COMPANY

Current Criteria –1 a) Team leader

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
1 a) Team leader (Maximum 15 points)			
a) Team leader (Maximum 5 points) If Nominated the team leader is the Principal Officer/CEO AND Provide letter confirming appointment by IRA	Certified two-page CV; Role in proposed contract performance	5	5

Revised Criteria –1 a) Team leader

CRITERIA	ATTRIBUTE TO BE DEMONSTRATED BY	SCORING CRITERIA	TOTAL (Max Points)
1 a) Team leader (Maximum 5 points)			
a) Team leader (Maximum 5 points) If Nominated the team leader is the Principal Officer/CEO AND Provide letter confirming appointment by IRA	Certified two-page CV; Role in proposed contract performance and IRA letter	5	5

Current Criteria –6. Financial stability of the Insurance Company

6. Financial stability of the Insurance Company - (Maximum 11 points)			
- paid-up share capital of above Kshs. 1.1Billion	Extract of Audited Financial Statement	11	11
- paid-up share capital of between Kshs. 800 million and Kshs. 1.05 Billion		8	
- paid-up share capital of between Kshs. 650 million and Kshs. 790 million		5	
		3	

Revised Criteria –6.

6. Financial stability of the Insurance Company - (Maximum 11 points)			
<ul style="list-style-type: none"> - paid-up share capital of above Kshs. 1.4 Billion - paid-up share capital of between Kshs. .1.05 million and Kshs 1.4 Billion - paid-up share capital of between Kshs. 700 million and Kshs.1.05 Billion - paid-up share capital of between Kshs. 350 million and Kshs. 700 million 	Extract of Audited Financial Statement	11 8 5 3	11

3. All other Conditions of the Tender remain the same.

4. The deadline for the Tender submission has been extended from 28th September, 2023 to THURSDAY **12th October, 2023 at 11:30 am EAT.**

5. This Addendum shall be construed to form part of the tender.

Ag. SAD, SUPPLY CHAIN MANAGEMENT
FOR: DIRECTOR GENERAL

INSURANCE SERVICE PROVIDER ACKNOWLEDGEMENT OF ADDENDUM NO. 1

We, the undersigned hereby certify that the Addendum is an integral part of the document and the alterations set out in addendum has been incorporated in the Tender document.

Signed.....

Tenderer.....

Date.....