

**18<sup>th</sup> OCTOBER, 2024**

**TO: ALL BIDDERS**

**ADDENDUM NO. 1**

**TENDER CLARIFICATION - TENDER FOR PROVISION OF GROUP LIFE ASSURANCE SERVICES (POLICIES FOR YEAR- 2024/2025, 2025/2026 AND 2026/2027) Tender No: KWS/ONT/ADM/36/2024-2025**

Pursuant to Section 75 of the PPADA, 2015, Kenya Wildlife Service wishes to clarify the following matters:

Tender is open to Insurance Service Providers.

Invitation to tender: Tender Notice date is 18<sup>th</sup> October, 2024.

SECTION II and Part III– Tender Data Sheet **ITT 2.2** and Special Condition of the Contract **SCC 2.2** has been amended as follows:

<b>ITT 2.2</b>	The date of commencement of the Insurance Services is as per contract. The insurance duration for each item will be Three Years; renewal in second and third years is subject to satisfactory performance. The contract will commence on 01 <sup>st</sup> December, 2024 to 30 <sup>th</sup> November, 2027.
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<b>SCC 2.2</b>	The Commencement date of the insurance cover shall be: Commencement date: <b>01<sup>st</sup> December, 2024</b> to completion date of <b>30<sup>th</sup> November, 2027</b> .  Duration of the coverage: <b>3 Years</b>
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SECTION II – Tender Data Sheet **ITT 7.1** has been amended as follows:

<b>ITT 7.1</b>	<p>The Tenderer will submit any request for clarifications in writing to Director General, Kenya Wildlife Service, P.O. Box 40241-00100, NAIROBI, KENYA between 8 am- 1 pm &amp; 2pm-4pm during weekdays, Tel. 020-2379407/15 Cell: 0726610508/9, or email: <a href="mailto:director@kws.go.ke">director@kws.go.ke</a> . To reach the procuring entity not later than <b>24<sup>th</sup> October, 2024</b></p> <p>b) The Procuring Entity shall publish its response at the website: <a href="http://www.kws.go.ke">www.kws.go.ke</a> . All clarifications and /or amendments will be published in the KWS website and tenderers are required to check for any addendums or amendments in the course of the bidding period prior to the closing date.</p>
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SECTION III -1a) Mandatory Requirements for the Broker the tender Requirements have been amended as follows:

<b>MR6</b>	<i>Tender Security</i>	<p><i>The technical bid documents MUST be accompanied by a bid security of Kshs 500,000 in its original form, in The Tender shall be in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya or Insurance company ( self-insured tender securities are not allowed). The bid security must be Valid for a period of 126 days from the tender closing date. E- Tender securities are acceptable and shall be authenticated by the legible QR scanner.</i></p>
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SECTION III -1b) Mandatory Requirements for The Insurance Company the tender Requirements have been amended as follows:

<b>MR6</b>	<i>Tender Security</i>	<p><i>The technical bid documents MUST be accompanied by a bid security of Kshs 500,000 in its original form, in The Tender shall be in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya or Insurance company ( self-insured tender securities are not allowed). The bid security must be Valid for a period of 126 days from the tender closing date. E- Tender securities are acceptable and shall be authenticated by the legible QR scanner.</i></p> <p><b>Note:</b> <i>Not required if participating through a broker.</i></p>
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Responses to Clarifications from interested bidders:-

#	CLARIFICATION SOUGHT BY INTERESTED BIDDERS	KWS' RESPONSE
1	Request for an extension on the deadline for the above referenced tender owing to the document upload date. This has significantly reduced the 14-day preparation period, leaving us with insufficient time to prepare a comprehensive and competitive bid that meets the mandatory and technical requirements.	The deadline for the Tender submission has been extended from 24 <sup>th</sup> October, 2024 to 4 <sup>th</sup> November, 2024 at 11:30 am EAT
2	BROKER MR 13- Kindly note as per our power of attorney as well as other brokers and Underwriters, there is a person authorized to sign the sign the form of tender as well as any other documents. We request that this mandatory requirement be changed to the person with the power of attorney to sign the form of tender -	BROKER MR13 has been amended to read as follows: <i>"The person authorized must fill the complete form of tender and all the supporting declaration forms including the price schedule in the format provided in the tender document."</i>
3	Broker Technical Requirement under Criteria b) Service Provider's Group Life and Group Credit Client Size (Maximum 8 points) - Kindly lower this requirement to 150M	The terms remain unchanged the premium and capital requirements set out in the tender have been arrived at considering the magnitude of the risk KWS staff face being a security sensitive organization, our current insurance expenditures, the KWS insurance claims paid by the market. The criteria is fair, equitable, transparent, cost effective and competitive.
4	Insurance Company MR18 -Cover completion letter- We are requesting that the section be amended by removing 'addressed to Director General, KWS issued within the tender preparation period'. This will enable underwriters to use completion letters which are general in nature and not addressed to specific because of time needed to get the Letters.	The terms remain unchanged. KWS has extended the time to allow underwriters to obtain the completion letters.
5	Insurance Company MR24-Recommendation letters- We are requesting that the section be amended by removing 'Issued Within the tender preparation period and addressed to the Director General, KWS.' This will enable underwriters to use completion letters which are general in nature and not addressed to specific because of time needed to get the letters.	The terms remain unchanged. KWS has extended the time to allow underwriters to obtain the completion letters.
6	2. Technical criteria for the Insurance Company: 2(a) Team leader- We are requesting that the section be amended by removing 'dated over one year from the date of this tender' An underwriter should provide a valid IRA appointment letter.	While the Scoring criteria remains unchanged, the Technical criteria for the Insurance Company has been amended to read as follows: <b>Tenderer's Staff qualifications and experience</b> <i>"2 a) Team Leader</i>  <i>-Masters and Bachelor's degree in actuarial science, with at least 5 years' experience in the insurance industry</i>

#	CLARIFICATION SOUGHT BY INTERESTED BIDDERS	KWS' RESPONSE
		- IRA appointment letter of the Principal Officer the copy must be certified by a commissioner for oaths  - Attach CV and Certificates''
7	2. Technical criteria for the Insurance Company Criteria No. 3(a) Insurance service providers – We are requesting the letter of reference be 5(five).	The terms remain unchanged as elaborated in response No. 3 above.
8	Insurance Company MR10: We are interested to participate in the subject tender but we are not able to meet Mandatory Requirement 10 on Capital Adequacy Ratio of 100%..... Kindly, lower the MR10 CAR to 70% through an addendum so as we can be able to participate.	The terms remain unchanged as elaborated in response No. 3 above.

The deadline for the Tender submission has been extended from 24<sup>th</sup> October, 2024 to **4<sup>th</sup> November, 2024 at 11:30 am EAT.**

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

All other Conditions of the Tender remain the same.

DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT  
**FOR: DIRECTOR GENERAL**

**SUPPLIER ACKNOWLEDGEMENT OF ADDENDUM No.1**

We, the undersigned hereby certify that the Addendum No.1 is an integral part of document and the alterations set out in Addendum No.1 has been incorporated in our Bid.

Signed.....

Tenderer.....

Date.....