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**Date: 26<sup>th</sup> June, 2023**

**ADDENDUM: 1**

**PROVISION OF STAFF MEDICAL COVER**

**TENDER NO. KIPi/T001/2022/2023**

The Kenya Industrial Property Institute wishes to issue an addendum on the above tender for the provision of Medical Cover, pursuant to section 75(1) of the Public Procurement And Asset disposal Act, 2015. The Institute has revised the tender as herebelow;

**I. Bid bond**

The bid bond has been reviewed from a percentage to an absolute figure pursuant to section 61(2) (b) of the Public Procurement and Asset Disposal Act.2015

| <b>Original Bid bond</b>                         | <b>Revised Bid bond</b>    |
|--|----------------------------|
| Original bid bond amount of 2% of the bid amount | Bid bond of Kshs 370,000/= |

**II. Mandatory requirements**

The following requirements must be met by a tenderer

The Insurance Provider is expected to submit the following with the bid documents:

| No | Requirements  | Responsive or Not Responsive |
|----|---|------------------------------|
|    | <ul style="list-style-type: none"> <li>i. Must be registered with the Insurance Regulatory Authority and a copy of a valid license to provide medical insurance services be submitted.</li> <li>ii. Must provide a list of Five (5) reputable clients and the total client's premiums of at least 15 million in the last two years for each client (provide proof).</li> <li>iii. Must provide evidence that the company has been in existence and in operation for at least Five (5) years as health Insurance provider.</li> <li>iv. Must submit copies of the following documents that are valid: <ul style="list-style-type: none"> <li>a) Tax Compliance Certificate</li> <li>b) Business permit</li> <li>c) NSSF and NHIF compliance certificates</li> </ul> </li> <li>v. Must submit bid bond of <b>Kshs 370,000/=</b> in the form of bank guarantee or a guarantee by an insurance Company registered and licensed by the Insurance Regulatory Authority listed by the authority or a guarantee issued by a financial institution approved and licensed by the Central Bank of Kenya.</li> <li>vi. Must provide a copy of Certificate of Incorporation/Registration</li> <li>vii. Must provide a completed confidential business Questionnaire form.</li> <li>viii. Must submit two copies of the tender document one <b>Original</b> and one <b>Copy</b>.</li> <li>ix. The tender should be signed by an authorized person and indicate the period of validity.</li> <li>x. Proof that the firm is registered as a member to Association of Kenya Insurers (copy of valid certificate to be provided).</li> <li>xi. Must submit a duly filled self-declaration forms that the firm is not debarred by the Public Procurement and Regulatory Authority-<b>Form SD1</b></li> <li>xii. Must submit a copy of self-declaration form on corruption/ fraudulent practices- <b>Form SD2</b></li> <li>xiii. Must submit a declaration commitment to the code of ethics.</li> <li>xiv. The firm should demonstrate that it's not insolvent, in receivership, bankrupt or in the process of being wound</li> </ul> |                              |

### III. Technical Evaluation scores

| S/NO. | CRITERIA   | SCORES |
|-------|--|--------|
| a)    | <p><b>Specific experience of the Bidder related to the assignment.</b></p> <p>Provide <b>Five (5) clients</b> that the firm is handling a medical scheme of at least <b>Kshs 15,000,000/=</b> for each client for the past <b>two (2) years</b></p> <p>Attach documentary proof of (Letter of reference/ recommendation, Order, Contract/ Policy Document which shows the value of the scheme). -5 marks for each client</p>   | 25     |
| b)    | <p><b>Adequacy of proposed work plan and methodology as per terms of reference.</b></p> <p>i. The firm should provide the methodology and work plan -4 marks</p> <p>ii. The firm should provide the procedures and the timelines taken to offer the services as here below listed;</p> <ul style="list-style-type: none"> <li>• Demonstrate how to handle entries and exits (new members who are added to the scheme through employment or new born children)-3 marks</li> <li>• Authorizations or approval of the service-3marks</li> <li>• Emergency evacuations-1 mark</li> <li>• Overseas referrals-1 mark</li> <li>• Claims reimbursement-1 marks</li> <li>• Processing of the last expenses-2 Marks</li> </ul> | 15     |
| c)    | <p><b>Management/Professional/Technical and support staff qualification</b></p> <p><i>(Kindly attach CVs and copies of relevant academic and professional certificates, membership certificate and/or licenses from IIK).</i></p>  | 20     |

have the following minimum qualifications;

- Master’s degree in insurance, Administration, Finance or its equivalent (attach certificate). -( 2 marks)
- Professional qualifications from a professional body that licenses insurance practioners (attach copy) - (2 marks)
- Professional experience of a minimum of 8 years in insurance matters- (2 marks)
- Professional membership or license with (Insurance Institute of Kenya or its equivalent. (2 marks)

Technical staff, at least 2 staff with the following relevant qualifications;

- Bachelor’s degree in Finance/accounting, Business administration, Insurance, Management or its equivalent from a recognized University. (2 marks)
- Professional experience of a minimum of 5 years in the medical insurance services. (2 marks)
- Licensed to practice insurance (attach valid membership certificate/license). (2 marks)

Management staff (at least two (2) staff members with the following minimum qualifications;

- Bachelor’s degree in Business Management, Economics Social sciences or its equivalent from a recognized university (2 marks)
- Professional experience in the insurance industry with over 5 years’ experience. (2 marks)
- Valid membership with (Insurance Institute of Kenya or its equivalent. (2marks)

|    |  |    |
|----|--|----|
| d) | Provide a comprehensive countrywide list of approved health providers where the firm has credit facilities.<br><br>i. Hospitals and specialist doctors in all the 47 | 10 |
|----|--|----|

|              |  |            |
|--------------|--|------------|
|              | <p>Presence in 40-46 counties -2.5 marks</p> <p>Presence in 35- 39 counties- 1 mark</p> <p>Presence in less than 35 counties-0</p> <p>ii. Case management/ Scheme administration - 5 marks.</p>  |            |
| e)           | <p><b>The quality of the service</b></p> <p>i. Provide schedule for submission of quarterly reports to the Institute - (2marks)</p> <p>ii. Payment period for the credit facility- less than 30 days- 5marks</p> <p>31- 45 days- 2.5 marks</p> <p>More than 45 days- 0 mark</p> <p>iii. Claims reimbursement (2marks)</p> <p>iv. Inclusions- maximum of (5 marks)</p>  | 14         |
| f)           | <p><b>Training Programme in Place</b></p> <p>Provide training manual for previous engagements</p> <p>Frequency of the trainings</p>  | 04         |
| g)           | <p><b>Information Management and Technological Systems in Place</b></p> <p>i. Evidence of the IT system installed in the firm- 2marks</p> <p>ii. Maintenance and service agreements for IT system in the firm (attach a copy. (3marks)</p> <p>iii. Software Operating license for the firm (3 marks)</p> <p>iv. Availability of a website (attach domain/website link) -(1mark)</p> <p>v. Customization and support options for the service. 1 mark</p> <p>vi. Provide evidence of security and compliance of the system. (2marks)</p> | 12         |
| <b>TOTAL</b> |  | <b>100</b> |

**Note:** Bidders that attain 90 marks and above will have their financial bids evaluated while those who fail to attain 90 marks out of 100 marks at the technical stage will be disqualified.

#### IV. Financial Evaluation

The bidders who score minimum of 90 marks under the technical evaluation stage will have their financial bids compared for the purpose of determining the bidder with the lowest evaluated price. The bidder with the lowest bid amount will be considered to be the lowest evaluated bidder.

**Note:** Kindly note that any errors arising from a miscalculation of the unit price, sub total and the total bid amount and any alterations on the number of staff or their dependants as per the tender document shall be considered a major deviation that will affect the substance of the tender and therefore will lead to disqualification.

#### V. Closing date

In view of the above the Institute could wish to extend the deadline for submitting the tender for the provision of Staff medical Cover to allow for the amendments to be taken into account pursuant to section 75(5).

|      | Original closing date | Reviewed closing date |
|------|-----------------------|-----------------------|
| Date | 27th June ,2023       | 04th July,2023        |
| Time | 10:00 am              | 10:00 am              |

**Note:** all the other terms and details remain the same. Kindly download the new tender document with the reviewed areas as indicated above from the Institute's website ( [www.kipi.go.ke](http://www.kipi.go.ke)) as well as from the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke).



David Njuguna  
For Managing Director