



To: ALL PROSPECTIVE BIDDERS.

Dear Sir/Madam,

ADDENDUM NO. 001 - FOR TENDER NO; IGRTC/T01/2024-2025, PROVISION OF COMPREHENSIVE MEDICAL INSURANCE COVER, GROUP LIFE ASSURANCE, AND WORK INJURY BENEFIT

The following provision is made to the specific provision of the issued bidding document for Provision of comprehensive medical insurance cover, group life assurance, and work injury benefit. Save where expressly amended by the term of this addendum, the Principal Bidding Document shall continue to be in Full force and effect. The provision of this addendum shall be deemed to have been incorporated in and shall be read and construed as part of the principal Bidding document.

The tender closing period has been extended by seven (7) days to close on 2nd December 2024 at 2.00 PM

SECTION III – EVALUATION AND QUALIFICATION CRITERIA

PRELIMINARY EVALUATION CRITERIA

1. MR 12 - A Tender Security of Amount of 2% of total bid price from a reputable financial institution valid for 150 days from the date of tender opening, i.e. additional thirty (30) days after the expiry of the tender validity period.

Amendment's;

The section has been revised to absolute value of Kshs. 500,0000 as per the provisions of section 62 (2) (b) of the Public Procurement and Asset Disposal Act, 2015

2. MR 4 - Must have at least 2 current clients each with at least Ksh.30 million in medical premiums (Evidence to be attached), MR 13 - Must submit a Copy of Professional Indemnity Policy with a limit of Kshs. 20 million and MR 21- Must have done gross annual premium on medical of Kshs. 30 million and above for year 2023 is amended as follows;

Amendment's;

MR 4 - Must have at least 2 current clients each with at least **Ksh.25 million** in medical premiums (Evidence to be attached), MR 13 - Must submit a Copy of Professional Indemnity Policy with a limit of **Kshs. 15 million** and MR 21- Must have done gross annual premium on medical of **Kshs. 25 million** and above for year 2023

3. MR 5 - Submit certified audited accounts for the last 2 years (2022 & 2023)

Amendment's;

MR 5 - Submit certified audited financial statement for the last 2 years (2022 & 2023)

TECHNICAL EVALUATION CRITERIA

1. Operational Capacity – Technical requirement (ii) 5 reputable medical clients from Government

institution with a premium of at least Kshs. 20million. Provide evidence of contracts/LSOs (2 points per client with the right evidence, Zero for lack of evidence (IGRTC reserves the right to confirm directly with these firms before award) has been revised as follows;

Amendment's;

Operational Capacity – Technical requirement (ii) 5 reputable medical clients from either private or public sector Institutions with a premium of at least Kshs. 20million. Provide evidence of contracts/LSOs (2 points per client with the right evidence, Zero for lack of evidence (IGRTC reserves the right to confirm directly with these firms before award)

2. Financial capacity

i). Assets Base (5 points)

Below 1 Billion- **(1 point)**

Between 1- 2 Billion – **(3 point)**

Above 2 Billion – **(5 points)**

(Attach latest certified IRA Annual report)- **(For underwriters only)** is amended as follows;

Amendment's;

i). Assets Base (5 points)

Below 500 million- **(1 point)**

Between 500 million - 999 million – **(3 point)**

Above 1 billion – **(5 points)**

(Attach latest certified IRA Annual report)- **(For underwriters only)**

Insurance broker to show their financial strength and capacity through submission of their latest financial statements showing:

- Turnover of over 200 million- **(5 Marks)**
- Below 200 million to 100 million- **(3 Marks)**
- Below 100 million- **(1 Marks)**

Is amended as follows;

Amendment's;

Insurance broker to show their financial strength and capacity through submission of their latest financial statements showing:

- Turnover of over 100 million- **(5 Marks)**
- Between 50 million to 99 million- **(3 Marks)**
- Below 50 million- **(1 Marks)**

ii). Medical gross under-written premiums in the previous year 2022 or 2023

Above 200 Million -2 points

Above 300 Million - 3 points

Over 500 million -10 points

Is amended as follows;

Amendment's;

ii). Medical gross under-written premiums in the previous year 2022 or 2023

Above 100 Million -2 points

Above 200 Million - 3 points

Over 300 million -10 points

FINANCIAL EVALUATION

The commercial evaluation and final ranking of the bids will take into consideration the scope of the cover in relation to the premium, the Policy Excess amounts,exclusion clauses, and other pertinent terms and conditions of tender

Is amended as follows;

Amendment's;

- a) The bidder with the lowest evaluated financial proposal will be recommended for the award of contract.
- b) In case of discrepancy between unit price and total, the unit price shall prevail.
- c) If there is a tie on the lowest quoted price between two firms, the firm with the highest technical points will be recommended for award

NEW INCLUSION

In adherence to the provisions of Circular No. 01/2024 on the implementation of Public Procurement Capacity Building Levy Order , 2023 , Paragraph 3 (1) of the Order provides that “there shall be paid a levy by a supplier on all procurement contracts signed between the supplier and a procuring entity at the rate of zero point zero three per centum (0.03%) of the value of the signed contract, exclusive of applicable taxes.

Yours Faithful

Dr. Kipkurui S. Chepkwony,
CHIEF EXECUTIVE OFFICER.