



AN ADDENDUM

TO

TENDER NO: KOFC/OT/GEN/005/2023-2024

FOR

**PROVISION OF MEDICAL INSURANCE
SERVICES**

**KENYA ORDNANCE FACTORIES CORPORATION
P.O BOX 6634 – 30100
ELDORET**

Date April 2024

1. Please note the following changes to our Tender Document Number KOFC/OT/GEN/005/2023-2024 for Provision of Medical Insurance Services.

2. Section III – Para 2 Preliminary/ Mandatory examination for Determination of Responsiveness, the table serial item 15 has been amended as follows:

SER	ITEM DESCRIPTION	YES /NO
1.	Submit Tender document one (1) Original and one (1) copy as prescribed in this tender document.	
2.	Provide copy of Certificate of Incorporation or Registration	
3.	Provide a copy of valid licence from Insurance Regulatory Authority (IRA) for Provision of Medical Insurance Cover	
4.	Provide valid Trading License/Business Permit from the County Government.	
5.	Submit a Form of Tender duly completed, signed and stamped.	
6.	Submit a duly completed, signed and stamped business questionnaire	
7.	Provide Original Bid Security of Kshs 500,000 issued by a financial institution approved and licensed by the central Bank of Kenya valid for 180 days from date of tender opening.	
8.	Provide a copy of the current membership certificate of the Association of Kenya Insurers (AKI) or Association of Insurance Brokers (AIB).	
9.	Provide a valid copy of KRA Tax compliance Certificate.	
10.	Provide Audited Financial Accounts for the last three (3) years 2021, 2022 and 2023. Brokers to provide Audited Accounts for proposed underwriters.	
11.	Must have a paid-up capital of at least Ksh 600M for Underwrites and Ksh 10M for Insurance Brokers. Attach extracts of evidence from Audited Accounts for 2023.	
12.	Provide current certified proof of compliance with statutory staff deduction and remittance (Current receipt payments) under NHIF and NSSF. Brokers to attach evidence for proposed underwriters.	
13.	Provide a list of five (5) reputable Corporate Entities (excluding KOFC) with total premiums of not less than 15 million each for the last two (2) years 2022, 2023 and indicate the contacts of the clients. Brokers to provide for proposed Underwriters.	
14.	Underwriters must have done average annual gross premiums of Kshs 500 million on Medical Insurance for the last two years 2022, 2023. Attach extracts of evidence. Brokers to provide for proposed Underwriters.	
15.	Underwriter must have made medical underwriting profits for the last three years 2020, 2021, 2022. Attach extract of evidence. Brokers to provide for proposed Underwriters.	
16.	Insurance Brokers must have professional indemnity cover of at least Ksh 100 million (Attach current Copy).	
17.	Provide valid and duly signed and stamped evidence of medical reinsurance arrangements for Underwriters together with current confirmation letter from IRA for year 2024. Brokers to provide the same for proposed underwriters	
18.	Insurance Brokers must provide original quotations from proposed underwriters.	
19.	Provide evidence of Complaints Handling System/procedures for Medical Insurance Corporate Clients. Brokers to provide the same for proposed underwriters	
20.	Provide sample policy document for the medical cover. Brokers to provide the same for proposed underwriters	
21.	Provide a list of all the exclusions under inpatient and out-patient. If the Scheme does not have any exclusions, please confirm the same in writing. If the list or the confirmation is missing then the bidder will be considered as having been nonresponsive to this requirement and therefore disqualified. Brokers to provide the same for proposed underwriters	
22.	Provide valid evidence/contract with service providers for overseas treatment on credit basis for the purpose of advanced treatment. Brokers to provide the same for proposed underwriters	
23.	Provide comprehensive and current schedule of preferred hospitals and doctors within the Country and their contacts. Brokers to provide the same for proposed underwriters	

3. Section V- Schedule of Requirements under Benefits: amended to read **outpatient to all.**
4. Kindly treat this addendum as part of the tender dated 22 April 2024.
5. Other details remain the same.

Yours faithfully,



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for Managing Director