



**AN ADDENDUM**

**TO**

**TENDER NO: KOFC/OT/GEN/003/2022-2023**

**FOR**

**PROVISION OF MEDICAL INSURANCE  
SERVICES**

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

Date 16 March 2023

1. Please note the following changes to our Tender Document Number KOFC/OT/GEN/003/2022-2023 for Provision of Medical Insurance Services.

**2. Section III – Evaluation and Qualification Criteria (Page 25-26) has been amended to read:**

**1. General Provision**

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

This section contains the criteria that the Employer shall use to evaluate tender and qualify tenderers. No other factors, methods or criteria shall be used other than specified in this tender document. The Tenderer shall provide all the information requested in the forms included in Section IV, Tendering Forms..

**Evaluation and contract award Criteria**

KOFC shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (I) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and (iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

### 3. Preliminary/ Mandatory examination for Determination of Responsiveness

All Tenderers **MUST** meet the following mandatory requirements. Tenderers that do not meet ALL the mandatory requirements will be considered non-responsive and will not be considered for further evaluation.

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 Current 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 2019,2020 and 2021. 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 2021.	
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 2020, 2021 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 2020, 2021. Attach extracts of evidence. Brokers to provide for proposed Underwriters.	

15.	Underwriter must have made medical underwriting profits for the last three years 2019, 2020, 2021. 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 2023. 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	

## TECHNICAL EVALUATION CRITERIA

SER	ITEM DESCRIPTION	MAXIMUM SCORE
1.	Experience in provision of Medical Insurance Services. Provide evidence indicating period during which the Firm has been in continuous operation.	10
2.	Annual Gross Premiums of Kshs 500 Million and above for Medical cover underwriting for the year 2021. Attach extract of evidence (Financial statements).	10
3.	Client Reference letters duly signed and stamped for at least five (5) reputable Corporate Firms whose premiums is at least Ksh 15 Million each for the year 2021. Attach supporting award letters/LSOs for each.	20
4.	Ongoing/Current credit facilities with Major Hospitals in Eldoret, Nairobi, Thika, Nakuru and Gilgil. Attach supporting documents letters/contracts for each.	20
5.	Comprehensive Methodology for Scheme Administration. Attach methodology for both local and overseas treatment.	20
6.	Value Addition Services i.e. better extensions, limits and sub-limits. Attach evidence.	10
7.	List of five (5) Key staff including the Principle Officer indicating relevant professional qualifications, experience and capacity to deliver the services. Attach certified copies of CVs.	10
Total		100

4. Kindly treat this addendum as part of the tender dated 13 March 2023.

5. Other details remain the same.

Yours faithfully,

  
**J M THAGANA**  
**Colonel**  
for Managing Director