



KEFRI/AD/SD/VOL.XI (634)

27TH SEPTEMBER 2024

TO INTERESTED BIDDERS

Dear All,

ADDENDUM NO. 1

TENDER NO. KEFRI/ONT/001/2024-2025

TENDER NAME. PROVISION OF STAFF MEDICAL INSURANCE COVER

The Kenya Forestry Research Institute (KEFRI) would wish to bring to your attention the following clarification.

Table 1 -Clarification

S.No.	Bidder's Question	KEFRI's Response
1.	Is the tender an Underwriter only tender or is open for even brokers to participate?	<p>The tender is open to all eligible registered insurers (Underwriters) authorized by IRA to transact medical insurance business in the Republic of Kenya as provided for under the Insurance Act.</p> <p>However, the Underwriters may engage brokers or agents as envisaged in the instructions to tenders which provide as follows, "The Tenderer shall furnish in the Tender Information Form on commissions and gratuities, if any, paid or to be paid to agents or any other party relating to this Tender."</p> <p>In addition, the Underwriter is expected to declare commissions, gratuities and fees payable with respect to the tendering process or execution of the Contract in the form of tender.</p>
2.	The following requirements are discriminatory to brokers; i. MR11 - Must submit membership certificate for year 2024 from the Association of Kenya Insurers (AKI).	Kindly note that no eligible interested firm/person has been discriminated, including the Insurance brokers, who may work with Medical Insurance underwriters as detailed above.

	<ul style="list-style-type: none"> ii. MR13 - Provide IRA approved re-insurance arrangements for the current year 2024 iii. MR14 - Must be registered with the Insurance Regulatory Authority – (Medical Category) a copy of the current license must be submitted. iv. MR19 - Must Provide proof of Paid-up Capital of Kshs. 600 million (Attach IRA Extract). v. MR20 - Must Submit a draft sample of medical insurance policy indicating the required benefits and terms of proposed cover. vi. TR1 - List and demonstrate at least three (3) contracts handled from reputable corporate clients of similar size and nature – Provision of Staff Medical Insurance Cover between the year 2021 – 2024 as below; Contracts/LSO/Completion Certificate - must indicate/show the total premiums of Kshs 90,000,000.00 and above. 	
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These clarifications are made by KEFRI considering Public Procurement Regulatory Authority's Circular No. 03/2023 Ref. No. PPRA/6/5 Vol. II (142).

NOTE: This Clarification/Addendum (No. 1) forms part of the Tender requirements and is binding to all interested bidders.

All other details, terms and conditions (including closing date and time) remain the same.



Jane Njuguna (PhD)
Ag. DIRECTOR -KEFRI