

KENYA MEDICAL SUPPLIES AUTHORITY

Commercial Street, Industrial Area
P.O. Box 47715, 00100 GPO,
Nairobi, Kenya



Tel: +254 20 3922000, Fax: +254 203922400
GSM +254 719 033000, +254 733 606600
Email: info@kemsa.co.ke

All Correspondence should be addressed to Chief Executive Officer

When replying please quote our ref:

KEMSA/PROC/ONT09/2023

17th August 2023

To: All bidders,

ADDENDUM 2

Dear Sir/Madam,

RE: TENDER NO. KEMSA/ONT09/2020-2022 FOR PROVISION OF INSURANCE SERVICES

We refer to the above tender and advise that the requirements have been revised as detailed below:

Question	Required documentary evidence	Response
a) ITT.34.2. The invitation to tender is extended to the following group that qualify for reservations who shall be duly registered with the National Treasury. Not applicable Small and medium Enterprises, Women enterprises, Youth enterprises, PWD enterprises.		This is an open tender eligible to all bidders.
a) 3.4 Qualification Evaluation Criteria Nos. 1, 3 & 7 on pages 31 and 32 of the tender document; Criteria 1. The Tenderer shall demonstrate that it has access to, or has available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance payment) sufficient to meet the following cash flow requirement of Kenya Shillings 16 million equivalents	(a) Form 15: Financial Sources (b) Letter from a bank recognized in Kenya. (c) Audited Accounts and Financial Statements for the latest 3 years: 2019, 2020, 2021.	To be demonstrated by the proposed underwriter if it is an AGPO broker
Criteria 3 At least 5 (five) contracts of a similar nature for GPA/WIBA insurance cover that have been satisfactorily and substantially completed as a prime service provider, or joint venture member, or sub-contractor each of minimum value of Kenya shillings 5 million equivalent rendered within the last three years of 2020, 2021 and 2022.	(a) Form 16: Similar Experience Form (b) Service Completion Certificates, contract agreement, for each of the similar services in Form 16 Similar	To be demonstrated by the proposed underwriter if it is an AGPO broker

					Experience Form	
					c. Underwriters to submit IRA extract report	
<p>Criteria 7</p> <p>Key Personnel: The Tenderer shall provide evidence of key personnel suitably qualified and experienced that will administer the contract and meet the requirements below to be assessed on pass/fail basis.</p> <p>Must attach copies of CV, both academic and professional certificates of each member listed as proof of qualifications</p>					(a) Form 18: Key Personnel complete with academic and professional certificates.	
#	Key Position	No.	Minimum Academic and Professional Qualification	Minimum Years of Similar Experience		
1	Team Leader	1	Must have at least a Master's degree in law, Business Administration, Insurance; Must have AIK, CII, ACII or CPA professional certification.	15		
2	Underwriter	1	Must have at least a bachelor's degree in marketing, Business Administration, Insurance; must have AIK, CII, ACII or CPA professional certification.	10		
3	2 No. Support staff	1	Must have AIK or ACII as a qualification	5		
						This is a technical evaluation requirement

Yours faithfully,

JOHN KABUCHI
AG. DIRECTOR PROCUREMENT
FOR: CHIEF EXECUTIVE OFFICER