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4TH FLOOR NACOSTI TOWERS OFF WAIYAKI WAYwww.knqa.go.ke

Ref: KNQA/SCMS/VOL15/VOL II

Date: 27th May, 2022

To All bidders,

Dear Sir/ Madam,

RE: ADDENDA 01 TO THE TENDER NO. KNQA/TEND/04/2022-2024 FOR PROVISION OF MEDICAL INSURANCE COVER FOR KNQA COUNCIL MEMBERS AND STAFF.

The above tender refers.

We make the following clarification and amendments to the principal tender document for provision of medical insurance cover for KNQA council members and staff.

1. RELATIONSHIP WITH PRINCIPAL TENDER DOCUMENT.

Save where expressly amended by the terms of this addendum the principal tender document shall continue to be in full force and effect. The provisions of this addendum shall be deemed to have been incorporated in and shall be read and construed as part of the principal tender document.

2. ADDENDA

a) The heading of this tender document is amended to read; **PROVISION OF MEDICAL INSURANCE COVER FOR KNQA COUNCIL MEMBERS AND STAFF** instead of **PROVISION OF MEDICAL INSURANCE COVER FOR KNQA COUNCIL MEMBERS AND STAFF (FOR UNDERWRITERS)**

b) **Introduction of 4.13 to the eligible tenderers to read;** The broker shall propose only one underwriter. Where a broker furnishes quotations from more than one proposed underwriter, KNQA shall be entitled to reject the brokers bid as non-responsive.

An underwriter shall only submit one bid, either through themselves or through a broker.

Where an underwriter bids more than once, KNQA shall be entitled to reject both bids as non-responsive.

c) **Introduction of evaluation criteria 27 to the preliminary evaluation criteria under section III of the tender document as follows;**

If bidding as a broker one must meet the criteria in the principal tender document together with the following criteria and submit documents requested herein for the bid to be accepted:

- i. Must be have an authorization letter from the proposed underwriter and the proposed underwriter must be meet the requirements mentioned in the tender document.
- ii. Must be registered with the Insurance Regulatory Authority and provide proof of the same.
- iii. Must provide a professional Indemnity Insurance Cover of at least KShs.50 Million and provide proof of the same.
- iv. Must be a member of the Association of Insurance Brokers of Kenya (AIBK) and provide proof of the same.
- v. Must have current tax compliance certificate from Kenya Revenue Authority.
- vi. Must submit a copy of Certificate of Registration / Incorporation.

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- vii. Minimum paid up share capital of one million with at least 60% of shareholding owned by Kenyan citizens.

Note; This criteria will only be applied to bids submitted on behalf of underwriters by brokerage firms.

3. CLOSING DATE

The tender closing date remains **Tuesday, 7th June 2022 at 12:00 Noon**. Tender opening will take place immediately thereafter at Kenya National Qualifications Authority Offices, Upper Kabete, off Waiyaki Way, 4th Floor NACOSTI Towers.

All other terms and conditions remain as per the principal tender document.

Yours Faithfully,

For: Kenya National Qualifications Authority,



Dr. Juma Mukhwana
Director General/ CEO