

Ref. No: CA/SCM/OT/29/2024-2025

25th February, 2025,

Addendum No. 1

To All Bidders,

**CLARIFICATION FOR OPEN NATIONAL TENDER FOR PROVISION OF
INSURANCE BROKERAGE SERVICES - CA/SCM/OT/29/2024-2025.**

Please refer to the above-mentioned tender that appeared in MY GOV on January 28th,2025.

Pursuant to clause 10.1 of the tender document uploaded to our website, and the Public Procurement Information Portal, the Authority wishes to respond to the clarifications sought by some of the bidders as follows: -

No.	MR Requirement	Clarification Sought	CA Response
MR4	Mandatory Criteria for underwriters Submit a CR12 Form obtained from Attorney General's office showing the shareholders of the firm. The tender is exclusively reserved to firms that Kenyans own 100% shares.	We would like to request for the amendment of the requirement below (underwriters mandatory requirement) to open all licensed Insurance Companies that meet all other requirements as per the ToR;	The Authority has reviewed the request and has waived the mandatory requirement for underwriters that the tender is exclusively reserved for firms with 100% Kenyan-owned shares. Additionally, the Authority wishes to amend the requirement for underwriters as follows: Bidders are required to submit a CR12 certificate, obtained from the Attorney General's Office, that details the shareholders of the firm.
ITT 23.1	Brokers and Underwriter's proposals should be submitted in separate envelopes and should be clearly marked whether it is for an underwriter or a brokerage firm.	We refer to the requirement in the TDS, ITT 23.1 as per below snippet. Brokers and Underwriter's proposals should be submitted in separate envelopes and should be clearly marked whether it is for an underwriter or a brokerage firm. Please confirm whether it means the underwriter to submit their documents as supporting just as per the requirement without the quote or the underwriter to submit the supporting documents together with the quote?	The authority wishes to maintain that ITT 23.1 should read as follows: - Brokers and Underwriter's proposals should be submitted in separate envelopes and should be clearly marked whether it is for an underwriter or a brokerage firm. Further the underwriter is required to submit all the mandatory documents as specified while the broker should submit quotation along with an authorization and forwarding letter from the underwriter.

No.	MR Requirement	Clarification Sought	CA Response
3(b).	<p>Signed CV by the Managing Director /CEO, accompanied by Academic Certificates indicating their qualifications, experience and capacity to deliver the services tendered for</p> <p>Relevant experience for the Managing Director/CEO with at least 10 years' experience</p> <p>Relevant Business-related Bachelor's Degree Academic Certificates for the Managing Director and IRA confirmation letter</p>	<p>We have noticed that one of your Mandatory/Technical requirements for Insurance Brokers No 3(b) requires insurance Regulatory Authority confirmation letter for the managing director”</p> <p>In normal practice, IRA normally issues an annual license for insurance brokers after fulfilling IRA requirements.</p> <p>We propose you use the CV and certificates of the MD/CEO accompanied by a certified copy of IRA license for Brokers for the year 2025.</p> <p>Please clarify as the Insurance Regulatory Authority only confirms the principal officer, who deals with them on a daily basis Insurance</p>	<p>The Authority has reviewed the mandatory requirement to read as follows;-</p> <p>Signed CV by the Managing Director /CEO, accompanied by Academic Certificates indicating their qualifications, experience and capacity to deliver the services tendered for</p> <p>Relevant experience for the Managing Director/CEO with at least 10 years' experience</p> <p>Relevant Business-related Bachelor's Degree Academic Certificates for the Managing Director</p> <p>The MD/CEO is equivalent to the Principal Officer (PO)</p>

ALL other conditions of the initial tender remain unchanged.

Yours Faithfully,



Janet Imunya

FOR: DIRECTOR GENERAL /CEO