

28th February, 2025,

Addendum No.2

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: -

Clarification Sought	CA Response
Kindly clarify if underwriters can submit their bids directly as opposed to limiting the tender to brokers.	The Authority is seeking insurance brokerage services and does not disadvantage underwriters from partnering with brokers.

CHANGE OF CONTRACT PERIOD AND SCHEDULE OF PRICE IN FORM OF TENDER.

The Authority has revised the contract period for provision of insurance brokerage services from three (3) years to two (2) Years. Bidders are required to quote as per the format provided in the financial evaluation stage as detailed below: -

No.	Cover	Proposed underwriter	Annual total cost inclusive of insurance levies and Add PPRA Levy Order -0.03% (0.0003) and taxes Kshs.
1.	Fire & Perils		
2.	Fire & Consequential Loss		
3.	Burglary		
4.	All Risks		
5.	Computer & Electronic Equipment Insurance		
6.	Group Personal Accident for Directors		
7.	Residential Buildings (Domestic)		
8.	Directors & Officer Liability		
9.	Property Terrorism & Sabotage		
10.	Corporate Travel		
11.	Work Injury Benefit Insurance		
12.	Employers Liability (Common Law)		
13.	Plant All Risks		
14.	Group Personal Accident for Staff		
15.	Fidelity Guarantee		
16.	Public Liability Insurance		
17.	Money		
18.	Group Life Assurance Scheme		
19.	Motor Vehicle (Private)		
20.	Motor Vehicle (Commercial)		
	Grand Total (KES.) to be transferred to the form of tender inclusive of and levies taxes		

The schedule of each policy cover and prices provided in the Form of tender will therefore be as follows:

Item No.	Policy Description	Year 1 Premium	Year 2 Premium	Total premium in Kes inclusive of levies and Taxes for the two (2) years
Grand Total (KES.)				

Bidders are required to give a unit rate for each cover to be used as and when need arises for any additional asset that the Authority shall acquire during the contract period using format below . the costs should not be transferred to the form of tender.

No.	Cover	Unit Rate Kshs. inclusive of insurance levies and Add PPRA Levy Order - 0.03% (0.0003) and taxes Kshs

3. Tender Evaluation (ITT 35) Price evaluation: in addition to the criteria listed in ITT 35.2 (a) – (c) the following criteria shall apply: Other Criteria; if permitted under ITT 35.2 (d):

- i. Prices quoted must be in KENYA SHILLINGS and inclusive of all incidental costs and applicable taxes.
- ii. Bidders MUST ensure that their bids are arithmetic error free
- iii. Bidders MUST ensure that all calculations are estimated to two decimal places.
- iv. Bidders are required to give a single quotation per cover per underwriter
- v. Firms that qualify at the technical capacity evaluation stage will be mapped with the successful underwriter(s) and the lowest evaluated bidder will be recommended for award of the tender per cover per year for a contract period of 2 years.

The Authority hereby extends the closing date from 5th March 2025 to 12th March 2025 at 10.30am East Africa Time.

ALL other conditions of the initial tender remain unchanged.

Yours Faithfully,



Janet Imunya
FOR: DIRECTOR GENERAL /CEO