

ETHICS AND ANTI- CORRUPTION COMMISSION



ADDENDUM NO.1

FOR

TENDER DOCUMENT

FOR

**PROVISION OF GROUP PERSONAL ACCIDENT
AND FOREIGN TRAVEL INSURANCE COVER
FOR THE FINANCIAL YEAR 2020/2021**

TENDER NO. EACC /02/2020-2021

Closing Date: 24th August 2020 at 10:00AM

*INTEGRITY CENTRE
Valley Rd/Jakaya Kikwete Rd Junction
P.O Box 61130-00200, Nairobi, Kenya
Tel: 2717318/310722 fax 254 (020) 2719757
Email: supply-chain@integrity.go.ke*

SECTION I INVITATION TO TENDER

ETHICS AND ANTI-CORRUPTION COMMISSION
P.O Box 61130-00200,
Nairobi, Kenya

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P.O Box 61130-00200, Nairobi, Kenya
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Email: supply-chain@integrity.go.ke

Date: **12TH AUGUST, 2020**

RE: ADDENDUM NO.1 TENDER NO. EACC/02/2020-2021: - PROVISION OF GROUP PERSONAL ACCIDENT AND FOREIGN TRAVEL INSURANCE COVER FOR 2020/2020.

The Ethics and Anti-Corruption Commission (EACC) invites sealed bids from eligible candidates for provision of Group Personal Accident and Foreign Travel Insurance Cover for the financial year 2020/2021.

Interested eligible candidates may obtain further information from and inspect the tender documents at the Supply Chain Management office, Ethics and Anti-Corruption Commission, ground Floor, **Integrity Centre** during normal working hours.

A complete set of tender documents may be viewed and downloaded free of charge from the Commission's website www.eacc.go.ke or Public Procurement Information Portal <https://www.tenders.go.ke>

Premiums quoted should be net inclusive of all taxes and delivery costs, must be expressed in Kenya shillings and shall remain valid for a period of 120 days from the closing date of the tender.

Completed tender documents in plain sealed envelopes clearly marked with the Tender Number should be deposited in the Tender Box located at the Ground Floor of Integrity Centre, Nairobi or send via post to reach the:

The Secretary/Chief Executive Officer
Ethics and Anti-Corruption Commission
P. O. Box 61130-00200
NAIROBI

on or before **24th August, 2020** at **10.00 am** East African time.

Tenders must be accompanied by a Tender Security of Kes.180,000. Tenders will be opened immediately thereafter at 1st Floor Open Foyer and witnessed by bidders or their representatives who choose to attend.

THE SECRETARY/CEO,
ETHICS AND ANTI-CORRUPTION COMMISSION.

Appendix to instructions to Tenderers

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instruction to tender reference	Particulars of Appendix to instructions to tenderers
2.1	Particulars of eligible tenderers: all eligible Insurance service providers Licensed by the Insurance Regulatory Authority to transact business in Kenya.
2.2.2	Price to be charged for tender documents. To be downloaded free of charge.
2.12.2	Particulars of tender security if applicable: Kes. 180,000 valid for 150 days after date of tender opening.
2.13	Validity of tenders: Tenders shall remain valid for 120 days after date of tender opening.

2.20.1 Preliminary Evaluation Criteria

Mandatory Requirements

Tenderers are required to submit copies of the following Mandatory documents which will be used during Preliminary Examination to determine responsiveness

Mandatory Requirements (MR)

No.	Requirements	Responsive or Not Responsive
MR1	Must Submit a copy of Certificate of Registration/ Incorporation	
MR2	Must Submit a copy of Valid Tax Compliance certificate	
MR3	Must Fill the Price Schedule in the format provided	
MR4	Must Fill the Form of Tender in the Format provided	
MR5	Must submit evidence of the firm location eg. (single business permit)	
MR6	Must submit a dully filled up self-declaration form in format provided	

MR7	Must submit a Tender security of Kes.180,000 valid for 150 days after date of tender opening. This shall be in the form of Bank guarantee.	
MR8	Must submit a dully filled up Confidential Business Questionnaire in the format provided.	
MR 9	Must be registered with the Insurance Regulatory Authority and a copy of the current license be submitted.	
MR10	(The underwriters or the proposed underwriters in case of a broker/ agent) Must Provide membership the current certificate of membership with the Association of Kenya Insurers (AKI)..	
MR11	Must submit Audited accounts for the last three years (2017, 2018 & 2019)	
MR 12	Must have GPA/waiver premiums of at least Kes.10M each year for the last three years (2017, 2018 & 2019). To be evidenced by Audited accounts.	
MR13	Must submit a list of five (5) reputable clients and the total client's GPA and/or Foreign Travel gross premiums of at least Kes.20M each for the FY 2019.	
MR 14	Must have paid up capital of over Kes.300M	
MR 15	All pages of the tender, shall be initialed by the person or persons signing the tender and serialized .	
MR 16	The bidder will provide only one bid per the company (i.e. brokers and agents will only provide one bid without alternatives)	

Technical Evaluation

Technical evaluation parameters and scores

	REQUIREMENTS	Max points
1.	The firm must have been providing Foreign Travel Cover and Group Personal Accident business for the last five years (2015, 2016, 2017, 2018 and 2019) (2 marks for each evidence for each year).	10
2.	Provide Audited Accounts for three years 2017, 2018 and 2019 with a net asset base of at least Kes. 250 Million and Gross Premiums in the year 2019 of not less than Kes. 350 Million– (Accounts for each year 2 marks, Asset base and Gross Premiums 2 marks each for the two category).	10

3.	Provide a list of current largest (minimum 5) clients whose Total Premium is not less than Kes 100 Million (EACC reserves the right to confirm directly with these firms) (each 2 marks).	10
4.	Provide Work plan and Methodology for managing the Covers: Demonstration of a satisfactory management and execution Plan Service provision, handling of underwriting / claims processing services (provide history) – 6 points Evidence of Value Addition Services – 2 points Other concessions/Wider Coverage, e.g. better Extensions – 2 points	10
5.	MUST comply with the all the mandatory technical requirements in T.S.11 below:	60
	TOTAL MAX POINTS	100

Pass mark for technical qualification is 85%

T.S.11- MANDATORY TECHNICAL REQUIREMENTS.

NO.	REQUIREMENT	Bidder response (complied/not complied)
1.	Provide evidence of Slip/Cover Notes for Foreign Travel Cover and Group Personal Accident	
2.	Provide letter from the Insurance Regulatory Authority (IRA) that Reinsurance arrangements are in place for the Foreign Travel Cover and Group Personal Accident	
3.	Facilitate safety Talks every quarter	
4.	Provide Travel immunization cover for Principal members	
5.	Provide Last/burial Expense benefit of Kes.100,000	
6.	Provide Medical Expenses under Foreign Travel Insurance Cover of Kes.4,500,000	
7.	Provide Baggage Loss benefit under Foreign travel insurance cover of Kes.300,000	
8.	Provide Stolen cash benefit under Foreign travel insurance cover of Kes.400,000	
9	Disclose exclusions (What is not covered) for Foreign Travel Cover, and Group Personal Accident(not to negate the benefits under this table otherwise the bid will be deemed nonresponsive)	
10	Provide Death Benefit as a result of an accident of salary for 96 months	
11	Provide Medical Expenses under Group Personal Accident Cover of up to Kes.500,000	
12	Provide Permanent Total Disability benefit of 96 months' salary	

13	Provide Occupational diseases as per WIBA including pandemics and epidemics benefit of actual earnings	
14	Provide Temporary Total Disability benefit of actual weekly earnings – Weekly earnings up to 104 weeks	
15	Provide Medical Expenses under Group Personal Accident Cover of up to Kes.500,000	

Financial Evaluation

Lowest evaluated bid.

Weights

Award criteria

Lowest evaluated bid

Post Qualification

The Commission may use this to determine whether the bidder who submitted the lowest evaluated responsive bid is qualified to perform the contract effectively.

Negotiations

The lowest evaluated bidder may be invited for best and final offer under the competitive negotiation agreement.

Contract Award

The contract will be awarded to the bidder with the lowest evaluated bid.