

ETHICS AND ANTI- CORRUPTION COMMISSION



ADDENDUM NO. 1

FOR

TENDER DOCUMENT

FOR

**PROVISION OF GROUP LIFE ASSURANCE
COVER FOR THE FINANCIAL YEAR
2020/2021**

TENDER NO. EACC /01/2020-2021

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
Tel: 2717318/310722 fax 254 (020)
2719757
Email: supply-chain@integrity.go.ke

Date: **12th AUGUST, 2020**

Re: **TENDER NO. EACC/01/2020-2021:- PROVISION OF GROUP LIFE ASSURANCE
COVER FOR 2020/2021.**

The Ethics and Anti-Corruption Commission (EACC) invites sealed bids from eligible candidates for provision of Group Life Assurance Cover.

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 "**Tender No. For.....**" should be deposited in the Tender Box located at Ground Floor, Integrity Centre, Nairobi or be addressed and send via post so as to reach the:

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

on or before **24^h August, 2020** at **10.00 a.m** East African time.

Tenders must be accompanied by a Tender Security of **Kes.200,000**. Tenders will be opened immediately thereafter at 1st Floor Open Foyer witnessed by bidders or their representatives who chooses to attend.

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

SECTION II- INSTRUCTIONS TO TENDERERS

2.15 Sealing and Marking of Tenders

- 2.15.1 The tenderer shall submit the scanned original tender through IFMIS.
- 2.15.2 The inner and outer envelopes shall:
- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.
 - (b) bear tender number and name in the invitation to tender and the words, “DO NOT OPEN BEFORE (*24th August, 2020 at 10.00 a.m*)
- 2.15.3 The inner envelopes shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.
- 2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

2.16. Deadline for Submission of Tenders

- 2.16.1 Tenders must be received by the Procuring entity in plain sealed envelopes clearly marked with Tender Number not later than *24th August, 2020 at 10.00 a.m.*
- 2.16.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.
- 2.16.3 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

2.18. Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers’ representatives who choose to attend, at 1st Floor Open Foyer (*24th August, 2020 at 10.00 a.m.*) and in the location specified in the invitation for tenders. The tenderers’ representatives who are present shall sign a register evidencing their attendance
- 2.18.2 The tenderer’s’ names, tender modifications or withdrawals, tender prices, discounts, and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

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: 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. 200,000 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	
MR 7	Must submit Audited books of accounts for the last three years (2017, 2018 & 2019)	

MR7	Must submit a Tender security of Kes.200, 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 have total gross group life premiums of over Kes. 350M each year for the last three years (2017,2018,2019) as per Audited books of accounts.	
MR12	Must submit a list of five (5) reputable clients and each client's gross premiums for FY 2019 be over 20 million for group life assurance.	
MR 13	Must have paid up capital of over Kes. 300M	
MR 14	All pages of the tender, shall be initialed by the person or persons signing the tender and serialized .	
MR 15	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.	Provide Audited Accounts for three years i.e 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 3 marks, Asset base and Gross Premiums 3 marks each).	15
2.	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 3 mark).	15
3.	Provide Workplan and methodology of managing the scheme: Demonstration of a satisfactory management and execution Plan Service provision, handling of underwriting / claims services (provide history) – 15 points	20

	Evidence of Value Addition Services – 5 points	
4.	MUST comply with the all the mandatory technical requirements in T.S.11 below:	50
	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 letter from the Insurance Regulatory Authority (IRA) that Reinsurance arrangements are in place for the Group Life Assurance.	
2.	The firm must have been providing Group Life for the last five years	
3.	Facilitate safety Talks every quarter	
4.	Provide Travel immunization cover for Principal members	
5.	Provide Benefit per member of 3 times annual basic salary	
6.	Provide Disability benefit of 100% of the Sum Assured	
7.	Provide Critical illness benefit of 50% of the Sum Assured	
8.	Provide Burial Expense of Kes.200,000 per member	
9.	Provide Burial Expense of Kes.100,000 for spouse	
10.	Provide Burial Expense of Kes.50,000 for children	
11.	Disclosure of exclusions (What is not covered) in Group Life Assurance cover)	
12.	Provide evidence of Slip/Cover Notes for Group Life Assurance	

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.