

ADDENDUM NO. 1



ATHI WATER WORKS DEVELOPMENT AGENCY (AWWDA)

Invitation for Bids

PROVISION OF MEDICAL INSURANCE COVER AND GENERAL INSURANCE COVER FOR ATHI WATER WORKS DEVELOPMENT AGENCY (AWWDA).

Reference is made to the Invitation for Bids (IFB) for Provision of medical insurance cover and General Insurance cover for Athi Water Works Development Agency, which was advertised in MyGov on 31st August, 2021.

Please find attached Addendum No. 1 to the tender documents being the revised evaluation criteria under Preliminary Evaluation.

Interested Tenderers are advised to adopt the attached version of the criteria in preparation of their tenders.

A blue ink signature of Eng. Michael M. Thuita.

ENG. MICHAEL M. THUITA
CHIEF EXECUTIVE OFFICER

The following changes have been made in the bidding document for Provision of medical Insurance cover:

PRELIMINARY EVALUATION-MANDATORY REQUIREMENTS

Mandatory requirements will determine the satisfactory responsiveness of a Tenderer, *failure to meet any of these set requirements as noted hereunder will render a tender non responsive and will automatically be disqualified and not proceed for Technical Evaluation.*

NO.	REQUIREMENTS –Insurance Service Providers	YES/NO
1.	Tender Security shall be in form of a Bank Guarantee from a reputable Bank licensed and operating in Kenya for Kshs 500,000 (Kenya shillings Five Hundred Thousand) and MUST be valid for 150 days from the deadline for Tender Submission date.	
2.	Duly filled and Signed Form of Tender in the prescribed format	
3.	Duly filled, signed and stamped Schedule of prices Form in the prescribed format	
4.	Certificate of Registration or Incorporation together with Current CR12 certificate	
5.	PIN Certificate from Kenya Revenue Authority (KRA)	
6.	Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA)	
7.	Valid Certified Single Business Permit/Trade license issued by relevant Government Agency (County Government)	
8.	Provide duly Certified copy of the Perpetual License of registration with IRA	
9.	Must provide evidence of Re-Insurance arrangements for medical insurance	
10.	Attach Certified copies of audited accounts for financial years 2020, 2019 and 2018. <i>The auditor MUST indicate registration/Practicing Number</i> and Liquidity Ratio Should be at least 1:1	
11.	Must have underwritten gross general business of at least Kenya shillings Four Billion (Ksh. 4 billion) for each of the last three consecutive years i.e. 2020, 2019 and 2018	
12.	Duly Filled and signed Tenderer's Eligibility-Confidential Business Questionnaire in the format provided (attached template)	
13.	Duly filled, signed and stamped Declaration and Commitment to the Code of Ethics For in the prescribed format	
14.	Duly filled and signed self-declaration forms (Self-Declaration That the Person/Tenderer Is Not Debarred In The Matter Of The Public Procurement And Asset Disposal Act 2015 (Form SD1) attached template.	
15.	Duly filled and signed Self Declaration That the Person/Tenderer Will Not Engage In Any Corrupt Or Fraudulent Practice) that the tenderer will	

	not engage in corrupt and fraudulent practices (Form SD1) attached templates	
16.	Professional Indemnity Insurance cover of at least Kshs.500 million or more and a copy submitted	
17.	Valid membership certificate of Association of Kenya Insurers (AKI) for 2021	
18.	Provide an appropriate written Power of Attorney establishing the authorization of the signatory to the bidding documents to bind the bidder	
19.	Provide a paid-up Share Capital of at least Ksh.600 million (Provide IRA extract)	
20.	Valid Certified copy of NHIF Compliance Certificate	
21.	Valid Certified copy of NSSF Compliance Certificate	
22.	Must have set of two documents, perfect bound (No spiral binding) paginated (serialized) to ensure compliance with section 78 (5) of Public Procurement and Asset Disposal Act, 2015 (from the first page to the last page)	
	RESULT	Fail/Pass

**TECHNICAL EVALUATION CRITERIA TO BE APPLIED-PASS
MARK 80%**

The evaluation committee shall evaluate the technical part on the basis of their responsiveness to the technical criteria.

Each responsive tender will be given a technical score. *Only the Tenderers who score 80% and above will be considered to be technically responsive and therefore shall qualify for the final stage of the Financial Evaluation.* A tender shall be rejected if it fails to achieve the minimum technical score.

No.	TECHNICAL EVALUATION	Scores
1.	EXPERIENCE OF THE BIDDER/FIRM	
	a) Provide a list of at least ten (10) Corporate Clients from the Public sector within the last five years, indicating the, duration and premiums for the medical scheme provided for each client. Attach copy of LSO/Contract document. A minimum of two (2) clients must have medical cover provided by the bidder for an institution with over 300 Staff/Employees and the covers must have been running for at least a year (1marks for each)	5
	b) Provide a list of at least five (5) Corporate Clients from the Private sector within the last five years, indicating the, duration and premiums for the medical scheme provided for each client. Attach copy of LSO/Contract document A minimum of two (2) clients must have medical cover provided by the bidder for an institution with over 300	5

		employees and the covers must have been running for two consecutive years. (1 marks for each)			
	c)	Recommendation letters from at least five (5) Public Institutions in client’s letter head addressed to the Chief Executive Officer AWWDA (1 marks each)	5		
	d)	Recommendation letters from at least five (5) Private sector Institutions in client’s letter head addressed to the Chief Executive Officer AWWDA (1 mark for each)	5		
2.	PROFESSIONAL QUALIFICATION AND EXPERIENCE OF KEY STAFF <i>(Attach CVs and copies of certificates as documentary evidence failure to which shall lead to automatic disqualification)</i>				
		Key Staff	Qualification and Experience	Max score	
	a)	Principal Officer	Chartered Insurance Institute (ACII)/Insurance Institutes of Kenya (AIK) certification	1	5
			A minimum of Degree in Insurance or a related field	1	
			Must have six (6) years of working experience in the insurance industry. Relevant experience – 1 mark for every 2 years’ experience in Insurance industry to maximum of 3 mks	3	
	b)	One other designated Technical Staff	Chartered Insurance Institute (ACII)/Insurance Institutes of Kenya (AIK) certification	1	5
			A minimum of Degree in Insurance or a related field	1	
			Must have six (6) years of working experience in the insurance industry. Relevant experience – 1 mark for every 2 years’ experience in insurance industry. maximum of 3 mks	3	
	c)	Head of Medical Business	A minimum of a degree in insurance or a relevant field	1	5
			Membership to a related professional body	1	
			Must have six (6) years of working experience in the insurance industry. Years of experience in Insurance Management positions. (1 mark for every 2 years’ experience a maximum of 3mks)	3	

	d)	Designated Account Manager	A minimum of a degree in an insurance or a related field	1	5
			Chartered Insurance Institute (ACII)/Insurance Institutes of Kenya (AIK) certification or equivalent	1	
			Must have six (6) years of working experience in the insurance industry. years of experience as a senior manager in the insurance industry (1 mark for every 2 years' experience to a maximum 3mks)	3	
3.	Additional Benefits: Outline the additional benefits to the cover over and above AWWDA's minimum terms of reference (<i>Table i-Medical Benefits Cover Limits</i>). (to be evaluated and rated appropriately) 4 marks for each benefit up to a maximum of six (6) benefits.				24
4.	GENERAL SPREAD OF HEALTH PROVIDERS WITH AN ACTIVE MEMORANDUM OF UNDERSTANDING ACROSS THE 47 COUNTIES LISTED PER COUNTY (Indicate their physical locations, contact persons and telephone No.)				
	a	No. of Health providers: 40- 60 hospitals (1mk) 61 - 100 hospitals (2Mks) more than 100 hospitals (3Mks)			4
	b	Presence of health providers across the 47 counties: Provide evidence of its medical service provider's branch network countrywide, clustered in the 47 counties of Kenya Availability in all 47 Counties – max. 5mks, 40-46 counties – 4mks, 35-39 counties – 1mk, less than 35 counties - 0 mk)			5
	c	Provide a separate List of specialist doctors/consultant/ pharmacists providers from which you have a memorandum of understanding to provide health care to your clients (1 mark for 30- 50 Specialists, 3 marks for 51 - 100 specialists and maximum 5 marks for more than 100 specialists).			5
	d	Provide the number of hospitals/or private medical practitioners outside the list that AWWDA will be allowed to include if not contained in the list of Providers. (1 mark for 10- 40 and maximum and 2 marks for more than 40 hospitals/or private medical practitioners.			3

	e	<p>Submit at least five (5) recommendation letters on the letter heads and stamped from any of the following major hospitals confirming prompt settlement of claims, operational efficiency and cordial working relationship as well as general acceptance of the underwriter's insurance cards:</p> <ol style="list-style-type: none"> 1. Nairobi Hospital 2. Aga Khan Hospital (Nairobi, Mombasa, Kisumu) 3. Mater Hospital 4. Kenyatta Hospital 5. Nairobi Women Hospital 6. Nairobi West Hospital 7. Pine Breeze Hospital 8. Karen Hospital 9. MP Shah Hospital 10. Avenue Hospital 11. Getrudes Children's Hospital 12. Metropolitan Hospital 13. Coptic Hospital 14. Nairobi South Hospital 15. Guru Nanak Hospital <p>(1 mark for each to a maximum of 5 Hospitals)</p>	5
5		OTHERS REQUIREMENTS	
	a	Proof of an installed IT system that provides accurate and up to date information on the administration of the scheme and Use of biometrics systems. Attach copy of ownership/the contract if outsourced	5
	b	<p>Methodology: Submit a detailed description of the methods you intend to employ in executing the medical insurance if awarded the tender. This should include but not limited to:</p> <ol style="list-style-type: none"> 1. Outline the execution of the service 2. Provide claims procedure and turn around period 3. Handling of quarterly statements for staff and hospitals 4. Handling of Staff sensitization and health talks 	6
	c	Availability of 24hrs Call Centre and Operations. Provide evidence	3
		TOTAL SCORE	100