



THE KENYA INSTITUTE OF MANAGEMENT

## ADDENDUM

Bidders are hereby notified of changes in mandatory requirements and conditions to be met for the tender mentioned below.

No	Tender No.	Tender name	Eligibility	Deadline
1	KIM/PROC/T001/2021	Provision of staff medical insurance cover 2021/2022	Open	Friday 23/07/2021

The following are the mandatory requirements and conditions to be submitted together with the bids.

1. Must be registered with the Commissioner of Insurance (IRA) for the year 2021 and a copy of the current licence be submitted.
2. Must have done annual gross premiums in the previous financial year 2020 of at least Kshs. 400 million on medical services.
3. Must give a list of 5 (five) entities with a minimum of at Kshs. 40 million each in medical premiums for the previous year.
4. Must submit a copy of the audited accounts for the last three years.
5. Must submit current credit rating by an accredited rating facility and in the case of a brokerage firm the credit rating of the proposed underwriter.
6. Must have a total number of 15 management staff with practice specialties and gender/national outlook.
7. Must submit copies of the following documents:
  - a) PIN Certificate.
  - b) Dully filled, signed, and stamped tender confidential questionnaire.
  - c) Valid Tax Compliance Certificate.
  - d) Certificate of Registration/Incorporation
  - e) Written evidence that the firm is making all Social Security Contribution as required for NSSF and NHIF.
8. Must be a member of the Association of Kenya Insurance (AKI) or Association of Insurance Broker of Kenya.
9. Must submit Reinsurance slip/cover notes for policy businesses for year 2020 and in the case of a brokerage firm the reinsurance slip/cover notes of the proposed underwriter.
10. Must submit evidence of use of smart cards service.
11. Provide evidence that the company has been registered and in operation for at least five (5 years).
12. Must provide evidence of country wide network coverage including border points.
13. Dully filled, signed, and Stamped form of tender.
14. Bids are required to be submitted in two (2) copies. i.e., one original and one copy. All pages of the bid submitted must be serialized.
15. Reference letter from Bank.

## SCHEDULE OF REQUIREMENT

<b>FAMILY SIZE</b>
M=42
M+1=28
M+2=56
M+3=42
M+4=22
M+5=8
<b>Total=198</b>

The medical cover will cover both Inpatient and Outpatient medical services.

Deadline for submission of the tender has been extended to **Friday, 23<sup>rd</sup> July 2021 at 11:00am.**