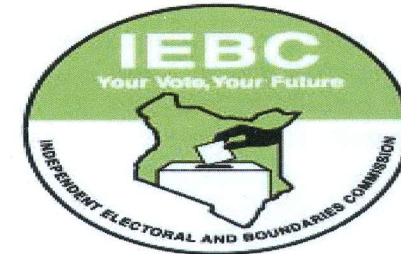


INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION



ADDENDUM /CLARIFICATIONS

13TH MARCH, 2023

TENDER NO: IEBC/OT/23/03/2022-2023- PROVISION OF MEDICAL INSURANCE, GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) COVERS FOR COMMISSIONERS AND STAFF

TO ALL BIDDERS,

Pursuant to section 75(1) of the Public Procurement and Assets Disposal Act, 2015 the Commission hereby makes an addendum to the above tender as follows: -

NO	BIDDER QUERY/QUESTION OR COMMISSION ADDITIONAL INFORMATION	REFERENCE	RESPONSE/CLARIFICATION
1.	<p>Correction on population.</p> <ul style="list-style-type: none">➤ Is the total population of the commission being 907 or 935?➤ Confirm the limit of the last expense➤ Clarify on travel insurance mentioned on medical tender	<p>Page 65 or 67.</p> <p>Page 65</p> <p>66 and 67</p>	<p>The population of the commission both commissioners and secretariat is 935. The number is a moving target</p> <p>The Limit of the last expense is as per member.</p> <p>During the overseas travel, a commission staff must enjoy full cover the same way he/she enjoys locally within the jurisdiction boarder of the state. Furthermore, the insurer must provide insurance certificate indicating the same.</p>

2.	The bidders sought clarification whether the tender document shall be submitted electronically as per page 23 or delivered physically as page 24.	Page 23 and page 24	<p>The tender document on page 23 and page 24 under ITT 2.1 (a) and ITT 23.1 is very clear and gives clear instructions to the bidders, for instance, ITT 2.1 (a) states;</p> <p><i>The electronic-procurement system shall be used to manage the following aspects of the Tendering process:</i></p> <ol style="list-style-type: none"> 1. <i>Uploading of the tender document onto the websites</i> 2. <i>Receiving queries for clarifications</i> 3. <i>Uploading of addendums</i> <p>And ITT 23.1 states, tenderers shall not have the option of submitting their Tenders electronically. Therefore submission of all tender document is done physically.</p>
3.	Clarification on the approval letter for the technical officers- clarify if this is should only apply to the principal officer or technical officer.	Page 30	<p>Bidders must provide approval letter from the Commissioner of Insurance on principal officer.</p> <p>For the Technical Officer the requirements for the approval letter from the Commissioner of Insurance is hereby waved. However, bidders MUST Provide CV with evidence of 5 years of experience for the Technical Officer.</p>
4.	On page 67 of the document details of group life cover, we noted that the critical illness benefits have been captured with a limit of 3 years' annual salary similar to the death benefits. Critical illness is usually a % of the main benefit and this seems off to have it at 100% of the sum assured, kindly	Page 67	Critical illness is 30% of the main benefit

	<p>correct.</p> <p>The number of life is captured as 935+1 employee under group life with a monthly salary of Ksh. 111,281,307.65 yet under GPA the number of employees has been captured as 910+1 with a monthly salary of 111,281,307.65. Kindly let's have the correct number of the employees considering the monthly salary amount under the two covers has remained the same and the number of employees has changed.</p>		The correct number of employees is 935+1
5.	<p>Business Operational Capacity: Provide evidence of Reinsurance arrangement for Group Life assurance</p>	Page 31	Provide evidence of Reinsurance arrangement for Group Personal Accident.
6.	Evidence of presence of medical service providers in all Counties in Kenya – MUST provide contracts with medical providers showing coverage of the 47 Counties.	Page 29	Bidders must provide evidence of contracts of medical services provided in all the 47 counties.
7.	The bidders sought clarification whether Insurance brokers, Agencies etc are considered since the tender is conducted under open competitive tendering method.	Page 3 Item No. 2 and 3	<p>Bidders are advised to read tender documents. IIT on page 3 item 2 and 3 which states:</p> <p>Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers. Tenderers will be allowed to tender for one or more items.</p>

			<p><i>Where a tenderer is not an underwriter, they will provide the following in their bid documents:</i></p> <p><i>a) Price quotation from their preferred underwriter</i></p> <p><i>b) A written authorization letter from the underwriter as confirmation that they have allowed the tenderer to bid using their quotation.</i></p> <p><i>c) An agreement with the underwriter that payments shall be made to the person with whom the contract shall be entered.</i></p>
8.	Bidders asked clarification on Lot 1 under Technical criteria on Business Operational Capacity on requirement of two (2) years to be spread for (Five) 5 years	page 29	<p>This requirement shall remain as it in the TECHNICAL EVALUATION; <i>Reference from Five (5) corporate clients each for medical insurance with above 1,000 employees with an average family size of 3 members each year, for the last 2 consecutive years.</i></p>

The clarifications/Addendum form part of the bidding document and are binding to all bidders. All other terms and conditions of the tender remain the same. The tender closing date remains 24th March 2023.


 CPA Marjan Hussein Marjan, MBS

Commission Secretary/CEO

address: Anniversary Towers, 6th Floor, off University Way, P.O Box 45371-00100 Nairobi, Kenya
phone: +254 (0) 2769000, fax: +254 (0) 20 2219185, email: info@iebc.or.ke, website: www.iebc.or.ke