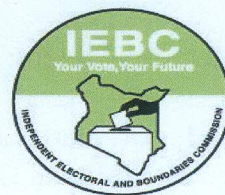


INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION



MINUTE OF THE SUPPLIERS' PRE BIDDING MEETING HELD ON 10TH MARCH 2023
AT 14TH FLOOR BOARD ROOM ON.

FOR

[Handwritten signature]
TENDER NO: IEBC/OT/23/03/2022-2023- PROVISION OF MEDICAL NSURANCE,
GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL (GPA)COVERS FOR
OMMISSIONERS AND STAFF.

MARCH, 2023

Members Present;

1. Dr. Harley Mutisya	-	Chairperson
2. Chrispine Owiye	-	IEBC
3. Lorna Onyango	-	IEBC
4. Hassan Abdalla	-	IEBC
5. Mohamed Ali	-	Secretary
6. Carol Nkatha	-	IEBC
7. Patrick Musembi	-	Pioneer Assurance
8. Christopher Kariuki	-	Kenyan Alliance
9. Daniel Kariuki	-	Old Mutual
10. Edward NJogu	-	Liason Group
11. John Abwao	-	Liason Group
12. Humphrey Okeno	-	Zamara
13. Precious Mveni	-	Pioneer Assurance
14. Steve Biko	-	First Assurance
15. Titus Kanguru	-	First Assurance Company Limited
16. Andrew Nyagwansa	-	First Assurance Medical
17. Edward Maina	-	APA Insurance Ltd
18. Ruth Toris	-	Kenyan Alliance
19. Chebon Shabone	-	Laser Insurance Broker
20. Salome Kimilu	-	Granary Insurance Agency
21. Wallace Ngigi	-	Capex Life Assurance
22. Mwiti Muritui	-	Jubilee Health
23. Anthony Ndambuki	-	Minet Kenya
24. David Ayugi	-	First Assurance
25. Moses Osore	-	Peace of Mind Brokers
26. Patrick Mutai	-	TrustMark
27. Cyrus Nzuve	-	Goldfield Insurance Brokers
28. Boaz Agunga	-	CIC
29. Mosei Daniel	-	First Assurance
30. Esther Maina	-	Heritage
31. Ronald Namai	-	APA
32. Eunice Chumama	-	Kenya Orient Life
33. Noah Rutto	-	Sapon Insurance Brokers
34. Elvis Omondi	-	Madison General Insurance
35. Isaac Okware	-	Saveful Insurance
36. Thomas Opondo	-	APA Life Assurance
37. Francis Aloo	-	Jubilee Life Insurance

Agenda

1. Prayers
2. Introduction
3. Clarifications on issues raised by the bidders
4. A.O.B

MINUTE PR-BDG/01/2023 PRAYERS

The chairperson called the meeting to order at 11.20 Am and requested the audience to prepare for the commission corporate prayer. The Chairperson further welcomed the bidders' representative and committee members present and thanked them for turning up for the meeting.

MINUTE PR-BDG/02/2023: INTRODUCTION

The chairperson gave everyone in attendance the opportunity to introduce his/herself.

MINUTE PR-BDG/03/2023: CLARIFICATION ON ISSUES RAISED BY THE BIDDERS

The bidders sought clarifications and were well answered as tabulated below.

Clarification 1: Correction on population

- 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

Responses: References pages 65, 66 or 67.

- The population of the commission both commissioners and secretariat is 935. The number is a moving target
- The Limit of the last expense is as per member.
- 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.

Clarification 2:

- The bidders sought clarification whether the tender document shall be submitted electronically as per page 23 or delivered physically as page 24.

Responses: References 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; The electronic-procurement system shall be used to manage the following aspects of the Tendering process:
 1. Uploading of the tender document onto the websites
 2. Receiving queries for clarifications
 3. Uploading of addendums
- **ITT 23.1** states, tenderers shall not have the option of submitting their Tenders electronically. Therefore, submission of all tender document is done physically.

Clarification 3:

- Clarification on the approval letter for the technical officers- clarify if this should only apply to the principal officer or technical officer.

Responses: Reference Page 30

- Bidders must provide approval letter from the Commissioners of insurance/ IRA on principal officer.
- For the Technical officer the requirements for the approval letter from the commissioner of IRA is hereby waved, however the 5 years CV remains.

Clarification 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 correct.
- 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

Responses: Reference Page 67

- Critical illness is 30% of the main benefit
- The correct number of employees is 935+1

Clarification 6: Business Operational Capacity

- Bidders sought clarification on requirements to Provide evidence of Reinsurance arrangement for Group Life assurance

Responses: Reference page 31

- The bidder is required to Provide evidence of Reinsurance arrangement for Group Personal Accident.

Clarification 7:

- Bidders sought clarification on requirement to provide evidence of presence of medical service providers in all Counties in Kenya – MUST provide contracts with medical providers showing coverage of the 47 Counties.

Responses: reference page 29

- Bidders must provide evidence of contracts of medical services provided in all the 47 counties.

Clarification 8:

- The bidders sought clarification whether Insurance brokers and agencies are required to participate in this tender?
- Bidders are advised to read tender documents. IIT on page 3 item 2 and 3 which states: *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.*
- *Where a tenderer is not an underwriter, they will provide the following in their bid documents:*
 - a) *Price quotation from their preferred underwriter*
 - b) *A written authorization letter from the underwriter as confirmation that they have allowed the tenderer to bid using their quotation.*
 - c) *An agreement with the underwriter that payments shall be made to the person with whom the contract shall be entered.*

Clarification 9

- 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

Responses: Reference page 29

- Remain as it in the TECHNICAL EVALUATION; *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.*

Clarification 10

- Clarification on extension of the tender closing date

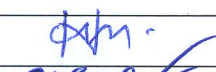
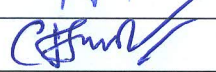
Responses

- It is clearly stated and agreed upon that there will be no extension of the tender closing date. The tender closing date remains on **24th March, 2023**

MINUTE PR-BDG/04/2023 AOB

There being no any other business to discuss, the meeting ended at 2.30 PM.

Minutes confirmed by;

SNo.	Name	Position	Sign	Date
1.	Dr. Harley Mutisya	Chairman		13/03/2023
2.	Mohamed Ibrahim	Secretary		13/03/2023