



KENYA ELECTRICITY GENERATING COMPANY PLC

RFx: 5000012797

KGN-LEG-05-2023

## TENDER FOR THE PROVISION OF INSURANCE SERVICES FOR YEAR 2023-2024

### (OPEN NATIONAL TENDER)

Date: 12<sup>th</sup> May, 2023

#### Addendum No. 2

In accordance with the **Tender for The Provision of Insurance Services for Year 2023-2024**, KenGen issues **Addendum No. 2** as follows:

#### 1. EXTENSION OF TENDER CLOSING DATE

INITIAL TENDER CLOSING DATE	REVISED TENDER CLOSING DATE
Tender Closing Date: <del>17<sup>th</sup> May 2023 at 10.00 a.m.</del>	Tender Closing Date: <b>23<sup>rd</sup> May 2023 at 10.00 a.m.</b>
Tender Opening Date: <del>17<sup>th</sup> May 2023 at 10.30 a.m.</del>	Tender Opening Date: <b>23<sup>rd</sup> May 2023 at 10.30 a.m.</b>

#### 2. BROKERS' MANDATORY REQUIREMENTS- ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES(AGPO) (YOUTH, WOMEN & PERSONS WITH DISABILITY)

No	Requirements
MR 1	A copy of the Certificate of Incorporation issued by the Registrar of Companies.
MR 2	Valid Tax Compliance Certificate.
MR 3	Duly filled, signed & stamped Tenderer's Eligibility Confidential Business Questionnaire form
MR 4	Duly filled and signed and stamped form of tender
MR 5	Duly filled and signed and stamped price schedule
MR 6	Duly filled and stamped Addendum(s)/Clarification(s) issued must be attached (Where Applicable).
MR 7	The Tender MUST be submitted in the required format and <b>Sequentially serialized</b> on each page of the bid submitted.
MR 8	The tender has been dully signed by the person lawfully authorized to do so through the power of Attorney. Power of Attorney should be signed and stamped by a Commissioner for Oaths. A power of Attorney shall not be required where the bidder is a sole-proprietor or the only shareholder of a company.

MR 9	Tender documents Must be submitted through our e-procurement platform found at <a href="https://eprocurement.kengen.co.ke:50001/irj/portal">www.kengen.co.ke (https://eprocurement.kengen.co.ke:50001/irj/portal)</a>
MR 10	Duly filled signed and stamped Self Declaration form that the tenderer is not debarred in the matter of PPADA 2015.
MR 11	Duly filled signed and stamped Self Declaration form that the tenderer will not engage in any corrupt or Fraudulent Practice.
MR 12	Duly filled signed and stamped Certificate of Independent Tender Determination
MR 13	Duly filled signed and stamped Declaration and Commitment To The Code Of Ethics
MR 14	Year 2023 copy of Insurance Regulatory Authority (IRA)certificate
MR 15	Year 2023 membership certificate from AIBK
MR 16	A copy of the Professional Indemnity Policy document of not less than KShs. 200 million from a reputable insurance company in Kenya and valid renewal confirmation/endorsement for more than ninety days after the closing date of the tender certified, signed & stamped by the issuing underwriter (KenGen reserves the right to confirm the validity of the policy document/renewal endorsement with the issuing underwriter).
MR 17	A copy of certified Bank Guarantee of KShs. 3 million
MR 18	Current Curriculum Vitae of Principal Officer, (with Graduate and professional Insurance Qualifications)from college of Insurance Kenya or Chartered Insurance institute (UK)
MR 19	A copy of valid AGPO Certificate (Youth, Women & Persons with Disability). For firms bidding under PWDs, additional requirement of a valid Copy of disability card from National Council of Persons with Disability (NCPWD) is required.
MR 20	Duly Filled, Signed and Stamped Tender Securing Declaration Form

### 3. DETAILED TECHNICAL EVALUATION FOR INSURANCE BROKERS- ACCESS TO GOVERNMENT PROCUREMENT OPPORTUNITIES (AGPO) (YOUTH, WOMEN & PERSONS WITH DISABILITY)

	<u>Evaluation Criteria</u>	<u>Max %</u>
1.	Years of experience of the firm Maximum Fifteen (15) marks.  Above 3(three) years - fifteen (15) Marks  Between 0 to 3 (Three) years - Ten (10) Marks	15
2.	Technical capability of the Broker to handle non-motor claims of over KShs. 10 million paid in the last two years i.e. 2020,2021 and 2022cumulatively. (Provide evidence in the form of certified discharge voucher(s) from a reputable underwriter in Kenya(certified by the underwriter)  a) Claims paid above KShs. 20 Million – Twelve (12 marks) b) Claims paid up to & above KShs. 10Million– ten (10 marks) c) Claims paid below KShs. 5 Million –Eight (8 marks)	12

3.	<p>Claims processing Services for the last two years (2020-2020) ( Provide evidence (Discharge voucher for the duration taken to settle claims of at least Kshs.1,000,000.00 per claim upon full claims documentation</p> <p>a) Settlement of at least three (3) claims within one (1) month (15 Marks)</p> <p>b) Settlement of at least two (2) claims between one (1) to two (2) months (12 marks)</p>	15
4.	<p>Underwriting Experience in group life business and other non-motor business (for the last two calendar years i.e 2021 &amp; 2022. At least two (2) reference letters ( Maximum Twelve (12 marks)).</p> <p>I. Total non-motor business excluding Motot business premium only up to &amp; above KShs. 20 million cumulatively – Twelve (12 marks)</p> <p>II. Total non-motor business excluding motor business premium only &amp; above KShs. 10 Million cumulatively – Eight (8 marks)</p> <p>III. Total non-motor business excluding motor business premium upto KShs. 5 Million cumulatively Six (6 marks)</p>	12

5	<p>Qualification &amp; Competence Qualifications and competence of 3 key staff as follows;</p> <p>a) Principal Officer - University Graduate - ACII/AIHK certified - Experience Minimum 7 years- current CV signed and stamped (11 marks)</p> <p>b) Two (2) other Technical Officers - University Graduate one (2 marks for each) maximum (4 marks)</p>	15
6	<p>Provide documentary evidence of certified paid-up capital-CR12</p> <p>I. Up to KShs. 5,000,000 (nominal shares) Five (5 Marks) II. Up to KShs. 2,000,000 (nominal shares) Three (3 Marks) III. Up to KShs. 1,000,000 (nominal shares) Two (2 Marks)</p>	5
7	<p>Current detailed Operational Plan and Methodology for the purpose of this tender-</p> <p>This will include detailed execution of service, work plan and timeframe on following:-</p> <p>I. Claims Management - Turnaround time, handling of loss adjusters e.t.c(Six) (6) Marks)</p> <p>II. Underwriting- Placement of new covers and review of policy documents. Provide details on how this will be done for KenGen , six (6) marks)</p> <p>III. Copies of Service level Agreement (SLA) showing turnaround time with the underwriters within the last one-year (2022) three (3) Marks)</p> <p>IV. Attach current (2020) Company profile containing organizational structure and staffing levels. four (4) Marks)</p> <p>V. Detailed work plan on which KenGen's various classes will be implemented including the system available to support the work plan ,six (6) Marks</p> <p>VI. Availability of an Insurance System-. One ( 1) Mark)</p>	26
	Total Marks	100

**4. TENDER-SECURING DECLARATION FORM – TO BE FILLED BY FIRMS  
BIDDING UNDER ACCESS TO GOVERNMENT PROCUREMENT  
OPPORTUNITIES (AGPO) (YOUTH, WOMEN & PERSONS WITH DISABILITY)**

*[The Bidder shall complete this Form in accordance with the instructions indicated]*

Date:.....*[insert date (as day, month and year) of Tender Submission]*

Tender No.:.....*[insert number of tendering process]*

To:..... *[insert complete name of Purchaser]* I/We, the

undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Tender-Securing Declaration.
2. I/We accept that I/we will automatically be suspended from being eligible for tendering in any contract with the Purchaser for the period of time of [Two years] starting on [Tender Submission Deadline], if we are in breach of our obligation(s) under the bid conditions, because we – (a) have withdrawn our tender during the period of tender validity specified by us in the Tendering Data Sheet; or (b) having been notified of the acceptance of our Bid by the Purchaser during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the instructions to tenders.
3. I/We understand that this Tender Securing Declaration shall expire if we are not the successful Tenderer(s), upon the earlier of:
  - a) our receipt of a copy of your notification of the name of the successful Tenderer; or
  - b) thirty days after the expiration of our Tender.
4. I/We understand that if I am/we are/in a Joint Venture, the Tender Securing Declaration must be in the name of the Joint Venture that submits the bid, and the Joint Venture has not been legally constituted at the time of bidding, the Tender Securing Declaration shall be in the names of all future partners as named in the letter of intent.

Signed:.....

..... Capacity / title (director or partner or sole proprietor, etc.)

..... Name:

.....

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Tenderer]*

Dated on ..... day of ..... *[Insert date of signing]* Seal

or stamp

**SUPPLIER ACKNOWLEDGEMENT OF ADDENDUM NO. 2**

We, the undersigned hereby certify that the Addendum is an integral part of the document and the alterations set out in addendum has been incorporated in the Tender document.

Signed.....

Tenderer.....

Date.....