

KCAA/CONF/1010/3 VOL 49 (277)

24th November 2021

TO ALL INTERESTED BIDDERS

**REF: FIRST ADDENDUM AND RESPONSE TO CLARIFICATIONS ON
PROVISION OF INSURANCE SERVICES FOR INPATIENT AND
OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF
& DEPENDANTS. TENDER NO. KCAA/025/2021-2022.**

Reference is made to the above mentioned tender advertised on 16th November 2021.

In accordance with the provisions of Instructions to Applicants in section 9 of the tender document which was issued or obtained from KCAA website, the Authority has prepared the first addendum and response to the request for clarifications sought by some prospective bidders.

Attached herein is the first addendum and response to the clarifications.

Please note that this addendum and the clarifications shall be read and construed as part of the bidding document issued to you earlier.

The deadline for submission of tenders is **2nd December, 2021 at 11:00am** East African Time.

We wish you the best as you prepare to submit your tenders.



William Kitum
FOR: DIRECTOR GENERAL
Enlc.

FIRST ADDENDUM OF THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER. TENDER NO. KCAA/025/2021-2022

FIRST ADDENDUM FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS. TENDER NO. KCAA/025/2021-2022

(a) PRELIMINARY EXAMINATION FOR DETERMINATION OF RESPONSIVENESS

No.	Preliminary evaluation criteria as provided in the tender document	Amended preliminary evaluation criteria
Mandatory requirement number 21 on page 25 of 76	Must have handled at least five (5) corporate clients in the last 3 years for medical cover of similar or larger magnitude and complexity as Kenya Civil Aviation Authority and each of the contracts being of at least Kshs. 150 million each and at least two (2) of the contracts are current/ongoing. (Attach copies of certified contracts, notification of award and corresponding recommendation letters from the respective stated clients).	Must have handled at least five (5) corporate clients in the last five (5) years for medical cover of similar or larger magnitude and complexity as Kenya Civil Aviation Authority and each of the contracts being of at least Kshs. 150 million each and at least two (2) of the contracts are current/ongoing. (Attach copies of certified contracts, notification of award and corresponding recommendation letters from the respective stated clients).

(b) TECHNICAL EVALUATION CRITERIA IS AMENDED AS FOLLOWS:

TABLE 2: TECHNICAL EVALUATION CRITERIA

CRITERIA	Method of evaluation as provided in the tender document	Amended technical evaluation criteria	MAXIMUM POINTS
Experience: Firm's experience in providing similar services	Provide a list of at least five (5) corporate medical schemes served within the last five years with a staff population of not less than 500 (Five hundred) and tender sum each worth Ksh. 200 million medical premiums and above for each contract. Bidders MUST attach ALL	Provide a list of at least five (5) corporate medical schemes served within the last five years with a staff population of not less than 500 (Five hundred) and tender sum each worth Ksh. 150 million medical premiums and above for each contract. Bidders MUST attach	30

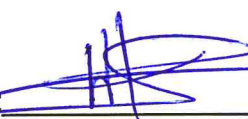


FIRST ADDENDUM OF THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER. TENDER NO. KCAA/025/2021-2022

	<p>documentary proof as follows:</p> <p>i). Five (5) letters of award and corresponding certified contracts (10 points)</p> <p>ii). Five (5) corresponding recommendation letters from the firms above which should indicate cover period and size of employee population covered, telephone and email contacts for the officer in charge of the scheme. (10 points)</p> <p>iii). Proof of at least two Public entities medical clients from the five who have retained the provider for at least two terms (10 points).</p> <p><i>(To be prorated based on contract value and number of contracts provided by respective bidders meeting the criteria for each of the requirements)</i></p> <p>Below 200m ---- 5 points</p> <p>Between 200m – 300m - 7 points</p> <p>Over 300m ----- 10 Points</p>	<p>ALL documentary proof as follows:</p> <p>i. Five (5) letters of award and corresponding certified contracts (10 points)</p> <p>ii. Five (5) corresponding recommendation letters from the firms above which should indicate cover period and size of employee population covered, telephone and email contacts for the officer in charge of the scheme. (10 points)</p> <p>iii. Proof of at least two Public entities medical clients from the five who have retained the provider for at least two terms (10 points).</p> <p><i>(To be prorated based on contract value and number of contracts provided by respective bidders meeting the criteria for each of the requirements)</i></p> <p>From 150M to 200m - 7 points</p> <p>Above 200m ----- 10 Points</p>	
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Signed by:

Manager Procurement




Date

24/11/21

For Director General
Kenya Civil Aviation Authority
P. O. Box 50163 - 00100
NAIROBI

RESPONSE TO THE REQUEST FOR CLARIFICATIONS ON PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS. TENDER NO. KCAA/025/2021-2022.

No	Requested clarification by bidder's	Response by KCAA
1.	<p>Experience</p> <p>We note the amount of premium underwritten per client under the technical (200M) and mandatory (150M) sections which seems to be referring to the same thing. Further, marks awarded on prorata basis; over 300M-10 points, between 200M – 300M – 7 points, below 200M – 5 points seems to be also ambiguous as it introduces a new limit (300M).</p> <p>Kindly clarify;</p> <p>If gross underwritten premium per client under technical section should be 200M per client or 150M.</p> <p>Marks awarded on prorata basis should be consistent with the amount of gross underwritten premium request for; we recommend removing the section for clarity.</p>	<p>The requirement is hereby amended so as to be aligned to the mandatory requirements to read as follows;</p> <p>“Provide a list of at least five (5) corporate medical schemes served within the last five years with a staff population of not less than 500 (Five hundred) and tender sum each worth Ksh. 150 million medical premiums and above for each contract. Bidders MUST attach ALL documentary proof as follows:</p> <ul style="list-style-type: none"> i). Five (5) letters of award and corresponding certified contracts (10 points) ii). Five (5) corresponding recommendation letters from the firms above which should indicate cover period and size of employee population covered, telephone and email contacts for the officer in charge of the scheme. (10 points) iii). Proof of at least two Public entities medical clients from the five who have retained the provider for at least two terms (10 points). <p>(To be prorated based on contract value and number of contracts provided by respective bidders meeting the criteria for each of the requirements)</p> <p>From 150M to 200m ----- 7 points Above 200m ----- 10 Points</p>
2.	<p>Financial resources (annual premiums trends for past three years) – kindly confirm if this is in reference to profits or premiums.</p>	<p>This is in reference to the annual premiums as clearly stated in the tender document.</p>



3.	Also for a better competitive bidding process, kindly consider lowering the amount stated below from 150 million to about 50 million as stated in your mandatory requirement no. 21.	<p>This is a critical service for KCAA staff and dependents hence the need for experienced firms that have handled assignments of similar magnitude in terms of value of contract and the members of the medical scheme among others.</p> <p>The requirement is based on our previous experience where we noted that bidders who did not have similar experience were unable to provide the services satisfactorily. Further, this contract will require payment to the respective hospitals hence the ability to pay the appointed hospitals is very critical for this tender.</p> <p>We therefore require a bidder who has the required capacity, financial capability and experience to handle this assignment as indicated in the tender document.</p>
4.	We seek clarification on the mandatory requirement 21 can be dropped or revised downwards.	<p>The mandatory requirement in number 21 of the preliminary evaluation criteria cannot be revised downwards as explained in our clarification number 3 above.</p>
	"Provide a list of at least five (5) corporate medical schemes served within the last five years with a staff population of not less than 500 (five hundred) and tender sum each worth Kshs. 200 million medical premiums and above for each contract".	<p>The requirement is hereby amended so as to be aligned to the technical requirement in terms of period/ years to read as follows;</p> <p>"Must have handled at least five (5) corporate clients in the last 5 years for medical cover of similar or larger magnitude and complexity as Kenya Civil Aviation Authority and each of the contracts being of at least Kshs. 150 million each and at least two (2) of the contracts are current/ongoing. (Attach copies of certified contracts, notification of award and corresponding recommendation letters from the respective stated clients)."</p> <p>The revised Technical Evaluation Criteria is herein attached as addendum 1.</p>

Signed by:

Manager Procurement



Date

24/11/24