

17<sup>th</sup> May 2023

TO: ALL BIDDERS

**ADDENDUM 3: CLARIFICATION & AMENDMENT**

**RE: TENDER FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR THE PERIOD STARTING 1<sup>ST</sup> JULY 2023- 30<sup>TH</sup> JUNE 2024 -TENDER NO.GDC/BSSI/OT/054/2022:2023**

In response to the request for clarification, GDC wishes to respond as follows;

No.	Bidders Query	GDC Response
1.	<p>We request that you review the below mandatory requirement to allow for fair competition. - Long-Term (Life) Insurance Companies, must have underwritten an average of Kshs. 2.5 billion gross premiums (excluding individual life and pensions business) under Group Life Business for the last two years 2021 and 2022.</p> <p>We like to propose Kshs. 1.5 Billion inclusive/ Excluding of Individual Life and Pensions business.</p>	<p>The underwritten average gross premium of Kshs. 2.5 billion (excluding individual life and pensions business) under Group Life Business for the last two years 2021 and 2022, remains as stipulated in the tender document.</p>
2.	<p>We request that you revise the mandatory condition - Short-Term (General Business) Insurance Companies must have underwritten an average of Kshs. 3 billion gross premium (excluding Medical and motor vehicle insurance portfolio) for the last two years 2021 and 2022. We like to propose it to read as below; Short-term (General Business) Insurance Companies must have underwritten an average of Kshs. 2billion gross premium (excluding medical and motor vehicle insurance portfolio) for the last two years 2021 and 2022</p>	<p>The underwritten average gross premium of Kshs. 3 billion for Short term (General Business) excluding Medical and motor vehicle insurance portfolio for the last two years 2021 and 2022 remains as stipulated in the tender document.</p>
3.	<p>We would like to clarify if it will be okay if the person that has been given the power of Attorney by the Managing Director signs the quotation.</p>	<p>The Supporting Quotations from Recommended Underwriters and a consideration of any variations there to – must be stamped with the Underwriting company rubberstamp and signed by the CEO/MD. This remains as stipulated in the tender document.</p>
4.	<p>We request GDC to provide a schedule of all the motor vehicles and their values that add up to the sum Insured provided to guide us in negotiating for competitive rates. We also request GDC to provide the carrying</p>	<p>All Declarations will be submitted after the award of the tender. This section therefore remains as stipulated in the tender.</p>



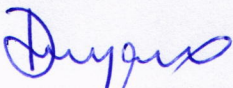
	<p>capacity of each staff bus/van to enable quotation of legal liability.</p> <p>We request GDC to provide a breakdown of the building, locations, sum insured for each stock and contents per location to enable negotiation of better rates with Reinsurers.</p>	
5.	<p>We request that you review the below mandatory requirement - Record of unsatisfactory or default in performance obligations in any contract awarded by GDC shall be considered. This shall include any tenderer with unresolved case(s) (claims) in its performance obligations for more than Sixty (60) days in any contract.</p>	<p>The Mandatory Requirement for Insurance brokers stipulated in Section 3 part 2, past performance obligations remain as stipulated in the tender document.</p>
6.	<p>Amendment of Insurance Brokerage Services Period</p>	<p>GDC wishes to amend the period for the insurance brokerage services from <b>1<sup>st</sup> July, 2023 – 30<sup>th</sup> June, 2025.</b></p> <p><b>The tender description is also hereby amended to read as follows;</b></p> <p><b>TENDER FOR PROVISION OF INSURANCE BROKERAGE SERVICES FOR THE PERIOD STARTING <u>1<sup>ST</sup> JULY 2023 - 30<sup>TH</sup> JUNE 2025.</u></b></p>
7.	<p>Deletion of a clause</p>	<p>GDC wishes to delete the paragraph on page 26 of the tender document which states <i>that the Procuring entity reserves the discretionary right to waive any of the mandatory requirements.</i></p>
8.	<p>Amendment of stages of evaluation for Underwriters</p>	<p>Underwriters shall be evaluated in 3 stages;</p> <ol style="list-style-type: none"> <li>1. Mandatory Evaluation</li> <li>2. Technical Evaluation</li> <li>3. Financial Evaluation</li> </ol> <p><b>Enclosed Annex 1 – Requirements of Evaluation for underwriters.</b></p>
9.	<p>Amendment of Mandatory Evaluation Requirement for Underwriters</p>	<p>GDC wishes to amend the mandatory evaluation requirement for underwriters to include the below;</p> <ol style="list-style-type: none"> <li>1. IRA Licensing for the year 2023.</li> <li>2. Duly filled and signed SDI Form</li> <li>3. Duly filled and signed SD 2 Form.</li> <li>4. Duly filled and signed Declaration and commitment to the Code of ethics form.</li> </ol> <p><b>Enclosed Annex 2 – MANDATORY FORMS</b></p>



10.	Amendment of the statement below; The basis of computation for number 6 and 7 mandatory criteria in the tender document shall be the IRA Annual Reports for the years 2021 and 2022.	GDC wishes to amend the statement to read as follows; The basis of computation for stage two (2) technical requirement for underwriter's item number one (1) and two (2) shall be the IRA Annual Reports for the years 2021 and 2022.
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All other requirements/instructions including the tender closing date of **Friday 19<sup>th</sup> May 2023 at 2.00Pm** remain unchanged.

Yours faithfully,



**DORIS KYAKA**  
**MANAGER, SUPPLY CHAIN**