

10th June, 2021

TO: ALL BIDDERS

Dear Sir/Madam,

ADDENDUM 3: AMENDMENT OF THE TENDER DOCUMENT.

**RE: TENDER FOR PROVISION OF INSURANCE UNDERWRITING SERVICES FOR THE YEAR 2021 - 2022 -
TENDER NO. GDC/BSS&I/OT/063/20-21**

Pursuant to clause 5 of the Instruction to tenders, GDC wishes to amend the tender document as follows;

1. The tender is hereby amended to include Brokerage Services
2. Evaluation Criteria for Insurance Brokerage services is provided below:

No.	2 (a) Mandatory Evaluation Criteria for Insurance Brokerage
MR1	Tender Submission Form duly completed and signed and stamped using the bidders stamp - Section G
MR2	Duly completed Mandatory Business Questionnaire- Section K.
MR3	A copy of the Certificate of Incorporation issued by the registrar of Companies. Must have been in existence in brokerage operation for at least seven (7) years from the date of registration.
MR4	Year 2021 copy of Insurance Regulatory Authority (IRA) Practicing License / Certificate
MR5	Year 2021 membership certificate from AIBK (Association of Insurance Brokers of Kenya)
MR6	Year 2021 copy of the Professional Indemnity Policy document of not less than KShs.100 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 by the issuing underwriter.
MR7	Submission of the required number of copies in this case two (2) copies and one (1) original.
MR8	A copy of certificate of confirmation of Directors & Shareholding CR12. This certificate must not be more than three (3) months old to the tender closing date and MUST be certified by an Advocate of the High Court of Kenya.

MR9	Current curriculum Vitae of the proposed staff for assignment, signed at all pages by the respective staff. It must also be stamped and signed at all pages by the Principal Officer, supported by certified academic and professional certificates certified by an Advocate of High Court of Kenya. Attach proof of active employment three months to the tender closing date)
MR10	Provide certified copies of the audited books of accounts 2019 & 2020. GDC reserve the right to check the authenticity of these books of accounts. The copies of the audited books to be certified by the auditing firm for the purposes of this tender. This certification must not be more than three (3) months old to the tender closing date
MR11	Must attach at least five (5) reference letters from reputable clients excluding GDC indicating that the broker has experience in handling insurance business with an annual premium turnover of not less than Kshs.150 Million (Kenya shillings one hundred and fifty Million) underwritten in the calendar year 2020 only, excluding medical and motor business. The letter must be duly completed on client letter head and should conform to Schedule H. Recommendation Form as per the Schedule H must be accompanied by certified letter (s) to Schedule H. Recommendation Form as per the Schedule H must be accompanied by certified letter (s) of award/contract by the client supporting the said declared premium in the calendar year 2020 only. of award/contract by the client supporting the said declared premium in the calendar year 2019 only.
MR 12	Addendum(s)/Clarification(s) issued to be acknowledged and Attached (where applicable).
MR13	Current duly completed, Signed and Stamped Anti-Corruption Declaration form-Section J.
MR14	Written Power of Attorney granted by the Brokerage firm to the person authorized to sign on behalf of the Broker and commissioned by a Commissioner of Oaths
MR15	Current Proof of compliance with statutory requirements from the following: NSSF, NHIF, Tax compliance certificate, business permit (must be certified by an Advocate of the High Court of Kenya.)
MR 16	Dully filled signed and stamped Self Declaration form that the tenderer is not debarred in the matter of PPADA 2015
MR 17	Dully filled signed and stamped Self Declaration form that the tenderer will not engage in any corrupt or Fraudulent Practice.
MR18	Tenderers to submit an Original Tender Security in the amount of Kshs. 500,000 in the form of an insurance or bank guarantee operating in Kenya. The tender security should be valid for a period of 30 days beyond the tender validity period. i.e 150 days from the date of tender opening.

Note: Only those bidders who fulfill the above mandatory conditions will proceed to technical evaluation stage.

Detailed Technical evaluation for Insurance Brokers

No.	2 (b) Technical Evaluation Criteria for Insurance Brokers	
	Evaluation Criteria	Max
1.	Years of experience of the firm Maximum Fifteen (15) marks. Between 7 – 10 years - Eight (8) Marks Between 10 – 12 years - Ten (10) Marks Over 12 years' experience - Fifteen (15) Marks	15
2.	Technical capability of the Broker to handle non-motor claims of over KShs. 100 million paid in the last two years i.e. 2019 & 2020 cumulatively. (Provide an evidence in form of certified discharge voucher(s) from a reputable underwriter in Kenya (certified by underwriter) a) Claims paid above KShs. 100 Million – Twelve (12 marks) b) Claims paid up to & above KShs. 75 Million – Eight (8 marks) c) Claims paid below KShs. 50 Million – Four (4 marks)	12
3.	Claims processing Services for the last two years (2019-2020) (Provide evidence (Discharge voucher signed, stamped and certified plus the proof of payment date) for the duration taken to settle claims of at least KShs. 1,000,000.00 per claim upon full claims documentation) (certified by underwriter) a) Settlement of at least five (5) claims within one (1) month (15 Marks) b) Settlement of at least five (5) claims between one (1) to two (2) months (10 marks) c) Settlement of at least five (5) claims within 90 days (5 marks) d) Settlement of claims five (5) claims over 90 days (0 marks)	15
4.	Underwriting Experience in the Energy Sector or large manufacturing entity (Maximum Twelve (12 marks). (certified by client) At least five (5) reference letters from clients (excluding GDC) indicating that the broker has handled or has experience in either Energy sector Insurance, or Large corporate organization in the last two years i.e. 2019 & 2020. (attach the said current client reference letter which must be signed and stamped on client's letter head) I. Total non-motor business excluding medical business premium only up to & above KShs. 150 Million cumulatively – Twelve (12 marks) II. Total non-motor business excluding medical business premium only & above KShs. 100 Million cumulatively – Eight (8 marks) III. Total non-motor business excluding medical business premium upto KShs. 50 Million cumulatively Six (6 marks)	12

5.	<p>Experience in Risk Survey, Training and other add-on/additional services for the last two years (2019-2020) (certified by client)</p> <ul style="list-style-type: none"> i. Experience of the firm to handle Risk survey and the ability to handle Power Generation risk or large organization risks (attach certified reference in client letter head. The recommendation must not be more than one year old from date of the tender document. Two (2 marks) (each reference one (1 mark) ii. Ability to Implement Risk Management measures to improve risk and reduce cost of Insurance premium (Attach certified evidence of risk implementation in client's letter which the firm has done in the last two year and how the client reduced premium cost) Two (2marks (attach at least three reference letters- One (1 Mark) each reference). 	6
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6.	<p>Qualification & Competence (All the certificates and CVs to be stamped and certified by the principal officer or the Managing Director) (Maximum 15 Marks)</p> <p>Qualifications and competence of 4 key staff as follows;</p> <p>a) Principal Officer</p> <ul style="list-style-type: none"> - University Graduate one (1) Mark - ACII/AIHK certified one (1) Mark - Experience Minimum 15 years- current CV signed and stamped one (1 Mark). <p>b) Three (3) other Technical Officers</p> <ul style="list-style-type: none"> - University Graduate one (1) Mark each (maximum 3 marks) - Diploma ACII/AIHK certified certificates attached One (1 Mark) each (Maximum 3 Marks) <p>c) Experience Minimum 7 years current CVs signed, certified and stamped One (1 Mark) each (maximum 3 marks</p> <p>Current Professional Membership (2021) from Institute of Insurance</p>	15
7.	<p>Provide documentary evidence of certified paid up capital-CR12</p> <p>I. Up to KShs. 20,000,000 (nominal shares) Five (5 Marks)</p> <p>II. Up to KShs. 15,000,000 (nominal shares) Three (3 Marks)</p> <p>III. Up to KShs. 10,000,000 (nominal shares) Two (2 Marks) IV. Up to KShs. 5,000,000 (nominal shares) One (1 Mark)</p>	5
8	<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(four (4) Marks)</p> <p>II. Underwriting- Placement of new covers and review of policy documents. Provide details on how this will be done for GDC (four (4) marks) (certified by underwriter)</p> <p>III. Copies of Service level Agreement (SLA) showing turnaround time with the underwriters within the last one-year (2019) Three (3) Marks) (certified by underwriter)</p>	20
Total marks for Technical Evaluation Criteria is 100marks		

Pass mark for technical evaluation is 80marks out of 100marks. Bidders who will not attain the technical score of 80marks will not proceed to the next stage of the evaluations.

3. Section I- Standard Forms.

The following forms to be filled by all tenderers (underwriters and Brokers);

- 8.1 – Form of Tender
- 8.2 – Tender Security Form
- 8.5 – N/A
- 8.6 – Declaration of Undertaking
- 8.7 – Power of Attorney
- 8.8 – Tender Submission Form
- 8.9 – Recommendation
- 8.10- Anti – Corruption Declaration Form
- 8.11 – Mandatory Confidential Business Questionnaire
- 8.12 – Self Declaration Form (SD1)
- 8.13 – Self Declaration Form (SD2)

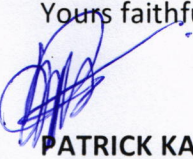
Note: forms 8.3 Contract form and 8.4 Performance Security in the tender document shall be filled by the successful bidders only.

4. Closing Date.

The closing date of the tender is extended to **15th June 2021 at 2:00pm.**

All other instructions remain unchanged as stipulated in the tender document.

Yours faithfully,


PATRICK KAPTO
FOR: MANAGER, SUPPLY CHAIN
GEOTHERMAL DEVELOPMENT COMPANY