

ADDENDUM NO. 1 ISSUED FOR A TENDER NOTICE DATED 16TH MAY 2025

**PROVISION OF INSURANCE FOR
WORK INJURY BENEFITS ASSURANCE (WIBA) FOR
LAIKIPIA COUNTY GOVERNMENT**

TENDER NO:

LCG/B64/ADMIN/3/2024/2025.

NEGOTIATION NUMBER: 1861493

This Addendum is a follow up to the publication of the above Tender Notice that was uploaded in the County Government of Laikipia website; www.laikipia.go.ke and on PPIP: www.tenders.go.ke respectively on 16th May 2025

We would like to notify all eligible bidders and those who downloaded tender documents of the following clarification:

- i. That advertised tender of the subject matter is open to all bidders
- ii. All other conditions and mandatory requirements including the deadline of submission of tenders remain the same closing on **date 30th May 2025 at 11:00 A.M**
- iii. That the Evaluation Criteria is amended to read as herewith attached/uploaded.
- iv. The evaluation criteria in the tender document initially provided on page....35.... to be replaced with the attached Evaluation criteria issued with this Addendum

CHIEF OFFICER

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EVALUATION CRITERIA

NO.	MANDATORY REQUIREMENTS	YES/NO
1.	Valid Registration Certificate by Insurance Regulatory Authority as an underwriter for this category (attached certified copy)	
2.	Membership Certificate from the Association of Kenya Insurers (AKI)	
3.	Current and valid copy of business license from the county Government where the business is located	
4.	Properly bound and sequentially Serialized bid document	
5.	Valid Tax Compliance Certificate	
6.	Valid SHA/SHIF Compliance Certificate – Certified by Issuing Body	
7.	Valid NSSF Compliance Certificate – Certified by Issuing Body	
8.	Certificate of Incorporation	
9.	Provide a copy of CR-12 from Registrar of Companies	
10.	List at least six (5) key professional staff and their portfolio/tasks. 1Team Leader/Management, 3 technical and 1 support staff	
11.	Tender security of Kenya Shillings, Three Hundred Thousand Only (Kshs. 100,000.00); in form of a Demand Bank guarantee from a bank licensed and operating in Kenya, valid for 120 days.	
12.	Provide annual gross premiums turnover of at least Ksh.500 Million for the year 2024 specifically relating to provision of WIBA Insurance services (Bidder MUST attach extract from 2024 IRA report)	
13.	Submit a copy of the audited accounts for last three preceding years (2022, 2023,2024). Audit opinion must be unqualified	
14.	Claim settlement Declaration: Submit Declaration signed by the CEO/ Principal officer that the claims falling under these policies period shall be honored irrespective of date of reporting	
15.	Duly filled in, signed and rubber-stamped form of tender	

16.	<i>Duly filled Declaration and Commitment to the Code of Ethics</i>	
17.	<i>Power of Attorney to confirm that the person signing the tender has been lawfully authorized to sign.</i>	

NB: Any Bidder who does not comply with any of the above requirements will be considered non-responsive and shall be disqualified.

B. TECHNICAL EVALUATION CRITERIA

No.	EVALUATION CRITERIA	Maximum Points
A.	UNDERWITERS CAPACITY	
1.	<i>Previous Clients. Submit letters of Recommendation from five Corporate Clients which should include summary of services rendered (must be WIBA Insurance). (5 marks-1 mark for each recommendation)</i> <i>Attach contract/LSO/LPO/ from five Corporate Clients. The insurance portfolio handled for each of the clients must be more than five million shillings (Kshs 5,000,000.00) for provision of satisfactory WIBA Insurance) 3 marks for each Contract/LPO/LSO for a contract with required portfolio. (15 marks)</i>	20
B	FINANCIAL ABILITY	20
1.	<i>Audited Financial Statements. Submit Copies of the audited financial statements for the last two (3) financial years (2022, 2023,2024) –2.5 marks each year</i>	5
2.	<i>Minimum Premium Turnover. Must provide evidence of a minimum premium turnover of Ksh 500,000,000 for WIBA Insurance Evidenced by IRA report of 2024 - 15 marks</i>	15
C	CLAIMS MANAGEMENT AND SETTLEMENT	30
1.	Claims settlement ability State highest value of claim recently paid for Risks of relevant class of policies (Value of claims Recently paid for Risks Covered) for the last 5 Years. State the period used to settle the above highest value of claims upon presentation of all required documents, up to issuance of discharge voucher the formula below will be applied Least average period/respective bidder average period * 20 marks	20
2.	Ability to demonstrate with evidence that payment of last expense policy amount will be paid within 48 hours of notification of demise of a covered member. (Attach 5No. support documents e.g. Claim Form and Debit Note /Payment Remittance) 2 marks for every claim paid within 48 hours from notification	10
D	COMPLIANCE	30
	Evidence of submission of all reports to IRA on-time	20

	i. Quarterly reports 2025 Q1 and Q2=10 Marks ii. Annual reports 2024=10 marks	
1.	Must i. Provide Declaration and Undertaking by the Underwriter on material representation, processing of claim, settlement of claim and No Award conditions. ii. Confirm Capacity to independently analyze risks and advise the CGL on options for risk and cost management. iii. Provide Sample policy document factoring all TORs required by CGL iv. Attach sample proposal form/claim forms and all other required documents in claim processing explaining step by step claim procedures and documents required at each step. v. Provide Contact persons for each department for the servicing of this account.	10
	TOTAL	100%

NB: a. To qualify for financial evaluation a tenderer must score a minimum of 70 points. Tenderer who scores less than 70% at the technical evaluation stage will be disqualified from further evaluation