



# National Police Service Commission



## ADDENDUM

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

TO: All bidders

REF: TENDER ON PROVISION OF MEDICAL INSURANCE COVER FOR NATIONAL POLICE SERVICE COMMISSION (NPSC) COMMISSIONERS AND STAFF. TENDER NO NPSC/OT/T12/2022-2023

The National Police Service Commission is issuing this addendum to amend tender data sheet (TDS) and evaluation criteria below:

### SECTION II ~ TENDER DATA SHEET (TDS)

The following specific data for the Insurance services to be procured shall complement, supplement, or amend the provisions in the Instructions to Tenderers (ITT). Whenever there is a conflict, the provisions here in shall prevail over those in ITT.

ITT Reference	PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS
	<b>A. General</b>
ITT 1.1	The Tender reference number (ITT) is: <b>NPSC/OT/T12/2022-2023</b> The Procuring Entity is: <b>NATIONAL POLICE SERVICE COMMISSION</b> The name of the ITT is: <b>PROVISION OF MEDICAL INSURANCE COVER FOR NATIONAL POLICE SERVICE COMMISSION (NPSC) COMMISSIONERS AND STAFF</b>
ITT 2.2	The Intended date commencing providing the Insurance Services will be effective from 21/07/2023 for a duration of Two (2) year but renewable for a period of one-year subject to satisfactory performance and agreement by the parties under the same terms.
ITT 3.3	The Information made available on competing firms is as follows: No additional information that has been given to other competing firm that will disadvantage competing firms.
	<b>B. Contents of Tendering Document</b>
ITT 7.1 8.1	The Tenderer will submit any request for clarifications in writing at the Address <a href="mailto:procurement@npsc.go.ke">procurement@npsc.go.ke</a> to reach the Procuring Entity 7days before the deadline for submission. The Procuring Entity shall publish its response/addendum at the website: <a href="http://www.npsc.go.ke">www.npsc.go.ke</a> and in PPIP (Public Procurement Information Portal).
ITT 7.2	No pre-tender meeting will be held
	<b>C</b>
ITT 14.1	Alternative Tenders <b>shall not be</b> considered.
ITT 15.5	The prices quoted by the Tenderer <b>shall not</b> be subject to adjustment during the performance of the Contract. Premium to be put in the form of tender as the contract price is the full premium for the two periods /two years for each lot separately
ITT 16.1	The currency of the Tender and the currency of payments shall be: <b>Kenyan Shillings</b>

ITT 19.1	The Tender validity period shall be <b>150 days</b> .
ITT 20.1	A Tender Security of Amount of Ksh 1, 000,000/- valid for 150 days from the date of Tender opening, (additional thirty (30) Days after the expiry of the tender validity period in form of bank guarantee or a guarantee issued by financial institution approved by Central Bank of Kenya
ITT 21.1	In addition to the original of the Tender, the number of copies is: 1 All documents to be provided as copies must be certified by the commissioner of oath in the entire Tender document.
ITT 21.3	The written confirmation of authorization to sign on behalf of the Tenderer shall consist of: <b>The signatory should have a notarized power of attorney</b>
<b>D. Submission and Opening of Tenders</b>	
ITT 23.1	For <b>Tender submission purposes</b> only, the Procuring Entity's address is: <b>COMMISSION SECRETARY/CEO NATIONAL POLICE SERVICE COMMISSION P. O. BOX 47363 – 00100 NAIROBI TEL: 0709099000</b>
ITT 23.1	The deadline for Tender submission is: <b>Tuesday, 23<sup>rd</sup> May, 2023 @ 11:00am, and opened immediately at Commission 4<sup>th</sup> Floor Boardroom located at Skypark Plaza</b>
ITT Reference	<b>PARTICULARS OF APPENDIX TO INSTRUCTIONS TO TENDERS</b>
ITT 23.1	Tenderers <b>shall not</b> have the option of submitting their Tenders electronically.
ITT 26.1	<b>NATIONAL POLICE SERVICE COMMISSION SKY PARK PLAZA, 5<sup>th</sup> FLOOR WESTLANDS, NAIROBI P. O. BOX 47363 – 00100 NAIROBI TEL: 0709099000  Date: 23<sup>rd</sup> May, 2023 @ 11:00am Opening: immediately on the same day</b>
<b>E. Evaluation and Comparison of Tenders</b>	
ITT 33.2	The currency shall be: Kenya <b>Shillings</b> and the source of exchange rate shall be: <b>Central Bank of Kenya</b> as on 23 <sup>rd</sup> May, 2023
ITT 34.2	Margin of preference shall <b>not be allowed</b> .
<b>F. Award of Contract</b>	
ITT 40	The Commission will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily. To qualify for contract awards, the tenderer shall have the following: - (a) Necessary qualifications, both technical and financial capability, experience in offering similar service, and resources to facilitate the provision of the service. (b) Legal capacity to enter into a contract for procurement (c) The tenderer shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. (d) The tenderer has not been debarred from participating in public procurement.
ITT 44.1	The negotiations will be held at: NPSC Offices

ITT 47.1	Performance security will be 10% of tender price for each year from a commercial bank regulated by CBK.
ITT 49.1	The procedures for making a Procurement-related Complaint are available from the PPRA Website <a href="http://www.ppra.go.ke">www.ppra.go.ke</a> or email <a href="mailto:complaints@ppra.go.ke">complaints@ppra.go.ke</a> .

### SECTION III - EVALUATION AND QUALIFICATION CRITERIA

#### General Provision

Wherever a Tenderer is required to state a monetary amount, Tenderers should indicate the Kenya Shilling equivalent using the rate of exchange determined as follows:

- a) For business turn over or financial data required for each year - Exchange rate prevailing on the last day of the respective calendar year (in which the amounts for that year is to be converted) was originally established.
- b) Value of single contract-Exchange rate prevailing on the date of the contract signature.
- c) Exchange rates shall be taken from the publicly available source identified in the ITT. Any error in determining the exchange rates in the Tender may be corrected by the Procuring Entity.

#### Evaluation and contract award Criteria

The Procuring Entity shall use the criteria and methodologies listed in this Section to evaluate tenders and arrive at the Lowest Evaluated Tender. The tender that (i) meets the qualification criteria, (ii) has been determined to be substantially responsive to the Tender Documents, and

(iii) is determined to have the Lowest Evaluated Tender price shall be selected for award of contract.

#### Preliminary examination for Determination of Responsiveness

The Procuring Entity will start by examining all tenders to ensure they meet in all respect to the eligibility criteria and other requirements in the ITT and that the tender is complete in all aspects in meeting the requirements of "Part 2-

Procuring Entity's Insurance Requirements", including checking for tenders with unacceptable errors, abnormally low tenders, abnormally high tenders and tenders that are incomplete.

Tenders that do not pass the Preliminary Examination will be considered irresponsive and will not be considered further.

## EVALUATION CRITERIA MANDATORY REQUIREMENTS

Preliminary evaluation criteria for underwriters (*Tick if attached*)

No.	Preliminary evaluation criteria	YES	NO
1.	The bidder must provide evidence of company existence by incorporation. (Attach certificate of incorporation)		
2.	Attach Current certified copy of CR12- Not more than 6 Months Old.		
3.	Must be registered with Insurance Regulatory Authority (IRA) for the current year and (Attach copy of the Perpetual license).		
4.	Current membership certificate (2023) with Association of Kenya Insurance (AKI). A certified copy must be attached.		
5.	The bidder must provide proof of Ten (10) years existence by incorporation (Date of incorporation to date of tender opening)		
6.	Must have paid up capital of Kshs. 600 MILLION		
7.	Attach a copy of valid Tax compliance certificate. (To be verified on KRA TCC checker)		
8.	Attach an Original Tender security of Ksh. 1,000,000/= in form of bank guarantee or a guarantee issued by financial institution approved by Central Bank of Kenya valid for 150 days in the format provided.		
9.	The bidder must provide power of attorney in the format provided.		
10.	Submit a copy of Audited accounts for the latest three (3) financial years (2021,2020, 2019) signed by auditor (s) who are approved by Institute of Certified Public Accountants of Kenya (ICPAK). (All pages stamped)		
11.	Bidder must fill the Price Schedule in the format provided in the tender document.		
12.	Must provide a comprehensive list of service providers in at least 47 counties which shall include, hospitals, Doctors/ specialists, pharmacy.		
13.	Certified self-declaration that the underwriter has not been debarred as a service provider in Kenya in the form provided. (Submit Duly Completed and signed Debarment Form).		
14.	Must fill the form of tender in the format provided and instructions provided		
15.	Must submit a duly filled up confidential business questionnaire in the format provided		
16.	Must fill the anti-corruption form in the format provided		
17.	Average annual Gross medical premiums of Kshs 2 Billion in the last three (3) years 2021,2020 and 2019.		
18.	Must fill the Code of ethics form		
19.	Must fill the Tenderers information form		
20.	Sequential Pagination of the entire document Tender document <b>MUST</b> be: - a. Serialized as per the table of content b. Signed and official rubber stamped c. Properly bound ( <b>Book bound</b> )		

**NB:** Only bidders who will provide all the Mandatory requirements will proceed to technical evaluation

TECHNICAL EVALUATION

No	Technical evaluation Criteria	MaxScore
<b>1.0</b>	<b>Specific experience of the bidder relating medical Insurance service</b>	<b>30</b>
1.1	The company must have offered Medical Insurance cover (out- patient and in- patient), to at least Four (4) large corporate clients with a minimum of <b>200 employees</b> for at least two (2) years. Attach Four (4) Signed Contracts/Award letters. <b>(2 marks each)</b>	8
1.2	The company must be offering Medical Insurance cover (out- patient and in- patient), to at least five large corporate clients with an annual premium of over Kshs 100 million for at least 2 years. Provide evidence of 5 contracts/Award letters) <b>(2 markEach)</b>	10
	Provide current recommendation letters from at least four (6) clients in the public and private sectors and with a premium not less than 100 Million. <b>(2 mark each)</b>	12
<b>2.0</b>	<b>Qualifications and competence of key staff for the service</b>	<b>5</b>
2.1	Appointment of Principal Officer (PO) by IRA. Submit evidence.	5
<b>3.0</b>	<b>Coverage</b>	<b>5</b>
3.1	Comprehensive list of service providers in all 47 counties which shall include, hospitals, Doctors/ specialists, pharmacy. -	5
<b>4.0</b>	<b>Solvency/liquidity status and Financial Stability in Medical Insurance</b>	<b>40</b>
4.1	Capital adequacy ratio (minimum 100%) 100% <b>(5 marks)</b> Above 150% <b>(10 marks)</b>	10
4.2	Annual gross medical premium for the current year 2021. <ul style="list-style-type: none"> <li>• 2-4 Billion <b>(5 marks)</b></li> <li>• 4-6 Billion <b>(10 marks)</b></li> <li>• Over 6 Billion <b>(15 marks)</b></li> </ul>	15
4.3	Average Gross underwriting profit in medical business of at least 200M for the last three years(2021,2020,2019) as per IRA report	15
<b>5.0</b>	<b>Scheme Administration.</b>	<b>20</b>
5.1	Medical identification smart cards (provide sample)- <b>2 Marks</b> Update and integrate the current Medical smart cards or issue new cards at no cost within twoweeks (14 days) on commencement of cover. In addition, provide modalities of engagements before smart cards are processed for new entrants to the scheme. <b>2 Marks</b>	4

5.2	Provide a sample policy document. – <b>3 marks</b>	3
5.3	Firm should demonstrate and offer innovative solutions on how to curb fraudulent claims.	7
5.5	Adequacy of the proposed scheme management work plan and execution plan. (Schemeadministration) <ul style="list-style-type: none"> <li>• Technical approach and methodology (<b>3marks</b>)</li> <li>• Work plan /schedule of activities (<b>3 marks</b>)</li> </ul>	6
	<b>TOTAL</b>	<b>100</b>

**Note:** Only Tenderers scoring 80% and above of the total technical score (stage two) shall proceed to stage three for Financial Evaluation.

**iii) STAGE THREE (FINANCIAL EVALUATION)**

The bids shall be ranked on the basis of the bid amount as read out and the lowest evaluated bidder that has met the minimum score shall be the winning bid **Tender Evaluation (ITT 35) Price evaluation:** in addition to the criteria listed in ITT 35.2 (a)– (c) the following criteria shall apply: **Other Criteria;** if permitted under ITT 35.2 (d): N/A

**3. Multiple Contracts**

Multiple contracts will be not permitted in accordance with ITT 35.4. Tenderers are evaluated on basis of items and the lowest evaluated tenderer identified for each item.

**4. Alternative Tenders (ITT14.1)**

An alternative bid is not permitted under ITT 14.1

As a result of these clarification the closing date has been changed to **23/05/2023 at 11:00 am**

All other terms and conditions remain the same.

**Commission Secretary/Chief Executive Officer  
National Police Service Commission**