

**KISII COUNTY GOVERNMENT**



**COUNTY ASSEMBLY**

**TENDER. NO KCA/010/16-17**

**FOR MEDICAL INSURANCE**

**FOR MEMBERS OF STAFF AND THEIR DEPENDENTS**

**SECTION I**

**INVITATION TO TENDER**

**DATE:17<sup>TH</sup> OCTOBER 2016**

**TENDER REF NO. KCA/010/16-17**

- 1.1 **TENDER NAME:** PROVISION OF MEDICAL COVER FOR Staff and their dependents.
- 1.2 The Kisii County Assembly invites sealed bids from eligible candidates for PROVISION OF MEDICAL COVER FOR Staff and their dependents.
- 1.3 Interested eligible candidates may download and fill the tender document from the link [www.kisii.go.ke](http://www.kisii.go.ke)
- 1.4 Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and be deposited in the Tender Box at Kisii County Assembly 1<sup>st</sup> floor at Assembly New Office Block or be addressed to The Clerk, Kisii County P.O Box 4552-40200, Kisii so as to be received on or before 7/11/2016 at 12.00pm
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings and shall remain valid for 120 days from the closing date of the tender.
- 1.6 Tenders will be opened at 12.00pm of the same date in the presence of the Candidates or their representatives who choose to attend at Kisii County Assembly Cafeteria.

For

The Clerk-Kisii County Assembly

## **SECTION II - INSTRUCTIONS TO TENDERERS**

### **2.1 Eligible Tenderers**

- 2.1.1 This Invitation for Tenders is open to all tenderers eligible as described in the Invitation to Tender. Successful tenderers shall complete the provision of service by the intended completion date specified in the Schedule of Requirements Section VI.
- 2.1.2 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 2.1.3 Tenderers shall provide the qualification information statement that the tenderer (including all members of a joint venture and subcontractors) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by the Procuring entity to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this Invitation for tenders.
- 2.1.4 Tenderers shall not be under a declaration of ineligibility for corrupt and fraudulent practices.

### **2.3 Cost of Tendering**

- 2.3.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.3.2 No price to be charged for the tender document.
- 2.3.3 All firms found capable of performing the contract satisfactorily in accordance with the set prequalification criteria shall be considered and evaluated.

### **2.4. The Tender Document**

- 2.4.1 The tender document comprises the documents listed below and addenda issued in accordance with clause 2.6 of these instructions to Tenderers
  - (i) Invitation to Tender
  - (ii) Instructions to tenderers

- (iii) General Conditions of Contract
- (iv) Special Conditions of Contract
- (v) Schedule of requirements
- (vi) Technical Specifications
- (vii) Tender Form and Price Schedules
- (viii) Contract Form
- (ix) Performance Security Form
- (x) Bank Guarantee for Advance Payment Form
- (xi) Manufacturer's Authorization Form
- (xii) Confidential Business Questionnaire

2.4.2 The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender.

## 2.5 **Clarification of Documents**

2.5.1 A prospective tenderer requiring any clarification of the tender document may notify the Procuring entity in writing or by post at the entity's address indicated in the Invitation to Tender. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than seven (7) days prior to the deadline for the submission of tenders, prescribed by the procuring entity. Written copies of the Procuring entities response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective tenderers that have received the tender document.

2.5.2 The procuring entity shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

## 2.6 **Amendment of Documents**

2.6.1 At any time prior to the deadline for submission of tenders, the Procuring entity, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by amendment.

2.6.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.

- 2.6.3 In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity, at its discretion, may extend the deadline for the submission of tenders.

## **2.7 Language of Tender**

- 2.7.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchange by the tenderer and the Procuring entity, shall be written in English language, provided that any printed literature furnished by the tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

## **2.8 Documents Comprising of Tender**

- 2.8.1 The tender prepared by the tenderers shall comprise the following components
- (a) a Tender Form and a Price Schedule completed in accordance with paragraph 2.9, 2.10 and 2.11 below
  - (b) documentary evidence established in accordance with paragraph 2.1 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
  - (c) documentary evidence established in accordance with paragraph 2.2 that the goods and ancillary services to be supplied by the tenderer are eligible goods and services and conform to the tender documents; and
  - (d) tender security furnished in accordance with paragraph 2.14

## **2.9 Tender Forms**

- 2.9.1 The tenderer shall complete the Tender Form and the appropriate Price Schedule furnished in the tender documents, indicating the goods to be supplied, a brief description of the goods, their country of origin, quantity, and prices.

## **2.10 Tender Prices**

- 2.10.1 The tenderer shall indicate on the appropriate Price Schedule the unit prices and total tender price of the goods it proposes to supply under the contract
- 2.10.2 Prices indicated on the Price Schedule shall include all costs including taxes, insurances and delivery to the premises of the entity.
- 2.10.3 Prices quoted by the tenderer shall be fixed during the Tender's performance of the contract and not subject to variation on any account. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.22
- 2.10.4 The validity period of the tender shall be 60 days from the date of opening of the tender.

## **2.11 Tender Currencies**

- 2.11.1 Prices shall be quoted in Kenya Shillings unless otherwise specified in the Appendix to Instructions to Tenderers.

## **2.12 Tenderers Eligibility and Qualifications**

- 2.12.1 Pursuant to paragraph 2.1. the tenderer shall furnish, as part of its tender, documents establishing the tenderers eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 2.12.2 The documentary evidence of the tenderers eligibility to tender shall establish to the Procuring entity's satisfaction that the tenderer, at the time of submission of its tender, is from an eligible source country as defined under paragraph 2.1
- 2.12.3 The documentary evidence of the tenderers qualifications to perform the contract if its tender is accepted shall be established to the Procuring entity's satisfaction;
  - (a) that, in the case of a tenderer offering to supply goods under the contract which the tenderer did not manufacture or otherwise produce, the tenderer has been duly authorized by the goods' Manufacturer or producer to supply the goods.
  - (b) that the tenderer has the financial, technical, and production capability necessary to perform the contract;

- (c) that, in the case of a tenderer not doing business within Kenya, the tenderer is or will be (if awarded the contract) represented by an Agent in Kenya equipped, and able to carry out the Tenderer's maintenance, repair, and spare parts-stocking obligations prescribed in the Conditions of Contract and/or Technical Specifications.

## **2.13 Goods Eligibility and Conformity to Tender Documents**

2.13.1 Pursuant to paragraph 2.2 of this section, the tenderer shall furnish, as part of its tender documents establishing the eligibility and conformity to the tender documents of all goods which the tenderer proposes to supply under the contract

2.13.2 The documentary evidence of the eligibility of the goods shall consist of a statement in the Price Schedule of the country of origin of the goods and services offered which shall be confirmed by a certificate of origin issued at the time of shipment.

2.13.3 The documentary evidence of conformity of the goods to the tender documents may be in the form of literature, drawings, and data, and shall consist of:

- (a) a detailed description of the essential technical and performance characteristic of the goods;
- (b) a list giving full particulars, including available source and current prices of spare parts, special tools, etc., necessary for the proper and continuing functioning of the goods for a period of two (2) years, following commencement of the use of the goods by the Procuring entity; and
- (c) a clause-by-clause commentary on the Procuring entity's Technical Specifications demonstrating substantial responsiveness of the goods and service to those specifications, or a statement of deviations and exceptions to the provisions of the Technical Specifications.

2.13.4 For purposes of the documentary evidence to be furnished pursuant to paragraph 2.13.3(c) above, the tenderer shall note that standards for workmanship, material, and equipment, as well as references to brand names or catalogue numbers designated by the Procurement entity in its Technical Specifications, are intended to be descriptive only and not restrictive. The tenderer may substitute alternative standards, brand names, and/or catalogue numbers in its tender, provided that it demonstrates to the Procurement entity's satisfaction that the substitutions ensure substantial equivalence to those designated in the Technical Specifications.

## **2.14 Validity of Tenders**

2.14.1 Tenders shall remain valid for 120 days or as specified in the Invitation to Tender after the date of tender opening prescribed by the Procuring entity, pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non responsive.

2.14.2 In exceptional circumstances, the Procuring entity may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. The tender security provided under paragraph 2.14 shall also be suitably extended. A tenderer may refuse the request without forfeiting its tender security. A tenderer granting the request will not be required nor permitted to modify its tender.

## **2.15 Format and Signing of Tender**

2.15.1 The Procuring entity shall prepare one copy of the tender. The applicant shall submit the original tender document.

2.15.2 The tender shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. The latter authorization shall be indicated by written power-of-attorney accompanying the tender. All pages of the tender, except for unamended printed literature, shall be initialed by the person or persons signing the tender.

2.15.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

## **2.16 Sealing and Marking of Tenders**

2.16.1 The Tenderer shall seal the original the tender in an envelope, duly marking the envelope and then sealing it in an outer envelope.

2.16.2 The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender:

(b) bear, tender number and name in the Invitation for Tenders and the words, “DO NOT OPEN BEFORE,” 7/11/2016

2.16.3 The inner envelope shall also indicate the name and address of the tenderer to enable the tender to be returned unopened in case it is declared “late”.

2.16.4 If the outer envelope is not sealed and marked as required by paragraph 2.17.2, the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

## **2.17 Deadline for Submission of Tenders**

2.17.1 Tenders must be received by the Procuring entity at the address specified under notice to tenderers not later than 7/11/2016 at 12.00pm.

2.17.2 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

## **2.18 Modification and Withdrawal of Tenders**

2.18.1 The tenderer may modify or withdraw its tender after the tender’s submission, provided that written notice of the modification, including substitution or withdrawal of the tenders, is received by the Procuring Entity prior to the deadline prescribed for submission of tenders.

2.18.2 The Tenderer’s modification or withdrawal notice shall be prepared, sealed, marked, and dispatched in accordance with the provisions of paragraph 2.17.1. A withdrawal notice may also be sent by email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

2.18.3 No tender may be modified after the deadline for submission of tenders.

2.18.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form. Withdrawal of a tender during this interval may result in the Tenderer’s forfeiture of its tender security, pursuant to paragraph 2.14.7

2.18.5 The procuring entity may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

2.18.6 The procuring entity shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.

## **2.19 Opening of Tenders**

2.19.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend, at 12.00pm East African time on 7/11/2016 and in the location specified in the Invitation to Tender.

The tenderers' representatives who are present shall sign a register evidencing their attendance.

2.19.2 The tenderers' names, tender modifications or withdrawals, tender prices, discounts and the presence or absence of requisite tender security and such other details as the Procuring entity, at its discretion, may consider appropriate, will be announced at the opening.

2.19.3 The Procuring entity will prepare minutes of the tender opening.

## **2.20 Clarification of Tenders**

2.20.1 To assist in the examination, evaluation and comparison of tenders the Procuring entity may, at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

2.20.2 Any effort by the tenderer to influence the Procuring entity in the Procuring entity's tender evaluation, tender comparison or contract award decisions may result in the rejection of the tenderers' tender.

## **2.21 Preliminary Examination**

- 2.21.1 The Procuring entity will examine the tenders to determine whether they are complete, whether any computational errors have been made, whether required sureties have been furnished, whether the documents have been properly signed, and whether the tenders are generally in order.
- 2.21.2 Arithmetical errors will be rectified on the following basis. If there is a discrepancy between the unit price and the total price that is obtained by multiplying the unit price and quantify, the unit price shall prevail, and the total price shall be corrected. If the candidate does not accept the correction of the errors, its tender will be rejected, and its tender security forfeited. If there is a discrepancy between words and figures the amount in words will prevail
- 2.21.3 The Procuring entity may waive any minor informality or non-conformity or irregularity in a tender which does not constitute a material deviation, provided such waiver does not prejudice or effect the relative ranking of any tenderer.
- 2.21.4 Prior to the detailed evaluation, pursuant to paragraph 2.23 the Procuring entity will determine the substantial responsiveness of each tender to the tender documents. For purposes of these paragraphs, a substantially responsive tender is one, which conforms to all the terms and conditions of the tender documents without material deviations. The Procuring entity's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.
- 2.21.5 If a tender is not substantially responsive, it will be rejected by the Procuring entity and may not subsequently be made responsive by the tenderer by correction of the non conformity.

## **2.22 Conversion to Single Currency**

- 2.22.1 Where other currencies are used, the procuring entity will convert these currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

## **2.23 Evaluation and Comparison of Tenders**

- 2.23.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.22
- 2.23.2 The tender evaluation committee shall evaluate the tender within 30 days of the validity period from the date of opening the tender.
- 2.23.3 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future public procurement.

## **2.24 Preference**

- 2.24.1 Preference where allowed in the evaluation of tenders shall not exceed 30%

## **2.25 Contacting the Procuring entity**

- 2.25.1 Subject to paragraph 2.21 no tenderer shall contact the Procuring entity on any matter related to its tender, from the time of the tender opening to the time the contract is awarded.
- 2.25.2 Any effort by a tenderer to influence the Procuring entity in its decisions on tender, evaluation, tender comparison, or contract award may result in the rejection of the Tenderer's tender.

## **2.26 Award of Contract**

### **(a) Post-qualification**

- 2.26.1 In the absence of pre-qualification, the Procuring entity will determine to its satisfaction whether the tenderer that is selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily.
- 2.26.2 The determination will take into account the tenderer financial, technical, and production capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.12.3 as well as such other information as the Procuring entity deems necessary and appropriate.

2.26.3 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event the Procuring entity will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

**(b) Award Criteria**

2.26.4 The Procuring entity will award the contract to the successful tenderer(s) 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.

**(c) Procuring entity's Right to Vary quantities**

2.26.5 The Procuring entity reserves the right at the time of contract award to increase or decrease the number of beneficiaries originally specified in the Schedule of requirements without any change in unit price or other terms and conditions unless so negotiated.

**(d) Procuring entity's Right to Accept or Reject Any or All Tenders**

2.26.6 The Procuring entity reserves the right to accept or reject any tender, and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring entity's action

**2.27 Notification of Award**

2.27.1 Prior to the expiration of the period of tender validity, the Procuring entity will notify the successful tenderer in writing that its tender has been accepted.

2.27.2 The notification of award will constitute the formation of the Contract but will have to wait until the contract is finally signed by both parties

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.28, the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.14

## **2.28 Signing of Contract**

- 2.28.1 At the same time as the Procuring entity notifies the successful tenderer that its tender has been accepted, the Procuring entity will send the tenderer the Contract Form provided in the tender documents, incorporating all agreements between the parties.
- 2.28.2 The parties to the contract shall have it signed within 30 days, but not less than 14days, from the date of notification of contract award unless there is an administrative review request.
- 2.28.3 Within thirty (30) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

## **2.29 Corrupt or Fraudulent Practices**

- 2.29.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts when used in the present regulations, the following terms are defined as follows;
  - (i) “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value to influence the action of a public official in the procurement process or in contract execution; and
  - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring entity, and includes collusive practice among tenderer (prior to or after tender submission) designed to establish tender prices at artificial non-competitive levels and to deprive the Procuring entity of the benefits of free and open competition;
- 2.29.2 The procuring entity will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.
- 2.29.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

## **THE REQUIREMENTS**

### **MEDICAL INSURANCE**

**DATE:17/10/2016**

To interested bidders, insurance companies and Health Management Organizations.

#### **Tender for provision of medical cover to the Kisii County Assembly Staff and their dependents for 2016/2017 financial year.**

The Kisii County Assembly wishes to have in place a quality tailor made and affordable medical and /or Healthcare scheme for the Members of Staff numbering 146, their spouses and qualifying dependants.

The prospective bidders are requested to:-

- Provide all information as per advertisement.
- Provide their quotations as per the laid down format herein contained
- State their most competitive premium(s)

Bidders who do not meet the following conditions in FULL will not be considered and their bids will therefore not be evaluated.

#### **CONDITIONS:**

1. Bidders must confirm, in writing here-below, that they possess the necessary capacity and capability to perform the contract.
2. The following documentary evidence in support of the aforesaid MUST be submitted together with the tender document:-
  - a. A valid copy of certificate of Registration, duly certified by the relevant authority.
  - b. Copy of the report of audited accounts for 2013
  - c. Company profile;
  - d. Letter of credit worthiness from a reputable banker;
  - e. Bank statement; and
  - f. A duly countersigned letter by key management staff enlisted and an undertaking to perform the contract if awarded.
  - g. Registration as medical service provider by Insurance Regulatory Authority.

**LETTER OF CONTRACT PERFORMANCE UNDERTAKEN BY KEY MANAGEMENT STAFF.**

We the undersigned do hereby confirm that we are bon-a-fide employees of M/S  
.....  
.....

And are appropriately qualified and willing to diligently perform the contract if awarded.

| NO. | FULL NAME(S) | TITLE/ DESIGNATION | SIGNATURE |
|-----|--------------|--------------------|-----------|
|     |              |                    |           |
|     |              |                    |           |
|     |              |                    |           |
|     |              |                    |           |
|     |              |                    |           |
|     |              |                    |           |

3. Bidders MUST state on the schedule provided here below details of the equipment and/or management system(s) on the firm's inventory available for performance of the contract if awarded.

| DESCRIPTION OF EQUIPMENT/MANAGEMENT SYSTEM(S) | EFFECTIVE DATE OF ISSUE | CONDITION |
|-----------------------------------------------|-------------------------|-----------|
|                                               |                         |           |

4. Bidders MUST confirm here-below the following contact/physical location details.

Physical location of official/registered office.

|             |  |
|-------------|--|
| BUILDING    |  |
| STREET/ROAD |  |
| CITY        |  |
| PLOT NUMBER |  |

Contact details

|                  |  |
|------------------|--|
| POSTAL ADDRESS   |  |
| E-MAIL ADDRESS   |  |
| TELEPHONE NUMBER |  |
| FAX NUMBER       |  |

1. Bidders are required to state here-below names of reputable organizations of comparable size they are CURRENTLY servicing [i.e. number of staff approx.]:-evidence e.g. L.S.O mandatory.

| NAME OF CLIENT | CONTACT PERSON |
|----------------|----------------|
| 1.             |                |
| 2.             |                |
| 3.             |                |
| 4.             |                |
| 5.             |                |

**Scheme Details:**

- Please attach a list of your comprehensive scheme of network providers.

Please indicate here-below if you provide:-

- ❖ Medical identification photo cards [attach samples]
- ❖ Scheme information booklets.

All bidders are required to complete/fully provide information required here below.

1. Do you provide the following cover?

[Please tick where applicable].

**IN PATIENT**

If yes, enumerate on a separate sheet the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **OUT PATIENT**

If YES, enumerate on a separate sheet the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **DENTAL**

If YES enumerate on a separate sheet the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **FUNERAL COVER/LAST RESPECT**

If YES enumerate on a separate sheet the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **OPTICAL**

If YES enumerate on a separate cover the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **CRITICAL ILLNESS**

If YES enumerate on a separate cover the following:-

- ✓ Full details of what the cover provides
- ✓ Full details of what the cover excludes

### **DO YOU ARRANGE CREDIT-FACILITIES?**

If YES enumerate on a separate sheet the following:-

- ✓ Full details of **towns where your organization is represented on the appointed hospitals, clinics and doctors in the area**
- ✓ Do you provide for medical photo identification cards

### **DO YOU OFFER REIMBURSEMENT FACILITIES?**

If YES enumerate full details/procedures of claims documentation.

Kindly state the claims settlement turn-around time.

### **PREMIUM PRESENTATION FORMAT**

State the premium as follows. **Please differentiate premiums for in patient, out patient, and funeral expense as per the requirements here-below.**

**IMPORTANT!:(USE THE SALARIES AND REMURERATION GUIDELINE ON THIS IN REFERENCE TO VARIOUS JOB GROUPS)**

#### **JG G-J**

|                               |           |
|-------------------------------|-----------|
| <b>Member only[M]</b>         | <b>9</b>  |
| <b>Member plus one[m+1]</b>   | <b>10</b> |
| <b>Member plus two[M+2]</b>   | <b>12</b> |
| <b>Member plus three[M+3]</b> | <b>11</b> |
| <b>Member plus four[M+4]</b>  | <b>0</b>  |
| <b>Member plus five[M+5]</b>  | <b>1</b>  |

#### **JG K–Q**

|                               |           |
|-------------------------------|-----------|
| <b>Member only[M]</b>         | <b>9</b>  |
| <b>Member plus one[m+1]</b>   | <b>16</b> |
| <b>Member plus two[M+2]</b>   | <b>21</b> |
| <b>Member plus three[M+3]</b> | <b>28</b> |
| <b>Member plus four[M+4]</b>  | <b>18</b> |
| <b>Member plus five[M+5]</b>  | <b>7</b>  |

#### **JG –R-T**

|                       |          |
|-----------------------|----------|
| <b>Member only[M]</b> | <b>0</b> |
|-----------------------|----------|

|                        |            |
|------------------------|------------|
| Member plus one[m+1]   | 0          |
| Member plus two[M+2]   | 0          |
| Member plus three[M+3] | 0          |
| Member plus four[M+4]  | 1          |
| Member plus five[M+5]  | 0          |
| <b>TOTAL</b>           | <b>143</b> |

|                                              |  |
|----------------------------------------------|--|
| 3. Annual premium-Inpatient Kshs.....        |  |
| 4. Annual premium –Outpatients.....          |  |
| 5. Annual premium-Funeral Expenses Kshs..... |  |
| 6. TOTAL Kshs.....                           |  |

#### **NOTE**

The Kisii County Assembly service Board expects various proposals as per above schedule , the firm taking the risk or the underwriter should indicate the benefits on in-patient and out-patient per family per year for a population of 143 families.

#### **Special clauses required**

- Maternity up-to Kshs 300,000 within in- patient limit to cover pre-natal, delivery and post- natal costs
- Member upper age limit of 60 years
- HIV/AIDS-treatment of opportunistic conditions including Anti-retroviral therapy
- No waiting period
- Per-existing conditions cover
- General health check-ups
- Chiropractor and Acupuncturist services

#### **NOTE**

Dental to include filling, extraction, root canal and medically necessary scaling and polishing-up to Kshs.500,000/= per year per person covered.

Optical to include treatment for deterioration/correction of sight, but to exclude supply/fitting of spectacles-up to Kshs.100,000/=per year per person covered.

### **EVALUATION CRITERIA**

1. Current license 2014 with Insurance Regulatory Authority
2. Annual gross premiums 2013 Kshs 500m
3. Paid up capital at least Kshs 100m
4. List of 5(five) reputable clients plus total clients premiums for 2015
5. Audited Accounts for 2014 and 2015
6. Number of management staff with their professional qualification including the CEO minimum 7
7. Copies of :-
  - a) **Pin certificate**
  - b) **Tax compliance certificate**
  - c) **Certificate of registration/incorporation**
8. Evidence of Registration as medical service provider by insurance regulatory Authority
9. List of board of directors
10. All information as per advertisement.
11. All the conditions 1-2(a-g)

### **Confirmation of premiums**

**It is hereby certified and confirmed that the information given in the foregoing pages is correct and reflects the position of our company as per the parameters listed in the tender document.**

**FULL name of Managing Director /Chief Executive**

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**Signature and official rubberstamp**

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**Date**-----

## **EVALUATION CRITERIA**

Every applicant must meet the preliminary criteria of mandatory requirements. Failure to submit any one mandatory requirement will lead to automatic disqualification and no further evaluation will be carried out on the document:

- i) **Certificate of registration as a medical service provider**
  - ii) **Pin certificate**
  - iii) **Tax compliance certificate**
  - iv) **Certificate of registration/incorporation**
- a) **TECHNICAL CRITERIA**

| NO | CRITERION                                                    | SCORE     |
|----|--------------------------------------------------------------|-----------|
| 1  | Evidence of smart card(provided sample)                      | 5         |
| 2  | Provided a panel of hospitals                                | 5         |
| 3  | Presence of services in and around Kisii town                | 5         |
| 4  | Ability to reimburse any expense to beneficiary              | 5         |
| 5  | List of at least five clients served or currently serving    | 3-5       |
| 6  | Attractiveness of cover eg inpatient, outpatient optical etc | 10        |
| 7  | Ability to deal with employer directly                       | 5         |
| 8  | Number of management staff and their qualifications          | 10        |
|    | <b>TOTAL</b>                                                 | <b>50</b> |

### **b) FINANCIAL EVALUATION**

| NO | CRITERION                                          | SCORE     |
|----|----------------------------------------------------|-----------|
| 1  | Paid up capital of at least kshs 100,000,000       | 5         |
| 2  | Audited books of account                           | 10        |
| 3  | Annual gross premium of at least shs 500million    | 10        |
| 4  | Letter of creditworthiness from a reputable banker | 5         |
|    | <b>TOTAL</b>                                       | <b>30</b> |

**c) OTHER CRITERIA**

| <b>NO</b> | <b>CRITERION</b>                         | <b>SCORE</b> |
|-----------|------------------------------------------|--------------|
| <b>1</b>  | <b>Signed and stamped form of tender</b> | <b>5</b>     |
| <b>2</b>  | <b>Accuracy on calculations</b>          | <b>5</b>     |
| <b>3</b>  | <b>Well bound and clean document</b>     | <b>5</b>     |
| <b>4</b>  | <b>Litigation history</b>                | <b>5</b>     |
|           | <b>TOTAL</b>                             | <b>20</b>    |

**FORM    LITIGATION HISTORY**

**Name of Contractor/Supplier:**

**Contractors/Suppliers should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.**

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**Form Of Tender**

To: \_\_\_\_\_ Date \_\_\_\_\_  
KISII COUNTY ASSEMBLY. P.O BOX 4552-40200, KISII \_\_\_\_\_ Tender  
No.KCA/001/15-16

Tender Name: Provision of medical insurance for staff and their dependents

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) .....  
the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide medical  
insurance for members of staff and their dependents under this tender in conformity with the said  
Tender \_\_\_\_\_ document \_\_\_\_\_ for \_\_\_\_\_ the \_\_\_\_\_ sum \_\_\_\_\_ of  
.....  
.....[Total Tender amount in words and figures]

or such other sums as may be ascertained in accordance with the Schedule of Prices attached  
herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the ITEMS in accordance with the  
conditions of the tender.

3. We agree to abide by this Tender for a period of .....[number] days from the  
date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon  
us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of  
award, shall constitute a Contract between us subject to the signing of the contract by both  
parties.

5. We understand that you are not bound to accept the lowest or any tender you may  
receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2015

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_