



KENYA VISION 2030 DELIVERY SECRETARIAT

**STANDARD TENDER DOCUMENT
FOR PROCUREMENT OF MEDICAL
AND GROUP ACCIDENT INSURANCE
COVER**

TENDER No. VDS/01/2019-2020

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SECTION I - INVITATION FOR TENDERS
Date: 25th July 2019

Tender Ref. No. VDS/01/2019-2020 for Provision of Medical and Group Accident Cover for the Period 1st September 2019 - 31st August 2020

- 1.1 Kenya Vision 2030 Delivery Secretariat invites sealed tenders from eligible candidates to provide Medical and Group Accident Cover for the period 1st September 2019 to 31st August 2020.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the Procurement Office of **Kenya Vision 2030 Delivery Secretariat** located on **2nd floor, KUSCCO Center, Kilimanjaro Road, Upper hill**, during normal office working hours.
- 1.3 A complete set of tender documents may be obtained in hard copy by interested candidates upon payment of a non-refundable fee of KES 1,000 in cash payable to Kenya Vision 2030 Delivery Secretariat. The document can also be viewed and downloaded free **of charge** from www.vision2030.go.ke.
- 1.4 Prices quoted should be inclusive of all taxes and delivery costs, must be in Kenya Shillings and shall remain valid for 60 days from the closing date of the tender.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box at **KUSCCO Center, 2nd floor** or be addressed to **Director General, Kenya Vision 2030 Delivery Secretariat, P.O Box 52301-00200, Nairobi** so as to be received on or before **Thursday 8th August 2019 at 10.00am. Late tenders will not be accepted.**
- 1.6 Bidders should submit only **ONE hard copy** neatly bound and a soft copy of the same in a **CD/DVD**.
- 1.7 Tenders will be opened immediately thereafter in the presence of the candidate's representatives who choose to attend at the **Board Room on 2nd Floor, KUSCCO Center, Upper hill, Nairobi.**

DIRECTOR GENERAL

SECTION II - INSTRUCTION TO TENDERERS

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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 Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 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 unless where specially allowed under section 55 of the Act.
- 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 services under this Invitation for tenders.
- 2.1.4 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.2 Cost of Tendering

- 2.2.1 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
- 2.2.2 The price to be charged for the tender document shall not exceed Kshs.1,000/=
- 2.2.3 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.3 Contents of Tender Document

2.3.1 The tender documents comprise the documents listed below and addenda issued in accordance with clause 2.5 of these instructions to tenderers.

- (i) Instructions to Tenderers
- (ii) General Conditions of Contract
- (iii) Special Conditions of Contract
- (iv) Schedule of Requirements
- (v) Details of Insurance Cover
- (vi) Form of Tender
- (vii) Price Schedules
- (viii) Contract Form
- (ix) Confidential Business Questionnaire Form
- (x) Tender security Form
- (xi) Performance security Form
- (xii) Insurance Company's Authorization Form
- (xiii) Declaration Form
- (xiv) Request for Review Form

2.3.2 The Tenderer is expected to examine all instructions, forms, terms and specification 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 tenderers risk and may result in the rejection of its tender.

2.4 Clarification of Tender Documents

2.4.1 A Candidate making inquiries of the tender documents may notify the Procuring entity by post, fax or by email at the procuring entity's address indicated in the Invitation for tenders. The Procuring entity will respond in writing to any request for clarification of the tender documents, which it receives not later than three (3) days prior to the deadline for the submission of the 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 candidates who have received the tender documents.

2.4.2 The procuring entity shall reply to any clarifications sought by the tenderer within 1 day of receiving the request to enable the tenderer to make timely submission of its tender.

2.5 Amendment of Tender Documents

2.5.1 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 issuing an addendum.

2.5.2 All prospective tenderers who have obtained the tender documents will be notified of the amendment by post, fax or email and such amendment will be binding on them.

2.5.3 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.

2.6 Language of Tenders

2.6.1 The tender prepared by the tenderer, as well as all correspondence and documents relating to the tender exchanged by the tenderer and the Procuring entity, shall be written in English language. 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.

2.7. Documents Comprising the Tender

2.7.1 The tender prepared by the tenderer shall comprise the following components:

- (a) A Tender Form and a Price Schedule completed in accordance with paragraph 2.8, 2.9 and 2.10 below
- (b) Documentary evidence established in accordance with paragraph 2.1.2 that the tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted;
- (c) Tender security furnished in accordance with paragraph 2.12 (if applicable)
- (d) Declaration Form.

2.8. Form of Tender

2.8.1 The tenderer shall complete the Form of Tender and the Price Schedule furnished in the tender documents, indicating the services to be provided.

2.9. Tender Prices

2.9.1 The tenderer shall indicate on the form of tender and the appropriate Price Schedule the unit prices and total tender price of the services it proposes to provide under the contract.

2.9.2 Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

2.9.3 Prices quoted by the tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties. A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected, pursuant to paragraph 2.20.5

2.10. Tender Currencies

2.10.1 Prices shall be quoted in Kenya Shillings

2.11. Tenderers Eligibility and Qualifications

2.11.1 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.

2.11.2 The documentary evidence of the tenderer's qualifications to perform the contract if its tender is accepted shall establish to the Procuring entity's satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

2.12. Tender Security

2.12.1 The tenderer shall furnish, as part of its tender, a tender security for the amount and form specified in the Appendix to Instructions to Tenderers.

2.12.2 The tender security shall not exceed 2 per cent of the tender price.

2.12.3 The tender security is required to protect the Procuring entity against the risk of Tenderer's conduct which would warrant the security's forfeiture, pursuant to paragraph 2.12.7

2.12.4 The tender security shall be denominated in Kenya Shillings or in another freely convertible currency, and shall be in the form

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

2.12.5 Any tender not secured in accordance with paragraph 2.12.1. and 2.12.3 shall be rejected by the Procuring entity as non-responsive, pursuant to paragraph 2.20.5

2.12.6 Unsuccessful Tenderer's tender security will be discharged or returned as promptly as possible but not later than thirty (30) days after the expiration of the period of tender validity

2.12.7 The successful Tenderer's tender security will be discharged upon the tenderer signing the contract, pursuant to paragraph 2.29, and furnishing the performance security, pursuant to paragraph 2.30

2.12.8 The tender security may be forfeited:

- (a) If a tenderer withdraws its tender during the period of tender validity.
- (b) In the case of a successful tenderer, if the tenderer fails:
 - (i) to sign the contract in accordance with paragraph 2.29 or
 - (ii) To furnish performance security in accordance with paragraph 2.30.
- (c) If the tenderer rejects correction of an arithmetic error in the tender.

2.13. Validity of Tenders

2.13.1 Tenders shall remain valid for 60 days after date of tender opening pursuant to paragraph 2.18. A tender valid for a shorter period shall be rejected by the Procuring entity as non-responsive.

2.13.2 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 2.12 shall also be suitably extended. A tenderer granting the request will not be required nor permitted to modify its tender.

2.14. Format and Signing of Tenders

2.14.1 The tenderer shall prepare an original and a copy of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

2.14.2 The original and all copies of 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. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

2.14.3 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.

2.14.4 The tender document shall be serialized on all pages. Failure to serialize the document will render it non-responsive.

2.15 Sealing and Marking of Tenders

2.15.1 The tenderer shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL TENDER” and “COPY OF TENDER”. The envelopes shall then be sealed in an outer envelope.

2.15.2 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 to tender and the words, “DO NOT OPEN BEFORE *date and time indicated on invitation to Tender*”

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

2.15.4 If the outer envelope is not sealed and marked as required by paragraph 2.15.2, the Procuring entity will assume no responsibility for the tender's misplacement or premature opening.

2.16. Deadline for Submission of Tenders

2.16.1 Tenders must be received by the Procuring entity at the address

- (a) specified under paragraph 2.15.2 not later than Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than *date and time indicated on invitation to Tender*

2.16.1 The Procuring entity may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents in accordance with paragraph 2.5.3 in which case all rights and obligations of the Procuring entity and candidates previously subject to the deadline will thereafter be subject to the deadline as extended.

2.16.2 Bulky tenders which will not fit the tender box shall be received by the procuring entity as provided for in the appendix.

2.17. Modification and Withdrawal of Tenders

2.17.1 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.

2.17.2 The tenderer's modification or withdrawal notice shall be prepared, sealed, marked and dispatched in accordance with the provisions of paragraph 2.15. a withdrawal notice may also be sent by fax or email but followed by a signed confirmation copy, postmarked not later than the deadline for submission of tenders.

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

2.17.4 No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity. Withdrawal of a tender during this interval may result in the Tenderer's forfeiture of its tender security, pursuant to paragraph 2.12.7.

2.18. Opening of Tenders

- 2.18.1 The Procuring entity will open all tenders in the presence of tenderers' representatives who choose to attend; Tenders must be received by the Procuring entity at the address specified under paragraph 2.15.2 not later than *date and time indicated on invitation to Tender* and in the location specified in the invitation for tenders. The tenderers' representatives who are present shall sign a register evidencing their attendance
- 2.18.2 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.
- 2.18.3 The Procuring entity will prepare minutes of the tender opening, which will be submitted to tenderers that signed the tender opening register and will have made the request.

2.19 Clarification of Tenders

- 2.19.1 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.
- 2.19.2 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.

2.20 Preliminary Examination and Responsiveness

- 2.20.1 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.
- 2.20.2 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 quantity, 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

2.20.3 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 affect the relative ranking of any tenderer.

2.20.4 Prior to the detailed evaluation, pursuant to paragraph 2.20, 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.

2.20.5 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 nonconformity.

2.21. Conversion to single currency

2.21.1 Where other currencies are used, the Procuring entity will convert those currencies to Kenya Shillings using the selling exchange rate on the date of tender closing provided by the Central Bank of Kenya.

2.22. Evaluation and Comparison of Tenders

2.22.1 The Procuring entity will evaluate and compare the tenders which have been determined to be substantially responsive, pursuant to paragraph 2.20

2.22.2 The Procuring entity's evaluation of a tender will take into account, in addition to the tender price, the following factors, in the manner and to the extent indicated in paragraph 2.22.3.

(a) Operational plan proposed in the tender;

(b) Deviations in payment schedule from that specified in the Special Conditions of Contract

2.22.3 Pursuant to paragraph 2.22.2. The following evaluation methods will be applied.

- (a) Operational Plan
 - (i) The Procuring entity requires that the services under the Invitation for Tenders shall be performed at the time specified in the Schedule of Requirements. Tenders offering to perform longer than the procuring entity's required delivery time will be treated as non-responsive and rejected.
- (b) Deviation in payment schedule
 - (i) Tenderers shall state their tender price for the payment on Schedule outlined in the special conditions of contract. Tenders will be evaluated on the basis of this base price. Tenderers are, however, permitted to state an alternative payment schedule and indicate the reduction in tender price they wish to offer for such alternative payment schedule. The Procuring entity may consider the alternative payment schedule offered by the selected tenderer.

2.22.4 The tender evaluation committee shall evaluate the tender within 30 days from the date of opening the tender.

2.23. Contacting the Procuring entity

2.23.1 Subject to paragraph 2.19 no tenderer shall contact the Procuring entity on any matter relating to its tender, from the time of the tender opening to the time the contract is awarded.

2.23.2 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 Tenderers' tender.

2.24 Post-qualification

2.24.1 The Procuring entity will verify and 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.

2.24.2 The determination will take into account the tenderer financial and technical capabilities. It will be based upon an examination of the

documentary evidence of the tenderers qualifications submitted by the tenderer, pursuant to paragraph 2.11.2, as well as such other information as the Procuring entity deems necessary and appropriate

2.24.3 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.

2.25 Award Criteria

2.25.1 Subject to paragraph 2.29 the Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the least quoted tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

2.25.2 To qualify for contract awards, the tenderer shall have the following:-

- (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
- (b) Legal capacity to enter into a contract for procurement
- (c) 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) Shall not be debarred from participating in public procurement.

2.26. Procuring entity's Right to accept or Reject any or all Tenders

2.26.1 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. If the Procuring entity determines that none of the tenders is responsive, the Procuring entity shall notify each tenderer who submitted a tender.

2.26.2 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.

2.26.3 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.

2.27 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 signify the formation of the contract subject to the signing of the contract between the tenderer and the procuring entity pursuant to clause 2.9. Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.27.3 Upon the successful Tenderer's furnishing of the performance security pursuant to paragraph 2.29 the Procuring entity will promptly notify each unsuccessful Tenderer and will discharge its tender security, pursuant to paragraph 2.12

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 simultaneously inform the other tenderers that their tenders have not been successful.

2.28.2 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.28.3 The contract will be definitive upon its signature by the two parties.

2.28.4 The parties to the contract shall have it signed within 14 days from the date of notification of contract award unless there is an administrative review request.

2.29 Performance Security

2.29.1 The successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in a form acceptable to the Procuring entity.

2.29.2 Failure by the successful tenderer to comply with the requirement of paragraph 2.29 or paragraph 2.30.1 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event the Procuring entity may make the award to the next lowest evaluated tender or call for new tenders.

2.30 Corrupt or Fraudulent Practices

2.30.1 The Procuring entity requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.30.2 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

2.30.3 Further a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public Procurement in Kenya.

Appendix to Instructions to Tenderers

The following information for the procurement of insurance services shall complement, supplement, or amend, the provisions on the instructions to tenderers. Wherever there is a conflict between the provisions of the instructions to tenderers and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the instructions to tenderers.

Instructions to Tenderers	Particulars of appendix to instructions to tenderers
2.1	The tender is for all eligible and qualified firms and the successful supplier shall be required to provide insurance cover for the stipulated period.

2.11	<p>Your proposal should be submitted with the following information:</p> <p><u>Mandatory Documents/Information(Preliminary evaluation)</u></p> <ul style="list-style-type: none"> • Valid Registration Certificate from the Insurance Regulatory Authority (IRA) as insurance broker and medical insurance provider • copy of Certificate of incorporation • copy of valid Trade License • Valid Tax Compliance Certificate • Association of Insurance Brokers of Kenya Certificate (AIBK)/Association of Kenya Insurance (AKI) Certificate. • Audited accounts for the previous two years <i>(The above copies must be certified by an advocate or a Commissioner of oaths)</i> • Written self-confirmation that the firm is not debarred from participating in public procurement by PPRA <i>(Signed by an authorized officer(CEO)& Stamped)</i> • Duly filled, signed & stamped Confidential Business Questionnaire • Letter of authorization from Insurance company/ underwriter (for Brokerage firms only).The letter must be on the insurance company's letterhead. • A dully filled, signed and stamped Extra information sheet • Duly filled form of tender and price schedule in the formats provided • Serialization/pagination of the document <p><i>Please note failure to submit any of these leads to automatic disqualification. Your bid shall not proceed to technical evaluation.</i></p>
2.2.2	This tender document is provided free of charge electronically only
2.12	Bid security is not required
2.15.1	<p>The tender shall be prepared in one stage envelop systems that includes Technical and Financial proposal. This outer envelope shall indicate “VDS/01/2019-2020 – Provision of Medical and Group Personal Accident Insurance covers.</p> <p><i>Note: Please provide one hard copy and one soft copy of the tender</i></p>
2.24	VDS will carry out due diligence to determine to its satisfaction whether the tenderer that will be selected as having submitted the lowest evaluated responsive tender is qualified to perform the contract satisfactorily
2.24.3	<p>The Criteria for the evaluation of Technical and Financial Proposals are as follows:</p> <p>A) Technical Evaluation</p> <p>This will be based on the technical proposal submitted in accordance with the forms provided and the following criteria shall be used:-</p>

Technical Score: 100/100

Weightage: The minimum qualifying mark for technical is **85/100**
Only bids that pass the technical evaluation shall be considered for financial stage. *The award criteria shall be least quoted technically compliant bidder*

1. Technical evaluation criteria for medical cover

No.	ITEM	Marks
1	Conformance to services required as per TORs for; I. Outpatient ½ marks for each 2) Routine outpatient consultation, including gynecological cases. 3) Diagnostic Laboratory and Radiology services; 4) Prescribed therapies eg Physiotherapy, occupational therapy etc; 5) Prescribed drugs, immunizations, supplements, glucometer strips and dressings; 6) Treatment for HIV/AIDS related conditions as well as prescribed ARVs, CD-4 count and viral load test and attendance to other opportunistic diseases e.g. TB and cancer shall be within the full outpatient cover limit; 7) Routine Immunization (KEPI, Baby friendly and private vaccines) 8) Routine Antenatal checkups, neonatal, peri- natal and postnatal care post-delivery; 9) Chronic and recurring conditions; 10) Outpatient Emergency evacuation Services (air & road); 11) Psychiatric and Counseling services; 12) Medical services for congenital, prematurity, and chronic conditions including cardiac diseases, asthma, diabetes, pre-existing surgical conditions and cancer and related illnesses. Chronic, pre-existing and congenital conditions shall be covered up to the full limit of the outpatient cover 13) E.N.T. 14) NO Co-payment 15) Annual general check-ups for principal member and dependents;	8 marks

	<p>16) Members will be given options to consume generic vs branded prescribed drugs at preauthorized chemists.</p> <p>II. In patient ½ marks for each</p> <ol style="list-style-type: none"> 1) Accidental and illness hospitalization (accommodation, doctor(s)' fees, operating theatre, HDU & ICU expenses, physiotherapy, prescribed drugs, dressings surgical appliances, surgical dressings, X-rays, laboratory and cost of investigations reasonably incurred by an insured member) 2) Hospitalization due to non- accidental dental, E.N.T and optical cases 3) Treatment for HIV/AIDS related conditions as well as prescribed ARVs, CD-4 count and viral load test and attendance to other opportunistic diseases e.g. TB and cancer; 4) Doctor's, surgeons, anesthetist, operating theatre fees and hospital board and accommodation charges in a general ward bed, private or semi-private rooms. 5) Costs of rehabilitation for alcohol and drug abuse (ADA) for principal member and spouse. 6) Local rescue and evacuation within the inpatient limit (both road and air) 7) Treatment costs by medical practitioners registered with the Kenya Medical Practitioners & Dentists Board. 8) Maternity and pregnancy related complications including caesarian and neonatal conditions 9) Lodger fees for accompanying parent/guardian for hospitalized children up to 12 years of age; 10) Gynecological illnesses and operations. 11) Post hospitalization benefits/Home care services 12) Medical services for congenital, prematurity, and chronic conditions including cardiac diseases, asthma, diabetes, pre-existing surgical conditions and cancer and related illnesses. Chronic, pre-existing and congenital conditions shall be covered up to the full limit of the inpatient cover. 	<p>6.5 marks</p>
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6	Network of service providers in the country such as specialists, hospitals, pharmacies and laboratories.	10
	Access to specialists (direct access or referral basis)	5
	Past experience: attach at least 4 contracts/LSOs of similar work done in the last 4 years	8
	Recommendations letters (4) from previous clients in the last 4 years for (References must be given on client letterhead with a contact name).	8
	Senior Management skills and qualifications (Attach executive summarized CV and academic certificates for at least 2 people in senior management level)	5
	Technical skills and qualification (attach executive summarized CV and academic certificates for at least 2 technical people)	5
TOTAL		80

2. Technical Evaluation criteria for Group Personal Accident Cover

No.	ITEM	Marks
i.	Compensation for loss of income caused by either:	
ii.	Permanent total disability or	6.5
iii.	Temporary total disability or	6.5
iv.	Death	7.0
v.	TOTAL	20

Pass mark to proceed to pitching is 85/100.

3. Pitching

No.	ITEM	Marks
	Understanding of the brief (ToRs)	5
	Level of compliance with the ToRs provided	15
	Added benefits and justification for solutions recommended,	15
	Overall presentation	5
	TOTAL	40

	<p>Pass mark for pitching is 30/40</p> <p>B) Financial Evaluation The Award criteria is to the lowest quoted bidder who is technically compliant.</p>
Variation	In case of any price variations during the contract term, the Consumer Price Index and the Central Bank's Mean rate will be applicable

SECTION III - GENERAL CONDITIONS OF THE CONTRACT

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SECTION III GENERAL CONDITIONS OF CONTRACT

3.1. Definitions

3.1.1 In this Contract, the following terms shall be interpreted as indicated:

- (a) “The Contract” means the agreement entered into between the Procuring entity and the tenderer, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- (b) “The Contract Price” means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations
- (c) “The Services” means services to be provided by the tenderer including any documents, which the tenderer is required to provide to the Procuring entity under the Contract.
- (d) “The Procuring entity” means the organization procuring the services under this Contract
- (e) “The Contractor” means the organization or firm providing the services under this Contract.
- (f) “GCC” means the General Conditions of Contract contained in this section.
- (g) “SCC” means the Special Conditions of Contract
- (h) “Day” means calendar day

3.2. Application

3.2.1 These General Conditions shall apply to the extent that they are not superseded by provisions of other part of the contract

3.3. Standards

3.3.1 The services provided under this Contract shall conform to the standards mentioned in the schedule of requirements.

3.4. Use of Contract Documents and Information

3.4.1 The Contractor shall not, without the Procuring entity's prior written consent, disclose the Contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the Procuring entity in connection therewith, to any person other than a person employed by the contractor in the performance of the Contract.

3.4.2 The Contractor shall not, without the Procuring entity's prior written consent, make use of any document or information enumerated in paragraph 2.4.1 above.

3.4.3 Any document, other than the Contract itself, enumerated in paragraph 2.4.1 shall remain the property of the Procuring entity and shall be returned (all copies) to the Procuring entity on completion of the contract's or performance under the Contract if so required by the Procuring entity.

3.5. Patent Rights

3.5.1 The Contractor shall indemnify the Procuring entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the services under the contract or any part thereof.

3.6 Performance Security

3.6.1 Within twenty eight (28) days of receipt of the notification of Contract award, the successful tenderer shall furnish to the Procuring entity the performance security where applicable in the amount specified in SCC

3.6.2 The proceeds of the performance security shall be payable to the Procuring entity as compensation for any loss resulting from the Tenderer's failure to complete its obligations under the Contract.

3.6.3 The performance security shall be denominated in the currency of the Contract, or in a freely convertible currency acceptable to the Procuring entity and shall be in the form of:

- a) Cash.
- b) A bank guarantee.
- c) Such insurance guarantee approved by the Authority.
- d) Letter of credit.

3.6.4 The performance security will be discharged by the Procuring entity and returned to the Candidate not later than thirty (30) days following the date of completion of the Contractor's performance of obligations under the Contract, including any warranty obligations, under the Contract.

3.7. Delivery of services and Documents

3.7.1 Delivery of the services shall be made by the Contractor in accordance with the terms specified by the procuring entity in the schedule of requirements and the special conditions of contract

3.8. Payment

3.8.1. The method and conditions of payment to be made to the contractor under this Contract shall be specified in SCC

3.8.2. Payment shall be made promptly by the Procuring entity, but in no case later than sixty (60) days after submission of an invoice or claim by the contractor

3.9. Prices

3.9.1 Prices charges by the contractor for Services performed under the Contract shall not, with the exception of any price adjustments authorized in SCC vary from the prices quoted by the tenderer in its tender or in the procuring entity's request for tender validity extension the case may be. No variation in or modification to the terms of the contract shall be made except by written amendments signed by the parties.

3.9.2 Contract price variations shall not be allowed for contracts not exceeding one year (12 months)

3.9.3 Where contract price variation is allowed the variation shall not exceed 10% of the original contract price

3.9.4 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

3.10. Assignment

3.10.1 The Contractor shall not assign, in whole or in part, its obligations to perform under this Contract, except with the Procuring entity's prior written consent.

3.11. Termination for Default

3.11.1 The Procuring entity may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the Contractor terminate this Contract in whole or in part:

- (a) If the Contractor fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring entity.
- (b) If the Contractor fails to perform any other obligation(s) under the Contract
- (c) If the Contract in the judgment of the Procuring entity has engaged in corrupt or fraudulent practices in competing for or in executing the contract

3.11.2 In the event the Procuring entity terminates the contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those un-delivered and the Contractor shall be liable to the Procuring entity for any excess costs for such similar services. However the contractor shall continue performance of the contract to extent not terminated.

3.12. Termination for Insolvency

3.12.1 The Procuring entity may at any time terminate the contract by giving written notice to the Contractor if the contractor becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the contractor, provided that such termination will not prejudice or affect any right of action or remedy, which has accrued or will accrue thereafter to the procuring entity.

3.13. Termination for Convenience

- 3.13.1 The Procuring entity by written notice sent to the contractor, may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for the procuring entities convenience, the extent to which performance of the contractor of the contract is terminated and the date on which such termination becomes effective.
- 3.13.2 For the remaining part of the contract after termination the procuring entity may elect to cancel the services and pay to the contractor an agreed amount for partially completed services.

3.14 Resolution of Disputes

- 3.14.1 The procuring entity and the contractor shall make every effort to resolve amicably by direct informal negotiations and disagreement or disputes arising between them under or in connection with the contract
- 3.14.2 If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms specified in the SCC.

3.15. Governing Language

- 3.15.1. The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

3.16. Applicable Law

- 3.16.1 The contract shall be interpreted in accordance with the laws of Kenya unless otherwise expressly specified in the SCC.

3.17 Force Majeure

- 3.17.1 The Contractor shall not be liable for forfeiture of its performance security, or termination for default if and to the extent that its delay in

performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

3.18 Notices

3.18.1 Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by Fax or Email and confirmed in writing to the other party's address specified in the SCC.

3.18.2 A notice shall be effective when delivered or on the notices effective date, whichever is later.

SECTION IV - SPECIAL CONDITIONS OF CONTRACT

4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.1.2 Must provide a list of 5 (five) reputable clients whose combined premiums for the previous year must equal to or in excess of KES 100 million
- 4.1.3 Must submit certified copies of the following documents;
 - (a) PIN Certificate/ Unified Tax Registration Certificate
 - (b) Valid Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation
- 4.1.4 Must be a member of the Association of Kenya Insurance (AKI)
- 4.1.5 Should submit a dully filled, signed and stamped Confidential Business Questionnaire
- 4.1.6 Provide a written self-confirmation that the firm is not debarred from participating in public procurement by the PPRA

4.2. CONDITIONS TO BE MET BY INSURANCE BROKER

- 4.2.1 Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- 4.2.2 Must provide a list of 5 (five) reputable clients whose combined premium in the previous year equals or is in excess of KES 50million
- 4.2.3 Must be a current member of the Association of Insurance Brokers (AIB) (to be completed as appropriate. Amendments may be made as necessary)
- 4.2.4 Must submit certified copies of the following documents;
 - (a) PIN Certificate/ Unified Tax Registration Certificate
 - (b) Valid Tax Compliance Certificate
 - (c) Certificate of Registration/Incorporation
- 4.2.5 Should submit a dully filled , signed and stamped Confidential Business Questionnaire
- 4.2.6 Provide a written self-confirmation that the firm is not debarred from participating in public procurement by the PPRA

4.2 Special Conditions of Contract as relates to the General Conditions of Contract

Reference of general conditions of contract	Special condition of contract
3.6 Performance security	Not Applicable
3.7 Delivery of Services	The cover shall run from 1 st Sept. 2018 to 31 st August ,2020
3.8 Payment	The annual premium will be paid within first month of policy commencement i.e. the premium for the first year will be paid in September 2018 and for the second year will be paid in September 2019.
3.9 Price adjustment	Price adjustments are not allowed within the first year of the contract.
3.16 Applicable law	Kenyan law is applicable
3.18 Notices	Kenya Vision 2030 Delivery Secretariat, 2 nd floor, KUSCCO Center, Kilimanjaro Avenue off Mara Road, Upperhill, Nairobi P.O Box 52301-00200 Tel.+254 020 2722030 info@vision2030.go.ke

SECTION V - SCHEDULE OF REQUIREMENTS

Notes for preparing Schedule of Requirements.

1. The schedule of Requirements shall be included in the tender documents by the procuring entity and shall cover, at the minimum, a description of the insurance cover to be provided and full particulars of the same.
2. The objectives of the schedule of requirements is to provide sufficient information to enable tenderers to prepare their tenders comprehensively, efficiently and accurately. In particular the price schedule for which a form is provided in Section VI must be carefully completed.
3. In addition, the schedule of requirements together with the price schedule should serve as a basis in the event of services variation at the time of award of contract pursuant to instruction to tenderers paragraph 2.26

SECTION V - SCHEDULE OF REQUIREMENTS

1. DETAILS OF INSURANCE COVERS

The bidder is expected to quote separately for :-

- I. Medical cover for the beneficiaries as detailed in the TORs below
- II. Group Personal Accident for the principal members and their spouses as detailed in the TORs below

TERMS OF REFERENCE FOR VISION 2030 MEDICAL SERVICES 2019/2020 FINANCIAL YEAR

1. Vision 2030 Delivery Secretariat

Vision 2030 Delivery Secretariat (VDS) is a semi-autonomous government agency that was established by Kenya Gazette No 15 of February 2009 to spearhead the implementation of vision 2030 development blueprint. Thus, VDS is mandated to provide strategic leadership in the co-ordination of the realization of the overall goals and objectives of the vision 2030 and its medium-term plans (MTPs) which seeks to make Kenya a newly industrializing, middle-income country that provides high quality of life to all its citizens by the year 2030.

As a premier, world-class agency, the VDS will seek to deliver a successful vision 2030 by collaborating with ministries, counties, departments and other government agencies as it manages and drives the transformation process by ensuring that all government flagship projects meant for achieving Vision 2030 are undertaken and completed in good time.

The Vision 2030 Delivery secretariat is headed by a director-general who is responsible for overall management of the VDS. In order to ensure that all clusters of the vision 2030 projects are covered, the VDS is organized in to 10 Departments and Directorates to cater for the institutional needs. Every Departments and Directorates is headed by a Director and Head of Department respectively. We have 19 staff distributed as follows. Full capacity of the institution is however 31 hence a gap of 12 staff who are yet to be recruited.

The Secretariat wishes to procure the following services;

1. Group personal Accident insurance cover for **19 staff** only.
2. Group Medical Insurance cover for **19 staff**, spouse and their legal dependents.

2. Group personal Accident insurance cover for 19 staff only

This cover is meant to cater for the VDS employees in case of accidental injury or death.

The cover shall provide for the following:

- i. Death in case of accident
- ii. Permanent total disability
- iii. Temporary total disability
- iv. Loss of income up to 105 weeks

The personal accident insurance cover should be provided subject to the following limits.

CATEGORY	COVER LIMIT (KSH)	NO. OF FAMILIES/PRINCIPALS
1	6,000,000 per person	0
2	5,500,000 per person	4
3	2,500,000 per person	15
	TOTAL	19

3. Group Medical Insurance Cover for 19 staff and their legal dependents

a) INPATIENT & OUTPATIENT

Vision 2030 Delivery Secretariat wishes to contract a reputable Insurance Company, to provide **Inpatient and Outpatient medical services** in line with the VDS ToRs. **Bidders must quote for both in-and out-patient medical insurance cover.**

The insurance Company will be expected to provide a scheme that entails benefits which ensure members of staff receive quality health care. While it is appreciated that medical schemes come with inherent controls and procedures, VDS is hoping that the selected provider will look at the possibility of ensuring that any controls and procedures are not unnecessarily bureaucratic and cumbersome.

The Inpatient scheme

This caters for illnesses requiring hospitalization. The Inpatient scheme was established to ensure the beneficiaries receive quality health care in case of hospitalization. The medical scheme will be expected to provide:

- (a) Admission to hospital;
- (b) Treatment while in hospital; and
- (c) Discharge from hospital and the cost of treatment thereof.

The In-patient cover benefit will be fully enhanced and include but not limited to the following benefits:

1. Accidental and illness hospitalization (accommodation, doctor(s)' fees, operating theatre, HDU & ICU expenses, physiotherapy, prescribed drugs, dressings surgical

appliances, surgical dressings, X-rays, laboratory and cost of investigations reasonably incurred by an insured member)

2. Hospitalization due to non- accidental dental, E.N.T and optical cases
3. Treatment for HIV/AIDS related conditions as well as prescribed ARVs, CD-4 count and viral load test and attendance to other opportunistic diseases e.g. TB and cancer;
4. Doctor's, surgeons, anesthetist, operating theatre fees and hospital board and accommodation charges in a general ward bed, private or semi-private rooms.
5. Costs of rehabilitation for alcohol and drug abuse (ADA) for principal member and spouse.
6. Local rescue and evacuation within the inpatient limit (both road and air)
7. Treatment costs by medical practitioners registered with the Kenya Medical Practitioners & Dentists Board.
8. Maternity and pregnancy related complications including caesarian and neonatal conditions
9. Lodger fees for accompanying parent/guardian for hospitalized children up to 12 years of age;
10. Gynecological illnesses and operations.
11. Post hospitalization benefits/Home care services
12. Medical services for congenital, pre-maturity, and chronic conditions including cardiac diseases, asthma, diabetes, pre-existing surgical conditions and cancer and related illnesses. Chronic, pre-existing and congenital conditions shall be covered up to the full limit of the inpatient cover.
13. Members will be given options to consume generic vs branded prescribed drugs at preauthorized chemists.
14. Additional benefits/provisions specified by the bidder.

The Outpatient scheme

This deals with cases of illness not requiring admission into a hospital. Under this scheme, beneficiaries require examinations, diagnosis and speedy treatment at health clinics, hospitals etc. with the aim of preventing any ailment or illness from growing into cases requiring hospitalization. **The outpatient scheme should encompass the following benefits:**

1. Routine outpatient consultation, including gynecological cases.
2. Diagnostic Laboratory and Radiology services;
3. Prescribed therapies eg Physiotherapy, occupational therapy etc;
4. Prescribed drugs, immunizations, supplements, glucometer strips and dressings;
5. Treatment for HIV/AIDS related conditions as well as prescribed ARVs, CD-4 count and viral load test and attendance to other opportunistic diseases e.g. TB and cancer shall be within the full outpatient cover limit;
6. Routine Immunization (KEPI, Baby friendly and private vaccines)

7. Routine Antenatal checkups, neonatal, peri- natal and postnatal care post-delivery;
8. Chronic and recurring conditions;
9. Outpatient Emergency Ambulance Services;
10. Psychiatric and Counseling services;
11. Specialist opinion on referral basis
12. Medical services for congenital, pre-maturity, and chronic conditions including cardiac diseases, asthma, diabetes, pre-existing surgical conditions and cancer and related illnesses. Chronic, pre-existing and congenital conditions shall be covered up to the full limit of the outpatient cover
13. E.N.T.
14. NO Co-payment
15. Annual general check-ups for principal member and dependents;
16. Members will be given options to consume generic vs branded prescribed drugs at preauthorized chemists to manage costs.
17. Any additional benefits specified by the bidder

b) **Maternity Cover:** The cover should provide for normal deliveries, caesarian section cases (both emergency and elective), home deliveries and Lamaze) for the principal members or spouses.

The medical benefit should cater for any expenses arising from child birth and pregnancy related conditions. The cover should cater for the following up to Kes.250,000 per spouse/female staff:

- Cost of all normal and caesarian deliveries
- Labour and recovery wards
- Professional fees
- Obstetric ultra sounds
- Routine Antenatal checkups, peri- natal and postnatal care post-delivery;
- Maternity related illness and complications

c) **Dental Cover:** The cover should cater for non-accidental dental including extractions, fillings, gum surgery, scaling, root canal treatment and basic prescribed dentures, braces, crowns and bridges or any other treatment as advised by dentist.

d) **Optical Cover:** Optical and ophthalmologic services: Routine optometrist consultations, Eye examinations, prescribed spectacles, frames, lens, contact lenses and replacement of lenses.

CATEGORY	SCHEME	COVER LIMITS (Ksh)	No. of Principal members/ Families	NO. of Dependents
ONE	Outpatient	250,000 per family with up to 2 children	0	0
		300,000 per family with 3-4 children		

CATEGORY	SCHEME	COVER LIMITS (Ksh)	No. of Principal members/ Families	NO. of Dependents
	In patient	10,000,000 per person		
	Other benefits	Dental- 50,000 per family sharing Optical- 50,000 per family sharing Maternity- 250,000 (normal & Caesarian) Last expense-100,000 Pre-existing & Congenital conditions, critical illness, HIV/AIDS related – within the full outpatient and inpatient limit. Inpatient optical and dental Personal Accident Cover – 6 Million Excess of Loss – 2 Million		
TWO	Outpatient	250,000 shared per family with up to 2 children	2	3
		300,000 shared per family with 3-4 children	2	10
	In patient	5,500,000 shared per family		
	Other benefits	Dental - 50,000/family sharing Optical - 50,000 /family sharing Maternity- 250,000 (normal & Caesarian) Last expense-100,000 Pre-existing & Congenital conditions, critical illness, HIV/AIDS related - within the full inpatient and outpatient limit Personal Accident Cover – 5.5 Million. Inpatient optical and dental Excess of Loss – 1 Million		
THREE	Outpatient	250,000 shared per family with up to 2 children	10	22
		300,000 shared per family with 3-4 children	5	23
	In patient	2,500,000 shared per family		
	Other benefits	Dental – 50,000 per family sharing Optical- 50,000 per family sharing Maternity- 250,000 (normal & Caesarian) Last expense-100,000 Pre-existing & congenital conditions, critical illness, HIV/AIDS related – within the full inpatient and outpatient limit Personal Accident Cover – 2.5 Million Inpatient optical and dental Excess of Loss- 1 Million		
		TOTAL	19	58

5. Exclusions / Provisions;

The Provider should clearly state in writing all **exclusions/provisions** (alluded or not) in all the proposed covers including:

- ✓ Full details of what the cover provides
- ✓ Eligible expenses included in the in-patient cover
- ✓ Eligible expenses included in the out-patient cover
- ✓ Full details of what the cover excludes
- ✓ Dependents eligibility

4. Network coverage

The tenderer is required to provide the following:-

- (i) Full details of towns and regions/counties where the Insurance Company is represented in Kenya.
- (ii) The appointed Hospitals, Clinics and Doctors all over the country that can be accessed by Vision 2030 Delivery Secretariat employees and their dependents, classified as high, medium and low cost. Enumerate their respective costs for all the services pertaining the covers.
- (iii) Full details of the medical cover outside Kenya and all exclusions that are applicable.

5. Utilization / Case Management

- (i) Give a detailed report on how the cover is going to be administered.
- (ii) Give an analysis on how the service provider intends to address the following issues/procedures: -
 - a) Hospital visit for the admitted member and or dependents.
 - b) Mother and child upon delivery
 - c) Mother and spouse upon miscarriage
 - d) Admission of members with pre-existing conditions into the cover
 - e) Admission of HIV/AIDS related cases to the cover
 - f) Procedure to be followed for overseas cover
 - g) Procedure to be followed to procure last expense
 - h) Give details of the claim's settlement turnaround time. Note the time indicated will be used to review the performance of the Insurance Company for any future renewal of contract.

6. Evaluation

There shall be three stages of evaluation:

- (a) Mandatory stage

- (b) Technical stage which will include pitching
- (c) Financials: The Procuring entity will award the contract to the successful tenderer whose tender has been determined to be substantially responsive, technically compliant and has been determined to be the lowest evaluated tender.

The tender sum as submitted and read out during the tender opening shall be absolute and final and shall not be subject of correction, adjustment or amendment in any way by any person or entity as required by Clause 82 of The Public Procurement and Asset Disposal Act, 2015.

7. Other Requirements

The following conditions shall also form part of the contract document for the provision of comprehensive medical insurance to Vision 2030 Delivery Secretariat.

- a) At least two Training and sensitization of all staff at the cost of the provider. The training should take cognizance of all the categories of staff member's i.e. middle level management and lower level /support staff members.
- b) Presentation of scheme performance to the Secretariat's management team to appraise the scheme and to evaluate on a quarterly basis to sustain its effectiveness through monitoring of its performance against the outlined TOR's

SECTION VI - STANDARD FORMS

Notes on the standard Forms

1. **Form of TENDER** - The form of Tender must be completed by the tenderer and submitted with the tender documents. It must also be duly signed by duly authorized representatives of the tenderer.
2. **Price Schedule Form** - The price schedule form must similarly be completed and submitted with the tender.
3. **Contract Form** - The contract form shall not be completed by the tenderer at the time of submitting the tender. The contract form shall be completed after contract award and should incorporate the accepted contract price.
4. **Confidential Business Questionnaire Form** - This form must be completed by the tenderer and submitted with the tender documents.
5. **Tender Security Form** - When required by the tender document the tenderer shall provide the tender security either in the form included hereinafter or in another format acceptable to the procuring entity.
6. **Performance security Form** - The performance security form should not be completed by the tenderer at the time of tender preparation. Only the successful tenderer will be required to provide performance security in the form provided herein or in another form acceptable to the procuring entity.

Form Of Tender

To: _____
Name and address of procuring entity

Date _____
Tender No. _____
Tender Name _____

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 Insurance Services 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 Insurance Cover Services 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 _____ 2017

[Signature]

[In the capacity of]

Duly authorized to sign tender for and on behalf of _____

Price Schedule Form

Item No.	Description of Insurance Cover	Total Premium (Kes) for 1 st Sept 2018 to 31 st Aug 2019	Total Premium (Kes) for 1 st Sept 2019 to 31 st Aug 2020
1.	Medical Cover		
2.	Group Personal Accident Cover		
Total Premium payable in KES			

Please provide the below details

Category	Bands	Premium in KES
1	M	
	M+1	
	M+2	
	M+3	
	M+4	
	M+5	
2	M	
	M+1	
	M+2	
	M+3	
	M+4	
	M+5	
3	M	
	M+1	
	M+2	
	M+3	
	M+4	
	M+5	

Contract Form

THIS AGREEMENT made the _____ day of _____ 20_____ between
[name of Procurement entity] of _____ [country of Procurement entity]
(hereinafter called “the Procuring entity”) of the one part and
[name of tenderer] of _____ [city and country of tenderer] (hereinafter called
“the tenderer”) of the other part:

WHEREAS the Procuring entity invited tenders for the GPA cover and has accepted a tender
by the tenderer for the supply of the services in the sum of _____
_____ [contract price in words in figures]
(hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSTH AS FOLLOWS:-

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:
 - (a) the Tender Form and the Price Schedule submitted by the tenderer;
 - (b) the Schedule of Requirements
 - (c) the Details of cover
 - (d) the General Conditions of Contract
 - (e) the Special Conditions of Contract; and
 - (f) the Procuring entity’s Notification of Award
3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Procuring entity to provide the GPA cover and to remedy defects therein in conformity in all respects with the provisions of the Contract.
4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written

Signed, sealed, delivered by _____ the _____ (for the Procuring entity)

Signed, sealed, delivered by _____ the _____ (for the tenderer) in the presence of _____

CONFIDENTIAL BUSINESS QUESTIONNAIRE

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b), or 2(c)
Whichever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.

Part _____ General:

Business Name
 Location of business premises
 Plot No. Street/Road
 Postal Address Tel. No. Fax Email
 Nature of business
 Registration Certificate No.

Maximum value of business which you can handle at any one time Kshs.
 Name of your bankers Branch

Part 2(a) – Sole Proprietor:

Your name in full Age
 Nationality Country of origin
 Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Part 2(c) – Registered Company:

Private or public

State the nominal and issued capital of the company –

Nominal Kshs..
 Issued Kshs.....

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date..... Signature of Tenderer

If a citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration

EXTRA INFORMATION FORM

Please give accurate information regarding the following:

It is an offence to give inaccurate information in this form:

Incorrect or misleading information may form grounds of contract termination.

Description			
1.	How much turnover did you make last financial year and how much relates to medical(for you and your underwriter- disclose them separately)	Total turnover in KES	Medical related turnover in KES
2.	Who are your major clients whether for general insurance or medical-give details and contacts for 5 of them		
3.	How many medical account other do you have (Name only 5 major ones in last 2 years and the contract value-attach evidence)		
4.	Do you or your underwriter have any dispute pending at IRA related to claims(General or medical)- Give details		
5.	Do you your underwriter have any dispute related to claims pending in a court of law (Give details)		
6.	On average how long does it take to settle claims (in days)		
7.	What is the net worth of your company in KES (Assets-liabilities) Please also disclose that of your underwriter		
8.	Do you have a dedicated 24/7 call center or staff to manage this account should you be successful?		

TENDER SECURITY FORM

Whereas [*name of Bidder*] (hereinafter called <the tenderer> has submitted its bid dated [*date of submission of bid*] for the provision of insurance services (hereinafter called <the tender>

KNOW ALL PEOPLE by these presents that WE [*name of bank*] of [*name of country*], having our registered office at [*name of procuring entity*] (hereinafter called <the procuring entity> in the sum of [*state the amount*] for which payment well and truly to be made to the said procuring entity, the Bank binds itself, its successors, and assigns by these presents. Sealed with the Common Seal of the said Bank this _____ day of _____ 20 _____

THE CONDITIONS of this obligation are:-

1. If the tenderer withdraws its tender during the period of tender validity specified by the procuring entity on the Form; or
2. If the tender, having been notified of the acceptance of its tender by the procuring entity during the period of tender validity
 - (a) fails or refuses to execute the Contract Form, if required; or
 - (b) fails or refuses to furnish the performance security, in accordance with the Instructions to tenders.

We undertake to pay to the procuring entity up to the above amount upon receipt of its first written demand, without the procuring entity having to substantiate its demand, provided that in its demand the procuring entity will note that the amount claimed by it is due to it, owing to the occurrence of one or both of the conditions, specifying the occurred condition(s)

This tender guarantee will remain in force up to and including thirty (30) days after the period of tender validity, and any demand in respect thereof should reach the Bank not later than the above stated date.

[Authorized Signatories and official stamp of the Bank]

(Amend accordingly if provided by Insurance Company)

PERFORMANCE SECURITY FORM

To:
[Name of procuring entity]

WHEREAS *[name of tenderer]*
(Hereinafter called “the tenderer”) has undertaken, in pursuance of Contract No.
_____ *[reference number of the contract]* dated _____
20 _____ to supply
[description of insurance services] (Hereinafter called “the Contract”)

AND WHEREAS it has been stipulated by you in the said Contract that the tenderer shall furnish you with a bank guarantee by a reputable bank for a sum specified therein as security for compliance with the Tenderer’s performance obligations in accordance with the Contract

AND WHEREAS we have agreed to give the tenderer a guarantee:

THEREFORE WE hereby affirm that we are Guarantors and responsible to you, on behalf of the tenderer, up to a total of
[amount of the guarantee in words and figures], and we undertake to pay you, upon your first written demand declaring the tenderer to be in default under the Contract and without cavil or argument, any sum of money within the limits of *[Amount of guarantee]* as aforesaid, without your needing to prove or to show grounds or reasons for your demand or the sum specified therein.

This guarantee is valid until the _____ day of _____
20 ____

Signature and seal of the Guarantors

[Name of bank of financial institution]

[Address]

[Date]

(Amend accordingly if provided by Insurance Company)

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To: _____

RE: Tender No. _____

Tender Name _____

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS) _____

SIGNED FOR ACCOUNTING OFFICER

REPUBLIC OF KENYA
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD
APPLICATION NO.....OF.....20.....

BETWEEN
.....APPLICANT
AND
.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of
.....dated the...day of20.....in the matter of Tender No.....of
.....20...

REQUEST FOR REVIEW

I/We.....,the above named Applicant(s), of address: Physical
address.....Fax No.....Tel. No.....Email, hereby request the Public
Procurement Administrative Review Board to review the whole/part of the above mentioned decision
on the following grounds , namely:-

- 1.
- 2.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2.

SIGNED(Applicant)

Dated on.....day of/...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on day of
.....20.....

SIGNED
Board Secretary