

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIRINYAGA

DEPARTMENT OF FINANCE AND ECONOMIC PLANNING
OFFICE OF THE DIRECTOR SUPPLY CHAIN MANAGEMENT

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KIRINYAGA COUNTY GOVERNMENT
P.O.BOX, 260

No index entries found. *When replying please quote.*

Réf No.CGK/REG/ADD/ONT/Vol. 1(03)

5th March, 2025.

TO ALL PROSPECTIVE BIDDERS

RE: ADDENDUM NO.3 - TO ALL TENDERS ADVERTISED ON 24th February, 2025 FOR FINANCIAL YEAR 2024 - 2025.

Reference is made to the Tender Notice of 24th February, 2025 inviting Interested, Qualified and Eligible Contractors/Vendors to participate under **Open National Tender** competitive method for the procurement of Goods, Works, and Services for the Financial Year 2024 – 2025.

Pursuant to section 75 of the Public Procurement and Asset Disposal Act, 2015, its attendant Regulations 2020, the County Government of Kirinyaga has issued the following addendum with regards to the below mentioned tender.

1. **EXTENSION OF TENDER CLOSING DATE:**

This is to notify all prospective bidders that the closing date for the below listed tenders has been extended from **Thursday 6th March, 2025** at 10:00 am to **Thursday 13th March, 2025**, at 10:00am.

S/No	Tender Name	IFMIS Negotiation No	Tender Number	Tender Closing Date	Time
1.	Tender for provision of comprehensive Medical Insurance, Group Personal Accident, Group Life and WIBA covers for County Government of Kirinyaga staffs.	1786872-2024/2025	CGK/SCM/FI N/ONT/001/2024-2025	13/03/2025	10.00 am
2.	Tender for Provision of Comprehensive Insurance Cover for Motor Vehicles and Against Burglary, Fire and Peril.	1786922-2024/2025	CGK/SCM/FI N/ONT/002 /2024-2025	13/03/2025	10.00 am



3.	Tender For Proposed Construction of 3No. Toilet Block, Urinal and Chain Link Fence at Kavote Dispensary in Karumandi Ward: Phase3 in Kirinyaga County.	1786903-2024/2025	CGK/MP&S/ONT/001/2024-2025	13/03/2025	10.00 am
4.	Tender for Proposed Construction of Kimweas Dispensary in Njukiini Ward Phase Two, Kirinyaga County.	1786901-2024/2025	CGK/MP&S/ONT/003/2024-2025	13/03/2025	10.00 am
5.	Tender for Proposed construction of Mathia Dispensary in Kiine ward phase two.	1786898-2024/2025	CGK/MP&S/ONT/004/2024-2025	13/03/2025	10.00 am
6.	Tender for the proposed supply, delivery, installation, testing and commissioning of 20m high floodlight mast at Nyangati, Kangai and Murinduko wards in Kirinyaga County	1786878-2024/2025	CGK/PW&H/ONT/001/2024-2025	13/03/2025	10.00 am
7.	Tender for the proposed construction of permanent flood protection dykes on river Sagana in Sagana Industrial Park (SAIC) and on river Ragati phase 1 in Kirinyaga County.	-	CGK/SCM/CTT/ONT/002/2024-2025	13/03/2025	10.00 am

2. AMENDMENT IN PRELIMINARY EVALUATION CRITERIA (MANDATORY REQUIREMENTS):

After further review, the **Preliminary Evaluation Criteria (Mandatory Requirements)** for Tender for provision of comprehensive Medical Insurance, Group Personal Accident, Group Life and WIBA covers for County Government of Kirinyaga staffs - Tender Number No. **CGK/SCM/FIN/ONT/001/2024-2025**. You are therefore advised to review the revised criteria and adjust your submissions accordingly. The **MANDATORY REQUIREMENTS** have been amended as attached below (**See Appendix 1**).

ADDENDUM NOTICE TO PROSPECTIVE BIDDERS

Please be informed that this **addendum has been necessitated** by IFMIS-related challenges affecting the **E-Procurement tenders**. Considering this, the Procuring Entity has established an **alternative submission process** to ensure a **fair, equitable, transparent, and competitive** tendering process.

Bidders are hereby **permitted to submit their tender documents in hard copy format**. The documents must be:

- Two sets of the tender documents, Original and Copy (**ONE**) to be submitted, in separate envelopes clearly marked **Original** and **Copy** enclosed in a plain sealed envelope, clearly labelled with the **Tender Number** and **Tender Description**.
- Delivered to either of the following locations:**



1. **Tender Box** located on the **Ground Floor** at **Kirinyaga County Headquarters, Kutus.**
2. **Supply Chain Management Office, Room B15**, during office hours 0800 to 1700 hours

All tender submissions must be received **on or before the closing date as specified in the addendum. Late submissions shall not be accepted.**

For any further inquiries or clarifications, interested bidders are advised to contact supply chain management office, 1st Floor, Kirinyaga County Headquarters during normal working hours. **(0800hr-1700hrs)** on the tenders before submission date or request in writing for clarification and addressed to:

**The County Secretary & Head of Public Service,
County Headquarters,
P.O Box 260 – 10304,
Kutus.**

Tel: +254 20 21553369

Email: procurement@kirinyaga.go.ke

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P.O. Box 260 - 10304, KUTUS

05 MAR 2025

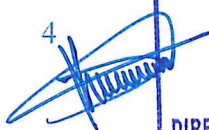
**KEVIN MUTINDA
DIRECTOR SUPPLY CHAIN MANAGEMENT**

Appendix 1

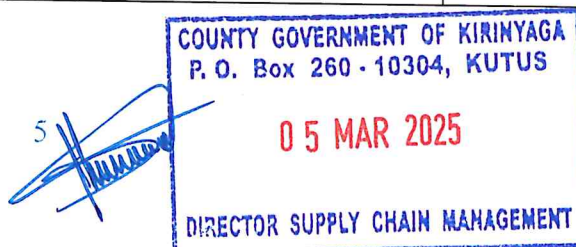
STAGE 1: MANDATORY REQUIREMENTS FOR MEDICAL INSURANCE PROVIDERS(MIP)

S/No.	MANDATORY REQUIREMENTS	YES/NO
UNDERWRITERS/BROKERS REQUIREMENTS		MUST SUBMIT
1.	Must provide a copy of certified Certificate of incorporation/Registration (Must have been in existence for at least ten (10) years	
2.	Must provide a Copy of current Trade License / Business permit	
3.	Must Submit a Copy of Valid Tax Compliance Certificate from Kenya Revenue Authority. (Will be confirmed online with KRA TCC Checker)	
4.	Must provide Certified Current CR12 Certificate from the Registrar of Companies (valid within 12 months of tender submission date)	
5.	Must submit a valid copy of registration certificate (License) as an Insurer to conduct Medical Insurance business from Insurance Regulatory Authority	
6.	Copy of valid registration by Association of Kenya Insurers (AKI)- Medical category certified by Commissioner of Oaths or an Advocate.	
7.	Authorization letter indicating the Underwriter they are in consortium with (For brokers) - certified by Commissioner of Oaths or an Advocate.	
8.	Copy of current A.I.B.K membership certificate certified by Commissioner of Oaths or an Advocate (For Brokers)	
9.	Attach a current copy of membership of Medical Insurance Providers Association of Kenya (MIPAK) for the year 2025- certified by Commissioner of Oaths or an Advocate. (For brokers)	
10.	Attach current copy of Brokers Medical Insurance Provision License (MIP) from Insurance Regulatory Authority. (IRA) certified by Commissioner of Oaths – (For Brokers)	
11.	Tenderers shall submit an original tender security (Bid bond) amounting to Kenya shillings 3,500,000/= only in form of a bank guarantee from a bank licensed by the Central Bank of Kenya.	
12.	Must have paid-up capital as per IRA act of. a) Kshs 500 million for the year 2024 for Underwriter b) Kshs 50 million for the year 2024 for Broker Attach proof. (The same thresholds to apply in the technical evaluation criteria)	
13.	Evidence of Re-insurance cover policy for the year 2025 approved by IRA	
14.	Must have had a gross premium turnover (in Medical) of at least Kshs. 3 billion for each of the last two years which shall be confirmed/evidenced from reports at IRA website or tenderer's financial statements.	

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15.	Submit a copy of Audited accounts for the last three years (2022, 2023 & 2024 audited reports. (For the 2024 audited accounts if not ready attach any documentary evidence showing the process is ongoing) Attach a copy of valid auditor's practicing license or any documentary evidence showing renewal in process.	
16.	Must Submit a written power of attorney authorizing the signatory of the bid to commit the Bidder Witnessed by a Commissioner of Oaths.	
17.	Must Submit an Affidavit that the Tenderer is not insolvent, in receivership, bankrupt or in the process of being wound up certified by Commissioner of Oaths or an Advocate.	
MEDICAL COVER REQUIREMENTS		
18.	Provide a list of all the exclusions under in-patient and out-patient. If the Scheme does not have any exclusions, please confirm the same in writing. If the list or the confirmation is missing, then the bidder will be considered as having been non-responsive to this requirement and therefore disqualified	
19.	Must provide a comprehensive list of service providers which shall include, hospitals, Doctors/ specialists, pharmacy, etc. of countrywide coverage	
20.	Conditions to be covered must include Chronic, Congenital, Pre-existing, HIV/AIDS, Ambulance and air evacuation, Maternity, Dental and Optical in both In-patient and Out-patient and mental health and psychiatric treatment, pandemics including Covid-19.- Submit commitment letter	
21.	Valid signed contract with medical travel agency capable of facilitating Overseas treatment on credit basis for the purpose of advanced treatment or cost-effective treatment.	
22.	Must Submit a sample of policy document	
23.	Cover must be for both in and out-patient as one package under one underwriter, No Co-sharing	
TENDERING FORMS AND OTHER REQUIREMENTS		
24.	Must Fill the Form of Tender in the format provided in the tender document	
25.	Bidder must fill the Price Schedule in the format provided in the tender document.	
26.	Must submit duly filled, signed and stamped Confidential Business Questionnaire in the format provided	
27.	Must fill a self-declaration that the person/tenderer is not debarred in the matter of the public procurement and asset disposal act 2015 SD1	
28.	Must Fill a Self-declaration that the tenderer will not engage in any corrupt or fraudulent practice.SD2	
29.	Must Fill the Declaration and commitment to the code of ethics	



30.	Sequential Pagination of the entire document Tender document MUST be: - <ul style="list-style-type: none"> Serialized as per the table of content. (in format 1,2,3,4....to the last page) to ensure compliance with section 74(1) (i) Public Procurement and Asset Disposal Act 2015 revised edition 2022). 	
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