

	NATIONAL OIL CORPORATION OF KENYA CORRIGENDUM NO. 1 – 11TH JULY 2024	Ref No. NOCK/PRC/03(1727)2024 - 2025
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In reference to **THE TENDER FOR PROVISION OF GROUP PERSONAL ACCIDENT & WORK INJURY BENEFIT ACT INSURANCE COVER** advertised on 8th July 2024. We hereby issue corrigendum amending the Tender document as follows:

No.	CLAUSES OF THE TENDER DOCUMENT	AMENDMENT TO THE TENDER DOCUMENT																											
1.	Cover page, Invitation to Tender and Section II - Tender Data Sheet (TDS)	<p>The Cover page, Invitation to Tender and Section II - Tender Data Sheet (TDS) of the Tender Document have been amended as follows:</p> <ul style="list-style-type: none"> a) Amendment to Cover Page: Tender for Provision of Provision of GPA & WIBA Insurance. b) Amendment to Invitation to Tender Clause 1 - National Oil Corporation of Kenya invites sealed tenders for the Provision of GPA & WIBA Insurance for a period of 3 years renewable annually upon satisfactory performance. c) Clause 2. -Tendering will be conducted under open competitive tendering method and is open to all qualified and interested underwriters and/ or Brokers. 																											
2.	<p>Section III - Evaluation and Qualification Criteria as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 75%;">Underwriter MUST provide copy of Certificate of Registration /Incorporation.</td> <td style="width: 20%;">Mandatory</td> </tr> <tr> <td>2.</td> <td>Underwriter MUST provide a copy of the perpetual license of registration with the Insurance Regulatory Authority for Provision of GPA & WIBA Insurance</td> <td>Mandatory</td> </tr> <tr> <td>3.</td> <td>Underwriter MUST provide current/valid certificate of membership from the Association of Kenya Insurers (AKI) for year 2024.</td> <td>Mandatory</td> </tr> <tr> <td>4.</td> <td>Underwriter MUST provide valid copy of Kenya Revenue Authority Tax Compliance Certificate (tax</td> <td>Mandatory</td> </tr> </table>	1.	Underwriter MUST provide copy of Certificate of Registration /Incorporation.	Mandatory	2.	Underwriter MUST provide a copy of the perpetual license of registration with the Insurance Regulatory Authority for Provision of GPA & WIBA Insurance	Mandatory	3.	Underwriter MUST provide current/valid certificate of membership from the Association of Kenya Insurers (AKI) for year 2024.	Mandatory	4.	Underwriter MUST provide valid copy of Kenya Revenue Authority Tax Compliance Certificate (tax	Mandatory	<p>National Oil amend the Section III - Evaluation and Qualification Criteria as follows:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%;">1.</td> <td style="width: 75%;">Underwriter MUST provide copy of Certificate of Registration /Incorporation.</td> <td style="width: 20%;">Mandatory</td> </tr> <tr> <td>2.</td> <td>Underwriter MUST provide a copy of the perpetual license of registration with the Insurance Regulatory Authority for Provision of GPA & WIBA Insurance</td> <td>Mandatory</td> </tr> <tr> <td>3.</td> <td>Underwriter MUST provide current/valid certificate of membership from the Association of Kenya Insurers (AKI) for year 2024.</td> <td>Mandatory</td> </tr> <tr> <td>4.</td> <td>Underwriter MUST provide valid copy of Kenya Revenue Authority Tax Compliance Certificate (tax compliance certificate MUST be valid at the date of tender opening).</td> <td>Mandatory</td> </tr> <tr> <td>5.</td> <td>Underwriters MUST provide a copy of CR-12 from Registrar of Companies issued within the last 6 months from the date of Tender opening</td> <td>Mandatory</td> </tr> </table>	1.	Underwriter MUST provide copy of Certificate of Registration /Incorporation.	Mandatory	2.	Underwriter MUST provide a copy of the perpetual license of registration with the Insurance Regulatory Authority for Provision of GPA & WIBA Insurance	Mandatory	3.	Underwriter MUST provide current/valid certificate of membership from the Association of Kenya Insurers (AKI) for year 2024.	Mandatory	4.	Underwriter MUST provide valid copy of Kenya Revenue Authority Tax Compliance Certificate (tax compliance certificate MUST be valid at the date of tender opening).	Mandatory	5.	Underwriters MUST provide a copy of CR-12 from Registrar of Companies issued within the last 6 months from the date of Tender opening	Mandatory
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NATIONAL OIL CORPORATION OF KENYA

CORRIGENDUM NO. 1 – 11TH JULY 2024

Ref No. NOCK/PRC/03(1727)2024 - 2025

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No.	CLAUSES OF THE TENDER DOCUMENT		AMENDMENT TO THE TENDER DOCUMENT	
		compliance certificate MUST be valid at the date of tender opening).		
5.		Underwriters MUST provide a copy of CR-12 from Registrar of Companies.	Mandatory	
6.		Current and valid copy of business license from the local authority where the business is located.	Mandatory	
7.		Original tender security (Bid bond) amounting to Kenya Shillings One Hundred Thousand (Kshs 100,000); in form of a Bank guarantee from a bank licensed and operating in Kenya , valid for thirty (30) days beyond the validity date of the tender (i.e. 180 days). This shall be in the format provided in the tender document. Tender Security from an Insurance Company shall NOT be accepted.	Mandatory	6. Underwriters MUST provide valid copy of business license from the local authority where the business is located.
8.		Underwriter MUST have paid up share capital of at least Kshs 600,000,000 for Provision of Group Personal Accident (GPA) and WIBA Insurance (Provide evidence).	Mandatory	7. Original Tender Security (Bid bond) amounting to Kenya Shillings One Hundred Thousand (Kshs 100,000); in form of a Bank guarantee from a bank licensed and operating in Kenya , valid for thirty (30) days beyond the validity date of the tender (i.e. 180 days). This shall be in the format provided in the tender document. Tender Security from an Insurance Company shall NOT be accepted.
9.		Underwriter MUST have annual gross premiums turnover of at least Ksh.2 Billion in each of the last two financial years specifically relating to provision GPA/WIBA Insurance services (Bidder MUST provide evidence)	Mandatory	8. Power of attorney to confirm that the tender has been duly signed by the person lawfully authorized.
10.		Underwriter MUST submit a copy of the audited accounts for last three	Mandatory	9. Must submit evidence of having a current Reinsurance cover for the Provision of GPA & WIBA Insurance
				10. Underwriter MUST submit a copy of the audited accounts for last three preceding years. Audit opinion must be unqualified.
				11. Duly filled Confidential Business Questionnaire
				12. Duly filled Certificate of Independent Tender Determination
				13. Duly filled Form SD1 Self declaration confirming that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015
				14. Duly filled Form SD2 Self Declaration confirming that the person/tenderer will not engage in any corrupt or fraudulent practice
				15. Properly bound and sequential pagination/serialization tender document (each page of the



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	<p>preceding years. Audit opinion must be unqualified.</p> <p>11. Duly filled Confidential Business Questionnaire Mandatory</p> <p>12. Duly filled Certificate of Independent Tender Determination Mandatory</p> <p>13. Duly filled Form SD1 Self declaration confirming that the person/tenderer is not debarred in the matter of the Public Procurement and Asset Disposal Act 2015 Mandatory</p> <p>14. Duly filled Form SD2 Self Declaration confirming that the person/tenderer will not engage in any corrupt or fraudulent practice Mandatory</p> <p>15. Power of attorney to confirm that the tender has been duly signed by the person lawfully authorized. Mandatory</p> <p>16. Tenderer MUST submit well bound and paginated/serialized tender documents. Each page of the tender document MUST be numbered in chronological order. i.e. 1,2,3,4,5,6,7,8,9,10.....up to the last page. Mandatory</p>	<p>tender submission must have a number and the numbers must be in chronological order). For pagination, Arabic Numerals shall be used, i.e. 1, 2, 3, 4, 5,6,7,8,9,10.....n (where n is the last numerical page number) up to the last page in chronological order.</p> <p>16. Mandatory requirements required for Insurance Brokers Only</p> <ol style="list-style-type: none"> 1. Must submit an authorization letter signed and stamped by only one (1) proposed underwriter. The proposed underwriter Must meet all the mandatory requirements stated above 2. Must submit Certificate of Registration 3. Must valid certificate from Insurance Regulatory Authority (IRA) 4. Submit valid Tax Compliance Certificate 5. Submit CR12 certificate issued within the last 6 months from the date of Tender advertisement. 6. Must submit valid copy of business license from the local authority where the business is located. 7. Must be a current member of the Association of Insurance Brokers <p>To proceed to technical evaluation stage, Tenderers Must submit all mandatory documents and requirement. Failure to submit any of the above documents shall lead to disqualification from the tendering process</p>
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	#	Technical Evaluation Criteria	Score	#	Technical Evaluation Criteria	Max. Score
		UNDERWITERS CAPACITY				
	1.	Operation as an Underwriter Must have continuously operated as insurance Company for the last Ten (10) years as evidenced by annual insurance certificates issued by IRA. 10 marks (provide evidence in form of IRA insurance certificates)	10	1.	Operation as an Underwriter/Proposed underwriter Must have continuously operated as Insurance Company for the last Ten (10) years as evidenced by annual insurance certificates issued by IRA. 10 marks (provide evidence in form of IRA insurance certificates)	10
	2.	Previous Clients Submit letters of reference from five Corporate Clients which should include summary of services rendered (must be Group Life Insurance), value of contracts of at least Kshs 10 million and contact person, address and telephone numbers (2 mark for each complete letter of reference). (4 marks for each client contract with a value of at least Kshs 10,000,000 for provision of satisfactory Group Life).	30	2.	Previous Clients Submit letters of reference from five Corporate Clients which should include summary of services rendered (must be Group Personal Accident (GPA) and WIBA Insurance), value of contracts of at least Kshs two (2) million and contact person, address and telephone numbers (2 mark for each complete letter of reference). (4 marks for each client contract with a value of at least Kshs 2million for provision of satisfactory Group Personal Accident (GPA) and WIBA Insurance	30
		Financial Capability			Financial Capability	
	3.	Audited financial statements Submit Copies of the audited financial statements for the last three (3) financial years	5	3.	Audited financial statements Submit copies of the audited financial statements for the last three (3) financial years	5
	4.	Minimum share capital Must provide evidence of a minimum share capital of; Kshs 150,000,000 for Group Life Insurance	5	4.	Minimum share capital Paid up share capital of at least Kshs 600,000,000 for Provision of Group Personal Accident (GPA) and WIBA Insurance (Provide evidence).	5
					Qualifications and Competence of the Key Staff	



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	<p>Qualifications and Competence of the Key Staff</p> <p>5. Team leader qualified as per the set criteria. Relevant degree/postgraduate degree in business related studies (insurance, commerce, business administration, economics, e.t.c.)- 2.5 marks Ten(10) years’ experience - 2.5 marks Relevant insurance qualification e.g. ACII - 5 marks Academic certificates and CV must be provided</p> <p>6. Other Staff Members At least two other technical staff qualified as per the attached criteria (2 staff members) Five year experience in Insurance sector and Degree and Professional qualification in insurance e.g. ACII @ staff member – 2.5 marks Academic certificates and CV must be provided</p> <p>UNDERWRITER’ CLAIMS MANAGEMENT AND SETTLEMENT</p> <p>7. Least period used to settle previous claims upon presentation of all required documents, e.g. discharge voucher (attach evidence from 3 different clients):</p> <ul style="list-style-type: none"> • Claims settled within 1 month -10 Marks, • Claims settled beyond 1 month but within 3 months-5 marks • Claims settled beyond 3 months – 0 marks <p>Cover Details</p>	<p>5. Team leader qualified as per the set criteria. Relevant degree/postgraduate degree in business related studies (insurance, commerce, business administration, economics, etc.) - 2.5 marks Ten (10) years’ experience - 2.5 marks Relevant insurance qualification e.g. ACII - 5 marks Academic certificates and CV must be provided</p> <p>6. Other Staff Members At least two other technical staff qualified as per the attached criteria (2 staff members) Five years’ experience in Insurance sector and Degree and Professional qualification in insurance e.g. ACII @ staff member – 2.5 marks Academic certificates and CV must be provided</p> <p>Underwriter’ Claims Management and Settlement</p> <p>7. Least period used to settle previous claims upon presentation of all required documents, e.g. discharge voucher (attach evidence from 3 different clients):</p> <ul style="list-style-type: none"> • Claims settled within 1 month -10 Marks, • Claims settled beyond 1 month but within 3 months-5 marks • Claims settled beyond 3 months – 0 marks <p>Cover Details</p> <p>8. Underwriters shall provide the full terms and conditions of providing the Group Life Insurance;</p> <ul style="list-style-type: none"> • Suitability of exclusion clauses (if any) 9 marks • Suitability of excess clauses (if any) – 8



No.	CLAUSES OF THE TENDER DOCUMENT	AMENDMENT TO THE TENDER DOCUMENT
	<p>8. Underwriters shall provide the full terms and conditions of providing the Group Life Insurance;</p> <ul style="list-style-type: none"> • Suitability of exclusion clauses (if any) - 9 mark • Suitability of excess clauses (if any) – 8mark • Suitability of cover summaries – 8mark <p>Credit Rating</p> <p>9. Credit Rating The scale below (or equivalent) shall be used for assessing the Vendors credit rating (attach proof of rating from reputable international credit rating companies);</p> <p>AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks</p> <p>TOTAL</p>	<p>marks</p> <ul style="list-style-type: none"> • Suitability of cover summaries – 8 mark <p>Credit Rating</p> <p>9. Credit Rating The scale below (or equivalent) shall be used for assessing the Vendors credit rating (attach proof of rating from reputable international credit rating companies);</p> <p>AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks</p> <p>TOTAL</p> <p>Only bidders with a technical score of 80 points and above out of the maximum possible 100 points shall be considered technically responsive, hence qualify for financial evaluation and the lowest responsive evaluated bidder will be considered for award of the tender.</p>
3.	<p>ITT 23 Submission and Opening of Tenders</p> <p>Tenders must be received on or before 24th July 2024 at 1000hrs (East Africa Time)</p>	<p>Cover page, Invitation to Tender Clause 9 and Section II - Tender Data Sheet (TDS) that gave tender closing date as 24th July 2024 at 1000hrs (East Africa Time) have been amended and extended to 31st July 2024.</p> <p>Tenders must be received on or before 31st July 2024 at 1000hrs (East Africa Time)</p>

Except as clarified herein, all the other terms and conditions of the tender remain as is and are unchanged.

CHIEF EXECUTIVE OFFICER