

	NATIONAL OIL CORPORATION OF KENYA	Ref No. NOCK/PRC/03(1726)2024-2025
	CORRIGENDUM NO. 1 – 11TH JULY 2024	Page 1 of 6

In reference to **THE TENDER PROVISION OF GROUP LIFE INSURANCE COVER 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> <p>a) Amendment to Cover Page: Tender for Provision of Group Life Insurance Cover.</p> <p>b) Amendment to Invitation to Tender Clause 1 - National Oil Corporation of Kenya invites sealed tenders for the Provision of Group Life Insurance Cover for a period of 3 years renewable annually upon satisfactory performance.</p> <p>c) Clause 2. -Tendering will be conducted under open competitive tendering method and is open to all qualified and interested underwriters or Brokers and only one Underwriter.</p>																											
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 Group Life 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> </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 Group Life 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	<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 Group Life 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 Group Life 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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	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.	Power of attorney to confirm that the tender has been duly signed by the person lawfully authorized.	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 paid up share capital of at least Kshs 150,000,000 for Group Life Insurance	Mandatory	8. Power of Attorney to confirm that the tender has been duly signed by the person lawfully authorized.
	10.	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 of Group Life Insurance Services (Bidder MUST provide evidence)	Mandatory	9. Underwriter MUST submit evidence of having a current Reinsurance cover for the group life cover
	11.	Underwriter MUST submit a copy of the audited accounts for last three preceding years. Audit opinion must be unqualified.	Mandatory	10. Underwriter MUST submit a copy of the audited accounts for last three preceding years. Audit opinion must be unqualified.
	12.	Duly filled Confidential Business Questionnaire	Mandatory	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 tender submission must have a number and the



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	13. Duly filled Certificate of Independent Tender Determination	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.
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	16. Properly bound and sequential pagination/serialization tender document (each page of the 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....up to the last page in chronological order.	16. Mandatory requirements required for Insurance Brokers Only 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
	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	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



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	<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>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 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>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>Underwriter or proposed underwriters 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): 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>	<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): 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>
	<p>Cover Details</p>	<p>8. The Proposed Underwriters /underwriters shall provide the full terms and conditions of providing the Group Life Insurance;</p>



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	<table border="1"> <tr> <td data-bbox="313 300 389 606">8.</td> <td data-bbox="389 300 972 606"> Underwriters shall provide the full terms and conditions of providing the Group Life Insurance; <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 </td> <td data-bbox="972 300 1106 606">25</td> </tr> <tr> <td colspan="2" data-bbox="313 606 972 638">Credit Rating</td> <td data-bbox="972 606 1106 638"></td> </tr> <tr> <td data-bbox="313 638 389 999">9.</td> <td data-bbox="389 638 972 999"> 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); AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks </td> <td data-bbox="972 638 1106 999">5</td> </tr> <tr> <td colspan="2" data-bbox="313 999 972 1031">TOTAL</td> <td data-bbox="972 999 1106 1031">100</td> </tr> </table>	8.	Underwriters shall provide the full terms and conditions of providing the Group Life Insurance; <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 	25	Credit Rating			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); AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks	5	TOTAL		100	<table border="1"> <tr> <td data-bbox="1133 300 1209 507"></td> <td data-bbox="1209 300 1845 507"> <ul style="list-style-type: none"> Suitability of exclusion clauses (if any) - 9 marks Suitability of excess clauses (if any) – 8marks Suitability of cover summaries – 8 marks </td> <td data-bbox="1845 300 2022 507"></td> </tr> <tr> <td colspan="2" data-bbox="1133 507 1845 539">Credit Rating</td> <td data-bbox="1845 507 2022 539"></td> </tr> <tr> <td data-bbox="1133 539 1209 900">9.</td> <td data-bbox="1209 539 1845 900"> 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); AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks </td> <td data-bbox="1845 539 2022 900">5</td> </tr> <tr> <td colspan="2" data-bbox="1133 900 1845 932">TOTAL</td> <td data-bbox="1845 900 2022 932">100</td> </tr> </table> <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>		<ul style="list-style-type: none"> Suitability of exclusion clauses (if any) - 9 marks Suitability of excess clauses (if any) – 8marks Suitability of cover summaries – 8 marks 		Credit Rating			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); AA+ 5 marks AA 4 marks AA- 3 marks A+ 2 marks No credit rating- 0 marks	5	TOTAL		100
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3.	ITT 23 Submission and Opening of Tenders Tenders must be received on or before 24th July 2024 at 1000hrs (East Africa Time)	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 31 st July 2024. Tenders must be received on or before 31st July 2024 at 1000hrs (East Africa Time)																								

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

CHIEF EXECUTIVE OFFICER