

MINUTES OF THE PRE-BID MEETING FOR TENDER NO. NCCASB/OT/06/08/2022/2023 FOR PROVISION OF MEDICAL INSURANCE COVER FOR MEMBERS OF COUNTY ASSEMBLY HELD ON 12TH AUGUST, 2022 AT 10.00AM AT NAIROBI CITY COUNTY ASSEMBLY IN COMMITTEE ROOM 6

MEMBERS PRESENT

- | | | |
|----------------------|-------------------------|-------------|
| 1. Mr. Robert Situma | Director HRM | Chairperson |
| 2. Mr. Paul Kimani | Director Finance | Member |
| 3. Ms. Nancy Mutai | Principal HRM | Member |
| 4. Mr. Agure Erick | Principal Proc. Officer | Secretary |

TENDERERS' REPRESENTATIVES PRESENT

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1	Edward K.M. Maina	APA Insurance Ltd	healthbd@apainsurance.org edward.maina@apainsurance.org	0709912224 0709912121
2	Joshua Ogot	Bright Ideas Insurance Agency	joshua.brightideas@gmail.com	0721602786
3	Susan Nyoro	Corporate Insurance Co. Ltd	sue@cickenya.com	0726786845
4	Njeru Mwandiki	Minet Kenya Insurance Brokers Ltd	njeru.mwandiki@minet.co.ke	0715472515
5	Steve Mwangi	Jubilee Health Insurance Ltd	Steve.mwangi@jubileekenya.com	0745472515
6	Ondari Hillary	First Assurance KE	ondari.hillary@firstassurance.com	0782245000
7	Robert Mwangi	Old Mutual General Insurance Kenya Ltd	mwangi@oldmutual.co.ke	0723394825
8	Duncan Muthomi	Chikavu Agency	duncanmuthomi@gmail.com	0736613571

AGENDA



1. Pre-bid consultations
2. A.O.B

Min. No. PR-M/01/12/08/2022/2023: OPENING REMARKS

The Chair called meeting to order at 10.15am and welcomed Members and the prospective Tenderers' representatives to the meeting. The meeting started with a word of prayer from one of the prospective Tenderers' representatives. The committee Members and prospective Tenderers' representatives present introduced themselves.

Min. No. PR-M/02/12/08/2022/2023: BACKGROUND INFORMATION

The Chairperson explained to those present that the pre-tender meeting was organized to allow the prospective bidders to interact with the procuring entity and seek clarifications on the areas in the tender document that were not clear. It also allowed prospective bidders to give their views with regard to the document.



The prospective bidders were also informed that minutes of the meeting and clarifications would be provided and sent to all prospective bidders through their emails and same uploaded in the Assembly's website. They were further informed that they can still seek clarifications in writing using the provided email to reach the Procuring Entity not later than three (3) days prior to the deadline for the submission of tenders as outlined in ITT 7.1.

Min. No. PR-M/03/12/08/2022/2023: CLARIFICATIONS SOUGHT BY THE PROSPECTIVE BIDDERS

Clarification 1: A prospective bidder sought clarification on Mandatory requirement MR-9 on whether Insurance Brokerage firms were allowed to bid in this tender for Provision of Medical Insurance services to Members of the County Assembly.

Answer: The Prospective bidders were informed that Mandatory Requirement MR-9 acknowledges the eligibility of Brokers to participate in this tender hence provides that: *"Brokers must submit their Underwriter's authorization letter with a copy of Re-Insurance slips"*

Clarification 2: A prospective bidder sought clarification on Mandatory requirement MR-10 on whether Insurance Brokerage firms were allowed to submit Membership of Association for AIBK or all the Bidders were to submit Membership certificate for AKI.

Answer: The Prospective bidders were informed that Mandatory Requirement MR-10 also recognizes Broker's eligibility to participate in this tender hence provides that: *"Attach valid evidence of or a **Membership of Association of**"* Underlining the word *"or a Membership of Association"* gives room for Brokerage firms to provide membership of association of Medical insurance providers from such bodies as AIBK.

Clarification 3: A prospective bidder sought clarification on Technical requirement T.S.3 on paid up capital in which he stated that the minimum paid up capital requirement for Insurance Brokers was Kshs. 10,000,000, however, the document had indicated that a paid up capital of Kshs. 500 million would earn 10 marks.

Answer: The Prospective bidders were informed that Technical Requirement T.S.3 recognizes that different service providers have different levels of paid up capital hence will earn different marks as provided for under proration. It was to be noted that this is not a mandatory requirement but rather a technical requirement that do not hinder any bidder from participating in the tender.

Clarification 4: A prospective bidder sought clarification on the period of the cover and whether the pricing should be based on two or one year(s).

Answer: The Prospective bidders were informed that the insurance duration will be two years renewable annually upon offering satisfactory services and that pricing of the cover should be on one year basis.

Clarification 5: A prospective bidder sought a request for the Procuring entity to avail the utilization report for the previous medical cover.

Answer: The Prospective bidders were informed that the utilization report is a confidential document and that the Procuring entity is not in a position to avail the requested report. Further, they were informed that the subject of the cover would be totally different from the

previous one since the Assembly will be covering new Members whose data will be obtained ones the 2022 General elections is concluded.

Clarification 6: A prospective bidder sought clarification on the Members population to be used for computing the total tender price/premiums.

Answer: The Prospective bidders were informed that pricing should be based on a flat population of M+5 and M being 125 Members. However, bidders are required to submit graduated pricing as provided under Schedule of Requirements under clause 5.4 (annual premiums) as well as Form of Tender. Further, the prospective bidders were informed that they should take into account footnotes under the above clause 5.4 that stipulates:

1. The Nairobi City County Assembly shall furnish the winning bidder with details of the Members and their dependants to inform the Actual population
2. Billing to the Assembly shall be based on the Actual population

Clarification 7: A prospective bidder sought clarification on Technical requirement T.S.2 on whether the magnitude of business required is specific to provision of medical covers or general business.

Answer: The Prospective bidders were informed that T.S.2 is about specific experience hence the magnitude of business required is specific to provision of medical covers.

Clarification 8: A prospective bidder sought clarification on Technical requirement T.S.2 on whether the recommendation letters required were to be written in a particular format.

Answer: The Prospective bidders were informed that T.S.2 requirement on recommendation letters does not state that the recommendation letters be written/submitted in any particular format and it should remain so.

Clarification 9: A prospective bidder sought clarification on Technical requirement T.S.2 on contracts as follows:

- Whether underwriters can submit contracts that were signed by the Brokers but the risk were borne by the underwriter themselves.
- Whether the prospective bidders can submit contract documents that do not indicate contract price together with policy documents/letters of award/ LSOs indicating the contract amount. This was due to the fact that most insurance contracts signed with clients may not indicate contract price.

Answer: Prospective bidders were informed that:

- Underwriters are allowed to submit contracts that were signed by the Brokers the risk being borne by the underwriter themselves provided that the contracts are accompanied with corresponding recommendation letters from the Client indicating that the bearer of the risk was the underwriter.
- Prospective bidders are allowed to submit the contracts provided that the contracts are executed by both parties to the agreement and that the corresponding policy documents/letters of award/ LSOs indicates the contract amount/price.

Clarification 10: A prospective bidder sought clarification on whether an Underwriter can bid separately and at the same time a Broker that it has authorized bid separately on its own.



Answer: The Prospective bidders were informed that there is no requirement in the tender document that prohibits both the Underwriter and the Broker bidding at the same time and that the bid documents submitted will be evaluated independently.

Clarification 11: A prospective bidder sought to know the place and location of submitting the tenders.

Answer: The Prospective bidders were informed that as indicated in the tender document, the place and address for submitting the tenders is as per ITT 23.1 i.e:

For **Tender submission purposes** only, the Procuring Entity's address is:

Attention: *The Clerk*

Postal Address: P.O Box 45844 – 00100, Nairobi

Physical Address: *Nairobi, Wabera Street, City Hall Building, 2nd Floor, Tender Box located outside room 277.*

Bulky tenders shall be registered in the procurement office, 2nd floor, room 277

Min. No. PR-M/04/12/08/2022/2023: A.O.B

There being no other business, the meeting ended at 11.30am

Minutes confirmed and signed:

Chairperson  Date *12/08/2022*

Secretary  Date *12/08/2022*

