



CLARIFICATION 001

The following clarification were sought by a bidder for **RFx 100001061: PROVISION OF INSURANCE SERVICES FOR THE FINANCIAL YEAR 24/25 – 25/26 (OPEN TO REGISTERED INSURANCE BROKERAGE FIRMS REGISTERED AND OPERATING IN KENYA)** and clarified as follows;

No.	Reference	Questions /Queries	Response
1	The broker must have done annual turnover of 250Million and above for the last three (3) consecutive years (2023, 2022 & 2021). The broker to submit audited accounts for the past three (3) years signed by the auditor(s) and a copy of the Auditors/Audit firm’s valid ICPAK practicing license for the respective years and a copy of a current certified license of the Auditor from ICPAK. This is for determining solvency and liquidity of the broker.	Most insurers are yet to conclude their audit hence the unavailability of the financial statements. Kindly confirm if you can adjust the requirement to 2022 and 2021	Both brokers and underwriter to submit audited accounts for years 2022, 2021, & 2020
2	GCR rating	Request to have the requirement shelved to accommodate more locally incorporated companies	The requirement on GCR rating remains as indicated in the bid document
		We kindly request you whether underwriter can provide any other rating document apart from GCR.	The requirement on GCR rating remains as indicated in the bid document



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	Page 29 Mandatory requirements 11 and 20, the bidders are required to provide GCR rating of B and above	This will lock out many potential local underwriters. We hereby request that this requirement be expunged to enable competitive bidding.	The requirement on GCR rating remains as indicated in the bid document
3	Share capital	Request to consider the minimum IRA share capital requirement to accommodate more underwriters	This has been adjusted to 15m as per IRA regulations
4	ISO / Quality management certification	Kindly shelf the requirement to open to more participants hence making it competitive.	The requirement on Quality Management System has been deleted, however underwriters and brokers are to provide an Advanced Insurance System
	Technical requirements for Lots 1, 2 & 3, bidders are required to have establishment and implementation of a quality management system e.g ISO.	Please confirm if the bidder can provide any other quality management system establishment.	Advanced insurance system (Same as lot 4-8) - Attach a current certified copy of contract with service provider for the purpose of this tender, it should be within the last 12 months before tender closing date.
5	On mandatory 12 and also in the technical requirement in the tender document page 46 , the key professional staff are required to provide both AIIK/ACII and COP	We kindly request you expunge the requirement for COP since both are professional papers and also AIIK and ACII are higher professional courses than COP.	<p>The requirement has been edited as follow;</p> <ol style="list-style-type: none"> 1. Provide List of (3) key Professional Staff proposed for the Assignment and specify their specific portfolio/ Tasks. Attach copies of certified CVs and certified certificates <hr/> <p>(i) Principal Officer Proposed for the Assignment (Attach copies of signed CVs and Certified certificates)</p> <hr/> <ul style="list-style-type: none"> • Possession of B. Com Degree Insurance



No.	Reference	Questions /Queries	Response
	<p>12. Provide List of (3) key Professional Staff proposed for the Assignment specify their specific portfolio/ Tasks. Attach copies of certified CV: certified certificates</p> <hr/> <p>(i) Principal Officer Proposed for the Assignment (Attach copies of signed CV Certified certificates)</p> <hr/> <ul style="list-style-type: none"> • Possession of B. Com Degree Insurance (Option) or equivalent • Provide proof of Possession of ACII/AIHK • Provide proof of possession of certificate of proficiency(COP) • Provide proof of relevant experience of at least Five (5) Years <hr/> <p>(ii) Professional qualifications and experience of 2 (two) other technical pers (Attach copies of signed CVs and Certified certificates):</p> <hr/> <ul style="list-style-type: none"> • Relevant Degree • Possession of ACII/AKII • Possession of certificate of proficiency(COP) • At least 3 years' relevant experience 		<p>(Option) or equivalent</p> <ul style="list-style-type: none"> • Provide proof of Possession of ACII/AIHK • Provide proof of relevant experience of at least Five (5) Years <hr/> <p>(ii) Professional qualifications and experience of 2 (two) other technical personnel (Attach copies of signed CVs and Certified certificates):</p> <hr/> <ul style="list-style-type: none"> • Relevant Degree • Possession of ACII/AKII • At least 3 years' relevant experience