



RURAL ELECTRIFICATION AND RENEWABLE ENERGY CORPORATION

MINUTES OF THE PRE-TENDER MEETING FOR TENDER NO. RFX NO.1000001105 FOR THE PROVISION OF INSURANCE SERVICES FOR THE FINANCIAL YEAR 24/25 – 25/26 (OPEN TO REGISTERED INSURANCE BROKERAGE FIRMS REGISTERED AND OPERATING IN KENYA) HELD ON 17TH MAY 2024 AT THE KAWI HOUSE AUDITORIUM, KAWI HOUSE, NAIROBI STARTING AT 9.00AM.

PRESENT

REREC REPRESENTATIVES

NO.	NAME	DEPARTMENT
1.	Margaret Nzau	Administration
2.	Edwin Muriithi	HR
3.	Pauline Sewe	Supply Chain Management
4.	Caroline Kelly	Supply Chain Management
5	Moses Kungu	Legal

TENDERERS REPRESENTATIVES

(List of representatives attached)

AGENDA

1. Introductions and opening remarks
2. Tendering Procedure
3. Queries from bidders on the tender document
4. Major issues identified in the previous tender document during evaluation
5. Any Other Business

MIN 01: INTRODUCTION AND OPENING REMARKS

The meeting was called in order at 10.00 a.m. The meeting started with a word of prayer and thereafter a self-introduction from representative from REREC as well as all the bidder representatives present. The bidder/company representatives present were requested to register in the provided attendance register.

Bidders were informed that REREC floated a tender No.1000001061 for the Provision of Insurance Services which was recently cancelled. REREC has since re-advertised the

tender for the Provision Of Insurance Services For The Financial Year 24/25 – 25/26 (Open To Registered Insurance Brokerage Firms Registered And Operating In Kenya) (RFX No.1000001105) which is due to close on 28th May, 2024.

Tenderers were informed that the pre-tender meeting has been convened to enlighten the prospective tenderers on the tender requirements and to receive and clarify any issues from them. This shall enable them to prepare and submit responsive tenders.

MIN 02: TENDERING PROCEDURE

2.1: Preparation of Tenders:

A briefing was provided regarding the proper preparation and submission of tenders, in accordance with the detailed instructions outlined in the tender document.

2.2: Completion of documents and signatures:

Bidders were informed of the necessity to fully complete, sign, certify and/or commission all documents listed in the tender document as guided by the notes on the standard forms. Emphasis was placed on adhering to preliminary and mandatory requirements, with a clear directive that non-compliance with any stipulated requirement would render the tender non-responsive. Bidders were urged to meticulously review all requirements.

2.3: Supporting documents:

The tenderers were advised to ensure that the supporting documents required for technical evaluation are submitted according to the evaluation criteria.

MIN 03:QUERIES/CLARIFICATIONS FROM BIDDERS ON THE TENDER DOCUMENT

Bidders raised the following questions on submission of tender documents:

1. Was there a system error during submission of bid price, bidders pointed out that prices entered did not match what they actually did?
2. Was it a requirement to provide different forms of tender for lots bid for?
3. Was there an alternative for submission of tender documents other than online?
4. Whether recommendation letters from underwriters were to the brokers or their clients?
5. Whether recommendation letters required were three letters for each lot being bid for.
6. Whether the number of years for audited accounts was three or five years.
7. Whether identification documents for all the persons listed on CR12 would be submitted
8. Can a bidder provide one bid security summing all the lots bid for?

Response to clarification were made as follows;

No.	Questions /Queries	REREC's Response
1	Was there a system error during submission of bid price, bidders pointed out that prices entered did not match what they actually did?	There was no issue with the system during price entry. Bidders should be careful when selecting the lots they are submitting prices for
2	Was is a requirement to provide different form of tender for lots being bid for?	One form of tender was sufficient to indicate all the lots the tenders are bidding for
3	Was there an alternative for submission of tender documents other than online	Submission of this tender was online and there was no provision to submit offline
4	Whether recommendation letters from underwriters were to the brokers or their clients?	<ul style="list-style-type: none"> • Recommendation letters should be from the underwriter recommending brokers • Requirement no 22 on preliminary evaluation has been ammended as follow; <p><i>Provide recommendation letters from at least Three (3) Public Institution (Ministries, MDAs, County Governments, Commissions and Independent Offices), Two (2) Corporate Clients and Two (2) underwriters where they have handled business of similar nature and magnitude over the last three (3) years.(2023, 2022, 2021). The recommendation letters should be on the client's letter head, certified by the recommending entity and issued no more than two (2) months before the date of tender closing. REREC reserves the right to confirm directly with these institutions. Attach at least Three (3) copies of the purchase orders and/or contracts for each lot tendered from <u>three public institution and two corporate clients</u></i></p>
5	Whether recommendation letters required were three letters for each lot being bid for.	<ul style="list-style-type: none"> • Three recommendations were required for Lots 1,2 &3. • Lots 4-8 (General insurance cover) three recommendation

No.	Questions /Queries	REREC's Response
		letters submitted for either of the lots would be sufficient
6	<p>Requirement on TDS reads as follows;</p> <p><i>Submission of a five year audited financial statement, for the past Five (5) years signed by the auditor(s) and a copy of the Auditor's/Audit's firm valid ICPAK practicing license for determining solvency and liquidity of both the (recommended) Insurance Company & the broker.</i></p>	Bidders to provide audited accounts for 2020, 2021 and 2022
7	Whether all the persons listed on CR12 would be presented	<ul style="list-style-type: none"> • Identification documents for all persons in CR12 should be provided. • For Corporate person; provide certification of incorporation, CR12 and Identification Documents for persons listed
8	Can a bidder provide one bid security summing all the lots bided for?	This is okay, however the bidder should ensure the amount is correct per lot and indicate which lots they are bidding for.

MIN 04: MAJOR ISSUES IDENTIFIED IN THE PREVIOUS TENDER DOCUMENT DURING EVALUATION

Bidders were informed that the following major issues were identified during evaluation of the tender:

- i) Out of the bids, received, none of the tenders met the requirement of the tender document.
- ii) Bids submitted for lot 1 did not have the correct number of staff and dependents. Errors in the submitted tender arising from a miscalculation of unit price, quantity, and subtotal and total bid price were considered as a major deviation that affected the substance of this tender and led to disqualification of the eight (8) tenderers as non-responsive.
- iii) Tenderers failed to provide quotations for all risks outlined in Lots 4 and 5 of the original bid document.
- iv) Discrepancies were noted between the quotations provided by tenderers and those provided by underwriters.
- v) Tenderers did not specify details of discounts offered or the methodology for their application.

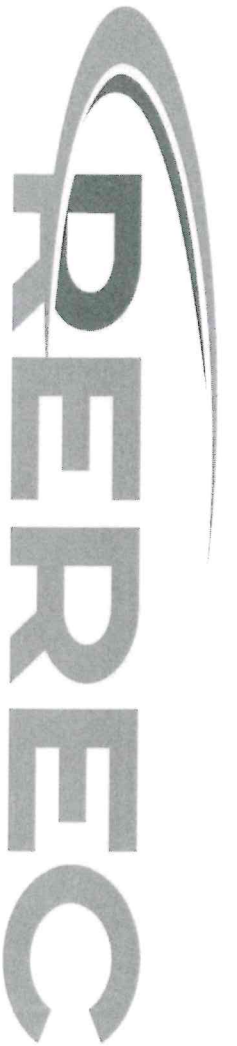
- vi) Tenderers provided one letter of comfort from one of their reinsurers instead of individual letters from all their reinsurers.
- vii) Tenderers failed to submit their original bid securities during tender opening, opting instead to provide a photocopy of the same in their online submission.
- viii) Tenderers failed to input their prices in the designated online price tab, but instead provided price schedules and form of tender.
- ix) Failure to provide all the information requested on the standard forms and in the format requested.
- x) Bidders were not clear on their re-insurance arrangement. They had only provided a list of re-insurers from IRA.

Bidders were advised to take note to avoid repeat of these issues.

Min 05: ANY OTHER BUSINESS

Bidders who had participated in the cancelled tender were encouraged to visit the procurement office to find out the reasons why their bids were unsuccessful and or collect their bid security submitted for that tender. Bidders were further informed to check the Corporation's website's regularly for any clarifications or amendments which may be made to the tender document in future.

There being no other business to transact for the day, the briefing ended at 12.30pm.



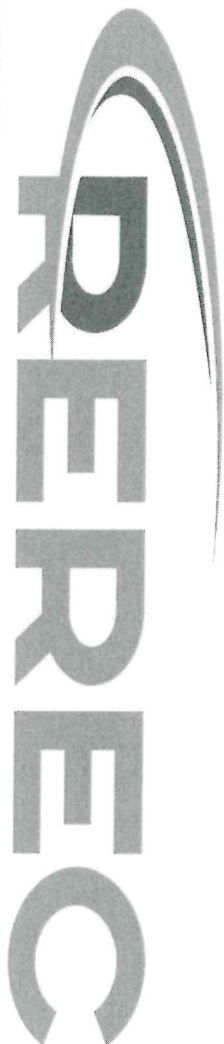
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25/26 (OPEN TO REGISTERED INSURANCE BROKERAGE FIRMS REGISTERED AND OPERATING
IN KENYA)
PRE-BID ATTENDANCE REGISTER

DATED: 17th May, 2024

No.	Name of Company	Name of the Representative	Telephone Number	Signature
1	KARAGI INSURANCE BROKERS	KAREN WANGARI KARISA	0715903892	
2	MIDLINE INSURANCE BROKERS LTD	E ZEKIEL K. KIMUSOP	0710902735	
3	Landmark Insurance Brokers	Billia Njakena	072992991	
4	ERUD K AMRO INSURANCE BROKERS	ERUD KUBBAI	0709065004	
5	Stausfeld Insurance Brokers	Leo Othony Othony	0728812037	



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DATED; 17th May, 2024

No.	Name of Company	Name of the Representative	Telephone Number	Signature
1	UTIMOS GROUP (INSURANCE BROKERS) LTD	BEARNA K JUBA	0703071104 0725020513	
2	LIAISON GROUP (INSURANCE BROKERS) LTD	LENNY MURITHI	0740037358 0703071160	
3	MAXISON GENERAL INSURANCE KENYA LIMITED	KENNEDY MWANGI	0717215559	
4	UTIMOS INSURANCE BROKERS LTD	ZIPPORAH MUKH	0722311256	
5	DISNEY INSURANCE BROKERS LTD.	ANDY NGUGI	0721 875077	



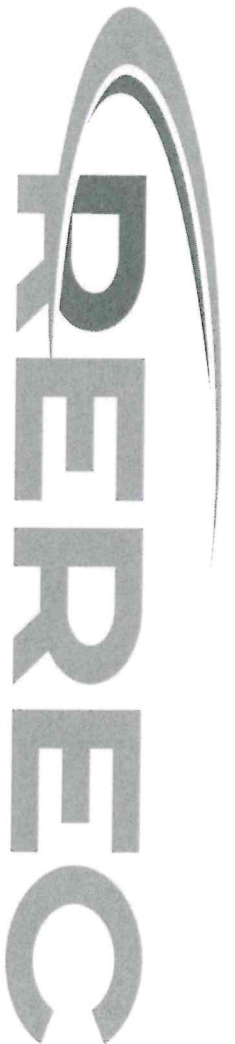
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DATED: 17th May, 2024

No.	Name of Company	Name of the Representative	Telephone Number	Signature
1	PEACE OF MIND INS. BROKERS	WILLIAM KIOKO	0727581359	
2	KENBRIGHT INSURANCE BROKERS	MERVIN NTENGA	0712 905 432	
3	TRANSNEP BROKERS	ONISMIUS MURHOGI	0720905553	
4	FOUR M INS BROKERS	NICOLAUS MURARDO	0727762406	
5	DELTA ASSURANCE BROKERS	DAVID -12- OAP	070200075	



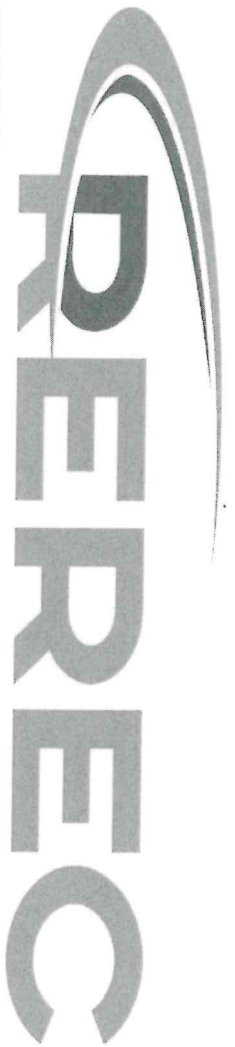
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PRE-BID ATTENDANCE REGISTER

DATED: 17th May, 2024

No.	Name of Company	Name of the Representative	Telephone Number	Signature
1	FOUR N INSURANCE BROKERS LTD	HELEN N. DANIEL	0722137187	
2	ACENTRIA INSURANCE 'BROKERS LTD	JUDY MORRA	0703957491	
3	Acentra Insurance Brokers	Noel Ruth	0721133490	
4	ZAMITA RISK & INSURANCE BROKERS LTD	Thompson OENO	0705260231	
5	A-RAM INSURANCE BROKERS LIMITED	JOSEPH GEMBA	0724733095	



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No.	Name of Company	Name of the Representative	Telephone Number	Signature
1	Sedgwick Kenya Ins. brokers	Edwin Oboe	0701465132	
2	Plan & Place Ins brokers	Nicholas J.	0716509522	
3	Fyjee Insurance Ltd	Rue Anida	0723971145	
4	TrustMark Insurance Broker	Ascar Chapman	0720501745	
5	ELANSON INS. BROKER.	Moses Oloo	07222654420	

