



**CLARIFICATION 001**

The following clarification were sought by a bidder for **RFx 1000001105: 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;

<b>No.</b>	<b>Reference</b>	<b>Questions /Queries</b>	<b>Response</b>
<b>1</b>	<p><b>Mandatory requirement number 6.</b> Submission of a written Power of Attorney, commissioned by a Commissioner for oaths or a Magistrate which authorizes the signatory of the bid to commit the bidder. The same should be duly signed and stamped by all company directors and include the specimen signature of the Authorized person.</p>	<p><b>What of cases where some of the company directors are out of the country?</b></p>	<p><b>Attach to the Power of Attorney, a copy of Board Resolution(s) that verifies the Company’s legally authorized signatories and specifies the number of signatories required to execute a binding company document.</b></p>
<b>2</b>	<p>9) Submission of a written Power of Attorney, commissioned by a Commissioner for oaths or a Magistrate which authorizes the signatory of the bid to commit the bidder.</p> <p>The same should be <b>duly signed and stamped by all company directors</b> and include the specimen signature of the Authorized person.</p>	<p>The above requirement is not clear kindly clarify if for example a company has 10 directors does it mean all the 10 to sign the power of attorney or any two to sign off? And the requirement is for both broker and recommended underwriter when clarifying please respond for both broker and underwriter.</p>	<p><b>The requirement applies to both Brokers and proposed Underwriters</b></p>
<b>3</b>	<p>Submission of a CR12 form from Registrar of Companies, (dated within three (3) months before date of tender closing) for limited companies and certified by a Commissioner for Oaths or a Magistrate. This should be provided together with Identification Documents (e.g ID, Passport or Certificate of Incorporation) for all persons listed on the CR12. In the case of Corporate Directors, provide Certificate of Incorporation, CR12, and Identification Documents (e.g ID, Passport or Certificate of Incorporation). Submission of a valid</p>	<p>Most of our Directors are outside the country and give the time, it will not be practicable to collate all this information at this bidding process. Please delete have this condition.</p>	<p><b>This was addressed in the pre-tender minutes available on the website. The requirement remains as stated in the standard bid document</b></p>



No.	Reference	Questions /Queries	Response
	Business permit.		
4	<p>Provided certified recommendation letters from at least Two (2) underwriters where they have handled business of similar nature and magnitude over the last three (3) years. (2023, 2022, 2021).  <i>REREC reserves the right to confirm</i></p>	<p>Also, please indicate the difference between the following requirements:</p> <p>Provided certified recommendation letters from at least Three (3) Public Institution (Ministries, MDAs, County Governments, Commissions and Independent Offices), where they have handled business of similar nature and magnitude over the last three (3) years.(2023, 2022, 2021).</p> <p>Provided certified recommendation letters from at least Three (3) Public Institution Two (2) Corporate Clients where they have handled business of similar nature and magnitude over the last three (3) years.(2023, 2022, 2021).  <i>REREC reserves the right to confirm</i></p>	<p><b>This was addressed in the pre-tender minutes available on the website</b></p>