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**KAA/OT/FIN/0005/2023-2024**

**1<sup>st</sup> September, 2023**

**To: BIDDERS,**

**RE: PROVISION OF INSURANCE BROKERAGE SERVICES UNDER GENERAL INSURANCE POLICIES (PUBLIC LIABILITY, OFFICERS & DIRECTORS LIABILITY AND PENSION TRUSTEES LIABILITY)**

**KAA/OT/FIN/0005/2023-2024**

**ADDENDUM NO. 2.**

The following are tender clarifications/addendum issued regarding the above tender in accordance to instructions to tenderers clause 9.1 of the bidding document for the referenced tender.

| No. | Inquiry   | Response   |
|-----|---|--|
| 1.  | Kindly clarify on the schedule of requirements Page 37  | The broker shall propose only one underwriter for each of the three policies.  |
| 2.  | In the document kindly show us form T9 for personnel. Can't find it anywhere. Kindly show us the T9 form?                       | This is to inform all bidders that there is no "form T9" in the tender document. However, the bidder who raised the question may clarify on the page   |
| 3.  | Last part on technical evaluation you require us to use T6 form not T9 for personnel and I can't find it. Just found it. Thanks | This is to inform all bidders that Form T6 can be found in tender document under header "FORM T6 – PROFESSIONAL QUALIFICATIONS (Insurance Broker)"   |
| 4.  | we have registered but we haven't received login credentials  | Please send the request to <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> stated in the tender document including your vendor number i.e. V..... in case of any difficulty.                        |
| 5.  | Are we required to submit the tender document in 3 different parts (Table of Contents)? Refer to page 2                         | All bidders are informed that this is a one tender document and is to be submitted as guided in the tender document ( <i>invitation to tender paragraph 7 and clause ITT 2.1 (a) in Tender data sheet</i> )  |
| 6.  | must an underwriter participate in all the classes?   | This is to clarify to all bidders that the broker may submit their quotations for the three policies from one or different underwriter(s).   |
| 7.  | I believe the question on the underwriter is referring to quote on must an underwriter quote all policies or just one policy    | This is to clarify to all bidders that an underwriter is at liberty to quote for all the three policies. The broker can only submit a quote for each policy from one underwriter.                            |
| 8.  | From ISMAIL to Everyone:<br>we have sent reminder for login credentials to the email address thank you                          | This is to inform all bidders that issues pertaining to login credentials are being addressed on case by case basis as received through the email <a href="mailto:tenders@kaa.go.ke">tenders@kaa.go.ke</a> . |



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| 9.  | <p>Signed and Stamped recommendations letters from three (3) clients on the client's letterhead whose annual premium for each policy is above <b>Kshs. 10 million</b> placed within the last Five (5) years (2018,2019,2020,2021,2022) (Excluding motor vehicle portfolio)</p> <ul style="list-style-type: none"> <li>• Kshs. 10 Million and above (cumulative) – 20 Marks</li> <li>• Kshs. 5 Million and above (cumulative) – 15 Marks</li> <li>• Below Kshs. 5 Million – 5 Marks</li> </ul> | <p>All bidders are informed that the requirement is amended as follows: -<br/>Signed and Stamped recommendations letters from three (3) clients on the client's letterhead whose annual premium for average policy is above <b>Kshs. 10 million</b> placed within the last Five (5) years (2018,2019,2020,2021,2022) (in the ratio of 70% for General Business and 30% of motor vehicle portfolio)</p> <ul style="list-style-type: none"> <li>• Kshs. 10 Million and above (Average)– 20 Marks</li> <li>• Kshs. 5 Million and above (Average) – 15 Marks</li> <li>• Below Kshs. 5 Million – 5 Marks</li> </ul> |
| 10. | <p>A bidder wrote that they have noted a difference in limits of liability for Directors &amp; Officers Liability. On EI Class of Policy, Limit of Liability is Kshs. 150 million but on the schedule of requirements page, it's indicated as USD 15 million</p>  | <p>All Bidders are advised that the limit of liability is Kenya Shillings Kshs. 150,000,000 and not USD 15 Million.</p>  |
| 11. | <p>Must have an average annual gross underwritten premium of Kshs.250 million or more in general business for at least three (3) consecutive years from 2018 – 5 Marks</p> <ul style="list-style-type: none"> <li>• Kshs. 250 Million and above (Cumulative) – 5 Marks</li> <li>• Below Kshs.250 Million – 0 Marks</li> </ul>   | <p>All Bidders are advised that the criteria is amended to read as follows: -<br/>Must have an average annual gross underwritten premium of Kshs.250 million or more in general business (in the ratio of 70% for General Business and 30% of motor vehicles policies) for three (3) years from 2020, 2021 &amp; 2022 – 5 Marks</p> <ul style="list-style-type: none"> <li>• Kshs. 250 Million and above (Average) – 5 Marks</li> <li>• Below Kshs. 250 Million – 0 Marks</li> </ul>   |
| 12. | <p>Must have written annual gross premiums as per IRA's latest annual reports: -</p> <p>General business – minimum of Kshs.1 billion each (excluding motor insurance) for the last three (3) financial years from (2020, 2021 &amp; 2022).<br/>Submit copies of the certified audited financial statements (2020, 2021 &amp; 2022).</p>   | <p>All Bidders are advised that the criteria is amended to read as follows:</p> <p>Must have written annual gross premiums as per IRA's latest annual reports: -<br/>General business – minimum of Kshs.1 billion each (in the ratio of 70% for General Business and 30% of motor vehicles policies) for the last three (3) financial years from (2020, 2021 &amp; 2022).<br/>Submit copies of the certified audited financial statements (2020, 2021 &amp; 2022).</p>   |
| 13. | <p>Must provide letters of reference from 5 (five) reputable clients insured whose annual premium for each is above Kshs. 20 million during the last three (3) years (2020, 2021 &amp; 2022). (Use Form T4)</p>   | <p>All bidders are advised that the requirement is amended to read as follows: -<br/>Must provide letters of reference from 5 (five) reputable clients insured whose annual premium for each policy is above Kshs. 17 million and above during the last three (3) years (i.e. 2020, 2021 &amp; 2022).</p>  |

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|     |   | (Use Form T4 as attached in Appendix I).  |
| 14. | <p>Claims Management. Claims processed between financial years 2018/2019, 2019/2020, 2020/21 and 2021/2022 of at least 5 million (excluding group life). Provide evidence of proof of settlement for vouchers and remittance advice signed, dated, and stamped by the underwriters.</p> <p>Claims within one month -<b>15 marks</b></p> <p>Claims settled within 1-2 months -<b>5 marks</b></p> <p>Claims beyond 3 months - 0 marks</p> | <p>All bidders are advised that the requirement is amended to read as follows: -</p> <p>Claims Management. Claims processed between financial years 2018/2019, 2019/2020, 2020/21 and 2021/2022 of at least 5 million (excluding group life). Provide evidence of proof of settlement for vouchers and remittance advice signed, dated, and stamped by the underwriters.</p> <p>Claims settled within one month after execution of discharge voucher -<b>15 marks</b></p> <p>Claims settled within 1-2 months after execution of discharge voucher -<b>5 marks</b></p> <p>Claims settled 3 months or beyond after execution of discharge voucher - <b>0 marks</b></p> |
| 15. | kindly requesting if the company solvency can be reduced to let's say 135% to allow us participate on this tender   | Solvency ratio shall remain as per tender document.   |

The closing/opening date remains on **6<sup>th</sup> September, 2023 at 11:00 am.**

Kindly amend your tender accordingly and ensure the tender is valid for a period of **126 days** and your tender security is valid for a period of **156 days** from the closing/opening date of **6<sup>th</sup> September, 2023 at 11.00. a. m.**

This addendum forms part of the bidding document and is binding on all bidders. All other conditions remain the same.

**Lilian Okidi**  
**Ag. GM (PROCUREMENT AND LOGISTICS)**  
**For: MANAGING DIRECTOR/CEO**

