



KENYA REINSURANCE CORPORATION LTD

ADDENDUM

The Kenya Reinsurance Corporation Ltd has found it necessary to issue addendum to further clarify various aspects of the tender advertised on MY GOV of **7th November 2023**.

PROVISION OF GENERAL INSURANCE BROKERAGE SERVICES 2024-2025

KRC/1728/2023/326

No	Bidders Queries	KenyaRe Response
1.	Kindly consider the total underwritten premium to include General, Medical and Motor business.	<p>Amended as: Must attach at least five (5) reference letters from reputable clients excluding the Corporation indicating that the broker has experience in handling insurance business with an annual premium turnover of not less than Kshs.25 Million (Kenya shillings twenty-five million) underwritten in the calendar year 2022 only. The letter must be duly completed on client letter head accompanied by certified letter (s) of award/contract by the client supporting the said declared premium in the calendar year 2022 only.</p> <p>Two (2) points per reference submitted. Attach at least five (5) references from a reputable clients/insured in the last two (2) years.</p>
2.	Kindly clarify if the Tender description is Provision of General Insurance Brokerage Services 2024-2025 or 2024-2026 as indicated on page iii of the tender document.	Amended as: Provision of General Insurance Brokerage Services 2024-2025
3.	The tender closing/opening date 21 st November 2023 at 10.00am.	New submission date is 23rd November 2023 at 10.00am

<p>4. BROKERS EXPERIENCE AND TECHNICAL COMPETENCIES</p> <p>Technical capability of the Broker to handle non-motor claims of over Kshs. 30 million paid in the last three years i.e., 2023/2022 2021 & 2020 cumulatively. Maximum (8Marks) (Provide evidence in form of certified discharge voucher(s) from a reputable underwriter in Kenya (certified by underwriter)</p> <p>a) Claims paid above Kshs. 30 million – Eight (8 marks) b) Claims paid up to & above Kshs. 20Million– six (6 marks) c) Claims paid up to Kshs. 15 Million –Three (3 years)</p> <p>Clarifications Please confirm if only the number of DV required or whether one DV is sufficient</p>	<p>a) Claims paid above Kshs. 30 million – Eight (8 marks) 2 marks per certified discharge voucher x 4 = 8marks</p> <p>b) Claims paid up to & above Kshs. 20Million– six (6 marks) 2 marks per certified discharge voucher x 3 = 6 marks</p> <p>c) Claims paid up to Kshs. 15 million –Three (3 years) 1 mark per certified discharge voucher x 3 = 3marks</p> <p style="text-align: center;">Certified DV provided should be for either category (a), (b) or (c). No marks will be awarded for certified DV provided in more than one category.</p>
<p>5. SALES SERVICE AND CUSTOMER SUPPORT</p> <p>II. Underwriting- Placement of new covers and review of policy documents. Provide details on how this will be done for GDC (Six (6) marks) (certified by underwriter)</p> <p><i>Clarification</i> <i>The requirement refers to GDC?</i> <i>Is this a typo?</i></p>	<p>Requirement is for KenyaRe</p>

6.	<p>GROUP PERSONAL ACCIDENT/WIBA ACT (STAFF).</p> <p>Total Estimated Gross Annual Earnings - KShs. 448,098,037.20 No. Employees – 152</p> <p><i>Clarification Please provide breakdown of employee job description along with their salaries</i></p>		JOB DESCRIPTION	GRAND MONTHLY TOTAL	GRAND ANNUAL TOTAL
		1	MANAGING DIRECTOR & GENERAL MANAGERS	3,602,000.00	43,224,000.00
		2	MANAGERS AND ASSISTANT MANAGERS	15,641,500.00	187,698,000.00
		3	SENIOR OFFICERS	13,187,397.10	158,248,765.20
		4	OFFICERS	3,944,606.00	47,335,272.00
		5	ASSISTANT OFFICERS	966,000.00	11,592,000.00
			TOTALS	37,341,503.10	448,098,037.20

The addendum has been sent to all bidders who have so far downloaded the tender document. Any bidder who has not received their relevant addendum may download the same from the Kenya Re website www.kenyare.co.ke

All other conditions and requirements in the respective principal tender documents remain the same. Prospective bidders may download the tender document from the Kenya Re website www.kenyare.co.ke free of charge.

Tenders in sealed envelopes bearing the correct **tender number** should be deposited in the Tender Box located on the 16th floor of Reinsurance Plaza Aga Khan Walk Nairobi or be sent to:

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Managing Director
Kenya Reinsurance Corporation, Ltd
Reinsurance Plaza, Nairobi
Aga Khan Walk
P.O. Box 30271 - 00100
NAIROBI

To be received by **23RD NOVEMBER 2023 at 10.00 am**. Tenders will be opened the same day and time in the Corporation's Boardroom in the presence of bidders or their representatives who choose to attend.