

# REPUBLIC OF KENYA



## EMBU COUNTY GOVERNMENT

### TENDER INVITATION NOTICE

15<sup>th</sup> May, 2019

Embu County Government invites sealed tenders for the Medical cover of the Executives Under the office of the Governor and Deputy Governor for the financial year 2018-2019.

Interested eligible candidates may obtain further information and inspect Tender document at the county website: [www.embu.go.ke](http://www.embu.go.ke)

S/No.	TENDER No.	TENDER NAME	CLOSING DATE	OPENING TIME	SOURCE OF FUNDS
1.	CGE/T/034/2018-2019	PROVISION OF COMPREHENSIVE MEDICAL INSURANCE COVER	29 <sup>th</sup> May, 2019	12.00 A.M	EMBU COUNTY GOVERNMENT

#### 4.1. CONDITIONS TO BE MET BY THE INSURANCE COMPANY

- 4.1.1 Note that this is a one year contract.
- 4.1.2 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.1.3 Must have done annual gross premiums in previous year of **Kshs.50,000,000.00**
- 4.1.4 Must have paid up capital of at least **Kshs. 300,000,000.00**.
- 4.1.5 Must give a list of 5 (five) reputable clients and the total clients premiums for the last three (3) year
- 4.1.6 Must submit a copy of the audited accounts for the previous year (2011 and 2012)
- 4.1.7 Must have total number of management staff of at least 3No.
- 4.1.8 Must submit copies of the following documents **endorsed** (signed and stamped) **by commissioner of oaths/advocate registered in Kenya;**
  - (a) PIN Certificate
  - (b) Tax Compliance Certificate
  - (c) Certificate of Registration/Incorporation
  - (d) A copy of CR 12 or its equivalence
  - (e) Copy of a valid current year business permit
- 4.1.9 Must be a member of the Association of Kenya Insurance (AKI)
- 4.1.10 Tenderers shall ensure that the submitted bid (documents) is (are) serialized. i.e. (each page in the submitted bid shall have serial identification).
- 4.1.11 The tender document shall be submitted complete, intact with no page alterations.
- 4.1.12 **MUST SUBMIT RECOMMENDATION LETTERS (CURRENT & NOT OLDER THAN ONE MONTH) FROM THE MAJOR HOSPITALS SUCH AS: NAIROBI**

HOSPITAL, AGA KHAN, GETRUDE'S, KAREN, MP SHAH & THE MATER HOSPITAL.

- 5 Tender security shall be in form of Bank Guarantee or Bankers Cheque from a REPUTABLE BANK amounting to Kshs 200,000.00 and must be valid for not less than **120 days** after the tender opening.

5.1.1

#### 4.2. **CONDITIONS TO BE MET BY INSURANCE BROKER**

- 4.2.1 Note that this is a one year contract.
- 4.2.2 Must be registered with the Commission of Insurance for current year and a copy of the current license be submitted.
- 4.2.3 Must have a Bank guarantee of **Kshs. 1,000,000.00** deposited with the Commissioner of Insurance and a Copy be submitted
- 4.2.4 Must have a Professional Indemnity Insurance Cover of at least **Kshs. 20,000,000.00** and a copy be submitted
- 4.2.5 Must give a list of **5 (five)** reputable clients and the total clients premium in the last three (3) year
- 4.2.6 Must submit a copy of the audited accounts for the previous year (2011 and 2012)
- 4.2.7 Must be a current member of the Association of Insurance Brokers (AIB)
- 4.2.8 Tenderers shall ensure that the submitted bid (documents) is (are) serialized. i.e. (each page in the submitted bid shall have serial identification).
- 4.2.9 The tender document shall be submitted complete, intact with no page alterations.
- 4.2.10 Must submit copies of the following documents **endorsed** (signed and stamped) **by commissioner of oaths/advocate registered in Kenya;**
- (f) PIN Certificate
  - (g) Tax Compliance Certificate
  - (h) Certificate of Registration/Incorporation
  - (i) A copy of CR 12 or its equivalence
  - (j) Copy of a valid current year business permit
- 4.2.11 **MUST SUBMIT RECOMMENDATION LETTERS (CURRENT & NOT OLDER THAN ONE MONTH) FROM THE MAJOR HOSPITALS SUCH AS: NAIROBI HOSPITAL, AGA KHAN, GETRUDE'S, KAREN, MP SHAH & THE MATER HOSPITAL.**
- 4.2.12 Tender security shall be in form of Bank Guarantee or Bankers Cheque from a REPUTABLE BANK amounting to Kshs 200,000.00 and must be valid for not less than **120 days** after the tender opening.
- 4.2.13

#### 4.3 **CONDITIONS TO BE MET BY THE MEDICAL INSURANCE HEALTH PROVIDER**

- 4.3.1 Note that this is a one year contract.
- 4.3.2 Must be registered with the Commissioner of Insurance for the current year and a copy of the current license be submitted.
- 4.3.3 Must have done annual gross premiums in previous year of **Kshs.50,000,000.00**
- 4.3.4 Must have paid up capital of at least **Kshs. 20,000,000.00.**
- 4.3.5 Must give a list of 5 (five) reputable clients and the total clients premiums for the last three (3) year
- 4.3.6 Must submit a copy of the audited accounts for the previous year (2011 and 2012)
- 4.3.7 Must have total number of management staff of at least 3No.

- 4.3.8 Must submit copies of the following documents **endorsed** (signed and stamped) **by commissioner of oaths/advocate registered in Kenya**;
- (a) PIN Certificate
  - (b) Tax Compliance Certificate
  - (c) Certificate of Registration/Incorporation
  - (d) A copy of CR 12 or its equivalence
  - (e) Copy of a valid current year business permit
- 4.3.9 Must be a member of the Association of Kenya Insurance (AKI)
- 4.3.10 Tenderers shall ensure that the submitted bid (documents) is (are) serialized. i.e. (each page in the submitted bid shall have serial identification).
- 4.3.11 The tender document shall be submitted complete, intact with no page alterations.
- 4.3.12 **MUST SUBMIT RECOMMENDATION LETTERS (CURRENT & NOT OLDER THAN ONE MONTH) FROM THE MAJOR HOSPITALS SUCH AS: NAIROBI HOSPITAL, AGA KHAN, GETRUDE'S, KAREN, MP SHAH & THE MATER HOSPITAL.**
- 4.3.13 Tender security shall be in form of Bank Guarantee or Bankers Cheque from a **REPUTABLE BANK** amounting to Kshs 200,000.00 and must be valid for not less than **120 days** after the tender opening.

Completed tender documents in sealed envelope bearing no indication of the name of the bidding firm with the contract number and name clearly marked on top should be **deposited in the tender box located at the County headquarters Embu offices** during the normal working hours or be posted to the address below, so as to reach him on or before **Thursday, 29<sup>th</sup> MAY, 2019 at 12.00 a.m. noon** and will be opened immediately thereafter, in the presence of tenderers' representative who chose to attend.

**County Secretary  
Embu County Government  
P.O. Box 36-60100  
Embu**

Late bids will be returned unopened.

**DIRECTOR HEAD OF SUPPLY CHAIN MANAGEMENT SERVICES  
FOR: COUNTY SECRETARY  
EMBU COUNTY GOVERNMENT**