

MINUTES OF THE PRE-BID MEETING FOR TENDER NO. PJS/007/2021-2022 FOR PROVISION OF MEDICAL INSURANCE COVER FOR MEMBERS OF PARLIAMENT HELD ON 24TH SEPTEMBER, 2021 AT 11:00 AM AT PROTECTION HOUSE GROUND FLOOR NEXT TO CO-OPERATIVE BANK ATM LOBBY.

MEMBERS PRESENT

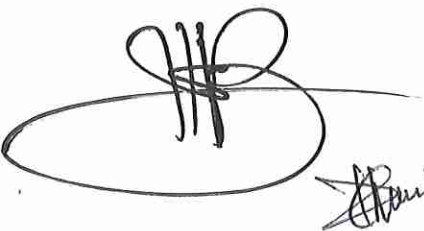
Mr. Sheriffsam Mwendwa, Dep. Director, Litigation	Chair
Ms. Lilian Wata, Principal HRM	Member
Ms. Diana Kimeto, HR Officer	Member
Mr. Samuel Lonyang, Finance Officer	Member
Mr. Hussein Abdullahi, Procurement Officer	Secretary
Mr. Reagan Wanjala, Procurement Officer	Secretariat

IN ATTENDANCE

1. Mr. Martin Mukabi, Procurement Officer
2. Mr. Odemba Dan, Procurement Officer
3. Ms. Ruth Wairimu, Procurement Officer
4. Ms. Mary Mutai, Procurement Officer

TENDERERS AND THEIR REPRESENTATIVES PRESENT

No.	NAME	FIRM	EMAIL ADDRESS	CONTACTS
1.	Steve Okuku	M/s Minet	Stephene.okuku@minet.co.ke	0728217969
2.	Collins O Thomas	M/s AAR Insurance(k) LTD	cochieng@aar.co.ke	0722583936
3.	Robert Mutai	M/s AAR Insurance(k) LTD	robamutai@gmail.com	0721251878
4.	Benson Obuya	M/s UAP Insurance	benisonobuya@gmail.com	0718919273
5.	Hellen Ngari	M/s Resolution insurance	hngare@resolution.co.ke	0722371462
6.	Paul Mwinzila	M/s AAR Insurance(k) LTD	pmwinzila@aar.co.ke	0720373678
7.	Andrew Nyagwansa	M/s First Assurance	anyagwansa@yahoo.com	0725479412
8.	Eric Cheruiyot	M/s Resolution Insurance	Echeruiyot@resolution.co.ke	0702502325
9.	Duncan Mutugi	M/s Liaison	dmutugi@liaisongroup.net	0720003722
10.	Edward Maina	M/s APA Insurance LTD	Edward.maina@apainsurance.org	0722477658



Kangum



11	Gladys kimani	M/s Minet Kenya	Gladys.kimani@minet.co.ke	0722972744
12	Eric Avulala	M/s Jubilee Insurance	eric.avulala@jubileekenya.com	0705142887
13	Erick Francis	M/s Jubilee Insurance	eric.francis@jubileekenya.com	0700482722

AGENDA

1. Pre-bid Consultations
2. AOB

Min. NO.PJS-007/PRE- BID/ 01/2021: Opening remarks

The chair called the meeting to order at 11:10am. The chair welcomed all the committee members present and the prospective bidders and their representatives to the meeting. The meeting started with a word of prayer from one of the staff present. The chair informed the members, that due to the (prevailing) Covid-19 pandemic, all members were to abide by Covid-19 MOH protocols.

Min. NO. PJS-007/PRE-BID/02/2021: CLARIFICATIONS ON ISSUES RAISED BY PROSPECTIVE BIDDERS

PROSPECTIVE BIDDER	QUESTIONS	ANSWERS
PB1	Requirement on page 26 item (j) on the membership of Association of Kenya Insurer's (AKI) and Association of Medical Insurance providers. The issue being that the Association of Insurance Brokers of Kenya being left out.	The chair's response was that a prospective bidder must be a member of Association of Kenya Insurer's (AKI) and Association of Medical Insurance Service Providers.
PB2	A prospective bidder enquired on the issue of specific experience whether the recommendation letters from five corporate clients can be sourced from other organization without necessarily being addressed to the Director General, Parliamentary Joint Services.	The chair's response was NO . The recommendation letters MUST be addressed to the Director General in particular for evaluation purposes.
PB3	A bidder requested clarification on item number 4(a) and 4(b) on the technical evaluation page 27 on whether an insurance brokerage firm should comply with requirement on 4(b) and ignore 4(a)	The chair's response was that brokerage firms should be evaluated based on item number 4(b) on financial capability in accordance with the tender document.
PB4	A bidder's representative requested a	The chair's response was that







	clarification on item (h) on the tender document, particularly on the medical service provider. He requested it to be changed to read "Medical Insurance Service Providers"	the procuring entity shall make the necessary amendments to clarify that "Medical Insurance Service Providers".
PB5	A bidder's representative pointed out that there was a typing error on part (e) on the tender document at Page 20 of the Tender Document.	The chair's response was that the procuring entity shall make the necessary amendments to correct the Typo.
PB6	A bidder's representative requested clarification on the prices to be quoted.	The chair informed the bidder's representatives that the price quoted per year is applicable to the subsequent years.
PB7	A bidder's representative enquired on the paid-up capital of Kshs.50,000, 000.00 whether it is applicable to insurance brokerage firms as well.	The chair informed the prospective bidders that the mandatory requirements apply to all the interested and eligible tenderers.
PB8	A bidder's representative made an enquiry on the evaluation criteria to be used in the financial evaluation stage.	The chair advised the prospective bidders that the responsive bidders must meet all the requirements as set out in the tender document.
PB9	A bidder's representative requested information on the claim experience utilization report for the previous similar medical insurance cover.	The chair advised the prospective bidders that such information is confidential and the bidders can only be provided with loss ratio upon written request.

Min. NO.PJS-007/PRE- BID/ 03/2021- Matters arising

The chairman informed the bidders to ensure that the Bid Security should be original and well stamped by the bank. Bidders were also instructed to submit their bids as outlined in the Tender Document (the ORIGINAL to be embedded in the "ORIGINAL" document and a copy to be embedded in the COPY. Both the ORIGINAL and the "COPY" should tally. All documents received after the date and time specified in the tender document will be rejected.

Min. NO.PJS-007/PRE- BID/ 04/2021- Signing of the Attendance Register

All bidders were requested to sign the attendance register as evidence of having attended the Pre-Bid meeting. The committee informed bidder's representatives that the necessity of the Pre- Bid meeting was as indicated in the bid document. The contacts will be used for communication. (*See the attendance register attached.*)




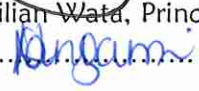
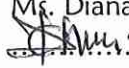
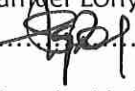






Min. NO.PJS-007/PRE- BID/ 05/2021- A.O.B

There being no other business, the meeting was adjourned at 13.00pm and bidders left at their own pleasure.

Confirmed and Signed by;

Mr. Sheriffsam Mwendwa, Dep. Director, Litigation  24/09/2021	Chair
Ms. Lilian Wata, Principal HRM  24/9/2021	Member
Ms. Diana Kimeto, HR Officer  24/9/2021	Member
Mr. Samuel Lonyang, Finance Officer 	Member
Mr. Hussein Abdullahi, Procurement Officer 	Secretary
Mr. Reagan Wanjala, Procurement Officer 	Secretariat