

MINUTES FOR THE PRE-BID COMMITTEE ON PROVISION OF:

GROUP LIFE INSURANCE COVER FOR MEMBERS OF PARLIAMENT – PJS/002/2021-2022

GROUP LIFE INSURANCE COVER FOR STAFF OF THE PARLIAMENTARY SERVICE COMMISSION - PJS/003/2021-2022

GROUP PERSONAL ACCIDENT INSURANCE COVER FOR MEMBERS OF PARLIAMENT - PJS/004/2021-2022

GROUP PERSONAL ACCIDENT INSURANCE COVER FOR STAFF OF THE PARLIAMENTARY SERVICE COMMISSION - PJS/005/2021-2022

HELD ON 2ND SEPTEMBER, 2021 AT PROTECTION HOUSE GROUND FLOOR AT 1100AM.

MEMBERS PRESENT

- | | |
|---|-------------|
| 1. Mr. Sheriffsam Mwendwa, Deputy Director, Litigation & Compliance | Chairperson |
| 2. Mr. Keith Kisinguh, Chief Procurement Officer | Member |
| 3. Ms. Lilian Watta, Principal HRM | Member |
| 4. Mr. Bernard Langat, Procurement Officer | Secretary |
| 5. Ms. Ruth Wairimu, Procurement Officer | Secretariat |
| 6. Ms. Judy Muthoni, Procurement officer | Secretariat |

ABSENT WITH APOLOGY

- | | |
|---|--------|
| 1. Mr. Ashton O. Akaranga, Human Resource | Member |
|---|--------|

MIN. NO. PJS/PROC/PRE-BID/01/2021-2022/002B: PRELIMINARIES

The chairperson called the meeting to order at 11:00am. The chairperson welcomed the prospective bidders and committee members present.

MIN. NO. PJS/PROC/PRE-BID/02/2021-2022/002B: BACKGROUND INFORMATION

The chairperson briefly spelled out the agenda of the meeting i.e. seeking clarifications and giving responses of the advertised tenders below:

GROUP LIFE INSURANCE COVER FOR MEMBERS OF PARLIAMENT - PJS/002/2021-2022

GROUP LIFE INSURANCE COVER FOR STAFF OF THE PARLIAMENTARY SERVICE COMMISSION - PJS/003/2021-2022

GROUP PERSONAL ACCIDENT INSURANCE COVER FOR MEMBERS OF PARLIAMENT - PJS/004/2021-2022

GROUP PERSONAL ACCIDENT INSURANCE COVER FOR STAFF OF THE PARLIAMENTARY SERVICE COMMISSION - PJS/005/2021-2022

MIN. NO. PJS/PROC/PRE-BID/03/2021-2022/001B: CLARIFICATIONS ON ISSUES RAISED BY PROSPECTIVE BIDDERS

PROSPECTIVE BIDDER	QUESTIONS	ANSWERS
PB1	Clarification on Pg. 26 under Technical Evaluation criteria on whether the highest business volume handled in the last 3 years in GPA shall be from a single client or rather cumulative	The prospective bidders were informed that the highest business volume required shall be cumulative from the 5 clients.
PB2	Clarification on PJS/002/2021-2022 the tender reference number appearing on the cover page and page 22 of the Group Life Insurance Cover tender for Members of Parliament	The committee acknowledged the typing error and it shall be rectified accordingly to read Tender no. PJS/002/2021-2022.
PB3	Clarification on Pg. 26 under Technical Evaluation criteria on whether the prospective bidders must attach evidence of having undertaken similar services with 5 different clients each amounting to Kshs. 100million or if the total sum of Kshs. 100million should be a cumulative figure from the 5 clients.	The prospective bidders were informed that they must attach evidence of having undertaken similar services with 5 different clients which cumulatively amounts to Kshs. 100 million.
PB4	Clarification on Pg. 26 for both Group Life Insurance Covers under Technical Evaluation criteria if the evidence of undertaking similar services from the five clients should be in the last three months or five years.	The prospective bidders were informed that the evidence should show similar service undertaken in the last five years from at least five reputable clients and the recommendation letters should be current and within the last three months.
PB5	Clarification on the tender submission deadline date on the cover page and date on page 22 in the TDS (ITT 7.3)	The prospective bidders were informed that the tender submission deadline will be on the 10 th of September 2021 while the date indicated on page 22 in the TDS (ITT 7.3) is the deadline for submitting any questions to the procuring entity.
PB6	Clarification on page 46 of the GPA for members of parliament that the last expense amount was not indicated.	The prospective bidders were informed that bidders to provide their proposal on the same.
PB7	Clarification on whether all the tender documents were open to brokers.	The prospective bidders were informed that all the tender documents were open to all insurance providers that are registered under the IRA.

PB8	Clarification on mandatory requirement number viii and x that the requirements will favor underwriters.	The prospective bidder were informed that the requirements will be revised to accommodate all bidders in accordance with the tender document.
PB9	Clarification on whether the highest business volume handled in the last 3 years can be reduced from 1billion to a considerable amount	The prospective bidders were informed to strictly follow the tender document.
PB 10	A bidder asked why the medical insurance cover was not included in the group personal accident insurance cover for members and staff of parliament.	The prospective bidders were informed that there is a separate tender for the medical insurance cover.
PB 11	Clarification on the financial evaluation criteria (b) that the bidders must adhere to the recommended IRA ratings.	The prospective bidders were informed that they must adhere to the IRA ratings.
PB 12	A bidder requested if the procuring entity would be willing to share the loss ratio.	The bidders were informed that the claims experience can be provided upon request.

AOB

The prospective bidders were reminded that the tender documents must be properly paginated and addressed to the right Accounting Officer. They were also advised not to do spiral binding but rather properly tape bound.

Committee Recommendation

The committee recommended placement of an advert for addenda of the contentious issues.

The committee recommended publishing of the pre-bid committee minutes on the commissions' website.

There being no any other business, the chairperson called the meeting to adjourn at 12:00pm.

Signed and confirmed by:

Name	Designation	Signature
1. Sheriffsam Mwendwa,	Deputy Director, Litigation & Compliance	
2. Mr. Keith Kisinguh,	Chief Procurement Officer	
3. Ms. Lilian Watta,	Principal HRM	
4. Mr. Bernard Langat,	Procurement Officer	
5. Ms. Ruth Wairimu,	Procurement Officer	
6. Ms. Judy Muthoni,	Procurement officer	