

KCAA/CONF/1010/3 VOL 58 (97)

27<sup>TH</sup> April 2024

TO ALL INTERESTED BIDDERS

**REF: FIRST RESPONSE TO REQUEST FOR CLARIFICATIONS BY  
INTERESTED CANDIDATES ON TENDER FOR PROVISION OF  
INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL  
COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS FOR TWO  
YEARS RECEIVED AS AT 27<sup>th</sup> APRIL 2024: TENDER NO.  
KCAA/055/2023-2024.**

Reference is made to the above mentioned tender issued on 19<sup>th</sup> March 2024.

The Authority has received various requests for clarification of the above stated tender from some interested candidates.

In accordance with the provisions of Instructions to Tenderers (ITT) section 9 of the tender document which was issued or obtained from KCAA website, the Authority has prepared a response to the requests for clarifications received by 27<sup>th</sup> March 2024.

Attached herein is the response to the clarifications.

Please note that this clarification shall be read and construed as part of the bidding document issued to you earlier.

The tender closing / submission date has been extended from ***Tuesday, 2<sup>nd</sup> April 2024 at 11.00am to Friday, 5<sup>th</sup> April 2024 at 11.00am.***

We wish you the best as you prepare to submit your tenders.



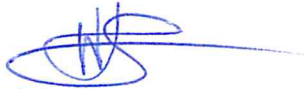
**William Kitum  
FOR: DIRECTOR GENERAL**

Encl.




**RESPONSE TO CLARIFICATIONS SOUGHT BY VARIOUS INTERESTED CANDIDATES FOR TENDER FOR THE PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS – TENDER NUMBER KCAA/055/2023-2024.**

**RESPONSE TO CLARIFICATIONS SOUGHT BY VARIOUS INTERESTED CANDIDATES FOR TENDER FOR THE PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS FOR TWO YEARS AS AT WEDNESDAY, 27<sup>TH</sup> MARCH 2024 – TENDER NUMBER KCAA/055/2023-2024.**

NO.	CONSOLIDATED CLARIFICATIONS SOUGHT BY INTERESTED CANDIDATES	KCAA'S CONSOLIDATED RESPONSE																																																
1.	<ul style="list-style-type: none"><li>• Please provide the number of families in the format below so as to enable us quote.</li><li>• Show the number of principal members under each job group because different categories enjoy different benefits.</li><li>• Please assist us with the actual number of staff &amp; their family size breakdown per each staff category.</li></ul> <p><b>Table 1:- Format requested for number of families</b></p> <table><tr><th>Category</th><th>M</th><th>M+1</th><th>M+2</th><th>M+3</th><th>M+4</th><th>M+5</th><th>Total</th></tr><tr><td>KCAA Scale 1 – 5</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>KCAA Scale 6 – 14</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr><tr><td>Temporary Staff and Trainees</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>	Category	M	M+1	M+2	M+3	M+4	M+5	Total	KCAA Scale 1 – 5								KCAA Scale 6 – 14								Temporary Staff and Trainees								<p>The number of families distributed in various scales is indicated below in table 2 of this clarifications.</p>																
Category	M	M+1	M+2	M+3	M+4	M+5	Total																																											
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<p><b>Table 2:- Number of families for all categories and total number of persons to be covered.</b></p> <table><tr><th>Category</th><th>M</th><th>M+1</th><th>M+2</th><th>M+3</th><th>M+4</th><th>M+5</th><th>Total</th></tr><tr><td>KCAA Scale 1 – 5</td><td>0</td><td>2</td><td>0</td><td>36</td><td>15</td><td>6</td><td>59</td></tr><tr><td>KCAA Scale 6 – 14</td><td>119</td><td>108</td><td>297</td><td>644</td><td>820</td><td>540</td><td>2528</td></tr><tr><td>Temporary Staff and Trainees</td><td>133</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>133</td></tr><tr><td>Board Members</td><td>6</td><td>0</td><td>0</td><td>0</td><td>0</td><td>0</td><td>6</td></tr><tr><td><b>Total</b></td><td><b>258</b></td><td><b>110</b></td><td><b>297</b></td><td><b>680</b></td><td><b>835</b></td><td><b>546</b></td><td><b>2726</b></td></tr></table> <div><p>For Director General Kenya Civil Aviation Authority P.O. Box 30163 - 00100, Nairobi.</p></div>			Category	M	M+1	M+2	M+3	M+4	M+5	Total	KCAA Scale 1 – 5	0	2	0	36	15	6	59	KCAA Scale 6 – 14	119	108	297	644	820	540	2528	Temporary Staff and Trainees	133	0	0	0	0	0	133	Board Members	6	0	0	0	0	0	6	<b>Total</b>	<b>258</b>	<b>110</b>	<b>297</b>	<b>680</b>	<b>835</b>	<b>546</b>	<b>2726</b>
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**RESPONSE TO CLARIFICATIONS SOUGHT BY VARIOUS INTERESTED CANDIDATES FOR TENDER FOR  
THE PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR  
KCAA BOARD MEMBERS, STAFF & DEPENDANTS – TENDER NUMBER KCAA/055/2023-2024.**

NO.	CONSOLIDATED CLARIFICATIONS SOUGHT BY INTERESTED CANDIDATES	KCAA'S CONSOLIDATED RESPONSE
2.	<p><b>Mandatory requirement 20:</b> - Must have handled at least five (5) corporate clients in the last 5 years (2023, 2022, 2021) for medical cover of similar or larger magnitude and complexity as Kenya Civil Aviation Authority meeting the following requirements: -• Each of the contracts must be of value of at least Kshs. 200 million.</p> <ul style="list-style-type: none"> <li>• Can this requirement be reduced from Kshs.200m to Kshs.100m to 150m per client to open up for more bidders to participate.</li> <li>• Requirement for bidders to attach 5 clients handled in the previous 5 years of at least Ksh.200M limits participation and we request that you reconsider the threshold to Ksh.150m per client so as to open up for more bidders to participate.</li> <li>• Consider correcting the 5 years as 2019, 2020, 2021, 2022 and 2023.</li> <li>• Kindly consider revising the requirement from 5 clients of at least Kshs.200m per client to Kshs.150m.</li> <li>• Kindly consider removing/deleting this requirement.</li> </ul> <p align="center">   For Director General  Kenya Civil Aviation Authority  P. O. Box 30163 - 00100,  Nairobi. </p>	<p>The mandatory requirement no. 20 on page 25 of 75 of the tender document is amended to read as follows;</p> <p><b>"Each of the contracts must be of at least Kshs. 150 million".</b></p> <p>The 5 years implied are amended and corrected as <b>2023, 2022, 2021, 2020 &amp; 2019.</b></p> <p><i>All the other requirements remain as indicated in the tender document.</i></p> <p>The requirement cannot be removed as this is a critical service for KCAA board, staff and dependents coupled with its critical role to the Nation, hence the need for experienced firms that have handled assignments of similar magnitude in terms of value of contract and the number of members of the medical scheme among others to avoid nonperformance.</p> <p>Further, this contract will require the firm to promptly pay their respective hospitals for efficient service provision hence the ability to pay the appointed hospitals through similar experiences stated is very critical for this tender.</p>



**RESPONSE TO CLARIFICATIONS SOUGHT BY VARIOUS INTERESTED CANDIDATES FOR TENDER FOR THE PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR KCAA BOARD MEMBERS, STAFF & DEPENDANTS – TENDER NUMBER KCAA/055/2023-2024.**

NO.	CONSOLIDATED CLARIFICATIONS SOUGHT BY INTERESTED CANDIDATES	KCAA'S CONSOLIDATED RESPONSE
3.	<p><b>Technical requirement NO 1:</b> Provide a list of at least five (5) corporate medical schemes served within the last five years with a staff population of not less than 500 (Five hundred) and tender sum each worth Ksh.200 million medical premiums.</p> <ul style="list-style-type: none"> <li>Kindly consider revising the requirement from 5 clients of at least Kshs.200m per client to Kshs.150m.</li> <li>The points distribution 5, 7, 10 between premium ranges lack regular intervals. Kindly arrange in a regular interval. Also kindly check on points distribution to be commensurate to total marks allocated.</li> </ul>	<p>The requirement is amended under technical requirement number 1 on the threshold of the contracts follows;</p> <p><b>"Each of the contracts must be of at least Kshs. 150 million"</b></p> <p>All the other requirements including distribution of marks/scores remain as indicated in the tender document.</p>
4.	We hereby request your consideration in extending the closing date to 4 <sup>th</sup> April 2024 granted that we have lost two days within which the document was advertised.	The tender submission deadline is <b>extended from Tuesday, 2<sup>nd</sup> April 2024 at 11.00am to Friday, 5<sup>th</sup> April 2024 at 11.00am.</b>
5.	<p><b>Mandatory requirement 32:-</b></p> <p>Evidence of GCR ratings limits participation to only those firms that deal with Global Credit Rating Company leaving out all others who use other similar agencies. Kindly Consider all Licensed Credit Rating Agencies worldwide.</p>	Credit rating certificate from all Licensed Credit Rating Agencies will be accepted.
6.	You may need to show number of principal members under each job group because different categories enjoy different benefit limits.	The number of families is indicated under clarification number 1 in <b>table 2.</b>
7.	KCAA to make corrections on 5 years as 2019, 2020, 2021, 2022, 2023	The 5 years implied are amended and corrected as 2023, 2022, 2021, 2020 & 2019.

**END**

  
 For Director General  
 Kenya Civil Aviation Authority  
 P. O. Box 30163 - 00100,  
 Nairobi.