



## **TO ALL INTERESTED BIDDERS**

**REF: FIRST RESPONSE TO THE REQUEST FOR CALRIFICATIONS ON THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR STAFF & DEPENDANTS FOR TWO YEARS RECEIVED AS AT 16th MARCH 2026 AT 17:00 HOURS. TENDER NO. KCAA/022/2025-2026.**

Reference is made to the above-mentioned tender issued on 10<sup>th</sup> March 2026.

In accordance with section II, under the provisions of Instructions to tenderers (ITT), in tender data sheet, clause 8 and 9 of the tender document which was issued or obtained from KCAA website or public procurement information portal, the Authority has prepared a response to the requests for clarifications received as at Friday 13<sup>th</sup> March 2026 at 17:00 Hours.

The purpose of this letter is to forward to you the first response to clarifications sought for your perusal and information as you prepare to submit your bid.

For avoidance of doubt, the response to clarifications will be uploaded on KCAA website and public procurement information portal as part of the tender documentation.

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 is hereby extended from Friday 20<sup>th</sup> to **23<sup>rd</sup> March 2026 at 11:00 Hours East African Time.**

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

A handwritten signature in blue ink, appearing to be 'W. Kitum', written over a circular stamp or seal.

**William Kitum**  
**FOR: DIRECTOR GENERAL**  
**Encl.**





**KCAA FIRST RESPONSE TO THE REQUEST FOR CALRIFICATIONS ON THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR STAFF & DEPENDANTS – TENDER NO. KCAA/022/2025-2026.**

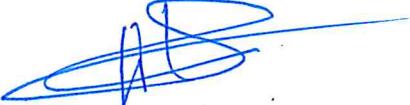
**FIRST RESPONSE TO THE REQUEST FOR CALRIFICATIONS ON THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR STAFF & DEPENDANTS FOR TWO YEARS RECEIVED AS AT 16th MARCH 2026 AT 05:00PM. TENDER NO. KCAA/022/2025-2026**

NO.	CLARIFICATIONS	KCAA RESPONSES
1.	MR 23 Bidders shall submit the latest three years 2025/2024,2023 and 2023 audited financial statements. We propose that the same be amended to " bidders to submit latest three years audited financial statements for year 2024, 2023 and 2022. This is because most bidders are undergoing audit for FY 2025 hence the financial statements have not been signed off.	Bidders should submit latest three years audited financial statements for year 2025/2024, 2023 and 2022. Bidders whose 2025 financial statements are not audited, should submit audited financial statements from the year 2024, 2023 and 2022.
2.	Provide evidence of GCR rating of B and above in year 2025. We propose that this be changed to " Provide Credit Reference Bureau (CRB) certificate for year 2025.	Bidders should provide the GCR rating as provided in the tender document.
3.	There is a contradiction between Instructions to tenderers No.6 Ksh.3,500,000 and in the TDS 2 Appendix to the instructions to tenderers ITT 20.1 Ksh.3,000,000.	The tender security required is for Ksh.3,000,000 as indicated in the bid data sheet and preliminary evaluation criteria on page 23 and 25 of the tender document.
4.	Provide evidence of GCR rating of B and above for the year 2025.  The requirement limits participation to only those firms/corporates that deal with Global Credit rating Company (GCR). It leaves out all other Firms that use other different Credit rating agencies.  Kindly consider evidence of credit rating by all recognised credit rating Agencies worldwide.	Bidders should provide the GCR rating as provided in the tender document.

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

**KCAA FIRST RESPONSE TO THE REQUEST FOR CALRIFICATIONS ON THE TENDER FOR PROVISION OF INSURANCE SERVICES FOR INPATIENT AND OUTPATIENT MEDICAL COVER FOR STAFF & DEPENDANTS – TENDER NO. KCAA/022/2025-2026.**

NO.	CLARIFICATIONS	KCAA RESPONSES			
		CATEGORY	GRADE 1 – 3	GRADE 4 - 12	TOTAL
5.	What is the population distribution of staff dependents across the different job categories as follows;  Scale 1- 3 Scale 4 – 12 Trainees -	Principal Members	25	893	918
		Spouses	24	638	662
		Children	55	1551	1606
6.	Premium quoted, price schedule and Form of tender.	<p><b>a) Mandatory requirement number 7:</b> - Duly filled and signed Form of Tender.</p> <p>As indicated in page 24 under bid submission requirements, the bidder Shall provide the requested filled tender form (machine printed) as per format provided within the document (no alteration or handwritten) (Mandatory).</p>			
		<p><b>b) Mandatory requirement number 15,</b> a duly filled schedule of price form indicating the premium for each respective year and all services required must be provided.</p> <p>As indicated in page 24 under bid submission requirements, the bidder Shall provide the requested filled price schedule (machine printed) as per format provided within the document (no alteration or handwritten) (Mandatory).</p>			
7.	Tender closing and submission date	The tender closing / submission date is hereby extended from Friday 20 <sup>th</sup> to <b>23<sup>rd</sup> March 2026 at 11:00 Hours East African Time.</b>			

  
**Deputy Director, Supply Chain Management**  
**FOR: DIRECTOR GENERAL**

**Date: 13<sup>th</sup> MARCH 2026**

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