



**KAIMOSI FRIENDS UNIVERSITY COLLEGE (KAFUCO)**  
(A Constituent College of Masinde Muliro University of Science and Technology)

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KAIMOSI-KENYA

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**TENDER NO. KAF/HR /005/2020-2021**

**TENDER DOCUMENT**

**FOR  
PROVISION OF STAFF MEDICAL INSURANCE COVER  
IN-PATIENT AND OUT- PATIENT**

**CLOSING DATE: Monday 15<sup>th</sup> June, 2020**

**TIME: 12:00 Noon**

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## SECTION A: INVITATION TO TENDER

Kaimosi Friends University College invites sealed tenders from eligible candidates for the **Provision of Staff Medical Insurance Cover** that entails benefits which ensure members of staff receive quality health care.

- 1.1 The proposed scheme will be for a period of one year.
- 1.2 Prices quoted should be inclusive of all taxes and delivery cost, must be in Kenya Shillings and should remain valid for valid for one hundred and fifty (120) days after the date of Tender Opening.

The document may be viewed and downloaded from our website Website: [www.kafuco.ac.ke](http://www.kafuco.ac.ke)

- 1.3 and [www.suppliers.treasury.go.ke](http://www.suppliers.treasury.go.ke) for free.
- 1.4 Bidders who download the tender document must forward their company details to [procurement@kafuco.ac.ke](mailto:procurement@kafuco.ac.ke) to facilitate subsequent clarifications and/or addendums as appropriate.
- 1.5 Completed tender documents are to be enclosed in plain sealed envelopes, marked with the tender number and name and be deposited in the Tender Box provided at, Principal Board room or be addressed to:

**The principal  
Kaimosi Friends University College  
P O Box 385 – 50309,  
Kaimosi.**

so as to be received **on or before Monday 15<sup>th</sup> June 2020**. Tenders must be accompanied by a Tender Security of **KES. 2 %** in form of a bank guarantee from a reputable bank or guarantee from an insurance company approved by the Public Procurement Regulatory Authority (PPRA).

- 1.6 Tenders will be opened immediately thereafter in the presence of the tenderers' representatives who choose to attend the opening at Kaimosi Friends University College.

## **SECTION B: INSTRUCTIONS TO TENDERERS**

### **2.1. Eligible Tenderers**

- 2.1.0 This Invitation for Tenders is open to all tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful tenderers shall provide the services for the stipulated duration from the date of commencement (referred to as the term) specified in the tender documents.
- 2.1.1 The procuring entity's employees, committee members, board members and their relatives (spouse and children) are not eligible to participate in the tender unless where specifically allowed under section 131 of the Act.
- 2.1.2 Tenderers involved in the corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

### **2.2 Cost of Tendering**

- 2.2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the procuring entity, will in no case be responsible or liable for those costs. Regardless of the conduct or outcome of the tendering process
- 2.2.2 The price to be charged for the tender document is free
- 2.2.3 Kaimosi Friends University College(KAFUCO) will vet prospective bidders for the provision of services from among those who will have submitted their tenders, in accordance with the tender requirements to undertake the assignment as described herein.
- 2.2.4 Tenderers may tender only once for the provision of the KAFUCO staff medical insurance cover.
- 2.2.5 The tenderers must familiarize themselves with the requirements of the Tender as described in this tender document including all attachments.
- 2.2.6 KAFUCO will not be responsible for any costs or expenses incurred by Tenderers in connection with the preparation or delivery of these tender documents including any costs associated with the preparation of the Tender Document and attachments.
- 2.2.7 It is the Purchaser's policy to require that Tenderers observe the highest standard of ethics during the selection and execution of such contracts. In pursuance of this policy, the Purchaser:

- a) defines, for the purposes of this provision, the terms set forth below as follows:
  - (i) "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of an officer of the Purchaser in the pre-qualification process; and
  - (ii) "Fraudulent practice" means a misrepresentation of facts in order to influence the tendering process to the detriment of the Purchaser.
- b) will reject a tender if it determines that a Tenderer has engaged in corrupt or fraudulent activities in competing for the contract in question;
- c) will declare a Tenderer ineligible, for consideration if at any time it determines that the Tenderer has engaged in corrupt or fraudulent practices in competing for, or in executing, a similar contract.
- d) will have the right to inspect the tenderer's accounts and records relating to the performance of services in this tender.
- e) Will have the right to inspect the business premises of the tenderer

2.2.8 Tenderers shall furnish information as described in the tender document

2.2.9 Application in plain sealed envelopes clearly marked "**KAFUCO Staff Medical Insurance Cover 2020/2021**" indicating the **Tender Ref - Tender No. KAFUCO/ADM /002/ 2020/21** should be addressed and delivered to:

**The principal  
Kaimosi Friends University College  
P O Box 385 – 50309,  
Kaimosi.**

Or deposited in the **Tender Box** at the **Main Campus (KAFUCO)** so as to be received on or before **Monday 15<sup>th</sup> June 2020**

The tender envelopes will be opened immediately thereafter at the KAFUCO offices in the presence of bidders or their representatives who choose to attend.

2.2.10 Tenders must be accompanied by a Tender Security of reputable bank or an insurance company approved by Procurement Regulatory Authority (Self-insured tender security are not allowed). **2% in** form of a guarantee from a PPRA payable to the Director-General, Public

## **2.3 Award of Contract**

### **a) Post qualification**

- 2.3.1 The determination will take into account the tenderer's financial and technical capabilities. It will be based upon an examination of the documentary evidence of the tenderers qualifications submitted by the tenderer as well as such other information as kaimosi Friends University College deems necessary and appropriate.
- 2.3.2 An affirmative determination will be a prerequisite for award of the contract to the tenderer. A negative determination will result in rejection of the Tenderer's tender, in which event kaimosi Friends University College will proceed to the next lowest evaluated tender to make a similar determination of that Tenderer's capabilities to perform satisfactorily.

### **b) Award Criteria**

- 2.3.3 Kaimosi Friends University College will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the lowest evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.
- 2.3.4 Kaimosi Friends University College reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the Procuring Entity's action. If kaimosi Friends University College determines that none of the tenders is responsive; kaimosi Friends University College shall notify each tenderer who submitted a tender.
- 2.3.5 A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future Public Procurement.

### **c) Notification of award**

- 2.3.6. Prior to the expiration of the period of tender validity, kaimosi Friends University College will notify the successful tenderer in writing that its tender has been accepted.
- 2.3.7 The notification of award will signify the formation of the Contract subject to the signing of the contract between the tenderer and the Procuring Entity. Clause

2.3.8 Simultaneously the other tenderers shall be notified that their tenders were not successful.

2.3.9 Upon the successful tenderer's furnishing of the performance security pursuant to paragraph 2.4.2, kaimosi Friends University College will promptly notify each unsuccessful tenderer and will discharge its tender security, pursuant to paragraph 1.5.

**d) Signing of Contract**

2.3.10 At the same time as kaimosi Friends University College notifies the successful tenderer that its tender has been accepted, kaimosi Friends University College will simultaneously inform the other tenderers that their tenders have not been successful.

2.3.11 Within fourteen (14) days of receipt of the Contract Form, the successful tenderer shall sign and date the contract and return it to the Procuring entity.

2.3.12 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.

**e) Performance Security**

2.3.13 Within thirty (30) days of the receipt of notification of award from the Procuring entity, the successful tenderer shall furnish the performance security in accordance with the Conditions of Contract, in the Performance Security Form provided in the tender documents, or in another form acceptable to the Procuring entity.

2.3.14 Failure of the successful tenderer to comply with the requirement of paragraph 2.4.2 or paragraph 2.4.4 shall constitute sufficient grounds for the annulment of the award and forfeiture of the tender security, in which event kaimosi Friends University College may make the award to the next lowest evaluated or call for new tenders.

**f) Corrupt or Fraudulent Practices**

2.3.15 Kaimosi Friends University College requires that tenderers observe the highest standard of ethics during the procurement process and execution of contracts. A tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.3.16 Kaimosi Friends University College will reject a proposal for award if it determines that the tenderer recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question;

2.3.17 Further, a tenderer who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in Public Procurement in Kenya.

### **3.0 SECTION C: GENERAL CONDITIONS OF THE CONTRACT**

#### **3.1 Definitions**

In this contract the following terms shall be interpreted as indicated,

- a) "The contract" means the agreement entered into between kaimosi Friends University College and the tenderer as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- b) "The Contract Price" means the price payable to the tenderer under the Contract for the full and proper performance of its contractual obligations.
- c) "The services" means services to be provided by the contractor including materials and incidentals which the tenderer is required to provide to kaimosi Friends University College under the Contract.
- d) "The Procuring entity" means the organization sourcing for the services under this Contract.
- e) "The contractor means the individual or firm providing the services under this Contract.
- f) "GCC" means general conditions of contract contained in this section
- g) "SCC" means the special conditions of contract
- h) "Day" means calendar day

#### **3.2 Application**

These General Conditions shall apply to the extent that they are not superseded by provisions of other part of contract.

#### **3.3 Assignment**

The tenderer shall not assign, in whole or in part, its obligations to perform under this contract, except with the Procuring Entity's prior written consent.



### **3.4 Termination for Default**

Kaimosi Friends University may, without prejudice to any other remedy for breach of Contract, by written notice of default sent to the tenderer, terminate this Contract in whole or in part:

- a) If the tenderer fails to provide any or all of the services within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity.
- b) If the tenderer fails to perform any other obligation(s) under the Contract.
- c) If the tenderer, in the judgment of kaimosi Friends University College has engaged in corrupt or fraudulent practices in competing for or in executing the Contract.

In the event kaimosi Friends University College terminates the Contract in whole or in part, it may procure, upon such terms and in such manner as it deems appropriate, services similar to those undelivered, and the tenderer shall be liable to kaimosi Friends University College for any excess costs for such similar services.

### **3.5 Termination of insolvency**

Kaimosi Friends University College may at any time terminate the contract by giving written notice to the service provider if the service provider becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the service provider, provided that such termination will not produce or affect any right of action or remedy, which has accrued or will accrue thereafter to the Procuring Entity.

### **3.6 Termination for convenience**

3.6.1 Kaimosi Friends University College by written notice sent to the service provider may terminate the contract in whole or in part, at any time for its convenience. The notice of termination shall specify that the termination is for kaimosi Friends University College convenience, the extent to which performance of the service provider of the contract is terminated and the date on which such termination becomes effective.

3.6.2 For the remaining part of the contract after termination kaimosi Friends University College may elect to cancel the services and pay to the contractor on agreed amount for partially completed services.

### **3.7 Resolution of disputes**

Kaimosi Friends University College and the service provider shall make every

effort to resolve amicably by direct informal negotiations any disagreement or dispute arising between them under or in connection with the contract.

If after thirty (30) days from the commencement of such informal negotiations both parties have been unable to resolve amicably a contract dispute either party may require that the dispute be referred for resolution to the formal mechanisms.

### **3.8 Governing Language**

The contract shall be written in the English language. All correspondence and other documents pertaining to the contract, which are exchanged by the parties, shall be written in the same language.

### **3.9 Force Majeure**

The service provider shall not be liable for default if and to the extent that its delay in performance or other failure to perform its obligations under the Contract is the result of an event of Force Majeure.

### **3.10 Applicable Law**

The contract shall be interpreted in accordance with the laws of Kenya i.e. The Public Procurement and Assets Disposal Act, 2015.

### **3.11 Notices**

Any notices given by one party to the other pursuant to this contract shall be sent to the other party by post or by fax or E-mail and confirmed in writing to the other party's address.

A notice shall be effective when delivered or on the notices effective date, whichever is late.

#### **4. SECTION D: IMPORTANT PRE-REQUISITES**

To qualify for contract awards, the tenderer shall furnish the following information:

##### **MANDATORY REQUIREMENTS:**

1. The tender document must be serialized from the top page to the last page in numerical format. -----**Serialized/Not serialized**
2. Must be a member of the Association of Kenya Insurance (AKI) issued by IRA **copies of which must be attached.**
3. Submit Valid Tax Compliance Certificate from Kenya Revenue Authority
4. Must provide Copy of current relevant trade licenses from relevant Local Authority.
5. Must attach company profile.
6. Must attach valid certificate of registration or Incorporation.
7. Must attach proof of having worked with 5 reputable clients in the last three years.
8. The Insurance firm should provide proof of dedicated 24/7 365 help line
9. Must confirm past litigation and arbitration incidences encountered if any by the firm or a breach of contract in the past one year in writing.
10. Must attach tender security of 2% valid for 120 days after date of tender opening denominated in Kenya Shillings, or in form of bank guarantee or an insurance guarantee approved by the PPRA or Letter of credit.
11. Must submit two copies (original and copy) of the tender document
12. The bidder should have a wider network of medical service
13. The bidder must specify detailed benefit structure/scope of cover.
14. The bidder must attach CR12
15. Form of tender must be fully filled, signed and stamped
16. Business questionnaire must be fully filled, signed and stamped.

**NB: Mandatory conditions must be fulfilled Failure to which the bid will not qualify for the next stage.**

TENDER FOR KAIMOSI FRIENDS UNIVERSITY COLLEGE COUNCIL MEMBERS AND STAFF  
MEDICAL INSURANCE COVER

## **SECTION E: SPECIFICATIONS**

### **DETAILS OF MEDICAL INSURANCE COVER**

Kaimosi Friends University College(KAFUCO) seeks to contract a reputable insurance company to provide Council and Staff medical insurance that entails benefits which ensure members of staff receive quality health care.

The proposed Staff Medical Schemes shall be a fully enhanced medical scheme cover and is intended to provide all Board members, employees and their dependents with quality medical and health care services on 24 hours cover basis taking into cognizance the unpredictable nature of sicknesses and/or accidents. The cover will be both inpatient and outpatient as one package under one underwriter and no co-sharing.

While it is appreciated that medical schemes come with inherent controls and procedures, KAFUCO is hoping that the selected provider will look at the possibility of ensuring that any controls and procedures are not unnecessarily bureaucratic and cumbersome.

The Health Insurance Provider is expected to furnish the Service with quarterly returns on the utilization of the employees' medical entitlements to enable the Management inform the staff accordingly.

The Medical Scheme is expected to cover the following: -

#### **1. In-patient cover:**

The Inpatient cover benefit shall cater for illnesses requiring hospitalization and will be fully enhanced with newly diagnosed and pre-existing illnesses, chronic and HIV/AIDS conditions and will cater for the following benefits: -

- Accidental and illness hospitalization to include accommodation, doctor(s)' fees, operating theatre, HDU & ICU charges, physiotherapy, prescribed drugs, dressings, scans, laboratory tests, surgical appliances, Radiological examination eg MRI,CT scan,X-RAY etc.
- In-patient and day care surgery
- Admission bed (ensuite rooms and standard private rooms)
- Maternity both normal and cesarean deliveries
- Hospitalization due to dental and optical cases
- Gynecological illnesses
- Post hospitalization benefits
- Ambulance rescue/evacuation (both road and air)
- Renal, oncology and neurological cases etc
- Lodger Fee
- Palliative care
- Pre-existing & congenital condition, HIV/AIDS related care
- Fertility treatment

- Internal and external surgical implants, appliances, joint replacements and prostheses on prescription
- Last expense
- Referrals locally and abroad; where the referral is out of the work station of the affected member including abroad, in addition to medical service costs and related charges, the beneficiary and an accompanying adult will be eligible for transport and maintenance costs during the period of the Referral
- Any additional benefits should be specified by the bidder.

## **2. Outpatient cover:**

The Outpatient scheme shall deal with cases of illness not requiring admission into a hospital and will include examinations, diagnosis and speedy treatment at health clinics and/or hospitals with the aim of preventing any ailment or illness from deteriorating into cases that require hospitalization. The outpatient cover shall encompass the following benefits:

- Routine outpatient consultation;
- Diagnostic Laboratory and Radiology services;
- Prescribed Physiotherapy;
- Prescribed drugs and dressings;
- HIV/AIDS related conditions and prescribed ARVs;
- Routine Immunization KEPI, baby friendly and other child vaccinations not included in the KEPI schedule
- Routine antenatal checkups (including U/S exam) and post-natal care
- Outpatient oncology/diagnosed cancer services
- Chronic and recurring conditions;
- Outpatient Emergency Ambulance Services;
- Counseling services;
- Specialist opinion
- Health Education and wellness programmes
- Renal and oncology treatment
- Travel vaccines & preventative vaccines
- Provision of six weeks' medical cover to employees whenever travelling outside the country.
- Cervical cancer vaccines for adolescents
- Diagnostic equipment (e.g. Glucometers, BP machines etc) and hearing aids
- External surgical implants and appliances on prescription
- Family planning and fertility related treatment
- Prescribed nutritional supplements
- Prescribed emollients and soaps for skin conditions such as Eczema
- Diagnostic allergy tests
- Dietician and nutritional clinics
- Combined dental and optical cover
- Any additional benefits should be specified by the bidder.

### **Particulars/Requirements of Medical Scheme Cover:**

- The bidder is expected to provide the following: -
- Full details of what the cover provides
- Eligible expenses included in the in-patient cover
- Eligible expenses included in the out-patient cover
- Full details of cover exclusions i.e. give specific details of each excluded condition
- Dependents eligibility
- Last expense (member and dependents)

### **ADD-ONS TO THE COVER**

- Local emergency road and air evacuation for transportation of a sick Member for treatment from an area where facilities for adequate care do not exist to the next available hospital or licensed medical facility will be covered within the annual inpatient limit
- Claims related to expenses arising whilst the Member is temporarily abroad and requiring emergency treatment for an illness or injury that occurs during the period of travel.
- Treatment costs arising from a condition that warrants treatment overseas because the treatment is not available in East African Region (Kenya Uganda Tanzania & Burundi) to be covered.
- Health talks will be arranged on a regular basis to provide any other add-ons to the medical cover.
- Additions/Deletions into the scheme
- New members 'premium shall be paid on pro rata basis.
- Reimbursement of 100% should be honored when they arise.
- The bidder should clearly indicate if there are any other terms

### **3. Network Coverage:**

The bidder should have extensive and reputable network of Hospitals, Clinics, Pharmacies and Laboratories within easy reach of the members and their dependents.

The bidder is required to provide the following: -

- (i) Full details of towns where the insurance company is represented.
- (ii) The appointed hospitals, clinics and doctors all over the country that can be accessed by employees and their dependents.



**NB: All KAFUCO employees are resident in Kaimosi Hamisi. However, their family members (dependents) may not necessarily stay with them but stay up country as distributed in all counties.**

Once in a while, staff may be required to perform their duties out of station or travel within the country or overseas to attend training, seminars or workshops. The bidder should therefore make provision for such cases in the proposal.

The bidder should be able to:

Meet / reimburse the cost of treatment of members' staff and their dependents the staff treatment and/or Liaise with the local medical institutions and private doctors to offer the needed service. Such a scenario may be in cases of emergency and being in a region where the Health Insurance Provider does not have a network.

#### **4. Case Management:**

The bidder is expected to provide details on the following: -

- (i) A detailed description on how the cover is going to be administered.
- (ii) An analysis on how the service provider intends to address the following issues/procedures: -
  - (a) Admission of members into the cover
  - (b) Admission of members with pre-existing conditions into the cover
  - (c) Admission of HIV/AIDS related cases to the cover
  - (d) Procedure to be followed for overseas cover
  - (e) Procedure to be followed to procure last expense
  - (f) Any other requiring emphasis

#### **5. Claims Settlement Turnaround Time:**

The bidder is expected to demonstrate and give details of the claims settlement turnaround time.

**NB: The time indicated will be used to review the performance of the underwriter for any future renewal of contract.**

#### **6. Financial stability:**

The bidder should provide documentary proof that they are financially sound and is fully licensed and registered as a medical insurance cover provider by Insurance Regulatory Authority (IRA).

**7. Special medical treatment:**

There are cases, which may require special treatment owing to medical history of a member of staff and/or dependent.

The bidder is required to propose on how such a case is dealt with in case it occurs.

**8. Exclusions and Requirements:**

The bidder must state clearly requirements, special conditions and/or exclusions applicable to the schemes.

**9. References and Key Personnel:**

The bidder must demonstrate its ability, knowledge and experience in the provision of medical insurance services and give details of key personnel charged with management the medical scheme.

**11. Medical Utilization Reports**

Utilization of cover for both inpatient and outpatient should be 100% and provision of utilization reports to be submitted on quarterly basis but also on a request basis.

The proposed scheme will be for one (1) year and the bidder is expected to tender based on information provided above. However, any bidder may seek clarification by contacting (KAFUCO) officials. The quote should be on the premium paid on yearly ~~basis~~.

**12. NHIF Rebate:**

The cover should provide special consideration to the revised NHIF contribution and rebate/entitlements and coverage.

The following limits shall apply to the various cadres of employees in KAFUCO.

**SCOPE AND ELIGIBILITY**

The current staffing at KAFUCO comprises of two hundred (200) members of staff plus 6 Council members, Spouse and up to 4 dependent children of below 24 years of age however in, exceptional circumstances, dependent children beyond 24 years who are in school or person with disability may be covered in the scheme on provision of appropriate evidence.

The summary of KAFUCO population for consideration of medical cover is as follows: -

**(A) MEMBERS OF STAFF**

CATEGORIES	NO. OF EMPLOYEES	TARIFF LIMITS KES.) OUT- PATIENT	TARIFF LIMITS (KES.) IN-PATIENT	MATERNITY ANNUAL COVER
Grade 14 and Above	3	250,000.00	2,000,000.00	150,000.00
Grade 8-13	114	200,000.00	1,500,000.00	150,000.00
Grade 3-7	55	150,000.00	1,000,000.00	150,000.00
Grade 1-2	28	100,000.00	750,000.00	150,000.00

The cover should be for staff member plus as applicable up to a maximum of five (5) beneficiaries (M+5)

**B) COUNCIL MEMBERS**

CATEGORIES	NO. OF EMPLOYEES	TARIFF LIMITS KES.) OUT- PATIENT	TARIFF LIMITS (KES.) IN-PATIENT
Grade 14 and Above	6	250,000.00	2,000,000.00

**NB: Dental and optical within the outpatient limit for board members**

**(a) STAFF AGE LIMITS FOR COVER**

- ⓪ Employees actively in service between the ages of **18 years** and **65 years** will be eligible for cover. A member already in the scheme can have cover extended up to **70 years**.
- ⓪ Dependent children will be eligible for cover from **0 month** of age up till the age of **18 years** or to the age of **25 years** if residing with their parents and enrolled full-time in a recognized post-secondary institution.
- ⓪ The waiting period for member will be Zero (0) **days (No waiting period subject to written notification)**

## ii) COVERAGE FOR HOSPITALISATION (OUTPATIENTCOVER

Members of the scheme will have a choice of medical attendant but treatment will be restricted to medical practitioners registered with the Kenya Medical Practitioners & Dentists Board. The cover should be available on reimbursement basis and credit basis

### ii) COMBINED DENTAL AND OPTICAL COVER OF KES. 100,000.00 (STAFF MEMBERS ONLY)

The Dental cover should provide for cost of root canal, scaling, crown & bridges, dentures & caps, orthodontics, fillings, x-rays, extractions including surgical extraction together with anesthetics fees.

The Optical cover should provide for the cost of contact lenses, eye glasses including antiglare and photochromic lenses, testing frames and replacements and any other treatment as advised by optician.

### v) MATERNITY COVER

Maternity to cater for all pregnancy (normal and caesarean sections) & confinement related hospitalization will be covered within the inpatient limit up to **KES. 300,000.00**. Should include authorization of maternity supplements as prescribed by the doctor.

### vi) LAST/FUNERAL EXPENSE COVER

The sum assured of **KES. 100,000.00** for the member and **KES. 250,000.00** per family will be payable within 48 hours of confirmation of death of a member and dependents of the scheme by the employer as and when it occurs. This is covered within the inpatient limit.

### vii) GENERAL CHECK UPS

This is to be covered within the outpatient limit up to **KES. 40,000.00** Per Family per year.

### viii) MEDICAL SERVICE PROVIDERS

This is to be sufficient and adequate for medical services provision /specialists registered with the Kenya Medical Practitioners & Dentists Board within all the 47 counties and in major towns in Kenya. The underwriter should attach a list of the service providers alongside the tender documents.

Bidder will be required to provide a list of laboratories that are accredited to ISO

15189:2012 standards in their panel.

## 6. SECTION: TECHNICAL EVALUATION CRITERIA:

Any bidder who does not score 70marks and above will not proceed to financial evaluation.

S/NO	Criteria	Maximum Marks
1.	The bidder must provide evidence of a reasonable professional indemnity guarantee. Attach a copy of signed indemnity cover of more than 300m	-Award 10Mks for 300m and above -Award 5Mks for less than 300m -Award zero marks if copy not attached
2.	List and attach proof of the last five(5)contracts handled of similar size or nature.The proof must be in the form of contract copies	-If listed 5 and proof attached –Award 20Mks -If listed less than 5 and proof Attached-Award 10Mks -If listed and proof not attached –Award Zero
3.	Attach qualifications and experience of key technical personnel- 1.General Manager-Medical department 2.Underwriting Manager-Medical department 3.Liason Officer 4.Training/Counselling Manager	-If award as follows: Masters 20Mks, Degree 15Mks, Diploma 10Mks (5Mks for attaching all) -If all not attached award as follows: Masters 20mks Degree 15mks Diploma 10Mks (Zero Mks for not attaching all)
4.	The bidder should have contractual agreements for Emergency Air evacuation and Road Ambulance services-	-Award 10Mks for a document with evidence and -Award 0mks for none

	contacts to be provided-	
5.	Must submit audited financial statements for the last 2 years .The financial statements should be signed by auditor(s) who are approved by ICPAK.	-Evidence of audited accounts-20mks -None-0Mks
6.	The bidder will be expected to sensitize the head of health, Head of Human resource, head of legal department and head of procurement on their current medical scheme. Attach programme	-If programme attached award 20Mks -If there is no program attached award 0Mks

**Note: Total Marks is 100, for the bidder to qualify for financial evaluation, the bidder must score a minimum of 70mks of the total score.**

## 7. PRICE SCHEDULE- IN PATIENT AND OUT PATIENT

NO.	ITEM DESCRIPTION	PRICE
1	Medical insurance (Employees) + Combined dental and optical	
<b>TOTAL PREMIUM KES.INCLUSIVE OF TAX AND ALL LEVIES</b>		

**Note:**

- 1.The bidder with the lowest evaluated price will be considered for award
- 2.Any information provided by the bidder may be verified by the University college.



**SECTION H: TENDER SECURITY FORM**

Whereas.....[Name of the tenderer]  
Hereinafter called “the tenderer”) has submitted its tender dated ..... (date  
of submission of tender] for the supply of

.....  
[Name and/or description of the goods] (hereinafter called “the Tender’)  
.....

**KNOW ALL PEOPLE** by these presents that

**WE**..... of

..... having our registered office at  
[Name of Procuring entity] (hereinafter called “the Procuring entity”) -for which payment  
well and truly to be made to the said Procuring entity, the Bank binds itself, its  
successors, and assigns by these presents. Sealed with the common Seal of the said  
Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**THE CONDITIONS of this obligation are:**

1. If the tenderer withdraws its Tender during the period of tender validity specified by  
the tenderer on the Tender Form; or

2. If the tenderer, having been notified of the acceptance of its Tender by kaimosi  
Friends University College during the period of tender validity:

(a) Fails or refuses to execute the contract Form, if required; or

(b) Fails or refuses to furnish the performance security, in accordance with the  
Instructions to tenderers.

We undertake to pay to kaimosi Friends University College up to the above amount  
upon receipt of its first written demand, without kaimosi Friends University College  
having no substantiate its demand, provided that in its demand kaimosi Friends  
University College will not that the amount claimed by it is due to it, owing to the  
occurrence of one or both of the two conditions, specifying the occurred condition or  
conditions.

This guarantee will remain in force up to and including thirty (30) days after the period of  
tender validity, and any demand in respect thereof should reach the Bank not later than  
the above date.

\_\_\_\_\_  
[Signature of Bank]

**FORM OF TENDER**

To:  
**KAIMOSI FRIENDS UNIVERSITY COLLEGE**  
**P. O. BOX 385-50309**  
**Kaimosi**

Date .....

Tender No.

Tender Name

Gentlemen and/or Ladies:-

1. Having examined the Tender documents including Addenda No. (Insert numbers) ..... the receipt of which is hereby duly acknowledged, we the undersigned, offer to provide medical cover for staff and member of the council under this tender in conformity with the said Tender document for the sum of .....  
.....[Total Tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Tender.

2. We undertake, if our Tender is accepted, to provide the Insurance Cover Services in accordance with the conditions of the tender.

3. We agree to abide by this Tender for a period of .....[number] days from the date fixed for Tender opening of the Instructions to Tenderers, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

4. This Tender, together with your written acceptance thereof and your notification of award, shall constitute a Contract between us subject to the signing of the contract by both parties.

5. We understand that you are not bound to accept the lowest or any tender you may receive.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2014

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[In the capacity of]

Duly authorized to sign tender for and on behalf of \_\_\_\_\_

**CONFIDENTIAL BUSINESS QUESTIONNAIRE**

You are requested to give the particulars indicated in Part 1 and either Part 2 (a), 2(b) or 2(c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form.

You are advised that it is a serious offence to give false information on this form.

Part 1 General	
Business Name.....	
..	
Location of Business	
Premises.....	
Plot No,	
.....Street/Road.....	
Postal address .....Tel No. ....Email.....	
Nature of	
Business.....	
Registration Certificate No.	
.....	
Maximum value of business which you can handle at any one time –	
Kshs.....	
Name of your	
bankers.....	
Branch.....	
.....	
Part 2 (a) – Sole Proprietor	
Your name in	
full.....Age.....	
Nationality.....Country of	
Origin.....	
Citizenship details	
.....	
Part 2 (b) – Partnership	
Given details of partners as follows	
Name Nationality Citizenship details Shares	
1. ....	
2. ....	
3. ....	
4. ....	

**CONTRACT FORM**

THIS AGREEMENT made this-----day of -----2020 between **Kaimosi Friends University College of P.O Box 835-50309 kaimosi** (hereinafter called “University”) of the one part and ----- [name of tenderer] of----- [city and country of tenderer] (hereinafter called “the tenderer”) of the other part:

WHEREAS the Kaimosi Friends University College invited tenders for the provision of Security services and has accepted a tender by the tenderer for the supply of the services in the sum of [contract price in words in figures]\_\_\_\_\_

(Hereinafter called “the Contract Price”).  
NOW THIS AGREEMENT WITNESSTH AS FOLLOWS: -

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.

2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz:

- (a) the Tender Form and the Price Schedule submitted by the tenderer;
- (b) the Schedule of Requirements
- (c) the Details of cover
- (d) the General Conditions of Contract
- (e) the Special Conditions of Contract; and
- (f) the Kaimosi Friends University College Notification of Award

3. In consideration of the payments to be made by Kaimosi Friends University College to the tenderer as hereinafter mentioned, the tenderer hereby covenants with the Kaimosi Friends University College to provide the security services and to remedy defects therein in conformity in all respects with the provisions of the Contract.

4. Kaimosi Friends University College hereby covenants to pay the tenderer in

Consideration of the provision of the services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written Signed, sealed, delivered by the (Kaimosi Friends University College)

Signed, sealed, delivered by \_\_\_\_\_  
presence of \_\_\_\_\_

(for the tenderer) in the

**LETTER OF AWARD**

**Kaimosi Friends University College  
P. O. Box 385 – 50309,  
Kaimosi**

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RE: Tender No. \_\_\_\_\_

Tender Name \_\_\_\_\_

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

\_\_\_\_\_  
\_\_\_\_\_

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

*(FULL PARTICULARS)* \_\_\_\_\_

**SIGNED FOR ACCOUNTING OFFICER**

**FORM RB 1**

**REPUBLIC OF KENYA  
PUBLIC PROCUREMENT ADMINISTRATIVE REVIEW BOARD**

APPLICATION NO..... OF.....20.....

BETWEEN

APPLICANT

AND

.....RESPONDENT (*Procuring Entity*)

Request for review of the decision of the..... (*Name of the Procuring Entity*) of .....dated the...day of .....20.....in the matter of Tender No.....of .....20...

**REQUEST FOR REVIEW**

I/We....., the above named Applicant(s), of address: Physical address..... Fax No.....Tel. No..... Email ....., hereby request the Public Procurement Administrative Review Board to review the whole/part of the above mentioned decision on the following grounds, namely: -

- 1.
- 2. etc.

By this memorandum, the Applicant requests the Board for an order/orders that: -

- 1.
- 2. etc.

SIGNED ..... (Applicant)

Dated on..... day of ...../...20...

**FOR OFFICIAL USE ONLY**

Lodged with the Secretary Public Procurement Administrative Review Board on ..... day of .....20.....

SIGNED  
Board Secretary