

9 November, 2021

TO: ALL BIDDERS

ADDENDUM NO. 1 – TENDER No. KWS/OT/ADMIN/30/2021-2022

**TENDER CLARIFICATION - TENDER FOR PROVISION OF AVIATION INSURANCE SERVICES (AVIATION POLICIES FOR YEAR- 2021/2022, 2022/2023)**

Pursuant to Section 75 of the PPADA, 2015, Kenya Wildlife Service wishes to clarify the following matters that were raised during the virtual Pre-Bid Conference meeting held on 9 November, 2021:

1. SECTION II - TENDER DATA SHEET (TDS); TDS 20.1 has been amended to read as below:

ITT Reference	C. Preparation of Tenders
TDS 20.1	A Tender Security shall be required.  Tender Security shall be Kenya Shillings Four Hundred and Fifty Thousand (Kshs. 450,000.)

2. SECTION II - TENDER DATA SHEET (TDS); TDS 20.3 has been added to read as below:

ITT Reference	C. Preparation of Tenders
TDS 20.3	Tender Security shall be in the form of a bank guarantee.

3. SECTION II - TENDER DATA SHEET (TDS); TDS 23.1 has been amended to read as below:

ITT Reference	D. Submission and Opening of Tenders
TDS 23.1	The deadline for Tender submission is: 16 <sup>th</sup> November 2021 before 12:00 Noon  Tenderers shall not have the option of submitting their Tenders electronically.  The electronic Tender submission procedures shall be: ..... N/A.....

4. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE BROKER, requirement number ii.) has been amended to read as below:

“ii. Certified copy of Registration with the Insurance Regulatory Authority for year 2021 and existed and brokered aviation business for a minimum period of 5 years. The copy must be certified by the office of the regulator of the Insurance Regulatory Authority/Commissioner of Insurance or accompanied by a letter from the insurance regulatory authority/commissioner of insurance.”

5. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE BROKER, requirement number iv.) has been amended to read as below:
- “iv. Copy of the Current Professional Indemnity policy with an aggregate liability limit of not less than **Kenya Shillings One Hundred Million (Kshs. 100,000,000/=)**. The Professional Indemnity insurance cover shall be valid within the proposed term period and obtained from reputable insurance company. It **must not** be issued by the underwriter proposed for provision of Aviation Insurance under this tender.
6. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE BROKER, requirement number v.) has been amended to read as below:
- “v. Premium turnover- the Broker shall submit documentary evidence indicating that the minimum average aviation premium underwritten through the Broker over the last two years (2019/2020, 2020/2021) was at least Kshs. 10,000,000 per year i.e., a minimum total of Kshs. 20,000,000 for the last two years, not inclusive of business written earlier than year 2019.”
7. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE UNDERWRITER, requirement number ii.) has been amended to read as below:
- “ii. Certified copy of Registration with the Insurance Regulatory Authority for year 2021 and existed and underwritten aviation business for a minimum period of 5 years. The copy must be certified by the office of the regulator of the Insurance Regulatory Authority/Commissioner of Insurance or accompanied by a letter from the insurance regulatory authority/commissioner of insurance.”
8. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE UNDERWRITER, requirement number iii.) has been amended to read as below:
- “iii. Certified copy of Registration as member of Association of Kenya Insurers for year 2021. The copy must be certified by Association of Kenya Insurers or accompanied by a letter from the AKI.”
9. SECTION III - EVALUATION AND QUALIFICATION CRITERIA; MANDATORY REQUIREMENTS FOR THE UNDERWRITER, requirement number x.) has been added and reads as below:
- Undertakings by the Underwriter:
- a) Statement by the firm’s principal officer confirming that all information supplied is accurate and that any material misrepresentation could lead to policy cancellation.
  - b) Statement by the firm’s principal officer confirming that processing of any claims during the duration of the policy shall not exceed the claims processing period given in Scope of Services.

c) The Underwriter will render services to KWS until all the claims that fall under the Underwriter's period of insurance are fully settled.

10. PART II – SCHEDULE OF INSURANCE 6. Proposed Covers Section the following information has been added:-

**a) AVIATION HULL "ALL RISKS "AND LIABILITIES INSURANCE b) AVIATION HULL WAR AND ALLIED PERILS AVIATION COVERS**

<b>AIRCRAFT REG</b>	<b>SUM OF HOURS FLOWN JAN – DEC 2020</b>
5Y-ADW	431.3
5Y-BCD	430.3
5Y-KWB	421.84
5Y-KWC	159.7
5Y-KWG	411.19
5Y-KWL	466.56
5Y-KWM	68.4
5Y-KWT	270.6
5Y-KWV	65.97
5Y-KWW	183.8
5Y-KWX	47
<b>Grand Total</b>	<b>2956.66</b>

**b) PILOTS AND AIRCREW PERSONAL ACCIDENT INSURANCE COVER**

All pilots in the Aviation Pilots and Aircrew schedule are licensed by the Civil Aviation Regulator

**Table of KWS Aviation Claims experience for the last 8 years**

Only TWO YEARS in the last five years have loss ratios were above 60%.

The policy deductibles/Excesses from 2016 to date are as per the Tender document.

**HEAD – SUPPLY CHAIN MANAGEMENT**  
**FOR: DIRECTOR GENERAL**