



# Kenya Coast National Polytechnic

Kisauni Road, PO Box 81220, Mombasa, Telephone 0712725554, 0710389727  
Email: [info@kenyacoastpoly.ac.ke](mailto:info@kenyacoastpoly.ac.ke) Website: [www.kenyacoastpoly.ac.ke](http://www.kenyacoastpoly.ac.ke)



10<sup>th</sup> February 2025

## TENDER ADDENDUM 01/2025

**TENDER REF: KCNP/T/SMC/01/2024/2025**

**TENDER NAME: PROVISION OF GROUP MEDICAL INSURANCE**

**CLOSING DATE: 14<sup>TH</sup> FEBRUARY 2025**

The following additions and clarifications are made to the bidding documents for provision of group medical insurance at Kenya Coast National Polytechnic:

	ITEM DESCRIPTION	CLAUSE	AMMENDMENTS	PAGE ON TENDER DOCUMENT
1	Important additional Clauses to the schedule of prices form and the schedule of requirements form	Prices quoted shall be inclusive and subject to the levy order 2023. <b>There shall be paid a levy by a supplier on all procurement contracts signed between the supplier and procurement entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract , exclusive of the applicable taxes.</b>		60
2	Technical Evaluation Criteria(Item1)	A comprehensive list of countrywide (up to county/local level) service providers which should include, hospitals, Doctors/ specialists, pharmacists etc, and must have credit facilities with all the proposed services providers. All major hospitals and counselling centers must be included and a list provided. Bidders must be ready to introduce additional service providers as may be proposed by the procuring entity	A comprehensive list of countrywide (up to county/local level) service providers which should include, hospitals, Doctors/ specialists, pharmacists etc, and must have credit facilities with all the proposed services providers. All major	38



		<p>Marks will be awarded based on the spread of the service providers within the 47 counties. (Please Tabulate and specify per county for ease of evaluation)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Presence in 47 – 40 counties - 20 Marks</li> <li><input type="checkbox"/> Presence in 39 – 30 counties - 10 Marks</li> <li><input type="checkbox"/> Presence in 29- 20 counties - 5 Marks</li> </ul> <p>Presence in 20 counties and Below - 0 Marks</p>	<p>hospitals and counselling centers must be included and a list provided. Bidders must be ready to introduce additional service providers as may be proposed by the procuring entity</p> <p>Marks will be awarded based on the spread of the service providers within the 47 counties. (Please Tabulate and specify per county for ease of evaluation)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <b>Presence in 47 – 40 counties - 20 Marks</b></li> <li><input type="checkbox"/> <b>Presence in 39 – 30 counties - 15 Marks</b></li> <li><input type="checkbox"/> <b>Presence in 29- 20 counties - 10 Marks</b></li> <li><input type="checkbox"/> <b>Presence in 20 counties and Below - 5 Marks</b></li> </ul>	
3	Technical Evaluation Criteria (item 9)	<p>List of (5) <b>Current / ongoing Clients</b>, each with a minimum annual <b>medical premium</b> of KShs. 100 Million. Attach proof(<b>Copy of signed contract between the client and service provider</b>)</p> <p>Marks will be awarded for each client 1 marks</p>	<p>List of at least (2) <b>Current / largest Clients</b> for the year 2022,2023 &amp; 2024 with recommendation letters (<b>Copy of signed contract between the client and service provider</b>)</p>	39



			<b>Marks will be awarded for each client 2.5 marks(total 5marks)</b>	
4	Technical Evaluation Criteria (Item 13)	Audited and certified accounts for the last 3 years. Attach Evidence  0-2years -1points  3 years -5points	<b>Provide Audited Annual financial statements /certified accounts for the last 3 years.  5 points</b>	41

This addendum shall form part of the tender documents. All bidders MUST attach to their tenders this addendum.

Note; All other conditions and the evaluation criteria provided remain unchanged.

For further clarifications please write to; [procurement@kenyacoastpoly.ac.ke](mailto:procurement@kenyacoastpoly.ac.ke)

**SENIOR PROCUREMENT OFFICER  
FOR CHIEF PRINCIPAL**





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## G. SCHEDULE OF PRICES FORM

**RATES PER FAMILY INCLUSIVE OUTPATIENT, INPATIENT, AND MATERNITY (THESE ARE THE RATES TO BE USED TO LOAD ANY ADDITIONAL PREMIUM FOR ADDITIONAL MEMBERS DURING THE CONTRACT PERIOD).**

Category	No. of Principal Members	No. of Dependents	Total	Premium (KES)
KCNP STAFF CATEGORY A	M	0	5	
	M+1	1	4	
	M+2	2	6	
	M+3	3	7	
	M+4	4	6	
	M+5	5	0	
KCNP STAFF CATEGORY B	M+1	1	7	
	M+2	2	19	
	M+3	3	11	
	M+4	4	4	
	M+5	5	2	
COUNCIL MEMBERS	M+1	1	1	
	M+2	2	2	
	M+3	3	2	
	M+4	4	3	
	M+5	5	0	
<b>GRAND TOTAL (THIS IS THE PRICE TO BE FILLED IN THE FORM OF TENDER)</b>				

Name of Tenderer ..... [insert complete name of Tenderer]

Signature of Tenderer ..... [signature of person signing the Tender]



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Date..... *[insert date]*

**IMPORTANT NOTICE:** Prices quoted shall be inclusive and subject to the levy order 2023. **There shall be paid a levy by a supplier on all procurement contracts signed between the supplier and procurement entity, at the rate of zero point zero three per centum (0.03%) of the value of the signed contract , exclusive of the applicable taxes.**

