



OFFICE OF THE DATA PROTECTION COMMISSIONER

JUNE, 2023

ADDENDUM NO.: 2

**ODPC/OT/28/2022-2023
PROVISION OF MEDICAL INSURANCE SERVICES**

Pursuant to section 75(1) of the Public Procurement and Assets Disposal Act, 2015, The Office of the Data Protection Commissioner (ODPC) hereby clarifies/amends the above-mentioned tender as follows: -

#	BIDDERS QUERY	RESPONSE FROM ODPC
1.	<p><i>Request for Clarification:</i> We are requesting you remove Technical Requirement No. 4 (ii).. Gross Medical underwritten premium of Kshs above 1B per year for the previous 2 years. Kindly expunge completely from the document as per PPRA Circular Guidelines PPRA/03/2023.</p>	<p>ODPC hereby responds as follows; The revised technical evaluation criteria has been provided below;</p>

Stage 2: Technical Evaluation for Provision of Medical Insurance Services

S/No	Description	Max Scores
1.	<p>Specific experience of the bidder related to the assignment –Max 50 Points</p> <p>Medical Insurance Relevant experience in medical insurance within the last 5 years for at least 5 clients in the public sector only with a positive client recommendation. Each client should have a total annual premium of at least Kenya Shillings Ten Million (Ksh. 10,000,000.00) and above in medical insurance.</p> <p>Attach evidence of client engagement i.e. letters of reference for each client, giving the name of the contact person and email address and telephone number for each letter of reference and provide an LPO/contract as evidence on the value of the contract (10 Marks per client with a recommendation letter with required details above and LPO/Contract) – 50 marks</p> <p><i>Note: If you have previously provided medical insurance services to the Office of the Data Protection Commissioner (ODPC), you must obtain a letter of recommendation from the Office of the Data Protection Commissioner (ODPC).</i></p>	50
2	Understanding of the Terms of Reference – Max 10 points	

	<p>Detailed Methodology or Approach for implementing the assignment (2.5 marks)</p> <p>Work plan/programme of action incorporating all the activities to be undertaken as per the Terms of References (2.5 marks)</p> <p>Demonstrate clear understanding of the Terms of Reference indicating how the client deliverables will be achieved. (marks allocated as highlighted below)</p> <p>Giving a brief overview of the following: -</p> <p>i. Network Coverage - General spread of Health Providers and Specialist Doctors/ Consultants presence in the counties– 2.5 marks</p> <p>ii. Scheme administration & Utilization/ Case management – 2.5 marks</p>	10
3	<p>Qualification & Competence - Max 10 points</p> <p>Qualifications and competence of 3 key staff as follows;</p> <p>Principal Officer/Account Manager (this individual will handle the ODPC account directly)</p> <ul style="list-style-type: none"> • Master’s degree in insurance, law, economics, finance, business, social sciences or equivalent (attach certificate) (1 Mark) • Attach a valid membership certificate from IIK (Insurance Institute of Kenya) or equivalent professional body (1 Mark) • Professional Qualification in ACII/AIIC or equivalent (attach certificate) (1 Mark) • A minimum of 7 years of professional experience in the insurance industry (attach CV) (2 marks) <p>b) Two (2) other Technical Officers with the following: -</p> <ul style="list-style-type: none"> • Bachelors’ degree in insurance, law, economics, finance, business, social sciences or equivalent (attach certificate) (1 Marks) • Attach a valid membership certificate from IIK (Insurance Institute of Kenya) or equivalent (1 Marks) • Professional Qualification in ACII/AIIC or equivalent (attach certificate) (1 Marks) • A minimum of over 5 years of professional experience in insurance industry (attach CV) (2 marks) <p>Attach CVs and copies of the relevant professional and academic qualifications and valid membership certificates and/or licenses from the Professional Bodies</p>	10
4	<p>Financial Capability – Max 20 points</p> <p>Financial capability for the last three years:</p> <p>i. Current ratio; (Current Assets/Current Liabilities)</p> <ul style="list-style-type: none"> • >2 (5 marks for each of the three years) • > 1 but ≤ 1.5 (2 marks each for each of the three years) • Less than 1 (0 marks for each of the three years) <p>(15 marks)</p> <p>ii. Evidence of having made profits for the last two consecutive financial years (2020 and 2021 or 2022) in medical insurance business only – 1 mark for each year of profits (2 marks)</p>	20

	The Tenderer shall demonstrate access to, or have available, liquid assets, unencumbered real assets, lines of credit, and other financial means (independent of any contractual advance pay sufficient to meet the medical cover services cash flow (attach letter of credit worthiness from bankers) (3 marks)	
5	Suitability of the proposed scheme - Max 10 Points	10
	<p>Illustrate in narrative form the suitability of the scheme in relation to the scope of services rendered i.e., benefits, and cover for chronic illness for all preexisting conditions and HIV/AIDS – (2.5 marks)</p> <p>Illustrate in narrative form the suitability of the scheme provided by the insurer as relates to flexibility and convenience (availability of a 24/7 call centre facility and availability of emergency contacts in cases where staff members are not able to access medical services. (2.5 Marks)</p> <p>Provide details in narrative form of any added benefits and applicability. The products MUST be in line with the requirements (5Marks)</p> <p><i>Information provided shall be confirmed by the client from the references provided</i></p>	
	TOTALS	100

Except as clarified herein, all the other terms and details of the tender document remain the same.

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