

10th June, 2021

TO: ALL BIDDERS

Dear Sir/Madam,

ADDENDUM 3: AMENDMENT OF THE TENDER DOCUMENT.

**RE: TENDER FOR PROVISION OF INSURANCE UNDERWRITING SERVICES FOR THE YEAR 2021 - 2022 -
TENDER NO. GDC/BSS&I/OT/063/20-21**

Pursuant to clause 5 of the Instruction to tenders, GDC wishes to amend the tender document as follows;

1. The tender is hereby amended to include Brokerage Services
2. Evaluation Criteria for Insurance Brokerage services is provided below:

No.	2 (a) Mandatory Evaluation Criteria for Insurance Brokerage
MR1	Tender Submission Form duly completed and signed and stamped using the bidders stamp - Section G
MR2	Duly completed Mandatory Business Questionnaire- Section K.
MR3	A copy of the Certificate of Incorporation issued by the registrar of Companies. Must have been in existence in brokerage operation for at least seven (7) years from the date of registration.
MR4	Year 2021 copy of Insurance Regulatory Authority (IRA) Practicing License / Certificate
MR5	Year 2021 membership certificate from AIBK (Association of Insurance Brokers of Kenya)
MR6	Year 2021 copy of the Professional Indemnity Policy document of not less than KShs.100 million from a reputable insurance company in Kenya and valid renewal confirmation /endorsement for more than ninety days after the closing date of the tender certified by the issuing underwriter.
MR7	Submission of the required number of copies in this case two (2) copies and one (1) original.
MR8	A copy of certificate of confirmation of Directors & Shareholding CR12. This certificate must not be more than three (3) months old to the tender closing date and MUST be certified by an Advocate of the High Court of Kenya.