



OUR REF: KEBS/T009/2025-2026

10TH JNUE, 2026.

TO ALL INTERESTED BIDDERS.

REF: ADDENDUM NO. 2 TO THE TENDER NO. KEBS/T009/2025-2026 – PROVISION OF GENERAL INSURANCE SERVICES TO THE KENYA BUREAU OF STANDARDS FOR A TWO-YEAR PERIOD

Please refer to the above tender.

1. RELATIONSHIP WITH THE PRINCIPAL TENDER DOCUMENT

Save where expressly amended by the terms of this addendum, the principal document shall continue to be in full force and effect.

The provisions of this addendum shall be considered to have been incorporated and shall be read as part of the principal tender document.

The following clarifications are made to the principal tender document.

2. CLARIFICATIONS HAVE BEEN SOUGHT AS FOLLOWS:

S/No.	Tender Reference	Clarification Requested	KEBS Response
1.	MR7 - Total number of management team of at least eight (8) with practice specialties and gender/national outlook. (Attach current company profile).	Kindly consider removing the requirement relating to the minimum management team size and gender/national outlook. We believe bidders' capacity and suitability can be adequately demonstrated through their experience, technical expertise, and company profile.	The mandatory requirement remains as originally stated in the tender document.
2.		The tender document requires a tender security of Kenya Shillings One Million (KES 1,000,000). Kindly confirm the required validity period of the tender security.	The tender validity period is 182 days. Therefore, the tender security shall remain valid for 212 days
3.		Under Mandatory Requirement MR9, the tender document states that bidders should submit "audited financial statements that are reported within 18 months." Kindly clarify the meaning of this requirement and specify the expected proof of these 18 Months to submit in order to comply.	The requirement for "audited financial statements that are reported within 18 months" means that the bidder must submit audited financial statements for the most recent financial year, where the audit report date is not older than 18 months from the tender closing date. To demonstrate compliance, bidders should submit copies of the audited financial statements together with the independent

			auditor's report, clearly indicating the date on which the audit was completed and signed. The audit report date will be used to determine whether the financial statements fall within the required 18-month period.
4.		<p><i>"The brokers should submit quotations for the policies from the same underwriter. The quotations should, however, be separate for each policy."</i></p> <p>We kindly request clarification on the interpretation of this requirement.</p> <p>Specifically, does this mean that:</p> <ol style="list-style-type: none"> 1. Each broker must obtain quotations for all the policies from a single underwriter; or 2. Different underwriters may provide quotations to different brokers, provided that each underwriter quotes for all the policies being tendered? <p>Additionally, kindly confirm whether this is a one-broker-one-underwriter tender arrangement, whereby a particular underwriter can only participate through a single broker.</p> <p>We would appreciate your guidance on the above to ensure full compliance with the tender requirements.</p>	<p>Please refer to addendum 1 Serial No. 1 dated 8th June 2026.</p> <p>Kenya Bureau of Standards has revised this to read;</p> <p>Quotation Sourcing: Insurance brokers are allowed to source quotations from different underwriters for inclusion in their tender submissions.</p>
4.		<p>We are currently participating in the above-mentioned tender and wish to seek clarification and review of the requirements under MR.5, which requires underwriters to attach a schedule of employees.</p> <p>While we remain committed to full compliance with the tender requirements, we are also bound by the provisions of the Data Protection Act and our obligations to safeguard personal information. Providing detailed employee schedules to third parties may expose both our organization and the affected individuals to potential breaches of data privacy and confidentiality obligations.</p>	<p>Please refer to addendum 1 Serial No. 4 dated 8th June 2026.</p>

		In light of the above, we kindly request that this requirement be reviewed and that, in place of the employee schedule, bidders be allowed to submit a duly certified valid Certificate of Compliance or any other appropriate evidence that demonstrates compliance with the stated requirement without compromising personal data protection obligations.	
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3. DEADLINE FOR SUBMISSION OF TENDER

The tender closing date has not been revised. The tender shall be closed on Wednesday **17th June 2026**. The time for submission and opening remains the same as indicated in the Tender document.

All the other terms and conditions remain as per the tender document.



Jane Ndinya, CPSP(K)
CHIEF MANAGER – SUPPLY CHAIN



