

PRE-BID MEETING MINUTES FOR THE TENDER FOR PROVISION OF GROUP LIFE ASSURANCE WITH LAST EXPENSE GROUP PERSONAL ACCIDENT INSURANCE COVER AND WORK INJURY BENEFITS AND TRAVEL INSURANCE FOR EMPLOYEES OF THE OFFICE OF THE AUDITOR-GENERAL HELD ON 12 OCTOBER 2026 AT 1000HRS

MEMBERS PRESENT

1. Office of the Auditor Representatives
2. Bidders' Representatives

AGENDA

1. Preliminaries
2. Mandatory & Lease requirements
3. Questions and Clarification Session
4. A.O.B and Closing of the Meeting

MIN 1.0 – 12/10/2026 ADOPTION OF THE AGENDA

The meeting began with a word of prayer from one bidder. The meeting's agenda was adopted as presented.

MIN 2.0 – 12/10/2026 PRELIMINARIES

The chairperson welcomed the members, gave a brief of the meeting and requested everyone present to introduce themselves.

MIN 3.0 – 12/10/2026 PRESENTATION ON RESPONSE TO THE TENDER REQUIREMENTS

The meeting discussed the requirements as set out in the tender document as summarized below: -

- The tender was published on the Electronic Government Procurement (e-GP) System
- Bidders interested in the tender were to ensure they register on the e-GP System
- The bidders were taken through the invitation to tender as well the tender notice and a highlight of the key dates was provided.
- The Terms of Reference of the Tender were discussed in detail including the scope of the covers.
- The bidders were taken through the process of preparing and submission of the tender

- The evaluation criteria
 - Mandatory Evaluation Requirements
 - Technical Evaluation
 - Financial – Price Schedule
- The filling of other tendering forms
- Tender Submission
- Tender Clarifications which needed to be submitted through the system.

MIN 4.0 – 12/10/2026 Questions and Clarifications

The bidders were given an opportunity to seek clarification and also air any of their concerns on the Tender document.

a. Access of the tender document

It was clarified that all the necessary documents including the Terms of Reference were available on the e-GP System www.egpkenya.go.ke . The bidders were required to register and they could start submission of the tender on 12 October 2026 at 1500Hrs.

b. Clarification on upload of the Audited Financial Statement

It was noted that the required financial statements were for three years which when scanned, they will exceed the maximum allowable capacity of **20MBs**. It was clarified that these statements be uploaded under the technical evaluation schedule which is able to allow multiple uploading and bidders could upload each year separately. This requirement was therefore expunged from the Mandatory requirements.

c. Clarification on the Travel Insurance Deposit

It was clarified that the bidders to provision for **KShs.300,000.00** under travel insurance which will be utilized as and when required. This cover was to be arranged once a member of staff travels abroad i.e., premiums deposit is on a declaration basis.

d. Evidences for Claim settlement

The bidders were required to provide discharge vouchers together with payment remittances to demonstrate the period taken to settle claims.

MIN 5.0 – 12/10/2026 A.O.B

Bidders were advised to ensure timely submission of their documents as the system will automatically close on the date and time of submission. There being no any other business, the meeting ended at 12.15 pm.

K.M.
Chairperson

L.M.
Secretariat

Date: 12 October 2026