



**TENDER NO. AAIK/EO1/0001/2026/2027**

**PRE – PROVISION OF STAFF MEDICAL INSURANCE COVER FOR  
THE YEAR 2026/2027**

**NOTICE DATE: 27th January 2026**

**CLOSING DATE: COB- Friday 5<sup>th</sup> Feb 2026**

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### 1.0 INVITATION FOR PREQUALIFICATION (IFPQ)

#### 1.1. Introduction

ActionAid International Kenya (AAIK) intends to prequalify service provider on staff medical to the Organization.

## **1.2. Objective**

The objective is to ensure staff and dependant have quality medical cover at the ActionAid International Kenya as and when required.

## **1.3. Invitation to Pre-qualification**

This invitation for pre-qualification is open to all service providers who are eligible bidders for providing of staff medical services. The Organization requires prospective service providers to provide mandatory information for pre-qualification. The Organizations' employees, committee members, board members and their relative (spouse and children) are not eligible to participate.

## **1.4. Experience**

As a minimum, prospective service providers must have successfully carried out the services to public institutions/NGO of similar size and complexity. Potential Medical cover insurance must demonstrate the willingness and commitment to meet the pre-qualification criteria.

## **1.5. Pre-Qualification Document**

This document includes questionnaire forms and documents required by prospective service providers.

- 1.6.** To be considered for pre-qualification prospective service providers must submit **ALL** the information herein requested.

## **1.7. Distribution of Pre-qualification Documents**

submitted through email procurement [email: Procurement.Kenya@actionaid.org](mailto:Procurement.Kenya@actionaid.org)

AAIK/PQS/ITEM CODE/2026-2027 FOR PROVISION OF STAFF MEDICAL INSURANCE COVER .....

**BY COB 5/02/2026**

### **1.8. Questions arising from Documents**

Questions that may arise from the pre-qualification documents should be directed to the Procurement and Administration Coordinator and raised latest 3 DAYS before close of tender to ActionAid International Kenya whose address is given in Para 1.7

#### **Additional information**

The Organization reserves the right to request submission of additional information from prospective bidders.

### **1.9. Invitation to Tenders/Quotations**

Bidders who will qualify after scoring a minimum of **75 points** Will be invited to participate in Tenders.

### **2.0. BRIEF CONTRACT REGULATIONS/GUIDELINES**

#### **2.1. Taxes**

The service providers will have to pay custom duty, VAT and all other taxes as applicable for all services offered

#### **2.3. Contract Price**

The contract price may show unit price only or may show cumulative price as computed by product of the unit price and quantities required. Quantities may increase or decrease as determined by demand.

#### **2.4. Payments**

All local purchases shall be on credit of a minimum of **thirty (30) days** or otherwise as stipulated in the contract agreement.

### 3.0. PRE – QUALIFICATION DATA INSTRUCTIONS

#### 3.1. Pre-qualification data Forms

3.1.1. The attached documents AAIK/PQ-1, AAIK/PQ-2, AAIK/PQ-3, AAIK/PQ-4, AAIK/PQ-5, AAIK/PQ-6, AAIK/PQ-7 and AAIK/PQ-8 are to be completed by prospective service providers/contractors who wish to be pre-qualified for submission tenders under the **specified categories**.

3.1.2. The pre-qualification application forms which are not filled out completely and submitted in the prescribed manner **SHALL NOT** be considered. All the documents that form part of the proposal must be written in the English language and in ink.

#### 3.2. QUALIFICATION

3.2.1. It is understood and agreed that the pre-qualification data on prospective bidders is to be used by the Organization in determining, according to its sole judgment and discretion, the ability of prospective bidders to supply goods and services as described by the client.

3.2.2. Prospective bidders will not be considered qualified unless in the judgment of the Organization they possess capability, experience, qualified personnel, suitable equipment and net current assets or working capital sufficient to satisfactorily execute the contract for goods/services.

#### 3.3. Essential criteria for pre-qualification

##### 3.3.1. (a) Experience

Prospective bidder shall have at least **3 years' experience** in the medical insurance services. In any case the potential service providers/contractor should show competence, willingness and capacity to service the contract.

- (b) The prospective service provider requires special experience and capability to organize supply and delivery of goods/ services on short notice.

### 3.3.2. **Personnel**

The names, pertinent information and curriculum vitae of the key personnel who will be involved in executing the contract must be indicated in form AAIK/PQ.3.

### 3.3.3. **Financial Position**

The prospective bidders' financial situation will be determined by evaluating the financial statements and letters of reference from their respective bankers regarding service providers' credit position. Potential service providers/ contractors will be pre-qualified based on the information given.

- 3.3.4. Special consideration will be given to the financial resources available, such as working capital, considering the number of uncompleted orders resulting from previous and on-going contracts. Data is to be provided on form AAIK/PQ4.

Potential bidders **MUST** provide evidence of financial capacity to execute the contract in the event of award.

### 3.3.5. **Past Performance**

Past performance will be given due consideration in the pre-qualification process. Letters of reference from past customers should be included in form AAIK/PQ-5 where applicable.

## 3.4. **STATEMENT**

Applications must include a sworn statement on Form AAIK/PQ-6 by the bidders ensuring accuracy of the information given.

## 3.5. **WITHDRAWAL OF PREQUALIFICATION**

Should conditions arise which in the opinion of the Organization may substantially affect the performance and qualification of the bidder or his ability to perform the contract in the event of award (such as, but not limited to bankruptcy, change in ownership or new commitments, among others) the Organization reserves the right to reject the bid from such a bidder even if he was initially pre-qualified

### 3.6 PRE-QUALIFICATION CRITERIA

NO.	REQUIRED INFORMATION	FORM TYPE	POINTS SCORE
1.	Registration Documentation	AAIK/PQ-1	10
2.	Pre-qualification Data	AAIK/PQ-2	5
3.	Supervisory Personnel	AAIK/PQ-3	5
4.	Financial Position	AAIK/PQ-4	20
5.	Past Experience	AAIK/PQ-5	15
6.	Sworn Statement	AAIK/PQ-6	5
7.	Confidential Questionnaires	AAIK/PQ-7	20
8.	Litigation History	AAIK/PQ-8	10
9.	KRA Tax Compliance Certificate and PIN/VAT Certificate (Attach a valid copy)		10
<b>TOTAL</b>			<b>100</b>

#### Qualification Mark

The qualification mark is a minimum of **75 points**

## FORM AAIK/ PQ-1 - PRE-QUALIFICATION DOCUMENTATION

### **All firms must provide:**

- a) Copies of Certificate of Registration/Incorporation
- b) Valid KRA Tax Compliance and PIN/VAT Certificates.
- c) List of ongoing contracts/projects (for goods/services)
- d) Bank references

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## FORM AAIK/ PQ-2 - PRE-QUALIFICATION DATA

1. Category name and code .....
- Legal name of firm .....
- Post office address .....
- Street and address .....
- City .....
- Country .....
- Telephone number .....
- Email address** .....
- Person to contact .....
- Title .....
2. Organization & Business Information:  
Management Personnel
- Director .....
- Secretary .....
- General Manager .....
- Treasurer .....
- Others .....
- Partnership (*if applicable*) .....

- Names of Partners .....
3. Business founded or incorporated since.....
4. Under present management since .....
5. Net worth Equivalent Kshs.....
6. Bank reference and address .....

**FORM AAIK/ PQ-3 - SUPERVISORY PERSONNEL**

1. Name .....

Age .....

Academic Qualification .....

Professional qualification .....

Length of service with contractor or service providers position held

2. Name .....

Age .....

Academic Qualification .....

Professional qualification .....

Length of service with contractor or service providers position held

3. Name .....

Age .....

Academic Qualification .....

Professional qualification .....

Length of service with contractor or service providers position held .....

## **FORM AAIK/ PQ-4**

### **FINANCIAL CAPABILITY**

Attach a copy of the organization's three recent certified financial statements (2022, 2023 & 2024) giving a summary of total assets and current liabilities and/ or any other financial support.

## FORM AAIK/ PQ – 5 - PAST EXPERIENCE

### NAMES OF THE APPLICANT'S CLIENTS IN THE LAST THREE YEARS

1. Name of 1<sup>st</sup> client (Organization)
  - (i) Name of client (organization) .....
  - (ii) Address of Client (Organization) .....
  - (iii) Telephone No. of Client .....
  - (iv) Value of contract .....
  - (v) Duration of contract (Date) .....
  - (vi) Name of contact person.....
  - (vii) Sign..... stamp.....  
.....  
.....
2. Name of 2<sup>nd</sup> client (Organization)
  - (i) Name of client (organization) .....
  - (ii) Address of Client (Organization) .....
  - (iii) Telephone No. of Client .....
  - (iv) Value of contract .....
  - (v) Duration of contract (Date) .....
  - (vi) Name of contact person.....
  - (vii) Sign.....stamp.....  
.....  
.....
3. Name of 3<sup>rd</sup> client (Organization)
  - (i) Name of client (organization) .....
  - (ii) Address of Client (Organization) .....
  - (iii) Telephone No. of Client .....
  - (iv) Value of contract .....
  - (v) Duration of contract (Date) .....
  - (vi) Name of contact person.....
  - (vii) Sign.....stamp.....  
.....  
.....

4. Others .....

### **FORM AAIK/ PQ-6 - SWORN STATEMENT**

Having studied the pre-qualification information for the above project we/I hereby state:

- 1) The information furnished in our application is accurate to the best of our knowledge.
- 2) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in the submission of a tender or quotation on the basis of provision in the tender or quotation documents to follow.
- 3) When the call for tenders/Quotations is issued the legal technical or financial conditions or the contractual capacity of the firm changes, we come ourselves to inform you and acknowledge your right to review the pre-qualification made.
- 4) We enclose all the required documents and information required for the Pre-qualification evaluation.

Date .....

Applicant's Name .....

Represented by .....

Signature .....

(Full name and designation of the person signing and stamp or seal)

## FORM AAIK/ PQ-7 - CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business.

You are advised that it is a serious offence to give false information on this form.

<i>Part 1 – General:</i>	
Business Name .....	
Location of business premises. ....	
Plot No..... Street/Road .....	
Postal Address ..... Tel No. .... Fax ..... E mail .....	
Nature of Business .....	
Registration Certificate No. ....	
Maximum value of business which you can handle at any one time – Kshs. ....	
Name of your bankers ..... Branch .....	
<i>Part 2 (a) – Sole Proprietor</i>	
Your name in full ..... Age .....	
Nationality ..... Country of origin .....	
<ul style="list-style-type: none"> <li>• Citizenship details .....</li> </ul>	
<i>Part 2 (b) Partnership</i>	
Given details of partners as follows:	
Name	Nationality      Citizenship Details      Shares
1. ....	
2. ....	
3. ....	
4. ....	

	<p style="text-align: center;">Part 2 (c) – Registered Company</p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company: -</p> <p style="padding-left: 40px;">Nominal Kshs.</p> <p style="padding-left: 40px;">Issued Kshs.</p> <p>Given details of all directors as follows:</p> <p>Name.....</p> <p>Nationality.....</p> <p>Citizenship Details.....</p> <p>Shares.....</p>
<p>Date ..... Signature of Candidate .....</p>	

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or Registration.

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## FORM AAIK/ PQ-8 - LITIGATION HISTORY

Name of /Service provider: \_\_\_\_\_

The service provider should provide information on any history of litigation or arbitration resulting from contracts executed in the last five years or currently under execution.

YEAR	AWARD FOR OR AGAINST	NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE	DISPUTE AMOUNT (CURRENT VALUE KSHS. EQUIVALENT)



## **MANDATORY REQUIREMENTS FOR BIDDERS OF INSURANCE SERVICES**

To be considered, bidders must meet the following mandatory requirements:

- i. Copies of Certificate of registration as a Broker for the current period.
- ii. Copy of professional indemnity cover.
- iii. List of Exclusions & Benefits Breakdown
- iv. Copy of the current membership certificate of the Association of Insurance Brokers of Kenya (AIB).
- v. Copy of current registration with the Insurance Regulatory Authority (IRA).
- vi. Copies of audited financial statements for the last three years.
- vii. Evidence of professional compliance.
- viii. Must also submit copies of all documents as indicated in pg. 8 of 19

### **Prequalification Categories:**

<b>NO.</b>	<b>CODE</b>	<b>CATEGORIES</b>
	<b>SUPPLY OF GOODS/SERVICES: -</b>	
1.	<b>AAIK/EO1/0001/2026/2027</b>	<b>PROVISION OF STAFF MEDICAL AND INSURANCE COVER FOR THE YEAR 2026/2027</b>