

4. Preliminary evaluation criteria

S/No.	MANDATORY REQUIREMENT	Documents to be Submitted/EVIDENCE
MR1	Must be registered as a Medical Insurance Provider (MIP) with the Insurance Regulatory Authority for the year 2025.	Evidence to be availed is valid IRA certificates
MR2	Must provide proof of doing medical insurance for the last 5 years (Provide Insurance Regulatory Authority licenses for the medical class)	Evidence to be availed is valid IRA certificates
MR3	Must provide a Copy of the Certificate of Registration or Incorporation	Evidence to be availed is the certificate
MR4	Submit a Valid Tax Compliance Certificate from the Kenya Revenue Authority.	Evidence to be availed is the valid certificate
MR5	Must submit a duly completed, signed, and stamped Confidential Business Questionnaire form.	Evidence to be availed is a duly filled form.
MR6	Must submit the Valid Certified membership certificate for the year 2025 from the Association of Kenya Insurers (AKI), Association of Insurance Brokers of Kenya (AIBK or Association of Kenya Professional Insurance Agents (AKPIA).	Evidence to be availed is a valid certificate.
MR7	Must submit a sample policy document for the medical cover for both in-patient and out-patient.	Evidence to be availed is the sample policy document.
MR8	Must provide Certified Audited accounts for 3 years (2023, 2022 & 2021)	Evidence of audited accounts

S/No.	MANDATORY REQUIREMENT	Documents to be Submitted/EVIDENCE
MR9	Must Fill the Schedule of prices form in the format provided in the tender document.	Evidence to be availed is a duly filled schedule of price form
MR10	Must fill out the Form of Tender in the format provided in the tender document.	Evidence to be availed is a duly filled form
MR11	Must Submit Original Tender Security in the form of a bank guarantee from a reputable bank, in the format provided in the tender documents of Kshs. 200,000 valid for 150 days after the date of tender opening	Evidence to be availed is a valid bank guarantee tender security.
MR12	Must Provide a list of all the exclusions under in-patient and out-patient. If the Scheme does not have any exclusions, please confirm the same in writing.	Evidence is the list/Confirmation
MR13.	Must submit a certified copy of the current CR 12 form indicating the shareholders.	Evidence to be availed is the CR12 form
MR14.	Must fill, sign, and stamp the self-declaration Anticorruption form in the format provided.	Evidence to be availed is a duly filled form
MR15.	Must fill, sign, and stamp the Debarment form in the format provided.	Evidence to be availed is a duly filled form
MR16	Must submit a duly filled, signed, and stamped certificate of independent tender determination.	Evidence to be availed is a duly filled form
MR17	Must submit a duly filled, signed, and stamped declaration & commitment to the code of ethics in the format provided.	Evidence to be availed is a duly filled form
MR18	Must submit a duly filled, signed, and stamped Beneficial ownership disclosure form in the format provided.	Evidence to be availed is a duly filled form

S/No.	MANDATORY REQUIREMENT	Documents to be Submitted/EVIDENCE
MR19	Must provide evidence of having done medical premiums of at least Kshs. 20 Million each year for the last 3 years (2024,2023,2022)	Evidence to be availed is the IRA Report extract
MR20	Must Provide a country-wide list of approved health providers where you have credit facilities (KIAWASCO reserves the right to confirm directly with providers the existence of credit facilities).	Evidence to be availed is a country-wide list.
MR21	Must attach power of attorney in the format provided.	Evidence to be availed is a duly filled form
MR22	Must Provide Proof of having Paid Medical Claims of at least Kshs 200M & above for the past 3 years for the proposed underwriter	IRA Report extracts
MR 23	Must Provide Evidence of Physical Presence in the Country.	Attach 2025 Single Business Permit

Tenderers must submit evidence of each item

- Tenderers must meet all the above mandatory requirements.