



MINISTRY OF PUBLIC SERVICE AND HUMAN CAPITAL DEVELOPMENT

STATE DEPARTMENT FOR PUBLIC SERVICE

TENDER ADDENDUM NO 1

PURSUANT TO SECTION 75 OF THE PPADA, 2015 THE PROSPECTIVE BIDDERS ARE HEREBY NOTIFIED OF THE CLARIFICATION ADDENDUM OF THE AFOREMENTIONED TENDER AS PER THE ATTACHED.

NO	Tender number	Tender Name	Addendum Date	Tender Closing Date
1.	SDPS/HKS/ONT/06/2024-2025	PROVISION OF COMPREHENSIVE MEDICAL INSURANCE, GROUP PERSONAL ACCIDENT AND GROUP LIFE ASSUARANCE COVER FOR THE HUDUMA KENYA STAFF	Monday 1 st January, 2025	Tuesday 7 th January, 2025 at 11.00 AM

The Huduma Kenya Secretariat through the State Department for Public Service wishes to issue an addendum to the tender hereunder.

No	Page Number	Section within tender document	Item of clarification	Clarification
1.	42	Schedule of tendered items and prices	Group Life and Group Personal Accident - please confirm the number of staff and value of item to be insured.	Total Number of staff is 66
2.	90	Group life assurance scheme (staff)	Number of insured is 73 while on schedule of tendered items, the number of insured are 66	The total number of staff is 66 and 3 items to be insured. <ul style="list-style-type: none"> i. Group Medical Insurance Cover ii. Group Life Insurance Cover for 66 staff iii. Group Personal Accident Insurance Cover for 66 staff
3.	88	Annual basic salary	The monthly basic salary for 73 staff is Kshs 11,951,214 as per October, 2024 payroll	i. The total number of staff to be insured is 66.

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				ii. The wage bill for total staff which includes temporary staff (who are not covered) for the month of November 2024 is 29,082,981.45 (extrapolating it for 4 years = Kshs. 1,395,983,109.60)
4.	88		Sum Assured Kshs.1,435,814,791 (4 Yrs.' wage Bill)	Sum Assured Kshs. 1,395,983,109.60 (4 Yrs.' wage Bill)
5	Distribution of membership for medical	Staff population	Population indicated as 66 staff members; there's an indication of additional 2 officers - confirm tentative family size for the 2 additional for an accurate quotation.	The total staff population is 66

The other details of the tender remain unchanged. Interested and eligible bidders may download the **UPDTATED** tender document from Huduma Kenya Secretariat Website www.hudumakenya.go.ke or tenders@hudumakenya.go.ke, Public Procurement Information Portal (PIIP) free of charge.