

**Effective Biodiversity Conservation and Livelihood Improvement by  
Community Conservancies in the Maasai Mara Region**



**REQUEST FOR PROPOSALS**

**PROVISION FOR INSURANCE SERVICES FOR MAASAI  
MARA WILDLIFE CONSERVANCIES ASSOCIATION**

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# PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

## 1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

## 1.2. SUMMARY

MMWCA invites your organisation to submit **a technical and financial proposal** to provide insurance cover for the organisation. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

## 1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 24<sup>th</sup> September 2019
- RFP closing date and time: 8<sup>th</sup> October 2019, 17:00 EAT
- Estimated contract award date: 18<sup>th</sup> October 2019

## 1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

## **1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD**

Proposers are to direct any questions regarding the RFP to the MMWCA contact Ms. Rosebell Abwonji at [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) . No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 8<sup>th</sup> October 2019, 17:00 EAT.

As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

## **1.6. AMENDMENTS TO RFP DOCUMENTS**

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

## **1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS**

Proposers must submit their technical and financial proposals to MMWCA no later than 8<sup>th</sup> October 2019, 17:00 EAT by email to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) . The subject heading of the email should be 'RFP for MMWCA Insurance Cover by [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. The proposal must be submitted in English.

## **1.8. LATE AND INCOMPLETE PROPOSALS**

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

## **1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL**

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

## **1.10. VALIDITY OF PROPOSALS**

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

## **1.11. EVALUATION OF PROPOSALS**

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

## **1.12. CONFIDENTIALITY**

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

### **1.13. SUBMISSION REQUIREMENTS**

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 8<sup>th</sup> October 2019, 17:00 EAT

Proposals should be emailed to: [procurement@maraconservancies.org](mailto:procurement@maraconservancies.org) and copy to [contact@maraconservancies.org](mailto:contact@maraconservancies.org)

## PART 2: REQUIREMENTS

### 2.1. BACKGROUND

The organization with its headquarters in Narok, Kenya requests for tenders from reputable and well established insurance service providers for provision of the following:

- i. Medical cover for 16 staff members and their dependants (as attached in Annex 1)
- ii. WIBA cover for 42 members (as attached in Annex 2)
- iii. Vehicle and motorbike cover (as attached in Annex 3)
- iv. Property Insurance (as attached in Annex 4)

#### 2.1.1. Medical Cover

- The medical cover must cover the **principal member, spouse and 5 dependent children below 18 years and up to a maximum 24 years** if still a student in school or college. Children with disability or special needs where disclosed should be covered for as long as they continue to be dependent on the principal member.
- The medical cover must be both in-patient and out-patient as one package and no co-payments.
- The proposed annual limit for inpatient services per family is Kshs 2,500,000 and outpatient services per family is Kshs 150,000
- Any new members premium shall be paid on a pro-rata basis
- Members should be able to access services using a biometric smart card system or other ICT based system, the cost of which (including ID cards) should be indicated in the quote.

#### 2.1.2. WIBA Cover

- The cover must include death, permanent total disablement, temporary total or partial disablement, medical expenses and funeral expenses.

#### 2.1.3. Vehicle and Motorbike Cover

- The cover must be a comprehensive package with a minimum of the following benefits:
  - ✓ Excess Protector
  - ✓ Fatal Personal Accident cover for the insured or named driver
  - ✓ Strike, Riot and Civil commotion.
  - ✓ Political, Violence and Terrorism Cover
  - ✓ 24 hr road rescue

#### 2.1.4. Property Cover

- This cover must include:
  - ✓ Protection against fire and perils, burglary, public liability
  - ✓ As per Appendix 4, the following structures are made of **wood**: Mara base Kitchen, CEO Office Block, Staff Office Block, One-Bedroom

## 2.2. DURATION OF CONTRACT

This contract is expected to span as follows:

<b>INSURANCE COVER</b>	<b>DURATION</b>
Medical Cover	October 2019 – September 2020
WIBA	October 2019 – September 2020
Vehicle and Motorbike Cover	January 2020 – December 2020
Property	October 2019 – September 2020

## 2.3. APPLICATION REQUIREMENTS

Based on these Terms of Reference, the insurance service provider is expected to submit a technical and financial proposal detailing:

- i. Registration by the Insurance Regulatory Authority (IRA) and a member of the Association of Kenya Insurers (AKI). Copies of the relevant registration and membership certificates will need to be provided.
- ii. A valid business licence or certificate issued by the Commissioner of Insurance for the current year and any other relevant licences and documentation including a company PIN Certificate.
- iii. A list of at least 5 corporate customers that you cover in Narok region and another 5 around the country.
- iv. Evidence of operations in the country for the past 5 years
- v. Scope, structure and distribution and all relevant information relating to branch network, where one exists
- vi. List of partner service providers and specialists in Narok, Nairobi and other counties.
- vii. Financial proposal detailing all relevant costs

## PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on sound technical capabilities. The evaluation will be carried out exclusively based on the weights specified in the table below:

		Marks Awarded
1.	<b>Company Profile:</b>	
	a) Provide company profile showing names of Directors, management team and general structure of the company. <i>Company profile – 2 marks</i> <i>Profile of directors and management team – 6 marks</i> <i>Organisational structure – 2 marks</i>	10 Marks
	b) Certification by regulatory/affiliation bodies (attach copy) <i>Copy of certificate of registration – 2.5 marks</i> <i>Tax Compliance Certificate – 2.5 marks</i> <i>IRA License for 2019 – 2.5 marks</i> <i>Membership certificate with AKI – 2.5 marks</i>	10 Marks
2.	<b>Experience:</b>	
	a) Number of years in the business (maximum score for five years and above); <i>5 years and above – 5 marks</i> <i>4 years – 4 marks</i> <i>3 Years – 3 marks</i> <i>2 Years – 2 marks</i> <i>1 year – 1 mark</i>	5 Marks
	b) List (and provide evidence) of 10 major current corporate references (5 within Narok County and 5 outside Narok County) with their contacts within the last two years. State product/service provided and value of goods/service. <i>References from Narok County – 5 marks</i> <i>References from outside Narok County – 5 marks</i>	10 Marks
3.	<b>Network:</b>	
	a) Branch office in Narok town	5 Marks
	b) Network distribution of hospitals and pharmacies within Kenya <i>1-15 counties – 3 marks</i> <i>16-30 counties – 6 marks</i> <i>Over 30 counties – 10 marks</i>	10 Marks
	c) Network distribution of hospitals and pharmacies within Narok town	10 Marks
4.	<b>Administration of scheme:</b>	
	a) Demonstration of a satisfactory management and execution plan – 3 marks	15 Marks
	b) Quality of service provision – 3 marks	



	<p>c) Handling of underwriting and claims services as per our schedule of requirements (including, under the medical scheme, cash claims for areas not covered by provider network or where the attending doctor is not in the panel) – 3 marks</p> <p>d) Handling of rescue/evacuation benefits and limits – 3 marks</p> <p>e) Overseas referral terms and limits including emergency overseas travel cover – 3 marks</p>	
<b>5.</b>	<p><b>Insurance cover details and benefits as per the schedule of requirements</b></p> <p>a) Full details of what the cover provides – 2 marks</p> <p>b) Eligible expenses included in the in-patient cover – 2 marks</p> <p>c) Eligible expenses included in the out-patient cover – 2 marks</p> <p>d) Full details of cover exclusions i.e. give specific details of each excluded condition – 2 marks</p> <p>e) Dependants eligibility – 2 marks</p>	10 Marks
<b>6.</b>	<p><b>Financial Proposal</b></p> <p><i>The lowest cost proposal will be awarded 15 marks. Other cost proposals will be awarded proportionate points as per formula: Financial Weight = (Lowest Cost/Proposal's Cost) X 15</i></p>	15 Marks
	<b>TOTAL SCORE</b>	<b>100 Marks</b>

The contract will be awarded to the proposal with the highest total score.