

TENDER NO: ACFC/INS/02/2017
EXPRESSION OF INTEREST FOR PROVISION OF POST
RETIREMENT MEDICAL SCHEME FOR AGRO CHEMICAL AND
FOOD COMPANY LIMITED STAFF

Background Information

Agro-Chemical and Food Company Limited, a leading manufacturer of bakers' yeast and a wide range of spirits in Kenya wishes to engage the services of a competent and qualified consultancy firm for the provision of post-retirement medical scheme for ACFC staff to enable them access adequate, affordable and comprehensive health care in retirement.

1. Objective of the Assignment

To provide Consultancy Services in provision of a post-retirement medical scheme for ACFC members of staff to enable access adequate, affordable and comprehensive health care in retirement

2. Scope of the assignment

The scope of the assignment will include but not limited to the following:-

- a) Advise the Company on the design and setup of a post-retirement medical scheme for all ACFC members of staff and dependants, including but not limited to the following-
 - i) Eligibility and cover benefits
 - ii) Provide the healthcare providers
 - iii) Management and administration of the scheme
- b) Provide comprehensive scenarios on various options for Post-retirement medical benefits and Cost.

3. Eligibility Criteria

The expression of interest must be accompanied by the following:

- i) Firms qualifications
- ii) Professional capabilities and details of past experience related to the requested assignment.
- iii) Such information may include brochures, description of similar assignments, experience in similar conditions and availability of appropriate skills among staff with their most recent profiles showing their experience, qualifications, capabilities, referees and details of past experience especially in their areas of expertise.

This assignment requires the services of competent individuals with analytical competence and knowledgeable about Medical Insurance.

Interested firms should provide specific information as indicated below:-

- i) List and qualifications of key staff proposed to undertake the assignment and their role in all aspects of the assignment. To be submitted also are name(s) and position(s) of authorized representatives.
- ii) Be composed of relevant consultants with a mix of appropriate expertise. The team members should have degree from recognized university areas of Medical insurance or related field and must have a minimum experience of at least two years in the same or related assignment
- iii) Information regarding any current litigation involving the firm certified by a reputable law firm.
- iv) Bidders to provide company profile together with Certificate of Registration/Incorporation, Valid Tax Compliance Certificate from Kenya Revenue Authority,
- v) The bidder must provide evidence of experience in a similar assignment – at least three (3) referees of similar work done in the last five years.

4. Evaluation Criteria

Technical evaluation will be based on the following key areas and shall constitute:-

Preliminary Evaluation (Mandatory Requirements)

No	Criterion	Points
1	Must attach Copy of Certificate of Registration	YES/ NO
2	Must attach Copy of Valid tax compliance certificate	YES/ NO
3	Must attach Copy of Audited Financial Statements for the past three years	YES/ NO

Technical Evaluation

No	Criterion	Maximum Marks
1	Specific understanding and experience of the consulting firm in relation to the assignment. <ul style="list-style-type: none"> • Provide evidence of experience in a similar assignment with references to at least 3 referees of similar work done in the last Five years 	30
2	Adequacy of the proposed work plan and methodology in accordance with the terms of reference	30
3	Qualifications and Competence of the key staff proposed for the assignment	40
	TOTAL (PASSMARK = 70%)	100

5. Clarifications

Interested tenderers may request for clarification on this qualification for up to seven (7) days before submission date. Any request for clarification must be sent in writing by letter or electronic mail to:

The Resident Director and Chief Executive
Agro-chemical and Food Company Limited
P.O. Box 18 – 40107
Muhoroni, Kenya
Email: admin@acfc.co.ke

6. Submission

Completed expression of interest documents are to be enclosed in plain sealed envelopes clearly marked “**TENDER FOR PROVISION OF POST RETIREMENT STAFF MEDICAL INSURANCE SCHEME**” and be deposited in the tender box at the entrance to the main administration block at Muhoroni Factory or be mailed to the address above so as to be received on or before **May 23, 2017** at **1230 hours**.

7. Format and Signing of Tenders

The bidders shall prepare an original and a copy of the tender, clearly marking each “ORIGINAL TENDER” and “COPY OF TENDER,” as appropriate. In the event of any discrepancy between them, the original shall govern.

The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the bidder or a person or persons duly authorized to bind the bidder to the contract. All pages of the expression of interest document, except for un-amended printed literature, shall be initialed by the person or persons signing the document.

The bid document shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the bidder, in which case such corrections shall be initialed by the person or persons signing the bid document.

8. Sealing and Marking of Tenders

The bidder shall seal the original and the copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL TENDER” and “COPY OF TENDER”. The envelopes shall then be sealed in an outer envelope.

The inner and outer envelopes shall:

- (a) be addressed to the Procuring entity at the address given in the Invitation to Tender.

(b) bear tender number and name in the invitation to tender and the words, “**DO NOT OPEN BEFORE MAY 23, 2017 AT 1230 HOURS.**”

The inner envelopes shall also indicate the **name** and **address** of the bidder to enable the bid document to be returned unopened in case it is declared “late”.

If the outer envelope is not sealed and marked the Procuring entity will assume no responsibility for the tender’s misplacement or premature opening.

9. Opening of the Bid Documents

The EOI will be opened by the Procuring entity in the presence of tenderers’ representatives who choose to attend the opening on **May 23, 2017** at **1230 hours** in the ACFC Training Centre at the factory in Muhoroni. All the bidders’ representatives who are present shall sign a register evidencing their attendance.