

HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

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REPUBLIC OF KENYA



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ADDENDUM/CLARIFICATION NO. 2

RESPONSE TO FURTHER REQUESTS FOR CLARIFICATION AND AMENDMENT OF TENDER DOCUMENTS

Date: Friday, August 21, 2026

The Human Resource Management Professional Examinations Board (HRMPEB) hereby issues this Addendum/Clarification No. 2 in respect of the following tenders:

TENDER 1

Tender ID: 27175

Tender Reference No.: HRMPEB/918/0091/2026-27

Tender Title: PROVISION OF STAFF AND BOARD MEMBERS MEDICAL INSURANCE COVER FOR A PERIOD OF ONE YEAR RENEWABLE

TENDER 2

Tender ID: 27179

Tender Reference No.: HRMPEB/918/0095/2026-27

Original Tender Title: PROVISION OF HRMPEB STAFF AND BOARD MEMBERS INSURANCE COVER – WORK INJURY BENEFITS (WIBA) PLUS GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) FOR ONE-YEAR RENEWABLE

1. AMENDMENT TO TENDER ID 27179 – EXCLUSION OF BOARD MEMBERS

Following further review and consultation, The Board has revised the scope of Tender ID 27179. Accordingly, Board Members **SHALL NO** longer form part of the insurance cover under Tender ID 27179. The procurement shall cover HRMPEB staff members only.

1.1 Revised Tender Title

The Tender Title for Tender ID 27179 is hereby amended as follows:

ORIGINAL TITLE: PROVISION OF HRMPEB STAFF AND BOARD MEMBERS INSURANCE COVER – WORK INJURY BENEFITS (WIBA) PLUS GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) FOR ONE-YEAR RENEWABLE

REVISED TITLE: PROVISION OF HRMPEB STAFF INSURANCE COVER – WORK INJURY BENEFITS (WIBA) PLUS GROUP LIFE ASSURANCE (GLA) AND GROUP PERSONAL ACCIDENT (GPA) FOR ONE-YEAR RENEWABLE

2. EXCLUSION OF BOARD MEMBERS FROM TENDER ID 27179

No.	Previous Provision	Revised Position
1	Board Members – Two (2) persons	Deleted. Board Members shall not be covered under Tender ID 27179.

2	Board Members to be covered separately under GPA	Deleted. No GPA cover shall be procured for Board Members under this tender.
3	Board Members' sitting allowance/remuneration to form the basis for GPA pricing	Deleted. No pricing or quotation is required in respect of Board Members.
4	Board Members' census and approved allowance details to be provided to the successful bidder	Deleted.
5	Any other provision relating specifically to Board Members' cover under Tender ID 27179	Deleted and shall not apply.

For avoidance of doubt, prospective tenderers shall not include any premium, benefit, limit or other cost relating to Board Members when preparing their financial proposals for Tender ID 27179.

3. REVISED SCOPE OF TENDER ID 27179

The revised scope of Tender ID 27179 shall comprise HRMPEB staff members only and shall cover the following insurance classes:

1. Work Injury Benefits Act (WIBA);
2. Group Life Assurance (GLA);
3. Group Personal Accident (GPA);
4. Employer's Liability (EL), where applicable under the Tender Document.

The estimated staff population and aggregate annual earnings previously communicated remain applicable to the extent that they relate to staff members. The estimated aggregate annual earnings are KSh 44,385,756/= as at 30th June 2026. The provisions relating to GLA, GPA, WIBA and Employer's Liability applicable to staff members remain unchanged except where expressly amended by this Addendum/Clarification No. 2.

4. RESPONSE TO FURTHER REQUESTS FOR CLARIFICATION ON BOARD MEMBERS' GPA

No.	Issue Raised	HRMPEB Clarification / Response
1	Prospective tenderers requested the capital limits for the two Board Members, including Accidental Death, Permanent Total Disability, Medical Expenses and Funeral Expenses, to enable them to price the GPA cover.	HRMPEB has reviewed the request and, following further consultation with the relevant user department and the Accounting Officer, has determined that Board Members will not be covered under Tender ID 27179. Accordingly, there is no requirement for bidders to provide GPA quotations or benefit limits for Board Members.
2	Clarification was sought on the basis for pricing the Board Members' GPA given that they are non-salaried and are remunerated through approved sitting allowances.	The issue is rendered not applicable to Tender ID 27179 following the exclusion of Board Members from the scope of the tender. Bidders shall therefore price the tender based on eligible HRMPEB staff members only.

5. CONSEQUENTIAL AMENDMENTS TO ADDENDUM/CLARIFICATION NO. 1

For avoidance of doubt, the following provisions contained in Addendum/Clarification No. 1 are hereby superseded by this Addendum/Clarification No. 2:

- i. The provision for two (2) Board Members under GPA;
- ii. The provision requiring Board Members to be treated as non-salaried persons for GPA pricing;
- iii. The provision relating to Board Members' sitting allowances/remuneration as the basis for GPA pricing;
- iv. The provision requiring the successful service provider to be issued with the Board Members' census and allowance details; and
- v. Any reference to Board Members' GPA cover under Tender ID 27179.

All other clarifications and amendments contained in Addendum/Clarification No. 1 remain valid and applicable unless expressly amended by this Addendum/Clarification No. 2.

6. AMENDMENT OF TENDER SUBMISSION DEADLINE

HRMPEB hereby extends the tender submission deadline for both Tender ID 27175 and Tender ID 27179 to allow prospective tenderers sufficient time to take account of the amendments and clarifications contained in this Addendum/Clarification No. 2.

The revised submission deadline shall be: Tuesday, 25th August 2026 at 11:00 a.m.

Tender ID	Tender Reference No.	Revised Submission Deadline
27175	HRMPEB/918/0091/2026-27	Tuesday, 25 th August 2026 at 11:00 a.m. EAT
27179	HRMPEB/918/0095/2026-27	Tuesday, 25 th August 2026 at 11:00 a.m. EAT

The revised deadline shall apply to all prospective tenderers participating in the respective tenders.

7. STATUS OF OTHER PROVISIONS

Except for the amendments expressly made under this Addendum/Clarification No. 2, all other terms, conditions, specifications, mandatory requirements, technical evaluation criteria, schedules and provisions contained in the original Tender Documents and Addendum/Clarification No. 1 shall remain unchanged and in full force and effect.

Where there is any inconsistency between the original Tender Document, Addendum/Clarification No. 1 and this Addendum/Clarification No. 2, the provisions of Addendum/Clarification No. 2 shall prevail to the extent of the inconsistency.

8. COMMUNICATION TO PROSPECTIVE TENDERERS

This Addendum/Clarification No. 2 shall be made available and communicated to all prospective tenderers through the prescribed procurement communication channels, including the e-Government Procurement (e-GP) System and the Board's official communication platform.

All prospective tenderers are advised to carefully review this Addendum/Clarification No. 2 and ensure that their bids fully comply with the revised requirements.

ISSUED BY:

HUMAN RESOURCE MANAGEMENT PROFESSIONAL EXAMINATIONS BOARD

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CHRP. MARGARET NGUU (MIHRM)

CHIEF EXECUTIVE OFFICER

Date: 21st August 2026