

HUMAN RESOURCE MANAGEMENT PROFESSIONALS EXAMINATIONS BOARD

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Monday, August 17, 2026

ADDENDUM/CLARIFICATION NO. 1

RESPONSE TO REQUESTS FOR CLARIFICATION

The Human Resource Management Professional Examinations Board (HRMPEB) hereby issues this **Addendum/Clarification No. 1** 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

Bid Submission Deadline: 24th August 2026 at 11:00 a.m.

TENDER 2

Tender ID: 27179

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

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

Bid Submission Deadline: 24th August 2026 at 11:00 a.m.

1. Introduction

The Human Resource Management Professional Examinations Board (HRMPEB) has received requests for clarification from prospective tenderers regarding various provisions contained in the respective Tender Documents.

HRMPEB has considered the requests and hereby issues the following clarifications and amendments for the information and guidance of all prospective tenderers.

This **Addendum/Clarification No. 1** shall form an integral part of the respective Tender Documents and shall be read together with the original Tender Documents.

Where any provision of the original Tender Document is inconsistent with an express clarification or amendment contained herein, the provision of this **Addendum/Clarification No. 1** shall prevail to the extent of the inconsistency.

PART A: TENDER ID 27175**PROVISION OF STAFF AND BOARD MEMBERS MEDICAL INSURANCE COVER FOR A PERIOD OF ONE YEAR
RENEWABLE**

No.	Issue / Clarification Raised	HRMPEB Clarification / Response	Revised Provision, Where Applicable
1.	MR14 – Capital Adequacy/Solvency Ratio: A prospective tenderer requested that Mandatory Requirement No. 14 be reviewed to allow bidders meeting the Insurance Regulatory Authority (IRA) minimum threshold of 100% to be considered compliant. The bidder indicated that 100% is the regulatory minimum requirement prescribed by the IRA.	HRMPEB has considered the request and reviewed the requirement against the applicable insurance regulatory framework. HRMPEB clarifies that compliance with the applicable IRA-prescribed capital adequacy requirement shall be considered for purposes of this mandatory requirement. The requirement shall be aligned to the regulatory threshold lawfully applicable to the insurer as at the tender submission deadline.	MR14 is hereby revised to read: "The tenderer shall submit evidence of compliance with the Insurance Regulatory Authority (IRA) prescribed capital adequacy requirement applicable to the relevant class(es) of insurance business. The tenderer shall have a capital adequacy ratio of not less than 100%."
2.	Evidence of compliance with MR14: Clarification was sought on the evidence required to demonstrate compliance with the applicable capital adequacy requirement.	The tenderer shall provide documentary evidence demonstrating compliance with the applicable IRA capital adequacy requirement as at the tender submission deadline.	The evidence submitted shall be valid and verifiable and shall demonstrate compliance with the applicable IRA requirement as at the tender submission deadline.
3.	MR16 – Data Protection Registration: The requirement specifies that the Data Protection Registration Certificate should be valid up to and including 31st December 2026 .	HRMPEB has reviewed the requirement and clarifies that the certificate should be valid in accordance with the validity period prescribed by the Office of the Data Protection Commissioner (ODPC).	MR16 is revised to read: "The tenderer shall submit a valid Data Protection Registration Certificate issued by the Office of the Data Protection Commissioner (ODPC) as a Data Controller and/or Data Processor, as applicable to the services being procured, valid as at the tender submission deadline."

PART B: TENDER ID 27179**PROVISION OF HRMPEB STAFF AND BOARD MEMBERS INSURANCE COVER – WIBA PLUS GLA AND GPA FOR ONE-YEAR RENEWABLE**

No.	Issue / Clarification Raised	HRMPEB Clarification / Response	Revised Provision, Where Applicable
1	Board Members' Cover: Clarification was sought on whether Board Members are to be included under the staff policy or covered separately.	HRMPEB clarifies that Board Members shall be covered separately under Group Personal Accident (GPA) and shall not be included in the staff WIBA/GPA/GLA Combined Policy. The estimated number of Board Members to be covered is two (2). For purposes of pricing the GPA cover, the applicable Board Members' earnings shall comprise their approved sitting allowances and applicable accommodation and travel costs, as provided for in the Schedule of Requirements. HRMPEB shall provide the successful service provider with the final Board Members' census and applicable remuneration/allowance details for policy administration.	Board Members – Two (2) persons – Board Members shall be covered separately under GPA and shall not be included in the Staff WIBA/GPA/GLA Combined Policy. For pricing purposes, Board Members shall be treated as non-salaried persons, with the GPA benefit basis being the applicable approved sitting allowance/remuneration for Board duties under the prevailing Government-approved remuneration framework. DSA, accommodation, travelling and other reimbursable official expenses shall not constitute annual earnings. The final Board Members' census and approved allowance details shall be provided to the successful service provider for policy administration.
2	TR3 – Nine Draft Policies: The Technical Evaluation Criterion refers to submission of nine (9) draft policies , which does not correspond with the insurance covers specified in the Schedule of Requirements.	HRMPEB confirms that the reference to nine (9) draft policies was an error. The tender requires policy wordings corresponding to the insurance classes specified in the Schedule of Requirements.	TR3 is revised to require four (4) policy classes/wordings: (i) WIBA; (ii) GPA; (iii) GLA; and (iv) Employer's Liability (EL). Where two or more covers are contained in a combined policy, the respective sections shall be clearly identifiable.
3	Temporary/Casual Staff: Clarification was sought on whether temporary/casual staff are included in the insurance covers and whether they qualify for GLA.	HRMPEB clarifies that eligible temporary/casual staff engaged by the Board shall be covered under WIBA, GPA and Employer's Liability, subject to applicable statutory and policy requirements. GLA shall apply to eligible staff members under the Board's staff scheme, subject to the	The estimated staff population comprises 22 permanent staff together with eligible temporary/casual staff. The estimated aggregate annual earnings for payroll-based covers are Ksh 44,385,756/= as at 30 th June 2026. The final staff

		applicable policy terms and conditions.	census and applicable salary details shall be provided to the successful service provider for policy administration.
4	Eight (8) Times Annual Basic Salary: Clarification was sought on whether the eight-times annual basic salary benefit applies separately to WIBA, GPA and GLA.	HRMPEB clarifies that the eight (8) times annual basic salary benefit applies to GLA Death and Permanent Total Disability (PTD) only. It shall not be interpreted as an additional eight-times salary benefit under WIBA or GPA.	GLA Death: 8 × annual basic salary. GLA PTD: 8 × annual basic salary. WIBA: In accordance with the Work Injury Benefits Act, 2007. GPA: In accordance with the specific benefit limits contained in the Schedule of Requirements.
5	Critical Illness Benefit: The Schedule of Requirements refers to Critical Illness as eight (8) times annual basic salary. Clarification was sought on the intended benefit.	HRMPEB has reviewed the provision and clarifies the intended Critical Illness benefit to eliminate ambiguity in interpretation and pricing.	Critical Illness shall be 30% of the applicable GLA Death Benefit per insured member. The reference to eight (8) times annual basic salary under Critical Illness is hereby deleted and replaced with this provision.
6	MR16 – Data Protection Registration: The requirement specifies that the Data Protection Registration Certificate should be valid up to and including 31st December 2026 .	HRMPEB has reviewed the requirement and clarifies that the certificate should be valid in accordance with the validity period prescribed by the Office of the Data Protection Commissioner (ODPC).	MR16 is revised to read: "The tenderer shall submit a valid Data Protection Registration Certificate issued by the Office of the Data Protection Commissioner (ODPC) as a Data Controller and/or Data Processor, as applicable to the services being procured, valid as at the tender submission deadline."
7	Policy Structure: Clarification was sought regarding the number and structure of policies to be submitted under TR3.	HRMPEB clarifies that the tender is based on the insurance classes specified in the Schedule of Requirements. A bidder may submit combined policy documentation where the respective covers are clearly identifiable.	The required policy classes/wordings are four (4): WIBA, GPA, GLA and Employer's Liability (EL).
8	GPA/WIBA Benefit Interpretation: Clarification was sought on whether the eight-times salary provision creates an additional benefit under WIBA or GPA.	HRMPEB clarifies that the eight-times salary provision applies only to the specified GLA benefits and does not create an additional eight-times salary benefit under WIBA or GPA.	WIBA shall be provided in accordance with the Work Injury Benefits Act, 2007 , while GPA shall be provided in accordance with the applicable GPA benefit schedule.

3. CONSOLIDATED REVISED REQUIREMENTS

For ease of reference, the following are the key provisions clarified or amended through this Addendum/Clarification No. 1.

3.1 TENDER ID 27175 – MEDICAL INSURANCE

Requirement	Final Clarified Position
MR14 – Capital Adequacy	Minimum 100% , or such higher threshold as may be lawfully prescribed by IRA and applicable to the insurer
Evidence of Compliance	Valid and verifiable documentary evidence demonstrating compliance with the applicable IRA requirement as at the tender submission deadline
MR16	Valid ODPC Registration Certificate as at the tender submission deadline

3.2 TENDER ID 27179 – WIBA/GPA/GLA

Requirement	Final Clarified Position
Staff Cover	WIBA, GPA, GLA and Employer's Liability
Board Members	Two (2) Board Members – GPA only
Estimated Staff	22 permanent staff together with eligible temporary/casual staff
Estimated Annual Earnings	KSh 44,385,756/= as at 30 th June 2026
GLA Death	8 × annual basic salary
GLA PTD	8 × annual basic salary
GPA	As per the specified GPA benefit schedule
WIBA	In accordance with the Work Injury Benefits Act, 2007
Critical Illness	30% of applicable GLA Death Benefit
TR3	Four (4) policy classes/wordings – WIBA, GPA, GLA and EL
MR16	Valid ODPC Registration Certificate as at the tender submission deadline

4. GENERAL EFFECT OF ADDENDUM/CLARIFICATION NO. 1

This **Addendum/Clarification No. 1** forms an integral part of the respective Tender Documents for Tender ID 27175 and Tender ID 27179.

All prospective tenderers are required to take the clarifications and amendments contained herein into account when preparing and submitting their bids.

Except for the provisions expressly clarified or amended herein, all other terms, conditions, specifications, mandatory requirements, evaluation criteria, schedules and provisions contained in the respective original Tender Documents shall remain unchanged and in full force and effect.

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

5. COMMUNICATION TO ALL PROSPECTIVE TENDERERS

This Addendum/Clarification No. 1 shall be 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. 1 and ensure that their bids take full account of the clarifications and amendments contained herein.

6. TENDER SUBMISSION DEADLINES

For avoidance of doubt, the issuance of this Addendum/Clarification No. 1 does not affect or alter the tender submission deadline. The tender submission deadline for both Tender ID 27175 and Tender ID 27179 remains unchanged on **Monday August 24, 2026, at 11:00 a.m.** All prospective tenderers are therefore required to submit their bids through the e-Government Procurement (e-GP) System on or before the stated deadline.

The above submission deadlines remain unchanged unless otherwise communicated through the e-GP System.

ISSUED BY:

HUMAN RESOURCE MANAGEMENT PROFESSIONAL EXAMINATIONS BOARD

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CHRP. MARGARET NGUU (MIHRM)
CHIEF EXECUTIVE OFFICER