KENYA INSTITUTE OF SUPPLIES MANAGEMENT

"Promoting Professionalism in Supply Chain Management"

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OFFICE OF THE SECRETARY/CHIEF EXECUTIVE OFFICER

Ref: KISM/CEO/SCM/VOL.14/059

22ND July, 2026

TO: ALL PROSPECTIVE BIDDERS

Dear Sir/Madam,

ADDENDUM NO. 2 – PROVISION OF COMPREHENSIVE GENERAL INSURANCE COVER FOR KENYA INSTITUTE OF SUPPLIES MANAGEMENT (KISM/TEN/16/2026)

The following amendments are made to the specified provisions of the Tender document for the provision of approved issued/guaranteed fund services.

Relationship with the Principal Tender Document

Save where expressly amended by the terms of this Addendum, the Principal Tender Document shall continue to be in full force and effect. The provisions of this Addendum shall be deemed to have been incorporated in and shall be read as part of the Principal Tender Document.

ITEM	QUESTION BY THE TENDERER	CLARIFICATION
1	Clarify the Limit of Indemnity/Sum Insured under the Fidelity Guarantee Policy. Is the amount of KShs. 62,383,344 applicable per claim, per event or per policy period? Also clarify the number of staff to be covered.	The Fidelity Guarantee requirement has been revised to a Blanket Fidelity Guarantee Insurance Cover with a Limit of Indemnity of KShs. 20,000,000. This limit represents the Institute's maximum foreseeable exposure at any given time and shall apply on a blanket basis.
2	Kindly provide the Limits of Indemnity for the Money Insurance Policy, including: • Money in Transit • Money in Premises during Business Hours • Money in Locked Safe Outside Business Hours • Money in Custody of Authorized Employees • Cost of Replacement of Safe • Estimated Annual Carryings	The applicable limits are as follows: • **Money in Transit (at any given time):** KShs. **150,000** • **Money in Premises during Business Hours (at any given time):** KShs. **150,000** • **Money in Locked Safe Outside Business Hours (at any given time):** KShs. **150,000** • **Money in Custody of Authorized Employees (at any given time):** KShs. **150,000**

		• **Cost of Replacement of Safe:** As per the insurer's policy terms. • **Estimated Annual Carryings (12 months):** KShs. **1,800,000**.
	Kindly provide a breakdown of the property/interests covered under the Fire and Allied Perils Policy.	The Fire and Allied Perils Policy covers the Institute's **buildings, office furniture, fittings, fixtures, office equipment, ICT equipment and other contents located at KISM Towers and any other declared Institute premises.** The **Total Sum Insured** remains as indicated in the Schedule of Insurance contained in the tender document.
3	Kindly consider revising the **Capital Adequacy Ratio** requirement from **200% to 100%**, in line with the IRA minimum regulatory requirement.	The Capital Adequacy Ratio requirement remains **unchanged**. KISM is a statutory professional body and **is not subject to capital adequacy ratio requirements applicable to regulated financial institutions.** Accordingly, the tender requirements remain as stated in the tender document.

All other terms and conditions remain as per the principal tender document.

Yours sincerely,

Kenneth Matiba. MBS, MKISM
SECRETARY/CHIEF EXECUTIVE OFFICER

Bidders Signature ....

Date..

Official Rubber Stamp ....