



**anti  
counterfeit  
authority**  
*Promoting Genuine*

**OFFICE OF THE EXECUTIVE DIRECTOR**

Our Ref: ACA/PROC.1/VOL.8 (68)

Date: Thursday 12<sup>th</sup> August, 2021

To: All Bidders,

**RE: ADDENDUM TO TENDER FOR PROVISION OF GENERAL INSURANCE FOR MOTOR VEHICLES AND OTHER ASSETS FY 2021/2022 - TENDER NO. ACA/OT/003/2021-2022**

The Anti-Counterfeit Authority has issued the following addendum for the Tender for Provision of General Insurance for Motor Vehicles and other assets for the Financial Year 2021/2022.

No.	Request	Clarification
1.	Attachment of Form ACA 3 as Per Criteria No.7 on Claims Administration	Form ACA 3 is hereby attached

All the other Terms and Conditions remain the same.

Yours faithfully,

Fridah Kaberia

**Ag. EXECUTIVE DIRECTOR**

FMK/jnm

**A.C.A. 3 - CLIENT REFERENCE FORM**

Name of Insurance Broker .....

Name and address of Insured (Client).....

.....  
 .....

Insurance Policies handled

Class of Insurance	Period of Cover

Performance Evaluation

(The insured to indicate client rating by ticking the appropriate box)

How do you rate the performance of the insurance underwriter/broker as per their responsiveness to the following:-	Excellent	Good	Average	Poor
1. Claims handling				
2. Underwriting responsiveness				
3. General customer care				

Declaration

**We confirm that the above insurance brokerage firm is currently engaged to handle our insurance policies and the total annual premium paid is more than Kshs. 2 Million respectively.**

Name of authorized signatory .....

Title.....

Signature

Date.....

Official stamp of the Insured

Telephone contacts:-.....