



## INVITATION TO TENDER NOTICE

**TENDER ISSUANCE DATE: 9<sup>TH</sup> JANUARY 2024**

**PROCURING ENTITY: NGOs CO-ORDINATION BOARD**

**TENDER DESCRIPTION: PROVISION OF INSURANCE SERVICES FOR;**

No.	Tender Number	Description	Bid Bond
1.	NGOB/T001/2023-2024	Provision of Insurance Services for Medical Cover	<b>Kshs. 385,000.00</b> valid for 120 d a y s
2.	NGOB/T002/2023-2024	Group Personal Accident/ WIBA & Group Life Assurance Cover	<b>Kshs. 70,000.00</b> valid for 120 days

1. The **NGOs Co-ordination Board** invites sealed tenders for the provision of Medical Insurance Services.
2. Tendering will be conducted under **open national tendering method** using a standardized tender document and is open to all eligible and qualified Tenderers. Tenderers are required to tender for all insurance service items.
3. Eligible and qualified tenderers interested in the tender may obtain further information and inspect the Tender Documents during office hours *0900 to 1600 hours* at the address given below.
4. A complete set of hard copy tender documents may be purchased or obtained by interested tenderers upon payment of a non-refundable fee of **KES1,000** through E-citizen and proof of payment to be attached to the tender document. (Payment to be done through [www.ngoboard.ecitizen.go.ke](http://www.ngoboard.ecitizen.go.ke))
5. Tender documents may also be viewed and downloaded for free from the website on the PPIP portal **www.tenders.go.ke** and **www.ngobureau.go.ke**. Tenderers who download the tender document **MUST** register and forward their contact details immediately to [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke) to facilitate any further clarification or addendum to be issued.
6. The Tenderer shall chronologically serialize all pages of their submitted bids.
7. Completed tenders must be delivered to the address below on or before **24<sup>th</sup> January 2024** at **11.00 AM**. Electronic Tenders **will not** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above for obtaining further information, for purchasing tender documents, submission of Tenders and for opening of tenders:

**The Executive Director**  
**NGOs Coordination Board**  
**15<sup>th</sup> Floor, Cooperative Bank House**  
**Haile Selassie Avenue**  
**PO Box 44617 Nairobi 00100 KENYA**  
**Telephone: +254 20 221 4044**  
**[info@ngobureau.go.ke](mailto:info@ngobureau.go.ke) or [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke)**

**Name: Mutuma Nkanata MBS.**

**Designation: Executive Director**

**Signature: \_\_\_\_\_**

**Date: \_\_\_\_\_**