



INVITATION TO TENDER NOTICE

TENDER ISSUANCE DATE: 9TH 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	Kshs. 385,000.00 valid for 120 days
2.	NGOB/T002/2023-2024	Group Personal Accident/ WIBA & Group Life Assurance Cover	Kshs. 70,000.00 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)
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 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 **24th 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
15th Floor, Cooperative Bank House
Haile Selassie Avenue
PO Box 44617 Nairobi 00100 KENYA
Telephone: +254 20 221 4044
info@ngobureau.go.ke or procurement@ngobureau.go.ke**

Name: Mutuma Nkanata MBS.

Designation: Executive Director Signature: _____ Date: _____