

INVITATION TO TENDER NOTICE

TENDER ISSUANCE DATE: 9th January 2026

PROCURING ENTITY: PUBLIC BENEFIT ORGANIZATIONS REGULATORY AUTHORITY

TENDER NUMBER: PBORA/ONT/004/2025-2026

TENDER DESCRIPTION: PROVISION OF INSURANCE SERVICES FOR: GROUP PERSONAL ACCIDENT/ WIBA & GROUP LIFE ASSURANCE COVER

1. The *Public Benefit Organizations Regulatory Authority* invites sealed tenders for the Provision of Insurance Services For: Group Personal Accident/ Wiba & Group Life Assurance Cover
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 *1700 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 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 www.tenders.go.ke, <https://pbora.go.ke/> & <https://eqpkenya.go.ke/> Tenderers who download the tender document must forward their contact details immediately to procurement@pbora.go.ke to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a **tender Security of KES 60,000**.
7. The Tenderer shall chronologically serialize all pages of their submitted bids.
8. The **original copy** must be delivered to the address below on or before **26th January 2026 at 11.00 AM**.
9. 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.
10. Late tenders will be rejected.
11. The addresses referred to above for obtaining further information, for purchasing tender documents, submission of Tenders and for opening of tenders:

The Director/CEO

Public Benefit Organizations Regulatory Authority

15th Floor, Cooperative Bank House

Haile Selassie Avenue

PO Box 44617 Nairobi 00100 KENYA

Telephone: +254 20 221 4044

info@pbora.go.ke or procurement@pbora.go.ke

Dr. Laxmana P. Kiptoo, PhD., OGW
DIRECTOR/CEO



Dated 9th January 2025