



Republic of Kenya

# NGOs CO-ORDINATION BOARD

P.O BOX 44617 – 00100, NAIROBI



## TENDER NOTICE

The NGOs Co-ordination Board invites sealed tenders from eligible candidates for the provision of Staff insurance policies for an initial period of one year effective February, 2016 and renewable annually up to a maximum of two years subject to Satisfactory Performance. The Board also invites eligible bidders for supply of Server hardware & its related accessories and disposal of assorted ICT and office obsolete assets.

Tender No.	Description	Eligibility	Tender fee in Kshs.	Closing date
NGOB/T008/ 2015/2016	Staff Insurance policies:- Provision of Medical Cover, Group Personal Accident/ WIBA, Group Life Cover	Underwriters only	1,000.00	3 <sup>rd</sup> December, 2015
NGOB/T009/ 2015/2016	Supply of server hardware & its related accessories	Open	1,000.00	3 <sup>rd</sup> December, 2015
NGOB/T010/ 2015/2016	Disposal of assorted ICT equipment and other office equipment	Open	1,000.00	3 <sup>rd</sup> December, 2015

Tender documents giving the specification details of the tenders can be obtained from the Cash Office, Co-operative Bank Hse 15<sup>th</sup> Floor on Haile Selassie Avenue during normal working hours upon payment of non refundable fee of Kshs.1, 000 to be deposited in Boards A/C. as detailed below:-

**Bank Name: Co-operative Bank Co-op House Branch**

**Account Name: NGOs Co-ordination Board**

**Account Number: 01136030582102**

A copy of receipt MUST be attached to the bid documents. Tender documents may also be accessed from the NGOs Co-ordination Board website [www.ngobureau.or.ke](http://www.ngobureau.or.ke) or <http://supplier.treasury.go.ke> free of charge. Bidders who download the tender document must arrange to register with NGOs Co-ordination Board the company name, postal and physical, and email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be. Bulky tender documents will be received in the Executive Director's Office so as to be received on or before **Thursday, 3<sup>rd</sup> December, 2015, 11.00 a.m.** Late bids shall be rejected. Tenders will be opened immediately after tender closure. Interested Tenderer's should apply by sending their bids to:-

**THE EXECUTIVE DIRECTOR  
NGOs CO-ORDINATION BOARD  
CO-OPERATIVE BANK HOUSE, 15<sup>TH</sup> FLOOR,  
P.O. BOX 44617-00100, NAIROBI  
TEL: 020-2214813, 2213938**

Tenderers should submit a bid security of 2% of the bid price in form of bank guarantee or Banker's Cheque. Tenders will remain valid for 90 days from closing date of the tender. Prices quoted must be net (inclusive of all Government taxes)

The NGOs Co-ordination Board reserves the right to accept or reject the tender in whole or in part and does not bind itself to accept the lowest or any tender or give reasons for its decisions.

**EXECUTIVE DIRECTOR**