



TENDER NOTICE
NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI

The NGOs Co-ordination Board invites sealed tenders from eligible insurance companies (under writers only) for the provision of Medical Insurance Cover, Group Personal Accident/WIBA and Group Life Assurance policies. The contracts will be for a period of one (1) year, renewable for a further one (1) year up to a maximum of two years subject to satisfactory performance. Details of the covers:-

Tender No.	Description	Eligibility	Tender fee in Kshs.	Closing date
NGOB/001/1/2019-2020	Insurance Covers for:- <ul style="list-style-type: none">• Medical Insurance Cover• Group Personal Accident/WIBA• Group Life Assurance Cover	Underwriters only	1,000.00	Monday, 6 th January 2020

The tender documents, containing submission information, detailed terms and conditions of the tenders may be obtained from the Cash Office, located on the 15th floor of Co-operative Bank House between 9.00 a.m. and 4.00 p.m. at a fee of KES. 1,000 deposited in Boards bank account as detailed below:-

Bank Name: Co-operative Bank Co-op House Branch
Account Name: NGOs Co-ordination Board
Account Number: 01136030582102

Applicants may also download the document from the Board's website www.ngobureau.go.ke or PPIP portal www.tenders.go.ke at no fee and **MUST** register their interest immediately by sending an email to procurement@ngobureau.go.ke stating their names, tender no., category, email, postal address/physical address and telephone no. for the purposes of receiving any tender clarifications and /or addendums if need be.

Applications for tenders shall be submitted in a sealed envelope marked with tender name and category number and deposited in the tender box at the Board's offices during normal office hours (8.00 a.m. – 5.00 p.m.). Tender applications can be addressed or posted to:-

**The Executive Director,
NGOs Co-ordination Board,
P.O Box 44617 – 00100
NAIROBI
TEL: 020-2214813, 2213938**

So as to be received on or before **Monday, 6th January 2020** by **11.00 a.m.** Bulky tenders documents which do not fit in the tender box will be received in the Executive Directors office at the same dates and timelines. Tenders will be opened immediately after the tender closure and any late bids shall be rejected.

Tenderers shall submit a bid security of 2% of the bid price in form of bank guarantee or bankers cheque. Tenders will remain valid for 90 days from the 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 bidder.