

INVITATION TO TENDER NOTICE

TENDER ISSUANCE DATE: 10th January 2022

PROCURING ENTITY: NGOs Co-ordination Board

TENDER NUMBER: NGOB/2021-2022/T002

TENDER DESCRIPTION: Provision of Insurance Services

1. The **NGOs Coordination Board** invites sealed tenders for the provision of 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 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 in cash or Banker's Cheque and 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

5. Tender documents may also be viewed and downloaded for free from the website **www.tenders.go.ke** and **www.ngobureau.go.ke**. Tenderers who download the tender document must forward their contact details immediately to **procurement@ngobureau.go.ke** to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a **tender Security of KES 600,000** from a bank recognized by the Central Bank of Kenya.
7. The Tenderer shall chronologically serialize all pages of their submitted bids.
8. Completed tenders must be delivered to the address below on or before **31st January 2022 at 11.00 AM**. Electronic Tenders **will not** be permitted.
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.

**The Executive Director
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Haile Selassie Avenue
PO Box 44617 Nairobi 00100 KENYA
Telephone: +254 20 221 4044
procurement@ngobureau.go.ke**