

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



**REPUBLIC OF KENYA**

## TENDER

The NGOs Co-ordination Board invites sealed tenders from eligible insurance companies (under writers only) for the provision of Medical cover, Group Personal Accident and WIBA and Group Life Policies for the Staff. The tender period is (12) twelve months and renewable for further twelve months up to a maximum of two years subject to Satisfactory Performance.

<b>Tender No.</b>	<b>Description</b>	<b>Tender fee in KShs.</b>	<b>Closing date</b>
NGOB/T001/2017/2019	<b>Staff policies:-</b> Provision of Medical Cover, Group Personal Accident and WIBA, & Group Life Assurance	1,000.00	6th February, 2018

Tender documents giving the specification of the policies can be obtained from the Cash Office, Co-operative Bank Hse 15th Floor, 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**

Tender documents may also be accessed from Board's website [www.ngobureau.or.ke](http://www.ngobureau.or.ke). at no fee and must be registered at [procurement@ngobureau.or.ke](mailto:procurement@ngobureau.or.ke). Copy of receipt MUST be attached to the bid documents which should be deposited in a tender box situated on 15th floor,

Co-operative Bank House so as to be received on or before **Tuesday, 6th February, 2018 11.00 a.m.** enclosed in a plain sealed envelope, marked with the Tender number. Bulky tender documents will be received in the Executive Director's Office. Interested Tenderer's should apply by sending their bids to:-

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

Tenders will be opened immediately thereafter in the presence of the Tenderers representatives who choose to attend the opening on the 15th floor, Co-operative Bank House Nairobi. Late bids will be rejected.

Tenderers should submit a bid security of 2% of the bid price in form of bank guarantee or Banker's Cheque. Prices quoted should be net inclusive of all taxes and delivery cost and should remain valid for ninety (90) days after date of Tender opening.

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.