

REPUBLIC OF KENYA



COUNTY ASSEMBLY OF KISUMU

TENDER NOTICE

The County Assembly of Kisumu invites sealed tenders from eligible, qualified and competent bidders for the following service:

Tender No.	Tender	Tender Security	Eligible Group
CAK/OT/MED/2018-2019/01 IFMIS RESPONSE NO. 696361	Provision of Medical & Group Life Insurance Cover for Members of the County Assembly and staff.	2% of the Tender sum from a reputable bank or an Insurance Company approved by PPRA.	Insurance Underwriting Companies Licensed by the Insurance Regulatory Authority to transact business in Kenya

MANDATORY REQUIREMENTS

Tenderers are required to submit copies of the following **MANDATORY DOCUMENTS / REQUIREMENTS** which will be used during Preliminary Examination to determine responsiveness.

1. Copy of certificate of Registration/Incorporation from the registrar of companies
2. Copy of Valid Tax Compliance certificate from Kenya Revenue Authority
3. Must Fill the Price Schedule in the format provided in the tender document
4. Must Fill the Form of Tender in the format provided in the tender document
5. Must have been in existence for the last five years.
6. Must Submit a Tender Security of 2% of the Tender sum valid for 90 days after date of tender opening
7. Must submit a dully filled up and stamped Confidential Business Questionnaire in format provided in the tender document
8. Must be registered with the Insurance Regulatory Authority for the year 2018 and a copy of the current license be submitted.

9. Must be a current member of the Association of Kenya Insurers (AKI). Please provide copy of membership certificate.

Interested eligible Tenderers may obtain further information at the Procurement Office of County Assembly of Kisumu, during normal working hours from 8:00 am to 5:00 pm on Monday to Thursday and 8.00 am to 4:00 pm on Friday, except on weekends and public holidays. The tender documents are *downloadable free of charge from the County Assembly of Kisumu website: www.kisumuassembly.go.ke* and or IFMIS supplier portal – <http://supplier.treasury.go.ke>. Bidders are advised to forward their details either to the procurement office for purposes of recording or via *kisumuassembly@gmail.com*

Completed Tender Document(s) in sealed envelopes, bearing no indication of the name of the firm bidding with the contract number & name clearly marked on top should be deposited in the tender box located at the County Assembly of Kisumu, Administration Block addressed to the:

The Clerk
County Assembly of Kisumu,
P.O. Box 86-40100
Kisumu.

Bidders are encouraged to respond online through IFMIS Supplier Portal using IFMIS Response No. 696361.

So as to reach not later than 11.00 am (East African Time) on Thursday 22nd November, 2018. The tenders will be opened immediately thereafter at the Procurement Office, Administration Block, Ground Floor. All bidders or their representatives who choose to attend are invited. Tenders received after the stated time or date will be returned to the bidders unopened.

Clerk
County Assembly of Kisumu