

EMBU COUNTY GOVERNMENT



DEPARTMENT OF ADMINISTRATION AND PUBLIC SERVICE

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Address: P. O. Box 36 – 60100 Embu Town House Email: [Info@embu.go.ke](mailto:Info@embu.go.ke) Web: [www.embu.go.ke](http://www.embu.go.ke)

TENDER NOTICE

Embu County Government invites sealed tenders from eligible candidates for provision of medical insurance covers for the financial year 2017-2018.

TENDER NO.	ITEM DESCRIPTION	CLOSING DATE AND TIME
EBU/CNT/T/01/2017-2018	PROVISION OF COMPREHENSIVE INSURANCE COVER FOR THE EXECUTIVE AND CHIEF OFFICERS	25 <sup>TH</sup> JANUARY, 2018 at 12.00 Noon

The Insurance Underwriting Company must meet the following conditions:

- 1) Must be registered with Insurance Regulatory Authority for the current year and a copy of the current Licence be submitted
- 2) Must give, for the previous year, at least five (5) reputable clients and a maximum of ten (10) and the total client's premium for the medical insurance.
- 3) Must submit a copy of the audited account for the previous 2 years.
- 4) Must submit Company profile and attach CV'S of key management and technical staff..
- 5) Must submit copies of the following document:-
  - Certificate of Registration/Incorporation
  - Valid Tax Compliance Certificate
- 6) Must provide proof of membership of the Association of Kenya Insurance (AKI)
- 7) Provide proof of being in business for the last five (5) years.
- 8) Completely fill the confidential Business Questionnaire.
- 9) The bidders must quote for medical Insurance both inpatient and outpatient for the bids to be Considered complete.
- 10) Complete the form of Tender and price schedule in the formats provided.
- 11) Any other information or documents which in your opinion may assist in the objective evaluation Of your bid.
- 12) Sealed bids must be submitted in one original and a copy filled according to schedule of Requirements
- 13) All bids admitted at the mandatory qualification shall be subjected to the technical and financial Evaluation.
- 14) Your sealed bids in plain envelop, clearly marked **“PROVISION OF COMPREHENSIVE INSURANCE COVER”** and the Tender Number clearly indicated.
- 15) Bids shall be submitted with tender security of 2% of the tender price
- 16) That bids will be opened in the presence of Tenderers or their representative who choose to attend. Late bids will be returned unopened

Interested eligible candidates may obtain tender documents from procurement office at a cost of Ksh.1000/= or download from the county website free of charge-[www.embu.go.ke](http://www.embu.go.ke).

Documents should be deposited in the Tender Box at the County Headquarter (Office of the Governor) along Embu -Meru Road opposite Embu Post office on or before 25<sup>th</sup> January, 2018 at 12.00 Noon and addressed to:

**COUNTY SECRETARY  
EMBU COUNTY GOVERNMENT  
P.O. BOX 36-60100  
EMBU - KENYA**