

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KIRINYAGA TENDER NOTICE

The County Government of Kirinyaga hereby invites Interested, Qualified and Eligible medical insurance service providers to participate under **Open National Tender** competitive method for the provision of medical insurance services for the Financial Year 2023 - 2024 as listed below:

1. E-PROCUREMENT TENDER

DEPARTMENT: DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

S/No	Tender Number	Tender Name	IFMIS Negotiation No	Procurement Method	Preference	Closing Date	Time
1.	CGK/SCM/FIN/O 2/2023-2024	Provision of Comprehensive Medical Insurance Cover, and WIBA Plus Insurance Cover for County Government of Kirinyaga Staffs	1473428- 2023/2024	Open National Tender	OPEN	25/03/2024	10:00am

1. Submission.

Interested and eligible candidates may obtain detailed information and inspect the tender documents at Kirinyaga County Headquarters, Kutus, Supply Chain Management Office, Room B15 during normal working hours. Interested and eligible tenderers may obtain further information from and inspect the tender documents at Director Supply Chain Management Office, 1st Floor, Kirinyaga County Headquarters, Kutus during normal working hours(**8am-5pm**).

A complete set of tender documents may be obtained by interested and eligible bidders from the Public Procurement Information Portal website <http://tenders.go.ke> or the County website www.kirinyaga.go.ke. Bidders who download the documents from the website **MUST** forward their

particulars (Name, contacts, physical address, and the tender No./ description) immediately to procurement@kirinyaga.go.ke for recording and any further clarifications or addendums.

Tender MUST be accompanied by an original bid security or **digitally requested & obtained tender security document** issued through security issued in Kenya shillings or a freely convertible currency and in the form of bank guarantee, or an insurance guarantee from PPA Approved Insurance Company in the format provided valid for an additional 30 days beyond the tender validity period from the date of tender opening.

Prices quoted should be inclusive of all taxes and delivery costs and must be expressed in Kenya shillings and shall remain valid for a period of **180 days** from the closing date of the tender.

The tender securing declaration form/ tender security/bid bond **MUST** be scanned and uploaded along with the electronic bid documents and the **original physical tender securing declaration form/ tender security/bid or digitally generated bond SHALL** be submitted to The County Government of Kirinyaga Headquarters, Kutus, Supply Chain Management Office, 1st floor Room B15 on or before the date & time indicated above mentioned. **Failure to submit the original physical/ tender securing declaration form/ tender security or digitally requested & obtained tender security document before the closing of the bid shall lead to disqualification of the bid.**

For the e-procurement tenders, tenderers shall electronically upload copies of all the relevant certificates and documents on e-procurement system in support of their bids. Tenderers shall ensure that the submitted bid (documents) is (are) Serialized as per the table of content (in format 1,2,3,4,...to the last page), Signed and official rubber stamped in each page and uploaded in PDF format.

2. Clarifications

Interested individuals may request for clarification on the tender for up to Seven (7) days before submission date at Supply Chain Management Offices, 1st Floor, Kirinyaga County Headquarters during normal working hours. Any request for clarification done in writing must be addressed to:

**The County Secretary & Head of Public Service,
County Headquarters,
P.O Box 260 – 10304,**

Kutus.

Tel: +254 20 21553369

Email: procurement@kirinyaga.go.ke



3. Opening of Bids

The bid documents shall close immediately after the **SYSTEM INDICATED TIME**. Thereafter the bids will be opened in the presence of bidders who choose to attend at the 1st floor Conference Room, Kirinyaga County Headquarters, Kutus or as may be indicated in the Tender Document

The bidder's representatives who choose to attend shall sign a register evidencing their attendance.



HEAD SUPPLY CHAIN MANAGEMENT SERVICES.
FOR: COUNTY SECRETARY & HEAD OF PUBLIC SERVICE