



Kisauni National Government Constituencies Development Fund
Opposite Jocham Hospital, KarisaMaitha Road
Old Malindi Highway(zamzam stage)
P.O Box 87910-80100
Mombasa, Kenya
CELL:0721862644
Email: cdfkisauni@ngcdf.go.ke | Website: www.Kisauni-ng-cdf.co.ke

INVITATION TO TENDER

Tender no.	Description of works
• TENDER NO:NGCDF KISAUNI /INSURANCE/QT008/2023-2024.	PROVISION OF MEDICAL INSURANCE COVER FOR STAFF IN NGCDF KISAUNI.

This invitation to tender is open to any tenderer meeting the following requirements which **Must** be demonstrated by attaching relevant documentary evidence

MANDATORY REQUIREMENTS

1. The Insurance must be registered by Insurance Regulatory Authority to provide medical insurance cover.
2. Submit copy of certificate of Incorporation/registration from registrar of companies.
3. Submit Copy of valid Tax Compliance/Exemption certificate.
4. Properly and dully filled Form of Tender; stamped and/or sealed, signed by authorized personnel.
5. Properly and dully filled confidential Business. Questionnaire stamped and/or sealed, signed by authorized personnel.
6. Dully filled and Signed certificate of independent tender determination.
7. Dully filled and Signed disclosure of Interest of the Firm in the Procuring Entity.
8. Dully filled and Signed self-declaration form that a person/tenderer is barred.
9. Dully filled and signed Self-Declaration form.
10. Dully Filled and Signed Declaration and commitment to the Code of Ethics.
11. The tenderer must submit a sample policy document for the medical cover.
12. Must Fill the Price Schedule in the format provided in the tender document.
13. Provide a list of all the exclusions under inpatient and out-patient. If the Scheme does not have any exclusions please confirm the same in writing.
14. One letter of recommendation based on contracts that you have serviced.

A complete set of tender documents are available for FREE at theNG-CDF Board website www.ngcdf.go.ke



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Complete tender documents in plain sealed envelopes clearly marked Tender No.... should be addressed

National Government Constituencies Development Fund
Kisauni Constituency
P. O. Box 87910-80100, MOMBASA ~ Kenya

The sealed tender documents shall be deposited in the Tender Box at the Deputy County Commissioner's Office Kisauni Sub-County, on or before **17TH MAY 2024** at 10.00am. Opening will be done thereafter in the presence of tenderers or their representative who wish to attend at the Deputy County Commissioner's Boardroom.