



## **TENDER ADVERTISEMENT NATIONAL OPEN TENDER**

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**TENDER NO: KTNA/OT/03/2023-2024**

**TENDER FOR THE PROVISION OF STAFF MEDICAL INSURANCE COVER**

**AND**

**TENDER NO: KTNA/OT/04/2023-2024**

**TENDER FOR THE PROVISION OF STAFF GROUP LIFE, WORK INJURY BENEFIT (WIB) AND GROUP PERSONAL ACCIDENT INSURANCE COVERS**

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1. The Kenya Trade Network Agency (KenTrade) invites sealed tenders for the provision of the above Insurance covers for a period of one year renewable once subject to satisfactory performance.
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers.

**The tenders are open to both Underwriters and Insurance brokers.**

3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents from the website- [www.kentrade.go.ke](http://www.kentrade.go.ke) upon registering as suppliers using the link <https://esupplier.kentrade.go.ke/>.
4. Tender documents may be viewed and downloaded electronically from the KenTrade website- [www.kentrade.go.ke](http://www.kentrade.go.ke) upon registering as suppliers using the link <https://esupplier.kentrade.go.ke/> Tender documents obtained electronically will be free of charge.
5. Tenderers who download the tender document must forward their particulars immediately to email address [procurement@kentrade.go.ke](mailto:procurement@kentrade.go.ke) to facilitate any further clarification or addendum.
6. **Tender No. KTNA/OT/03/2023-2024 for the Provision of Staff Medical Insurance Cover** must be accompanied by a tender security of **Kenya Shillings Two Hundred Thousand Only (Kshs. 200,000.00)** valid for **205 days** from the

date of tender closing in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya.

7. **No tender Security** shall be required for Tender No. **KTNA/OT/04/2023-2024 for the Provision of Staff Group Life, Work Injury Benefit (WIB) and Group Personal Accident Insurance Covers.**
8. The Tenderer shall chronologically serialize all pages of the tender documents submitted. **Format 1,2,3,4,5 ...n (where n is the last page number)** from the first page to the last page including all attachments.
9. Completed tenders must be submitted electronically in PDF format and uploaded on the eSupplier portal on or before **Thursday, 12<sup>th</sup> October 2023 at 10.00 am.**
10. Only Electronic Tenders will be permitted.
11. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.

**Kenya Trade Network Agency  
1<sup>st</sup> Floor, Embankment Plaza,  
Longonot Road,  
Upper Hill,  
Nairobi.**

**A link will be provided for tenderers who choose to attend online before the tender closing time.**

12. Late tenders will be automatically locked out by the system.

**CHIEF EXECUTIVE OFFICER**

**KENYA TRADE NETWORK AGENCY**