

## INVITATION TO TENDER (ITT)



### REPUBLIC OF KENYA THE NATIONAL TREASURY AND ECONOMIC PLANNING PROVISION OF STAFF MEDICAL INSURANCE COVER FOR THE PUBLIC FINANCIAL MANAGEMENT REFORMS SECRETARIAT TENDER NO. TNT/PFMRCU/MIC/004/2024-2025

1. The National Treasury through the Public Financial Management Secretariat invites sealed Tenders for **Provision of Staff Medical Insurance Cover for Public Financial Management Reforms (PFMR) for The Year 2025- 2028**
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours from 0900 hrs to 1600 hrs at the address given below.
4. Tender documents may be viewed and downloaded for free from the website [www.tenders.go.ke](http://www.tenders.go.ke), [www.treasury.go.ke](http://www.treasury.go.ke) and or the PFMR Secretariat website [www.pfmr.go.ke](http://www.pfmr.go.ke). Tenderers who download the tender document must forward their particulars immediately to [pfmsecretariat@pfmr.go.ke](mailto:pfmsecretariat@pfmr.go.ke) to facilitate any further clarification or addendum.
5. Tender documents may be viewed and downloaded for free from the website [www.pfmr.go.ke](http://www.pfmr.go.ke), [www.treasury.go.ke](http://www.treasury.go.ke) and [www.ppip.go.ke](http://www.ppip.go.ke) . Tenderers who download the tender document must forward their particulars immediately to [procurement@treasury.go.ke](mailto:procurement@treasury.go.ke), **Telephone No. 2252299 P.O. Box 30007 – 00100 Nairobi** to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a Bank Guarantee of **Kenya Shillings Three Hundred Thousand Only (Kshs. 300,000.00)** from a reputable Financial Institution or an Insurance Firm approved by the Public Procurement Regulatory Authority valid for 30 days beyond the Tender Validity period
7. The Tenderer shall **chronologically serialize all pages** of the Tender documents submitted.

8. Completed tenders must be delivered to the address below on or before **Friday 7<sup>th</sup> March, 2025**. Electronic Tenders **shall not** be permitted.
9. 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.
10. Late tenders will be rejected.
11. The addresses referred to above are:

A. Address for obtaining further information on the tender documents

The Principal Secretary  
The National Treasury  
Treasury Building, Harambee Avenue  
P.O. BOX 30007-00100  
Nairobi, Kenya  
Tel: 2252299  
Email: [pfmsecretariat@pfmr.go.ke](mailto:pfmsecretariat@pfmr.go.ke)

B. Address for Submission of Tenders.

The Programme Coordinator  
Public Financial Management Reforms Secretariat  
P.O. Box 30007-00100  
Nairobi, Kenya  
Tender Box located on Bima House 8<sup>th</sup> Floor,  
Bima House,  
Harambee Avenue, Nairobi

C. Address for Opening of Tenders.

Public Financial Management Reforms Secretariat,  
Bima House 8<sup>th</sup> Floor,  
Harambee Avenue,  
Nairobi,  
Board Room No. 819

**HEAD, SUPPLY CHAIN MANAGEMENT SERVICES.  
FOR: PRINCIPAL SECRETARY / NATIONAL TREASURY**