



**REPUBLIC OF KENYA
MINISTRY OF SPORTS, CULTURE AND HERITAGE
STATE DEPARTMENT FOR SPORTS**

TENDER INVITATION NOTICE

PROCURING ENTITY : *Ministry of Sports, Culture and Heritage, State Department for Sports*

DATE : 14th June 2022.

TENDER NAME : **PROVISION OF MEDICAL AND TRAVEL INSURANCE FOR TEAM KENYA PARTICIPATING IN THE BIRMINGHAM 2022 COMMONWEALTH GAMES**

TENDER REF NO. : **MSC&H/SDS/RT/007/2021-2022**

- 1.1 The Government of Kenya through the Ministry of Sports, Culture and Heritage, State Department for Sports hereby invites sealed bids from eligible candidates for **Provision of medical and travel insurance for Team Kenya Participating in the Birmingham Commonwealth Games.**
- 1.2 Eligible interested candidates who are registered in relevant categories and trade, (proof of registration required) may obtain a complete set of tender documents and detailed specifications from the Ministry's website, www.sportsheritage.go.ke and/or Treasury Supplier portal www.supplier.treasury.go.ke free of charge or from the Office of **the Head, Supply Chain Management Services Unit, Located at Uchumi House, 11th Floor, Room 20**, during normal working hours upon payment of a non-refundable fee of **KShs. 1,000.00 (Kenya Shillings One Thousand Only)** per set of tender documents in cash or banker's cheque payable to the Principal Secretary, State Department for Sports at the Cash Office situated on 2nd Floor, Kencom House, Wing A.
- 1.3 Tenders in plain sealed envelopes and clearly marked with the Tender Name and Tender Number (on the right-hand side corner) and bearing no indication of the Tenderer Name must be addressed to:

Principal Secretary
Ministry of Sports, Culture and Heritage
State Department for Sports,
P.O BOX49849 - 00100,
NAIROBI – KENYA

And be deposited into the tender box at the **11th Floor, Uchumi House** to reach on or before **Tuesday 21st June 2022 at 10.00am (East African Time).**

- 1.4 The Tenderer shall seal the original and each copy of the tender in separate envelopes, duly marking the envelopes as “ORIGINAL” and “COPY.” The envelopes shall then be sealed in an outer envelope.
- 1.5 Prices quoted should be net inclusive of all taxes and delivery must be in Kenya Shillings shall remain valid for 120 days from the closing date of the tender.
- 1.6 All pages of the tender documents must be numbered and signed/initialed by an authorized person. Further the tender submission must be securely bound. Failure to observe this will render your submission non-responsive thus disqualified.
- 1.7 Tender opening will be public and shall take place at the conference Room situated on **2nd Floor, Kencom House, Wing B**, immediately after the above stated date and time in the presence of tenderers or their representatives who choose to attend. Late bids will be returned unopened.

**Principal Secretary
State Department for Sports**

