



## NG-CDF BOARD

National Government Constituencies Development Fund Board  
Webuye East Constituency At  
Webuye East Sub County HQs  
P.O Box 404-50205, WEBUYE

Tel: ..... | Cell: 070426594

Email: [cdfwebuyeeast@ngcdf.go.ke](mailto:cdfwebuyeeast@ngcdf.go.ke) | Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

Date: 28-10-2026

### RE- ADVERTISEMENT!!

#### TENDER INVITATION NOTICE!!!!

NG-CDF WEBUYE EAST INVITES BIDS FROM ELIGIBLE BIDDERS FOR PROVISION OF INSURANCE SERVICES: NG CDF OFFICE BUILDING, MOTOR VEHICLE AND MOTOCYCLE AS ILLUSTRATED BELOW; -

|   | TENDER NO.                    | INSTITUTION        | SCOPE DESCRIPTION                                                                     | TARGET GROUP |
|---|-------------------------------|--------------------|---------------------------------------------------------------------------------------|--------------|
| 1 | NG-CDF/WE/INSER/001/2026-2027 | NG CDF Webuye East | Provision of Insurance services: NG CDF Office building, Motor Vehicle and Motorcycle | Open         |

Eligible bidders are invited to submit their filled application in 1 original and 1 duplicate copy put in separate envelopes, marked original/duplicate with the relevant tender number as above.

The tender documents can be downloaded from PPIP website [www.tenders.go.ke](http://www.tenders.go.ke) for free.

#### MANDATORY REQUIREMENTS

1. Copy of valid Certificate of Incorporation / Registration certificate
2. Copy of the latest CR12(for the Incorporated companies) or a copy National Identification card for sole Proprietorship
3. Copy of a valid Tax Compliance Certificate/ Valid KRA Tax Exemption Certificate
4. Copy of a KRA Pin Certificate
5. Copy of valid business permit
6. Submit a duly signed & stamped Price Schedule/Schedule of requirements strictly in the \_\_\_\_\_ format provided in this tender document *with countersigning to errors corrected*
7. Duly filled, Signed and Stamped Tender Securing Declaration Form
8. Duly filled and signed Form of Tender in the format provided
9. Duly filled, signed and stamped tender eligibility -Confidential Business Questionnaire
10. Duly filled, signed and stamped Certificate of Independent Tender Determination
11. Duly filled, signed and stamped Declaration of not being debarred to participate in public procurement in Kenya (in the format provided) SD 1
12. Duly filled, signed and stamped Anti-Corruption Declaration Commitment/Pledge (in the format provided) SD2
13. Serialization/pagination of the tender document including attachment(s) in the format 1,2,3,4,.....

14. Submit a duly signed & stamped power of attorney
15. Duly filled, signed & stamped declaration and commitment to the CODE OF ETHICS in the format provided
16. Current copy of license by Insurance Regulatory Authority
17. Appointment letter from the Underwriter and provide documents of the Underwriter for preliminary and technical evaluation (*Must Provide all the Mandatory & Technical Evaluation Requirements as an Underwriter*)
18. Provide quotation(s) approved by the Underwriter.
19. A current Professional Indemnity Cover of Ksh.5M & above
20. A Valid association of Insurance Brokers of Kenya (AIBK) Membership Certificate

All bids to be dropped in the tender box at the Webuye East NG-CDF Office by Wednesday 11th November, 2026 on or before 10.00am and immediately thereafter, tenders shall be opened and evaluated in the presence of the tenderers or their representatives.

Tenders to be addressed to the Fund Account Manager Webuye East NG-CDF as per the below address

THE FUND ACCOUNT

MANAGER NG-CDF

WEBUYE EAST

P.O BOX 404-50205

WEBUYE.