

EAST AFRICAN COMMUNITY
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION



TENDER DOCUMENT

FOR

**SUPPLY OF STAFF MEDICAL INSURANCE SERVICES TO EAST AFRICAN
SCIENCE AND TECHNOLOGY COMMISSION**

TENDER No. EASTECO/SVC/2017-2018/S

AUGUST, 2017

Ref: EASTECO/SVC/2017-2018/S

Date: 8th August 2017

INVITATION TO TENDER FOR THE SUPPLY OF STAFF MEDICAL INSURANCE SERVICES

EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION (**EASTECO**) is a specialized Institution of East African Community that is responsible for Promoting, coordinating the development, management and application of Science and Technology in the Partner States. The establishment of the Commission is provided for under Article 103 of the Treaty for Establishment of the East African Community (1999).

The Commission wishes to invite potential service providers to submit in their relevant documents that supports their existence, experience, compliance to legal requirements and company profile to render Staff Medical Insurance services as indicated in the attached technical specification document for the Financial Year 2017/2018.

TENDER CONDITIONS:

1. You are required to strictly follow all the requirements in documents indicated below when you are submitting your proposal especially on the Bid Date sheet (Annex II) Terms of reference etc. Failure to comply will lead to disqualification and no further consideration will be given to your bid.
2. The bid should be valid for a minimum of three months effective from the closing date of bid submission.
3. All the mandatory (eligibility) documents must be submitted.
4. Tenders shall be quoted in United States Dollars (US\$) and prices should be inclusive of VAT, handling
5. Any request for clarification must be received by the Commission in writing at least 7 days before the deadline for submission of tenders.
6. **The closing date is Friday 22nd September 2017 at 15.00 hours, local time followed by public opening for bidders or representatives who choose to attend.**
7. Please note, the Commission is not bound to accept the lowest or any other bid and any canvassing will be used as ground for disqualification.
8. **Sealed bids must be submitted in one original and two copies**

9. Your sealed bids in plain envelope, clearly marked "**INVITATION TO TENDER FOR THE PROVISION OF STAFF MEDICAL SERVICES FOR THE FY/2017-2018**"
10. accompanied with non-refundable tender fee of **USD 25** in Bankers Cheque ***should be drawn to East African Science and Technology Commission***, addressed and submitted to: -

PROCUREMENT COMMITTEE OFFICE
EAST AFRICAN SCIENCE AND TECHNOLOGY COMMISSION
TELECOM HOUSE, 2ND FLOOR, KACYIRU
KIGALI, RWANDA