


## COAST WATER WORKS DEVELOPMENT AGENCY



### **INVITATION TO TENDER (ITT) FOR PROVISION OF INSURANCE SERVICES FOR STAFF MEDICAL COVER - TENDER NO. CWWDA/T/S/01/ 2024-2025** **&** **REGISTRATION OF SUPPLIERS FOR FINANCIAL YEAR 2024-2026**

1. The Coast Water Works Development Agency invites sealed tenders for **Provision of Insurance Services for Staff Medical Cover** for a period of one calendar year and registration of the following Service Providers for financial years 2024-2026
  - a) **Provision of Legal Services,**
  - b) **Consulting Services for Geological Survey and**
  - c) **Consultancy Services for Designs and Feasibility Studies**
2. Tendering for Provision of Insurance Services for Staff Medical Cover 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 and Prequalification Documents during office hours from **0900 to 1500 hours** at the address given below. Tender documents may also be viewed and/or downloaded from the website: [www.cwwda.go.ke](http://www.cwwda.go.ke)
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **KES 1000** in cash or Banker's Cheque and payable to the address given below while prequalification will be free of charge. Tender documents obtained electronically will be free of charge.
5. Tender and Prequalification documents may be viewed and downloaded for free from the website [www.cwwda.go.ke](http://www.cwwda.go.ke) .Tenderers who download the tender document must forward their particulars immediately to [procurement@cwwda.go.ke](mailto:procurement@cwwda.go.ke) to facilitate any further clarification or addendum.
6. The Tender for Provision of Insurance Services for Staff Medical Cover must be accompanied by a "tender Security" Kshs.300.000.00 from a reputable financial Institution or PPRA approved Insurance Company.

7. The Tenderer for Provision of Insurance Services for Staff Medical Cover shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders and Prequalification documents must be delivered to the address below on or before **18<sup>th</sup>September 2024 at 1100hours East African Time** and be deposited in the Tender Box is situated next to Procurement office. Electronic Tenders **will or will not** be permitted.
9. Tenders will be opened immediately after the deadline date and time as indicated above. 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 is:

  
The Chief Executive Officer,  
Coast Water Works Development Agency,  
P.O. Box 90417 – 80100,  
Mikindani Street, Mombasa.  
E-mail: [info@cwvda.go.ke](mailto:info@cwvda.go.ke) and [procurement@cwvda.go.ke](mailto:procurement@cwvda.go.ke)