



**THE COMMISSION ON ADMINISTRATIVE JUSTICE**  
**(Office of the Ombudsman)**  
**Hata Mnyonge ana Haki**

**PROVISION OF COMPREHENSIVE MEDICAL INSURANCE COVER FOR COMMISSIONERS AND STAFF**

The Commission on Administrative Justice (Office of the Ombudsman) is a Constitutional Commission established under Article 59 (4), Chapter Fifteen of the Constitution and the Commission on Administrative Justice Act, 2011. The mandate of the Commission is to promote and enforce administrative justice and the right to information, as per the Constitutive and Access to Information Acts.

The Commission invites eligible bidders for Provision of Medical Cover

TENDER NUMBER	DESCRIPTION	SUBMISSION DATE	ELIGIBILITY	VALIDITY PERIOD
CAJ/SMC/05/2023-2024	PROVISION OF COMPREHENSIVE MEDICAL INSURANCE COVER FOR COMMISSIONERS AND STAFF	9 <sup>th</sup> NOVEMBER 2023 AT 12.00m NOON	OPEN NATIONAL TENDER	150 DAYS FROM THE CLOSING DATE

Interested eligible bidders may download the tender documents **from CAJ Website ; [www.ombudsman.go.ke](http://www.ombudsman.go.ke) or Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke)** at no cost. The document can also be purchased upon payment of a non-refundable fee of **(kshs, 1000)** in cash or bankers' cheque at the **Commission on Administrative Justice Procurement Office, at West End Towers, 1<sup>st</sup> floor, Waiyaki Way, Westland's, Nairobi**, during normal working hours (8 A.M - 5 P.M.)

Bidders who download the tender document from the websites will be required to register the Tender at the Commission's Head office before the submission date, to facilitate communication in case of a clarification.

Prices quoted should be net inclusive of all taxes, and levies, must be in Kenya Shillings and shall remain valid for **150** days from the closing date of the tender. All bids must be accompanied by a bid security of Kenya Shillings Four Hundred and Sixty Thousand shillings (**KES 460,000**) from a reputable financial institution, Insurance Company or a banker's cheque payable to the Commission on Administrative Justice, and must be valid for **150 days** after bid submission deadline.

Completed Tender documents in a plain sealed outer envelope enclosing separately sealed envelopes (in "**Original**" and "**Copy**") all clearly marked **Tender No. CAJ/SMC/05/ 2023/2024** as per instructions in the tender documents and addressed to:

**The Commission Secretary,  
 Commission on Administrative Justice  
 West End Towers, Waiyaki way 1<sup>st</sup> Floor, Nairobi**

Should be deposited in the tender box at Commission **on Administrative Justice Offices, West End Towers on Waiyaki way 1<sup>st</sup> Floor, Nairobi** so as to be received on or before **9<sup>th</sup> November, 2023 at 12.00 (noon)**. Bids received after 12.00 noon shall be rejected.

Tenders will be opened immediately thereafter in the presence of the Candidates or their representatives who choose to attend at the CAJ'S Haki Centre at 12.00 Noon.

**Mercy K. Wambua, OGW  
 Commission Secretary**

For more details on the tender, please visit our website at: [www.ombudsman.go.ke](http://www.ombudsman.go.ke) / or [www.tenders.go.ke/](http://www.tenders.go.ke/)

