

## AAR INSURANCE

### INVITATION FOR PREQUALIFICATION

AAR Insurance started its operations in 1984 and has grown to be the leader in medical insurance in East Africa with an extensive branch and broker network.

The insurer is inviting eligible firms and individuals to be pre-qualified for the supply and provision of goods and services mentioned below for the period year 2019:

#### Category A

<b>A1</b>	Calendars, Diaries & Christmas cards
<b>A2</b>	Promotional materials, branding & signage
<b>A3</b>	Motor vehicle tyres and batteries
<b>A4</b>	Office equipment
<b>A5</b>	Computer equipment, networking and licenses
<b>A6</b>	Computer software and licenses
<b>A7</b>	Air conditioners and fans
<b>A8</b>	Telephones and PABX machine
<b>A9</b>	Drinking water and hire of water dispensers
<b>A10</b>	Computer, photocopier and printer consumables
<b>A11</b>	General office stationery
<b>A12</b>	Uniforms
<b>A13</b>	Magazines newspapers and periodicals
<b>A14</b>	Office Furniture
<b>A15</b>	Design and printing (brochures magazines, booklets, newsletters, annual reports, letterheads, business cards, binding services etc.)

#### Category B

<b>B1</b>	Repair and service of motor vehicles
<b>B2</b>	Transport and taxi
<b>B3</b>	Air ticket and air travel
<b>B4</b>	Conference and hospitality
<b>B5</b>	Cleaning, fumigation and sanitary
<b>B6</b>	Office design and partitioning
<b>B7</b>	internet services
<b>B8</b>	Repair on electricals, plumbing, carpentry and painting
<b>B9</b>	Training and development, leadership and management assessment tools

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<b>B10</b>	Recruitment and selection, Psychometric tools
<b>B11</b>	Job analysis and evaluation, performance management with a specific focus on BSC entrenchment, audit and evaluation
<b>B12</b>	Research and surveys (HR related, marketing, customer service, etc.),
<b>B13</b>	HR legal and policy formulation
<b>B14</b>	Maintenance of computer equipment, PABX and telephones, photocopiers, and air conditioners
<b>B15</b>	Courier
<b>B16</b>	Security services
<b>B17</b>	Catering services
<b>B18</b>	Brokerage for general insurance
<b>B20</b>	Waste management services (Licensed by NEMA)
<b>B21</b>	Events management services
<b>B22</b>	Loss Adjusters
<b>B23</b>	Maintenance of Management Information Systems
<b>B24</b>	Supply and Maintenance of Flowers
<b>B25</b>	Supply of Medical Cards ( Photo cards and Smart Cards)
<b>B26</b>	Tender Analysis

Tender pre-qualification documents can be downloaded from AAR Insurance Kenya website. [www.aar-insurance.com](http://www.aar-insurance.com) upon payment of a non-refundable fee of Kshs. 3,000/- per tender document. Persons interested to bid for several categories should pay and tender a document for each category separately.

All duly completed pre-qualification documents to be submitted clearly marked  
PREQUALIFICATION DOCUMENTS FOR SUPPLY / PROVISION OF GOODS AND SERVICES Addressed to:

**The Procurement Manager,  
AAR Insurance K Ltd Real Towers, Ground Floor,  
Hospital Road, Upper Hill  
P.O. Box 41766 – 00100  
Nairobi Kenya**

Tender pre-qualification documents should be deposited in the Tender Box at AAR Insurance Limited Headquarters **on or before Monday 26<sup>th</sup> November 2018 at 11.00 AM**. Tender opening to follow immediately.

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AAR Insurance Limited reserves the right to accept or reject any expression of interest for pre-qualification in part or in whole and is not bound to give any reason for its decision.