

## NATIONAL HOSPITAL INSURANCE FUND

### TENDER NOTICE

National Hospital Insurance Fund (NHIF) invites interested and competent bidders from reputable firms to participate in the Tenders, Request for Proposal for provision of Consultancy Services and Pre-qualifications for the following items:

NO	TENDER NO.	DESCRIPTION	CATEGORY	CLOSING/ OPENING DATES
1.	NHIF/023/2018-2019	Provision of Courier Services	OPEN	27 <sup>TH</sup> NOV. 2018
2.	NHIF/024/2018-2019	Leasing of Photocopying Services for NHIF HQs and Nairobi Branch Office	OPEN	27 <sup>TH</sup> NOV. 2018
3.	NHIF/025/2018-2019	Supply, Delivery and Installation, Testing and commissioning of Air Conditioning - Mombasa Branch Office	OPEN	27 <sup>TH</sup> NOV. 2018
4.	NHIF/026/2018-2019	Supply, Delivery and Installation of Office furniture for various NHIF Offices	WOMEN	27 <sup>TH</sup> NOV. 2018
5.	NHIF/027/2018-2019	Supply and Delivery of Corporate Wear	WOMEN	27 <sup>TH</sup> NOV. 2018
6.	NHIF/028/2018-2019	Provision of Air Rescue for Secondary School Students Medical Cover	OPEN	27 <sup>TH</sup> NOV. 2018
7.	NHIF/029/2018-2019	Provision or Emergency Road Evacuation Services for Secondary School Students Medical Cover	OPEN	27 <sup>TH</sup> NOV. 2018
8.	NHIF/030/2018-2019	Service Maintenance of Personalized Smart Card Machine	OPEN	27 <sup>TH</sup> NOV. 2018
9.	NHIF/031/2018-2019	Supply and Delivery of Computers, UPS and Accessories	PWD	27 <sup>TH</sup> NOV. 2018
10.	NHIF/032/2018-2019	Provision of Software Defined Network Infrastructure Security	OPEN	27 <sup>TH</sup> NOV. 2018
11.	RFP NO.NHIF/006/2018-2019	Request for Proposal for Consultancy Services for Business Process Re-Engineering (BPR) and Implementation of ICT digital Transformation Roadmap	OPEN	27 <sup>TH</sup> NOV. 2018

#### PRE-QUALIFICATION OF SUPPLIERS

1.	PQ.NO.NHIF/005/2018-2019	Supply and Delivery of Audio Visual equipment including and not limited to Screens, Digital Cameras, Projectors and	YOUTH	29 <sup>TH</sup> NOV. 2018
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		related equipment		
2.	PQ.NO.NHIF/006/201 8-2019	Supply, Installation and Maintenance of Network Equipment and Structured Cabling(LAN);	OPEN	29 <sup>TH</sup> NOV. 2018
3.	PQ.NO.NHIF/007/201 8-2019	Supply of PABX, Telephone Heads and other Telecommunication Equipment and spares	OPEN	29 <sup>TH</sup> NOV. 2018
4.	PQ.NO.NHIF/008/201 8-2019	Supply, Installation, Commissioning and Servicing of CCTV systems;	OPEN	29 <sup>TH</sup> NOV. 2018
5.	PQ.NO.NHIF/009/201 8-2019	Provision of Legal Services;	OPEN	29 <sup>TH</sup> NOV. 2018
6.	PQ.NO.NHIF/010/201 8-2019	Repair and Maintenance of Air Conditioners (AC);	OPEN	29 <sup>TH</sup> NOV. 2018
7.	PQ.NO.NHIF/011/201 8-2019	Provision of Asset Valuation Services	All	29 <sup>TH</sup> NOV. 2018
8.	PQ.NO.NHIF/012/201 8-2019	Provision of Outdoor branding and signage works;	YOUTH	29 <sup>TH</sup> NOV. 2018
9.	PQ.NO.NHIF/013/201 8-2019	Social Media Engagement & Online PR	OPEN	29 <sup>TH</sup> NOV. 2018
10.	PQ.NO.NHIF/014/201 8-2019	Print and Electronic Design Work	YOUTH	29 <sup>TH</sup> NOV. 2018
11.	PQ.NO.NHIF/015/201 8-2019	Media Monitoring	OPEN	29 <sup>TH</sup> NOV. 2018

## REGISTRATION OF SUPPLIERS

1.	REG.NO.NHIF/001/20 18-2019	Supply of Computer Equipment and Consumables/Accessories	PWD	4 <sup>TH</sup> DEC. 2018
2.	REG.NO.NHIF/002/20 18-2019	Supply of Detergents and Cleaning materials	WOMEN	4 <sup>TH</sup> DEC. 2018
3.	REG.NO.NHIF/003/20 18-2019	Supply of Office Equipment	Youth	4 <sup>TH</sup> DEC. 2018
4.	REG.NO.NHIF/004/20 18-2019	Supply of Motor Vehicles Tyres, Tubes, Batteries and Accessories;	PWD	4 <sup>TH</sup> DEC. 2018
5.	REG.NO.NHIF/005/20 18-2019	Supply of Staff Uniforms and Corporate Wear;	Women	4 <sup>TH</sup> DEC. 2018
6.	REG.NO.NHIF/006/20 18-2019	Supply and design of Promotional Materials e.g. (Umbrellas, Caps, T-Shirts, bags, pens, banners, flyers etc.)	Women	4 <sup>TH</sup> DEC. 2018

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7.	REG.NO.NHIF/007/20 18-2019	Supply and Maintenance of Fire Suppression and Fire Fighting Equipment	ALL	<b>4TH DEC. 2018</b>
8.	REG.NO.NHIF/008/20 18-2019	Supply, Installation, Commissioning and Servicing of Access Control Systems	ALL	<b>4TH DEC. 2018</b>
9.	REG.NO.NHIF/009/20 18-2019	Supply and delivery of Library books	ALL	<b>4TH DEC. 2018</b>
10.	REG.NO.NHIF/010/20 18-2019	General Printing	PWD	<b>4TH DEC. 2018</b>
11.	REG.NO.NHIF/011/20 18-2019	Provision of Assets Tagging/Coding Services	Youth	<b>4TH DEC. 2018</b>
12	REG.NO.NHIF/012/20 18-2019	Provision of Air Tickets services/Travel Agency Services	ALL	<b>4TH DEC. 2018</b>
13	REG.NO.NHIF/013/20 18-2019	Provision of Graphic designing. Printing and Binding services	ALL	<b>4TH DEC. 2018</b>
14	REG.NO.NHIF/014/20 18-2019	Provision of Car Hire and Taxi Services	ALL	<b>4TH DEC. 2018</b>
15	REG.NO.NHIF/015/20 18-2019	Provision of Hotels, Conference and Accommodation Services	ALL	<b>4TH DEC. 2018</b>
16	REG.NO.NHIF/016/20 18-2019	Provision of Catering Services	„ALL	<b>4TH DEC. 2018</b>
17	REG.NO.NHIF/017/20 18-2019	Provision of Office Repairs and Renovations	ALL	<b>4TH DEC. 2018</b>
18	REG.NO.NHIF/018/20 18-2019	Provision of General Consultancy Services(specify specialty)	ALL	<b>4TH DEC. 2018</b>
19	REG.NO.NHIF/019/20 18-2019	Employee and Customer Surveys	ALL	<b>4TH DEC. 2018</b>
20	REG.NO.NHIF/020/20 18-2019	Repair and Maintenance of PABX, Switchboard and other Telecommunication Equipment	Youth	<b>4TH DEC. 2018</b>
21	REG.NO.NHIF/021/20 18-2019	Repair and Maintenance of Office Furniture and Fittings	Youth	<b>4TH DEC 2018</b>
22	REG.NO.NHIF/022/20 18-2019	Repair and Maintenance of UPS and generators	ALL	<b>4TH DEC. 2018</b>
23	REG.NO.NHIF/023/20 18-2019	Repair and Maintenance of access control and CCTV Cameras	ALL	
24	REG.NO.NHIF/024/20 18-2019	Small Contractors-Electrical and Plumbing works	WOMEN	<b>4TH DEC. 2018</b>

**EXPRESSION OF INTEREST**

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1	Organizational Branding Design and Office Brand Outlook	OPEN	27 <sup>TH</sup> NOV.2018
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Tenders, Request for Proposals, Pre-qualifications, Registrations and EOI will be accessed from the NHIF Website [www.nhif.or.ke](http://www.nhif.or.ke) and from the National Treasury IFMIS website <http://suppliers.treasury.go.ke> free of charge. Tenderers who download these documents and intend to bid are required to submit their contacts details to [tenders@nhif.or.ke](mailto:tenders@nhif.or.ke) for recording and provision of any additional information in case of clarifications and/or Addendum.

## **EOI FOR ORGANIZATIONAL BRANDING DESIGN AND OFFICE BRAND OUTLOOK**

National Hospital Insurance Fund (NHIF) is a State Corporation established under Act No. 9 of 1998 whose mission is to provide accessible, affordable, sustainable and quality social health insurance.

The Fund is seeking to engage a suitable and qualified consultant(s) for Organizational Brand Outlook

### **Eligibility / Mandatory Requirements**

1. Certified Copy of Certificate of Incorporation;
2. 2 Certified Copy of County License;
3. Certified copy of current Certificate of Tax Compliance from KRA;
4. Valid NHIF Compliance Certificate;
5. Must be registered corporation of Professional organization within Kenya, Joint EOI's will be require the primary partner to explicitly state of nature of partnership;
6. Company profile to include company background and services provided;
7. CV's of key professionals/Experts indicating their educational background and experience in successful execution of relevant assignments;
8. Demonstration of having conducted at least three (3) assignment(s) of similar nature particularly in the public / Corporate Organization; and
9. Certified three (3) year audited Accounts (2015, 2016 and 2017)

Completed RFPs, Tenders, PQs and Registration in plain sealed envelopes and properly indicating the Tender Numbers as above should be addressed to:

**The Chief Executive Officer,  
National Hospital Insurance Fund,**

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**P.O. Box 30443,  
NAIROBI.**

should be placed in the tender box provided at NHIF Building, 7<sup>th</sup> floor Reception so as to reach him on or before the date indicated against each item above at 10.00 a.m. The tenders will be opened immediately thereafter at the NHIF Auditorium 2<sup>nd</sup> floor, NHIF Building, in the presence of bidders or their representatives who wish to be present.

**CHIEF EXECUTIVE OFFICER  
NATIONAL HOSPITAL INSURANCE FUND**