



REPUBLIC OF KENYA



**anti  
counterfeit  
authority**  
*Promoting Genuine*

## INVITATION TO TENDER

The Anti-Counterfeit Authority (ACA), is a State Corporation established under the Anti-Counterfeit Act 2008 with the mandate to Prohibit Trade in Counterfeit Goods. The Authority invites interested eligible bidders to participate in the following Tenders for Financial Year 2021-2022: -

TENDER NO.	ITEM DESCRIPTION	ELIGIBLE GROUP
ACA/OT/001/2021-2022	Provision of Medical Insurance Services –Underwriters Only	Open
ACA/OT/002/2021-2022	Provision of Group Personal Accident and WIBA – Brokers/ Agents	YW&PWD
ACA/OT/003/2021-2022	Provision of General Insurance for Motor Vehicles & Other Assets – Brokers/Agents	YW&PWD
ACA/OT/004/2021-2022	Provision of Security Guard Services	Open
ACA/OT/005/2021-2022	Provision of Office Cleaning, Fumigation and Sanitary Services	YW&PWD

The Tender Documents with further detailed information may be obtained from the Office of the Head of Procurement Services during official working hours upon payment of a non-refundable fee of Kenya Shillings One Thousand (**Kshs. 1,000.00**) Only per Tender Document at the **ACA Finance Office on 3<sup>rd</sup> floor, National water Plaza, Dunga Road between 9:00am and 3:00pm.**

Interested and eligible bidders may also download tender documents free of charge from the ACA website [www.aca.go.ke](http://www.aca.go.ke). Bidders who opt to download the Tender Document shall be required to send/email their company details to [info@aca.go.ke](mailto:info@aca.go.ke).

Completed Tender Documents shall be sealed and marked as stated in the Tender Document(s) and addressed to:-

**Ag. Executive Director,  
Anti-Counterfeit Authority,  
National water Plaza  
P.O. Box 47771-00100  
Nairobi**

and be physically deposited in the Tender box at the Reception of the Anti-Counterfeit Authority Offices at the National water Plaza, 3<sup>rd</sup> floor, along Dunga Road so as to be received on or before **Tuesday 17<sup>th</sup> August, 2021 at 10:00am.**

Bulky Tenders which do not fit into the slot of the Tender box shall be received at the Head of Procurement Office on 3<sup>rd</sup> floor.

Bids will be closed and opened immediately in Public and in presence of the bidders or their representatives who choose to attend.

Bidders are advised to send one representative during tender opening to enable ACA ensure compliance with MOH guidelines on Covid-19.

Late bids or electronic bids shall not be accepted for evaluation.

Canvassing shall lead to automatic disqualification.