



KEMRI STAFF RETIREMENT BENEFIT SCHEME

INVITATION TO TENDER

The KEMRI staff Retirement Benefits scheme was established on 1st July 2008 with the main purpose of providing Retirement benefits for members upon retirement. The operations of The KEMRI staff Retirement Benefits scheme are governed by RBA Act & Subsidiary Legislation.

KEMRI Staff Retirement Benefits Scheme invites sealed bids from eligible firms :

Tender Number	Tender Description	Bid Bond Amount	Other Details
KEMRI SRBS/RFP/ OT/2020 – 2023/01	Request for Proposal for Provision of Fund Administration Services	Not required	Open
KEMRI SRBS/RFP/ OT/2020 – 2023/02	Request for Proposal for Provision of Fund Management Services	Not required	Open

A complete set of tender documents may be obtained by interested candidates from the offices of the KEMRI Staff Retirement Benefits Scheme.

Alternatively, Tender documents can be downloaded free of charge from our website www.kemri.org

However candidates who choose to download the documents must notify the Scheme Secretariat immediately for record purposes by email: retirementscheme@kemri.org

The envelope containing the tender document, bearing no indication of the bidder and clearly marked as indicated in the table above, should be deposited in the tender box at the Reception Area, Ground Floor, KEMRI Headquarters or sent by post to:-

The Chairman, Board of Trustees
Kenya Medical Research Institute Staff Retirement Benefits Scheme
Off Mbagathi Road, P.O. Box 54840 – 00200
NAIROBI

so as to reach not later than **Tuesday, 21st July, 2020 at 10.00am** local time. Interested bidders or their representatives are invited to witness the opening of the bids, to be held at the Conference Hall, Main Administration Block at KEMRI Headquarters on the same day at 10.30am.

KEMRI SRBS may terminate the procurement proceedings prior to entering into a contract and reserves the right to accept or reject any or all tenders, without being bound to give reasons for its decision or incurring any liability. The Scheme is also not obligated to award to the firm that offers the lowest price.

**The Chairman,
Board of Trustees**