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Request for Proposals (RFP) as part of the public tender

Health Insurance for the Goethe-Institut Kenya

Goethe-Institut e. V.
Oskar-von-Miller-Ring 18
80333 München

Dear Sir or Madam,

Thank you for your interest in this tender.

We hereby invite you to submit a bid. Please find enclosed the necessary general information, terms and conditions, and forms. The following tender conditions apply
Sincerely,

Sharon Mwangi
LVO, Goethe-Institut Kenya

Attachments:

- Appendix A: Service Description
- Appendix B.1: Cover Letter for the Proposal
- Appendix B.2: Basic Company Information
- Appendix B.3: Declaration by the Bidding Consortium
- Appendix B.4 Self-Declaration of Eligibility
- Appendix B.5 Declaration of Absence of Grounds for Disqualification
- Appendix C: Price List
- Appendix D: Evaluation Matrix
- Appendix E: Data Processing Agreement pursuant to Article 28 of the GDPR
- Appendix F: Information Requirements under Articles 13 and 14 of the GDPR

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This cover letter is to remain with the applicant/bidder; please do not return it with the bid



Bidding Terms and Conditions

I. Subject of the Request for Proposals

The Goethe-Institut LVO, Goethe-Institut Kenya, plans to procure private health insurance for its employees.

A detailed description of the required services can be found in Appendix A, "Service Description."

II. General Provisions

The contracting authority shall proceed in accordance with the provisions of Part 4 of the Act Against Restraints of Competition (GWB) and in accordance with the funding regulations under the UVgO. This requirement does not apply to § 22, § 28(1) sentence 3, § 30, § 38(2) through (4), § 44, and § 46 of the UVgO.

In addition, the following procurement provisions and explanations apply to the bidder.

The tender documents may only be used within the scope of this tender. Any publication or disclosure to third parties (including in part) is not permitted without the express consent of the contracting authority.

Supplementary or corrective information regarding the tender will be communicated to all bidders in writing.

III. Guidelines and Terms for Preparing the Proposal

1. Form of the Offer

The bid, including the required attachments, must be submitted in both English and German.

Prices in the bid must be stated in KES and in EUR, with the applicable taxes listed separately. The contract will be awarded and payments made in EUR.

Manufacturing, operational, or trade secrets must be appropriately marked in the bid documents.

Any changes or additions made by the bidder to its submissions must be unambiguous. Changes or additions to the tender documents and the required attachments are not permitted and will result in disqualification.



For bids submitted electronically, we guarantee that they will not be opened until after the bid submission deadline has passed.

Bids must be submitted by email to the Goethe-Institut Kenya’s procurement mailbox: Sharon.Mwangi@goethe.de

1. Deadlines

The complete proposal must be submitted by **04.05.2026, 13.00 HRS**

This deadline is a strict deadline. Documents received after the deadline cannot be considered.

The contracting authority is expected to decide on the award by **May 18, 2026**, and will notify unsuccessful bidders. Bidders are bound by their bids until **July 4, 2026**.

2. Contents and Structure of the Offer

The bid must be based on the Statement of Work (Appendix A), which may not be modified by the bidder.

General terms and conditions, the bidder’s own contractual terms, or any amendments to the contractual terms by the bidder are not permitted. The inclusion of such terms may result in the bid being rejected.

Side offers are not permitted.

The bid must be compiled in full according to the following structure and must contain only the documents listed in the table below:

Type of document	Attached to these terms and conditions
Cover Letter for a Proposal	B.1
Basic Company Information	B.2
Joint Bidder Declaration (if applicable)	B 3
Declaration of Eligibility (if applicable)	B 4
Self-Declaration Regarding the Absence of Grounds for Disqualification	B.5
Price sheet completed by the bidder	C
Bidder's response to each item in Appendix D, Evaluation Criteria: Customer Service and Support Scope of Services	Documents prepared independently by the bidder



Reliability and Claims Settlement Network of Providers	
Completed AV Agreement	E

To demonstrate eligibility, the bidder must complete the forms attached as Annexes B to this letter. Exclusion and minimum criteria are marked as such. Exclusion criteria mean that the bidder will be excluded if they do not meet the requirements.

The bid must be complete and include the price and all other required information and declarations. An incomplete bid (including the absence of any required declarations) may result in exclusion.

4. Bidding consortia

Consortia must be listed in Appendix B.3; in particular, they must designate an authorized representative for the conclusion and performance of the contract and declare that they will be jointly and severally liable in the event of being awarded the contract. Proof of the legally binding authorization of the consortium's representative must be provided no later than upon submission of the bid.

In the case of bidding consortia, the following declarations and evidence must be provided separately by each member:

- Appendix B.5: Declarations regarding the absence of grounds for exclusion

The remaining requirements regarding capacity and expertise (economic and financial, technical, and professional capacity) apply jointly to the capacities available to the consortium as a whole.

5. Trial loan

In the case of reliance on the qualifications of a third party (i.e., the use of the expertise or capabilities of a subcontractor or other third party), the bidder must submit a binding declaration of commitment from the relevant company stating that the necessary resources will be made available to the bidder or that the third party will perform the service (Section 34(1) UVgO) as well as a declaration of joint liability of the bidder and the other company for the performance of the contract in accordance with the scope of the borrowing of qualifications (Form Annex B.4.).

Each company whose capacities the bidder intends to utilize to meet one or more qualification criteria must also submit the following declarations (Requirements for Companies):

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- Declarations in accordance with Annex B.5 (Declarations regarding the absence of grounds for exclusion).



Page 5

- Proof of the eligibility of the company whose capacities the bidder intends to utilize to meet one or more eligibility criteria, with respect to the eligibility criteria corresponding to the scope of the eligibility joint venture.

6. Modification, Correction, and Withdrawal of Offers

Subsequent changes or corrections to bids are permitted only until the bid deadline. Such changes or corrections must be clearly marked as such and must be submitted by replacing the original bid and sending it to the email address Sharon.Mwangi@goethe.de.

Bids may be withdrawn in writing until the bid deadline.

7. Procedure for the bidding process

The contracting authority will review the bids received and evaluate them based on the specified award criteria and their respective weightings.

The contract will be awarded to the most economically advantageous bid.

The decision regarding the award will be communicated in writing or electronically within the award period.

Upon award of the contract, the bid submitted by the bidder is accepted by the contracting authority. The contract is concluded under the terms and conditions contained in the tender. This applies notwithstanding any subsequent formal documentation; the separate signing of the contract document by the parties is of a declaratory nature.

A bid is deemed not to have been considered if no contract has been awarded by the end of the award period.

8. Suitability Assessment

The eligibility of bidders will be assessed based on the information provided in Attachments B.1 through B.5.

9. Award Criteria / Determination of the Most Economically Advantageous Bid

The most economically advantageous bid from eligible bidders will be determined based on the following evaluation criteria, with the specified weightings:

- Price (50% weighting)
- Scope of services (10% weighting)
- Reliability and claims settlement (15% weighting)
- Provider network (10% weighting)
- Customer service and support (15% weighting)

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Page 6

A total of 5 points can be earned for price. The bid with the lowest price receives the full 5 points. All other bids are scored using linear interpolation, whereby the ratio of the lowest price to the bid price is multiplied by the maximum possible score (5); the following formula applies:

Lowest price / Bidder's price × 5 = maximum possible score.

The score achieved for the "Price" criterion accounts for 50% of the total score.

See the appendix on evaluation criteria and the price sheet.

10. Bidder Questions

Questions regarding the award of the contract must be submitted to the contracting authority exclusively by email to Sharon.Mwangi@goethe.de no later than 12:00 p.m. on April 24, 2026.

The questions from all bidders and the contracting authority's responses will be made available to all bidders in anonymized form no later than April 28, 2026.

The contracting authority will not provide information by telephone!

11. Complaints from bidders

If, in the bidder's opinion, the procurement documents contain errors or inconsistencies, or if the bidder believes there has been a violation of the procurement procedure regulations, the bidder must notify the contracting authority of this in writing via electronic means without delay and prior to submitting a bid.

Such notifications and/or procedural objections must be sent to the following address:

E-Mail: Sharon.Mwangi@goethe.de

12. Anti-competitive practices

Agreements that restrict competition are not permitted, in particular agreements or recommendations regarding

- profit margins
- profit sharing
- prices to be charged
- payment of compensation for loss of business or severance payments, etc.
- payment, delivery, or other contractual terms, insofar as they directly or indirectly influence the price.
- Submission or non-submission of bids.

13. Miscellaneous

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Page 7

The documents, samples, etc., sent to the Client as part of the award process will not be returned and, unless otherwise agreed, shall become the property of the Client without any entitlement to compensation.

Please note that only the requested documents will be considered; additional documents are not required.

No reimbursement will be provided for participation or for the preparation of the documents.

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