

TENDER NOTICE

The Office of the Auditor-General (OAG) is an Independent Office established by Article 229 of the Constitution of Kenya. The Office is charged with the primary oversight role of ensuring accountability in the use of public resources within the three arms of government (the Legislature, the Judiciary and the Executive) as well as the Constitutional Commissions and Independent Offices.

The **Office of the Auditor-General** now invites sealed tenders as follows:

TENDER NUMBER	TENDER NAME	ELIGIBILITY	CLOSING DATE
OAG/OT/01/2024-2025	Provision of Group Life Assurance with Last Expense, Group Personal Accident Insurance Cover, Work Injury Benefits and Travel Insurance for Employees of the Office of the Auditor-General	Open	26 September 2024 at 11.00 a.m. (EAT).

A complete set of tender documents may be downloaded free of charge from the Office of The Auditor-General's website www.oagkenya.go.ke or from supplier portal <https://www.tenders.go.ke>. Tenderers who have downloaded the tender document must forward their particulars immediately to procurement@oagkenya.go.ke for the purposes of further communication and issuing addendum if any.

Prices quoted should be inclusive of all taxes, expressed in Kenya shillings and shall remain valid for a period specified in the tender document from the closing date of the tender. Other requirements are as detailed in the tender document.

Completed tender documents in plain sealed envelopes marked with the tender name and reference number should be deposited in the tender box located at **Office of the Auditor-General Headquarters, Anniversary Towers, 8th floor** or be addressed to **The Auditor-General, P.O. Box 30084-00100, Nairobi**, to be received on or before the date indicated in the table above. Late bids will be rejected.

Tenders will be opened immediately thereafter in the presence of the tenderers or their representatives who choose to attend, at the Office of the Auditor-General Head Office, **4th Floor Boardroom, Anniversary Towers**.

A levy (Public Procurement Capacity Building Levy) at the rate of 0.03% shall be paid from the value of the signed contract, exclusive of applicable taxes.

Deputy Auditor-General - Corporate Services
For: The Auditor-General.

Office of the Auditor-General, Anniversary Towers P. O. Box 30084-00100, Nairobi, Kenya
Tel: +254203214000. Website: www.oagkenya.go.ke Email: info@oagkenya.go.ke



Office of the Auditor-General Kenya



@OAG_Kenya

PROCUREMENT PRIVACY NOTICE

What is personal information?

"Personal information" means any information that can be used to identify a person or an individual who is reasonably identifiable. Examples of Personal Information we collect include: names, addresses, email addresses, phone and identification numbers, salutation, Nationality. In general terms, this includes information that personally identifies you either directly (e.g. your name) or indirectly.

"processing" means any operation or sets of operations which is performed on personal data or on sets of personal data whether or not by automated means, such as

- (a) collection, recording, organisation, structuring;
- (b) storage, adaptation or alteration;
- (c) retrieval, consultation or use;
- (d) disclosure by transmission, dissemination, or otherwise making available; or
- (e) alignment or combination, restriction, erasure or destruction.

What personal data do we collect?

The information that we may collect and process includes but is not limited to the following:

- i. information about your staff's career history, or education.
- ii. Any identifying name, number, mark, email address, street name, phone number, or other specific designation given to the person.
the individual's name, if it is present along with additional personal information about the individual or if the revelation of the name alone would provide information about the individual.
- iii. details regarding the race, information about a person's contained in their CVs and CR 12; it may include information about their nationality, ethnic, or social origin;
- iv. Emails that the sender directly or implicitly designates as private or confidential, as well as follow-up messages that would divulge the original email's contents;
- v. the ideas or viewpoints of another person regarding the person.

How do we collect your personal data?

Most of the personal information we process is provided to us directly by the bidding company in the bids or by members of staff during the procurement process.

How will we use your personal data?

The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need



for procurement purposes and for the performance of a contract once the procurement process is completed.

How do we keep your personal data safe?

The Personal Information provided is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for the period prescribed in the Document Archiving and Retention Policy.

Whether we share personal data with third parties

We may disclose personal information to third parties in accordance with the Data Protection Policy, other government institutions in the execution of their statutory or constitutional mandates, our external auditors, contractual service providers when necessary and where you would reasonably expect us to disclose your information.

What are the data protection rights of individuals?

When a company provides personal data to us, their staff have certain rights available to them in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right the staff member wishes to exercise:

Your right of access - the individual has the right to ask us for copies of their personal information.

Your right to rectification - they have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.

Your right to erasure - They have the right to ask us to erase their personal information in certain circumstances.

Your right to object to processing – they have the right to object to the processing of their personal data in certain circumstances.

Your right to data portability - They have the right to ask that we transfer the information provided to us to another organisation, or to themselves, in certain circumstances.

They are not required to pay any charge for exercising their rights. If they make a request, we have fourteen days to respond to you.

In the case of data portability, the individual is required to pay for the transfer and the process should be effected within 30 days.



Incase of any enquiries or complaints contact:

Data Protection Officer

Email: dpo@oagkenya.go.ke

Office of the Auditor General

Anniversary Towers, University Way

P. O. Box 30084-00100

NAIROBI

**In case of complaints you can contact the Office of the Data Protection
Commissioner**

Office of the Data Protection Commissioner

Communications Authority Centre

info@odpc.go.ke

P.O Box 30920-00100

G.P.O Nairobi

