

INVITATION TO TENDER

PROCURING ENTITY: THE ICT AUTHORITY **DATE:** 23RD NOVEMBER, 2021

CONTRACT NAME AND DESCRIPTION: PROVISION OF ASSET VERIFICATION, TAGGING AND VALUATION SERVICES FOR ICT AUTHORITY ASSETS

CONTRACT NO: ICTA/OT/12/2021-2022

1. The **ICT AUTHORITY** invites sealed tenders for the provision of services for **PROVISION OF ASSET VERIFICATION, TAGGING AND VALUATION SERVICES FOR ICT AUTHORITY ASSETS**
2. Tendering will be conducted under open competitive method using a standardized tender document. And is open to all qualified and interested Tenderers. Tenderers will be allowed to tender for one or more lot.
3. Qualified and interested eligible tenderers may obtain further information from the Procurement Office on 12th Floor, Telposta Towers, Kenyatta Avenue, Nairobi during office hours: 0800 to 1700 hours or email through; procurement@ict.go.ke
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **Kenya shillings One Thousand (1000.00)** in cash or Banker's Cheque and payable to The ICT Authority. Tender documents may be obtained electronically from the Website: www.ict.go.ke or the Public Procurement Information Portal, www.tenders.go.ke. Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the websites. www.ict.go.ke or www.tenders.go.ke. Tenderers who download the tender document must forward their particulars immediately to procurement@ict.go.ke to facilitate any further clarification or addendum.
6. All tenders must be accompanied All Tenders must be accompanied by a tender Security of Ksh. **80,000.00 valid for 126** days from the date of tender opening, in form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya or Insurance Firm recognized by PPRA payable to Procuring Entity.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted including attachments.
8. Completed tenders must be delivered to the address below on or before **Friday, 10th December, 2021 at 10.00AM**. Electronic Tenders **will not** be permitted.
9. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Late tenders will be rejected.
10. The addresses referred to above are:

Address for obtaining further information and for purchasing tender documents

The CEO, ICT Authority
Att: Head Supply Chain Management
Telposta Towers, 12th Floor
Kenyatta Avenue
P.O Box 27150-00100
Nairobi, Kenya.
Website: www.icta.go.ke
Email: procurement@ict.go.ke

Address for Submission and Opening of Tenders.

**ICT Authority
Telposta Towers,
12th Floor Tender Box
Kenyatta Avenue
P.O Box 27150-00100
Nairobi, Kenya.**

**AG. CHIEF EXECUTIVE OFFICER,
THE ICT AUTHORITY**