

## INVITATION TO TENDER

### **TENDER DESCRIPTION: SUPPLY, DELIVERY AND INSTALLATION OF A SYSTEM TRACKING SOFTWARE**

**Tender No: ICTA/OT/11/2021-2022**

**Date: 23<sup>rd</sup> November, 2021**

1. The **ICT Authority** invites sealed tenders for the **SUPPLY, DELIVERY AND INSTALLATION OF A SYSTEM TRACKING SOFTWARE**
2. Tendering will be conducted under National open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office. *0900 to 1500 hours*] at the address given below.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non- refundable fees of **1,000.00 in Kenya shillings**) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website [www.icta.go.ke/tenders](http://www.icta.go.ke/tenders). Tender documents obtained electronically will be free of charge.
5. Tender documents may be viewed and downloaded for free from the website [www.icta.go.ke/tenders](http://www.icta.go.ke/tenders). Or Public Procurement Information Portal (PPIP) supplier portal (<http://www.tenders.go.ke> Tenderers who download the tender document must forward their particulars immediately to [procurement@ict.go.ke](mailto:procurement@ict.go.ke) telephone and **Chief Executive Officer, P.O. Box 27150-00100 Nairobi** to facilitate any further clarification or addendum.
6. **All Tenders must be accompanied by a ‘Tender Security’ for Kenya Shillings (Fifty Thousand) 50,000.00 valid for a Period of 156 days from the date of tender opening from a reputable bank or an insurance company approved by the Public Procurement Regulatory Authority (PPRA).**
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any appendices.
8. Completed tenders must be delivered to the address below on or before **9<sup>th</sup> December, 2021**. **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.
10. Late tenders will be rejected.
11. The addresses referred to above are:

**A. Address for obtaining further information and for purchasing tender documents**

**The CEO, ICT Authority  
Att: Head Supply Chain Management  
Telposta Towers, 12<sup>th</sup> Floor  
Kenyatta Avenue  
P.O Box 27150-00100  
Nairobi, Kenya.  
Website: [www.icta.go.ke](http://www.icta.go.ke)  
Email: [procurement@ict.go.ke](mailto:procurement@ict.go.ke)**

**B. Address for Submission of Tenders.**

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and Tender Name and be sent to:

**The CEO, ICT Authority  
Telposta Towers, 12<sup>th</sup> Floor Tender Box  
Kenyatta Avenue  
P.O Box 27150-00100  
Nairobi, Kenya.**

**C. Address for Opening of Tenders.**

Tenders will be opened in the presence of the Candidates or their representatives who choose to attend at:

**The ICT Authority  
Telposta Towers, 12<sup>th</sup> Floor Boardroom  
Kenyatta Avenue  
P.O Box 27150-00100  
Nairobi, Kenya**

**The Chief Executive Officer  
ICT Authority,  
P.O. Box 27150 00-100  
GPO Nairobi  
[procurement@ict.go.ke](mailto:procurement@ict.go.ke)**

***N.B. A Bidders conference will be held on Friday, December 3<sup>rd</sup> 2021 at 1000hours, at the ICT Authority offices in Telposta Towers to enable interested parties to understand the requirements. ALL bidders are encouraged to attend.***