

## **INVITATION TO TENDER**

**PROCURING ENTITY: ICT AUTHORITY OF PO BOX 27150-00100, NAIROBI, KENYA**

### **TENDER FOR PROVISION OF OFFICE SPACE TO ICT AUTHORITY**

1. The **ICT Authority**, invites sealed tenders for Leasing of Office Space in any of the specified areas of Nairobi including parking for a period of **Six (6) Years**
2. Tendering will be conducted under **open tender method** using a standardized tender document.
3. Qualified and interested tenderers may obtain further information during office hours **0800 to 1700 hours** at the address given below.
4. A complete set of Tender documents may be obtained electronically from the Website(s) [www.icta.go.ke](http://www.icta.go.ke) Tender documents obtained electronically will be free of charge. Tenderers downloading documents from a designated website shall advise the Procurement Entity that they have downloaded the tender documents, giving full contact addresses of the tenderer (*email, telephone number and postal address*).
5. Tender documents may be viewed and downloaded for free from the website [www.icta.go.ke](http://www.icta.go.ke). Tenderers who download the tender document must forward their particulars immediately to [procurement@ict.go.ke](mailto:procurement@ict.go.ke) to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a “*tender declaration Form*” as appropriate
7. Completed tenders must be delivered to the address below on or before **3<sup>rd</sup> May, 2024**. Electronic Tenders **will not** be permitted.
8. 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:
  - A. Address for obtaining further information.

**Deputy Director, Supply Chain Management Services**  
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