

## INVITATION TO TENDER

### PROCURING ENTITY: ICT AUTHORITY

### CONTRACT NAME AND DESCRIPTION: PROVISION OF AIR TRAVEL AND TICKETING SERVICES (FRAMEWORK CONTRACT) - *Reserved for (PWD, Women & Youths)*

The ICT AUTHORITY invites sealed tenders for **PROVISION OF AIR TRAVEL AND TICKETING SERVICES (FRAMEWORK CONTRACT) - *Reserved for (PWD, Women & Youths)***

1. Tendering will be conducted under Open Tendering method *using* a standardized tender document. Tendering is open to all qualified and interested Tenderers Under the **(PWD, Women & Youths)** categories
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours [*i.e., 0900 to 1600 hours*] at the address given below. More details on the Services are provided in **PART 2 - Services' Requirements**, Section V - Description of Services of the Tender Document.
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of (*1000, Kenya shillings*) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from ICTA Website [www.icta.go.ke/tenders](http://www.icta.go.ke/tenders). Tender documents obtained electronically will be free of charge.
4. 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.
5. **All Tenders must be accompanied by a duly filled, signed and stamped Tender Securing Declaration form attached in the standard forms of this tender document.**
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before **1<sup>st</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 and for purchasing tender documents**

**The CEO, ICT Authority**  
**Deputy Director, 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.**

**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.**

**The ICT Authority**  
**Telposta Towers, 12<sup>th</sup> Floor Boardroom**  
**Kenyatta Avenue**  
**P.O Box 27150-0010**  
**Nairobi, Kenya**

**The Chief Executive Officer**  
**ICT Authority,**  
**P.O. Box 27150 00-100**  
**GPO Nairobi**