

INVITATION TO TENDER

PROCURING ENTITY: The Information and Communications Technology

Authority,

CONTRACT NAME AND DESCRIPTION: Provision of Group Life

Insurance Cover, WIBA & GPA for Staff and Board of Directors and

Motor Vehicle Insurance Cover (Comprehensive with excess protector)

1. The **Information & Communications Technology Authority** invites sealed tenders for the **Provision of Group Life Insurance Cover, WIBA & GPA for Staff and Board of Directors and Motor Vehicle Insurance Cover (Comprehensive)** for a period of **one (1) year**. The tender is divided in two (2) lots.
2. Tendering will be conducted under open competitive tendering 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 items.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours **0900 to 1600 hours** at the address given below. Tender documents may be viewed and/or downloaded from the website www.icta.go.ke OR www.tenders.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 **KES. 1,000.00** in cash or Banker's Cheque and payable to the address given below. 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 OR www.tenders.go.ke . Tenderers who download the tender document must forward their particulars immediately to procurement@ict.go.ke P.O. Box 27150-00100 Nairobi to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a tender security of **Kshs. 150,000.00 (One Hundred and Fifty Thousand Shillings)**
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before **10:00am 31st October 2024**. 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 Information and Communications Technology Authority.

**Customer Care Office, 12th Floor, Teleposta Towers,
Kenyatta Avenue.**

P.O. Box 27150 – 00100, Nairobi, Kenya.

Deputy Director, Supply Chain Management,

Email: procurement@ict.go.ke OR info@icta.go.ke

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

The Information and Communications Technology Authority,

Chief Executive Officer, P.O. Box 27150 – 00100, Nairobi, Kenya.

12th Floor, Teleposta Towers, Kenyatta Avenue.

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

The Information and Communications Technology Authority,

**Customer Care Office, 12th Floor, Teleposta Towers,
Kenyatta Avenue, Nairobi.**

Chief Executive Officer
ICT Authority