

INVITATION TO TENDER

PROCURING ENTITY: The Information and Communications Technology Authority, 12th Floor, Telposta Towers, Kenyatta Avenue, P.O. Box 27150-00100,

CONTRACT NAME AND DESCRIPTION: Provision of Group Life Insurance Cover, WIBA & GPA for Staff and Board of Directors and Motor Vehicle Insurance Cover (Comprehensive)-Re-advertisement.

TENDER NO. ICTA/OT/04/2024=2025

20th December, 2024

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 11months. 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. 100,000.00 (One Hundred Thousand Shillings) per LOT**.
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 **10:00 am 3rd January, 2025**. 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

Deputy Director, Supply Chain Management

Information & Communications Technology Authority

Procurement Office, Telposta Towers, 12th Floor, Along Kenyatta Avenue, Nairobi.

27150 - 00100 Postal Address

Email: procurement@ict.go.ke

B. Address for Submission of Tenders.

Chief Executive Officer,

Information & Communications Technology

Authority Telposta Towers, 12th Floor,

Along Kenyatta Avenue,

P.O. Box 27150 - 00100,

Nairobi.

C. Address for Opening of Tenders.

Information & Communications Technology

Authority Customer Care Desk, Telposta Towers,

12th Floor, Along Kenyatta Avenue, Nairobi

Name: Stanley Kamanguya, OGW

Designation: Chief Executive Officer