

## REQUEST FOR PROPOSAL (RFP)

### TENDER DESCRIPTION: PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER & DEPUTY DIRECTOR HR & ADMINISTRATION

REQUEST FOR PROPOSAL NUMBER: ICTA/RFP/05/2021-2022 1<sup>st</sup> March, 2022

To all Eligible Bidders

Dear Messrs.

The ICT Authority has set aside funds in its budget toward the cost of **REQUEST FOR PROPOSAL FOR PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER & DEPUTY DIRECTOR HR & ADMINISTRATION.**

- 1.1 The Authority invites sealed tenders from interested, qualified and competent firms possessing the requisite license, skills, resources and experience for the Request for proposal for Provision of Consultancy Services for Recruitment of CEO, ICT Authority.
- 1.2 Interested eligible candidates may obtain further information from and inspect the tender documents at the ICT Authority Procurement Office Telposta Towers, 12<sup>th</sup> Floor between 9:00am to 4:00pm, Monday to Friday excluding Public Holidays.
- 1.3 The tender document can be accessed and downloaded from the Authority's website [www.icta.go.ke/tenders](http://www.icta.go.ke/tenders) or Public Procurement Information Portal (PIIP) supplier portal (<http://www.tenders.go.ke> free of charge).
- 1.4 A complete tender document may also be obtained by interested candidates upon payment of a non-refundable fee of **Kshs. 1,000**. The payment can be made in form of cheque and a receipt obtained from our Accounts office, located at the 12<sup>th</sup> floor Telposta Towers.
- 1.5 The firms that download the document must arrange to forward their particulars/contacts to Procurement through email address [procurement@ict.go.ke](mailto:procurement@ict.go.ke) before the closing date for records and for the purposes of receiving clarifications and/or addendum, if any. Additional information relating to this tender, if any, will be availed through the Authority's website and PIIP from time to time.
- 1.6 Prices quoted should be inclusive of all taxes, must be expressed in Kenya shillings and shall remain valid for a period of 126 days from the closing date of the tender.
- 1.7 This Request for Proposals (RFP) has been addressed to ALL ELIGIBLE BIDDERS.

1.8 If a Consultant is a Joint Venture (JV), the full name of the JV shall be used and all members, starting with the name of the lead member. Where sub-consultants have been proposed, they shall be named. The maximum number of JV members shall be specified in the TDS.

1.9 It is not permissible to transfer this RFP to any other firm.

1.10 A firm will be selected under Quality Cost Based (QCBS) Selection method and in a format as described in this RFP, in accordance with the Public Procurement and Asset Disposal Act 2015, a copy of which is found at the following website: [www.ppra.go.ke](http://www.ppra.go.ke).

1.11 Details on the proposal's submission date, time and address are provided in the ITC 18.5 of the Data Sheet.

1.12 The: Section 1: Letter of Request for Proposals

Section2: Instructions to Consultants and Data Sheet

Section3: Technical Proposal Standard Forms

Section 4: Financial Proposal Standard Forms

Section 5: Terms of Reference

Section 6: Standard Forms of Contract

1.13 Tenders shall be **TAPE BOUND**, paginated and serialized in the correct sequence.

1.14 Duly completed RFP documents, in a plain sealed envelope marked; **“PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER &DEPUTY DIRECTOR HR &ADMINISTRATION: RFP. NO. ICTA/RFP/05/2021- 2022** should be mailed to the address below or deposited in the ICTA tender box on the 12<sup>th</sup> Floor, Telposta Towers Kenyatta Avenue on or before **15<sup>th</sup> March, 2022 at 10.00 a.m.**

1.15 The Technical and Financial proposals should be enclosed in separate envelopes clearly marked as shown below before enclosure in an outer envelope:

i. **Technical proposal: PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER &DEPUTY DIRECTOR HR &ADMINISTRATION**

ii. **Financial proposal: PROVISION OF CONSULTANCY SERVICES FOR RECRUITMENT OF ICTA CHIEF EXECUTIVE OFFICER &DEPUTY DIRECTOR HR &ADMINISTRATION**

1.16 Technical Proposals will be opened immediately thereafter in the presence of bidders or representatives who choose to attend at ICT Authority, Telposta Towers, 12<sup>th</sup> Floor Boardroom

**NOTE: Certificates/licences may be verified from the issuing Authorities or Agencies**

Yours sincerely,

**Ag. The Chief Executive Officer,**

**ICT Authority,**

**P.O. Box 27150,**

**Nairobi, 00100 GPO**

**Website: [www.icta.go.ke](http://www.icta.go.ke)**

**[procurement@ict.go.ke](mailto:procurement@ict.go.ke)**