

## INVITATION TO TENDER (ITT)

PROCURING ENTITY: **THE ICT AUTHORITY**

CONTRACT NAME AND DESCRIPTION: **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF AN ELECTRONIC DOCUMENT AND RECORD MANAGEMENT SYSTEM-RE ADVERTISEMENT**

CONTRACT NO: **ICTA/OT/21/2021-2022**

**28<sup>th</sup> April, 2022**

1. **ICT AUTHORITY** invites sealed tenders for the **Supply, Delivery, Installation Testing and commissioning of an Electronic Document and Record Management System-Re advertisement**
  2. Tendering will be conducted under Open Tendering Procurement using a standardized tender document. Tendering is open to all eligible, qualified and interested Tenderers.
  3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours (9.00am-1.00pm and 2.00pm-4.00pm) local time, Monday to Friday) at the address given below.

**The ICT Authority**  
**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)**
  4. Tender documents may be obtained electronically from the website [www.icta.go.ke](http://www.icta.go.ke) or the PPIP website, [www.tenders.go.ke](http://www.tenders.go.ke). Tender documents obtained electronically from the two (2) websites will be **FREE OF CHARGE**. Tenderers downloading documents from the two (2) websites, i.e. [www.icta.go.ke](http://www.icta.go.ke) or the PPIP website, [www.tenders.go.ke](http://www.tenders.go.ke) shall immediately advise the ICT Authority that they have downloaded the tender documents, giving full contact addresses of the tenderer (name of tenderer, email, telephone number and postal address) through submission of their details to the email addresses **Email : [procurement@ict.go.ke](mailto:procurement@ict.go.ke)**. The tenderers details are necessary to facilitate any clarifications or addenda that may be issued.
  5. A complete set of tender documents may also be purchased or obtained by interested tenders upon payment of a non- refundable fees of Kshs 1,000 in cash or Banker's Cheque and payable to ICT Authority. However, Bidders are strongly encouraged to download the documents from the websites listed in clause 4 above of this Invitation to Tender.
  6. The amount and currency of the Tender Security shall be **Kenya Shillings Four Hundred Thousand, i.e. KES 400,000** in form a guarantee from an insurance company licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority (PPRA) or bank licensed by the Central Bank of Kenya. The tender security shall be valid for **156 days** as provided in this TDS. Completed tenders must be delivered to the address below on or before;
- Tender Closing Date: Wednesday 11<sup>th</sup> May, 2022**  
**Time: 10.00 a.m. (East African Time)**
7. Electronic Tenders **WILL NOT** be permitted.

8. Tenders will be opened immediately after the deadline date and time specified below or any deadline date and time specified later.

**Tender Closing Date: Wednesday 11th May, 2022**

**Time: 10.00 a.m. (East African Time)**

9. 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 CEO, ICT Authority  
Att: Head 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 27150-00100  
Nairobi, Kenya.**

**Ag. Chief Executive Officer  
ICT Authority**