

TENDER DESCRIPTION: PROVISION OF RECRUITMENT SERVICES FOR DIRECTOR CORPORATE SERVICES, DEPUTY DIRECTOR CAPACITY BUILDING & HEAD, COMMERCIAL SERVICES, ICT AUTHORITY

REQUEST FOR PROPOSAL NUMBER: ICTA/RFP/01/2022-2023

To all Eligible Bidders

The ICT Authority has set aside funds in its budget toward the cost of **Provision of Recruitment Services for Director Corporate Services, Deputy Director Capacity Building & Head, Commercial Services, ICT Authority**

- 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 Recruitment Services for Director Corporate Services, Deputy Director Capacity Building & Head, Commercial Services, 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, 12th 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 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 **Ksh. 1,000**. The payment can be made in form of cheque and a receipt obtained from our Accounts office, located at the 12th 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 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.

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 ([Select: Time-Based or Lump-Sum])

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 Recruitment Services for Director Corporate Services, Deputy Director, Capacity Building &Head, Commercial Services, ICT Authority: RFP. NO. ICTA/RFP/01/2022- 2023** should be mailed to the address below or deposited in the ICTA tender box on the 12th Floor, Telposta Towers Kenyatta Avenue Entry on or before **11th August, 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 Recruitment Services for Director Corporate Services, Deputy Director, Capacity Building &Head, Commercial Services, ICT Authority**
- ii. **Financial proposal: Provision of Recruitment Services for Director Corporate Services, Deputy Director, Capacity Building &Head, Commercial Services, ICT Authority**

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, 12th Floor Boardroom.

NOTE: Certificates/licences may be verified from the issuing authorities or agencies

**Ag. The Chief Executive Officer,
ICT Authority,
P.O. Box 27150,
Nairobi, 00100 GPO
Website: www.icta.go.ke
procurement@ict.go.ke**