

INVITATION TO TENDER

PROCURING ENTITY: **THE ICT AUTHORITY P.O. Box 27150 00100, NAIROBI, KENYA**

CONTRACT NAME AND DESCRIPTION: **PROVISION OF GROUP LIFE INSURANCE COVER, WIBA & GPA FOR BOARD MEMBERS & STAFF OF ICT AUTHORITY**

1. The **ICT AUTHORITY** invites sealed tenders for the Provision of Group Life, WIBA & GPA Insurance Cover for Board Members & Staff of the ICT Authority for a period of one year.
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 eligible tenderers may obtain further information from the **Procurement Office on 12th Floor, Telposta Towers, Kenyatta Avenue, Nairobi** during office hours **0800 to 1700** hours at the address given below or email through procurement@ict.go.ke
4. A complete set of tender documents may be obtained electronically from the Commission Website www.ict.go.ke or the Public Procurement Information Portal www.tenders.go.ke free of charge.
5. Tenderers who download the tender document must forward their particulars immediately to procurement@ict.go.ke and the address below to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by a tender Security of **Ksh. 60,000.00** valid for **126** days from the date of tender opening, in form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya or Insurance Firm recognized by PPRA, payable to Procuring Entity.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted. Format 1, 2, 3, 4, 5..... n (where n is the last page number) including all attachments.
8. Completed tenders must be delivered to the address below on or before 10.00 a.m. on **27th September, 2022**.
9. Electronic Tenders **will not** be permitted.
10. 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.
11. Late tenders will be rejected.
12. The addresses referred to above are:
 - A. **Address for obtaining further information and for purchasing tender documents**

1. Name of Procuring Entity: **The ICT Authority.**

2. Physical address for the location: **Telposta Towers, Main Boardroom, 12th Floor, Kenyatta Avenue. Nairobi**

3. Postal Address: **P.O. Box 27150 00100, Nairobi, Kenya**

4. Contact Person: **Manager, Supply Chain** telephone number: Email: **procurement@ict.go.ke**

B. Address for Submission of Tenders.

- 1) Name of Procuring Entity: **The ICT Authority.**
- 2) Postal Address: **CEO,
The ICT Authority
P.O. Box 27150, 00100,
Nairobi, Kenya**
- 3) Physical address for the location: **Nairobi, Kenyatta Avenue, Telposta Towers, or to be dropped in the tender box located at Reception of 12th floor, Telposta Towers.**
Bulky tender documents to be delivered at Procurement office on 12th Floor.

C. Address for Opening of Tenders.

- 1) Name of Procuring Entity: **ICT Authority.**
- 2) Physical address for the location: **Nairobi, Kenyatta Avenue, Telposta Towers, 12th Floor, boardroom, Nairobi.**

**AG. CHIEF EXECUTIVE OFFICER
THE ICT AUTHORITY**