

## INVITATION TO TENDER

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

**TENDER NO: ICTA/OT/07/2022-2023**

**CONTRACT NAME AND DESCRIPTION: PROVISION OF COMMUNICATION SERVICES FOR THE ICT AUTHORITY: BRANDING, BRAND RE-LAUNCH, REPOSITIONING & DEVELOPMENT, CONTENT CREATION, DIGITAL COMMUNICATION, DIGITAL MARKETING, BROADCASTING SERVICES, PUBLIC RELATIONS, MEDIA RELATIONS, MEDIA MONITORING & ANALYSIS, PROJECT PROMOTIONS & MERCHANDISE, EVENT MANAGEMENT, RAPPORTEUR SERVICES, TRANSLATION SERVICES, ABOVE-THE- LINE & BELOW- THE LINE -ADVERTISING SERVICES, MEDIA BUYING, CUSTOMER SATISFACTION SURVEYS AND GRAPHIC DESIGN SERVICES**

1. The **ICT AUTHORITY** invites sealed tenders for the **PROVISION OF COMMUNICATION SERVICES FOR THE ICT AUTHORITY: BRANDING, BRAND RE-LAUNCH, REPOSITIONING & DEVELOPMENT, CONTENT CREATION, DIGITAL COMMUNICATION, DIGITAL MARKETING, BROADCASTING SERVICES, PUBLIC RELATIONS, MEDIA RELATIONS, MEDIA MONITORING & ANALYSIS, PROJECT PROMOTIONS & MERCHANDISE, EVENT MANAGEMENT, RAPPORTEUR SERVICES, TRANSLATION SERVICES, ABOVE-THE- LINE & BELOW- THE LINE -ADVERTISING SERVICES, MEDIA BUYING, CUSTOMER SATISFACTION SURVEYS AND GRAPHIC DESIGN SERVICES** 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 12<sup>th</sup> 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](mailto:procurement@ict.go.ke)
4. A complete set of tender documents may be obtained electronically from the Commission Website [www.ict.go.ke](http://www.ict.go.ke) or the Public Procurement Information Portal [www.tenders.go.ke](http://www.tenders.go.ke) free of charge.
5. Tenderers who download the tender document must forward their particulars immediately to [procurement@ict.go.ke](mailto: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 **17<sup>th</sup> February 2023**.
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**

The Deputy Director, Supply Chain Management,  
Procurement Office, ICT Authority  
Telposta Towers, 12th 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, 12th 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

**CHIEF EXECUTIVE OFFICER  
THE ICT AUTHORITY**

