

INVITATION TO TENDER

7TH FEBRUARY 2023

**PROCURING ENTITY: THE ICT AUTHORITY P.O. Box 27150 00100, NAIROBI,
KENYA TENDER NO: ICTA/OT/06/2022-2023**

TENDER NAME AND DESCRIPTION: PROVISION FOR AIRTKCET AND TICKETING SERVICES

1. The Information and Communication Technology Authority invites sealed tenders for the Provision of Air Travel and Ticketing Services for a period of three (3) years. Renewal of the contract for subsequent years shall be at the discretion of The Information and Communication Technology Authority upon provision of satisfactory services
2. Tendering will be conducted under open competitive tendering method and is open to all qualified and interested Tenderers. Tenderers can place a bid for one or more lots subject to meeting the required qualifications.
3. Tender documents obtained from The Information and Communication Technology Authority, website [:www.icta.go.ke](http://www.icta.go.ke) or the PPIP portal, www.tenders.go.ke shall be free of charge.
4. Qualified and interested tenderers may also obtain further information and inspect the Tender Documents during office hours at the address given below.

**Procurement Department
The ICT Authority – Telposta Towers, 12th Floor
NAIROBI, KENYA**

Email: procurement@ict.go.ke

during normal working hours on Monday to Friday between 0800hrs to 1700hrs (East Africa Time).

5. A complete set of tender documents may also be purchased or obtained by paying KES 1,000, in cash or Banker's Cheque and payable using the details given below. Tender documents obtained electronically will be free of charge.
6. Tenderers who download the tender document must forward their particulars immediately to tenders@nockenya.co.ke to facilitate any further clarification or addendum/addenda.
7. The Tenderer shall chronologically serialise all pages of the tender documents submitted.
8. Completed tenders must be delivered to the address below on or before **17TH February 2023 at 1000hrs (East Africa Time)**. Electronic Tenders **WILL NOT** be permitted.

**Chief Executive Officer
The Information and Communication Technology Authority,
Telposta Towers 12TH Floor**

**P.O Box 27150 – 00100,
NAIROBI, KENYA**
and deposited in the **Tender Box** provided at:
**The ICT Authority – Reception, 12th Floor, Telposta Towers 12th Floor, South C,
Kenyatta Avenue
P.O Box 27150-00100, NAIROBI**

9. Tenders that do not fit in the tender box shall be deposited at the Reception Desk and recorded using the register located at the reception area at the address located in clause 9 above.
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

PROCUREMENT DEPARTMENT
INFORMATION AND COMMUNICATION TECHNOLOGY AUTHORITY,
TELPOSTA TOWERS 12TH FLOOR
P.O BOX 27150 – 00100, NAIROBI, KENYA

procurement@ict.go.ke

- B. Adress for Submission of Tenders.
TENDER BOX
CHIEF EXECUTIVE OFFICER
INFORMATION AND COMMUNICATION TECHNOLOGY AUTHORITY,
TELPOSTA TOWERS 12TH FLOOR
KENYATTA AVENUE ENTRANCE
P.O BOX 27150 – 00100, NAIROBI, KENYA

- C. Address for Opening of Tenders.
INFORMATION AND COMMUNICATION TECHNOLOGY AUTHORITY,
TELPOSTA TOWERS 12TH FLOOR
KENYATTA AVENUE ENTRANCE
P.O BOX 27150 – 00100, NAIROBI, KENYA

The Chief Executive Officer,

ICT Authority,

P.O. Box 27150,

Nairobi, 00100 GPO

Website: www.icta.go.ke

procurement@ict.go.ke