

INVITATION TO TENDER

PROCURING ENTITY: ICT AUTHORITY

CONTRACT NAME AND DESCRIPTION: PROVISION OF CONFERENCE FACILITIES ON FRAMEWORK CONTRACT FOR ONE YEAR

The ICT AUTHORITY invites sealed tenders for PROVISION OF CONFERENCE FACILITIES ON FRAMEWORK CONTRACT FOR ONE YEAR

1. Tendering will be conducted under Open Tendering method *using* a standardized tender document. Tendering is open to all qualified and interested Tenderers.
2. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours [*i.e., 0900 to 1600 hours*] at the address given below. More details on the Services are provided in PART 2 - Services' Requirements, Section V - Description of Services of the Tender Document.
3. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of (*1000, Kenya shillings*) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from ICTA Website www.icta.go.ke/tenders. Tender documents obtained electronically will be free of charge.
4. Tender documents may be viewed and downloaded for free from the website www.icta.go.ke/tenders. Or Public Procurement Information Portal (PIIP) supplier portal (<http://www.tenders.go.ke>) Tenderers who download the tender document must forward their particulars immediately to procurement@ict.go.ke telephone and Chief Executive Officer, P.O. Box 27150-00100 Nairobi to facilitate any further clarification or addendum.
5. **All Tenders must be accompanied by a "Tender Security" of Kenya Shillings (Fifty thousand) 50,000.00 valid for a Period of 156 days from the date of tender opening from a registered bank by CBK or an insurance company approved by the Public Procurement Regulatory Authority (PPRA).**
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tenders must be delivered to the address below on or before 2nd May, 2024. Electronic Tenders will not be permitted.
8. 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.
9. Late tenders will be rejected.
10. The addresses referred to above are:

A. Address for obtaining further information and for purchasing tender documents

The CEO, ICT Authority

Deputy Director, Supply Chain Management

Email: 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, 12th Floor Boardroom
Kenyatta Avenue
P.O Box 27150-0010
Nairobi, Kenya

The Chief Executive Officer

ICT Authority,

P.O. Box 27150 00-100

GPO Nairobi