

INVITATION TO TENDER

TENDER DESCRIPTION: Supply, Delivery, Installation and Commissioning of a Video Conferencing Solutions for ICT Authority

Tender No: ICTA/OT/01/2024-2025

1. The **ICT Authority** invites sealed tenders for the **Supply, Delivery, Installation and Commissioning of a Video Conferencing Solutions for ICT Authority**
2. Tendering will be conducted under National open competitive method using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office. *0900 to 1500 hours*] at the address given below.
4. A complete set of tender documents may be purchased or obtained by interested tenders upon payment of a non-refundable fees of **1,000.00 in Kenya shillings**) in cash or Banker's Cheque and payable to the address given below. Tender documents may be obtained electronically from the Website www.icta.go.ke/tenders. Tender documents obtained electronically will be free of charge.
5. 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@icta.go.ke telephone and **Chief Executive Officer, P.O. Box 27150-00100 Nairobi** to facilitate any further clarification or addendum.
6. **All Tenders must be accompanied by a ‘Tender Security’ of Kenya Shillings (Two hundred thousand) 100,000.00 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).**
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted including any appendices.
8. Completed tenders must be delivered to the address below on or before **31st July, 2024**. **Electronic Tenders Will Not Be** permitted.
9. 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.
10. Late tenders will be rejected.
11. The addresses referred to above are:

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

The CEO, ICT Authority
Head Supply Chain Management
Telposta Towers, 12th Floor
Kenyatta Avenue
P.O Box 27150-00100
Nairobi, Kenya.
Website: www.icta.go.ke
Email: procurement@ict.go.ke

B. Address for Submission of Tenders.

Completed tender documents are to be enclosed in plain sealed envelopes marked with tender reference number and Tender Name and be sent to:

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.

Tenders will be opened in the presence of the Candidates or their representatives who choose to attend at:

The ICT Authority
Telposta Towers, 12th Floor Boardroom
Kenyatta Avenue
P.O Box 27150-00100
Nairobi, Kenya

**The Chief Executive Officer
ICT Authority,
P.O. Box 27150 00-100
GPO Nairobi
procurement@ict.go.ke**