

INVITATION TO TENDER

CONTRACT NAME AND DESCRIPTION: PROVISION OF CISCO WEBEX ENTERPRISE SUBSCRIPTION AND TECHNICAL SUPPORT – FOR A PERIOD OF THREE (3) MONTHS.

CONTRACT NO: ICTA/OT/07/2024-20245

6th March, 2025

1. **ICT AUTHORITY invites sealed tenders for the** for the Provision of Cisco Webex Enterprise License Renewal Subscription and Technical Support – for a Period of Three (3) Months
2. Tendering will be conducted under Open Tendering method using a standardized tender document.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours (9.00am-1.00pm and 2.00pm-4.00pm) local time, Monday to Friday) at the address given below.

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

4. Tender documents may be obtained electronically from the website www.icta.go.ke or the PPIP website, www.tenders.go.ke. Tender documents obtained electronically from the two (2) websites will be **FREE OF CHARGE**. Tenderers downloading documents from the two (2) websites, i.e. www.icta.go.ke or the PPIP website, www.tenders.go.ke shall immediately advise the ICT Authority that they have downloaded the tender documents, giving full contact addresses of the tenderer (name of tenderer, email, telephone number and postal address) through submission of their details to the email addresses **Email : procurement@ict.go.ke**. The tenderers details are necessary to facilitate any clarifications or addenda that may be issued.
5. A complete set of tender documents may also be purchased or obtained by interested tenders upon payment of a non-refundable fees of Kshs 1,000 in cash or Banker's Cheque and payable to ICT Authority. However, Bidders are strongly encouraged to download the documents from the websites listed in clause 4 above of this Invitation to Tender.
6. The amount and currency of the Tender Security shall be **Kenya Shillings Fifty thousand, i.e. Kes. 50,000** in form a guarantee from an insurance company licensed by the Insurance Regulatory Authority and listed by the Public Procurement Regulatory Authority (PPRA) or bank licensed by the Central Bank of Kenya. The tender security shall be valid for 156 days from the date of tender opening. Completed tenders must be delivered to the address below on or before;

Tender Closing Date: 21st March, 2025 at Time: 10.00 a.m. (East African Time)

7. Electronic Tenders **WILL NOT** be permitted.
8. Tenders will be opened immediately after the deadline date and time specified below or any deadline date and time specified later.

Tender Closing Date: 21st March, 2025 at Time: 10.00 Time: 10.00 a.m. (East African Time)

9. 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
Att: Deputy Director, 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.

**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 27150-00100
Nairobi, Kenya.**