



TENDER ADVERTISEMENT NATIONAL OPEN TENDER

TENDER NO: KTNA/OT/02/2023-2024

TENDER FOR THE PROVISION OF MICROSOFT OFFICE 365 CLOUD EMAIL SOLUTION

The Kenya Trade Network Agency (Ken Trade) invites sealed tenders for **Provision of Microsoft Office 365 Cloud E-mail solution.**

1. Tendering will be conducted under the open National competitive method using a standardized tender document. Tendering is open to all qualified and interested bidders.
2. Eligible and interested bidders may obtain further information and inspect the bidding documents at Supply Chain Management Office at the Kenya Trade Network Agency (Ken Trade) Headquarters on 1st Floor, Embankment Plaza, Upper Hill between 8.00am and 5.00pm Kenyan Time, Monday to Friday except lunch time between 1.00pm to 2.00pm and on public holidays.
3. A complete set of tender documents may be obtained by interested candidates upon payment of a non-refundable fee of Ksh.1,000/= (One Thousand Shillings Only) deposited in KenTrade's Co-operative Bank Account no. 01141162178000, Account Name: Kenya Trade Network Agency, Upper Hill Branch.
4. The document may also be downloaded free of charge from the Public Procurement Information Portal www.tenders.go.ke and/or the Kenya Trade Network Agency Website at the following link:-
<http://www.KenTrade.go.ke/index.php/procurement/tenders>.
Bidders who download the tender document from the government portal must register with KenTrade, giving full details of the company name, postal, physical, email and telephone addresses through the email address; procurement@KenTrade.go.ke for the purposes of receiving any future communication.
5. Prices quoted should be inclusive of all taxes and service delivery costs, must be expressed in Kenya shillings and will remain valid for 140 days from date of tender opening.

- 6 The Tenderer shall chronologically serialize all pages and attachments of the tender.
- 7 Completed tenders must be submitted **electronically** through **KenTrade's e-supplier portal displayed on the Agency's website on or before** Wednesday, September 13, 2023, at 10:00am.
- 8 Tenders will be opened **online** immediately after the deadline date and time specified above or any deadline date and time specified later and bidders/representatives will also follow **online**.
- 9 Tender Security of Ksh.130,000.00 shall be required, valid for 180 days after the opening of this tender this tender.
- 10 Late tenders will be rejected.

CHIEF EXECUTIVE OFFICER