



TENDER RE-ADVERTISEMENT NATIONAL OPEN TENDER

TENDER NO: KTNA/OT/08/2023-2024

TENDER FOR THE PROVISION OF MICROSOFT OFFICE 365 WITH CLOUD EMAIL SOLUTION

1. The Kenya Trade Network Agency (KenTrade) invites sealed tenders for the provision of Microsoft Office 365 with Cloud Email Solution.
2. Tendering will be conducted under open competitive tendering method using a standardized tender document and is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents from the website- www.kentrade.go.ke upon registering as suppliers using the link <https://esupplier.kentrade.go.ke/>.
4. Tender documents may be viewed and downloaded electronically from the KenTrade website- www.kentrade.go.ke upon registering as suppliers using the link <https://esupplier.kentrade.go.ke/> Tender documents obtained electronically will be free of charge.
5. Tenderers who download the tender document must forward their particulars immediately to email address procurement@kentrade.go.ke to facilitate any further clarification or addendum.
6. All Tenders must be accompanied by All Tenders must be accompanied by a tender security of **Kenya Shillings One Hundred and Thirty Thousand Only (Kshs. 130,000.00)** valid for **205 days** from the date of tender closing in the form of a bank guarantee from a reputable bank recognized by the Central Bank of Kenya or an Insurance company approved by PPRA.
7. The Tenderer shall chronologically serialize all pages of the tender documents submitted. **Format 1,2,3,4,5 ...n (where n is the last page number)** from the first page to the last page including all attachments.
8. Completed tenders must be submitted electronically in PDF format and

uploaded on the eSupplier portal through the link <https://esupplier.kentrade.go.ke/> on or before **Friday, 19th January 2024** at **10.00 am**.

9. Only Electronic Tenders will be permitted.
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.

**Kenya Trade Network Agency
1st Floor, Embankment Plaza,
Longonot Road,
Upper Hill,
Nairobi.**

11. Late tenders will be automatically locked out by the system.

CHIEF EXECUTIVE OFFICER

KENYA TRADE NETWORK AGENCY