



KENYA RURAL ROADS AUTHORITY

TENDER NOTICE (LONG ADVERTISEMENT)

SUPPLY AND INSTALLATION OF MICROSOFT 365 (E3 and FI) LICENSE AND EMAIL SECURITY SOLUTION.

TENDER NO. KeRRA/08/37/03/2023 – 2024

1. The Kenya Rural Roads Authority (KeRRA) is a state corporation established under the Kenya Roads Act 2007, with the responsibility of management, development, rehabilitation and maintenance of Rural Roads.
2. The Authority hereby invites bids from interested and eligible Suppliers for the Tender for Supply and Installation of Microsoft 365 (E3 & FI) License and Email Security Solution set to be financed through the RMLF Vote.
3. The Tender Document will be available for downloading **FREE OF CHARGE** on the Authority's Website www.kerra.go.ke (Tenders) and PPIP Portal www.tenders.go.ke with effect from **30th May, 2024**.
4. Interested bidders shall also be able to access the tender document as well as the invitation notice from the Authorities e-procurement portal (eprocurement.kerra.go.ke) as from **30th May, 2024**.
5. All pages of the submitted documents are to be Serialized from the First page to the last page.
6. Interested bidders shall be required to submit their tender documents/ submissions through a hard copy (Original) that will be delivered physically and also make a submission in soft through the Authority's e-procurement portal.
7. Note that tender submission shall be **both Physical (an Original Hard Copy) and uploading the soft copy through the E-procurement portal**.
8. **Submissions through the E-procurement procurement portal shall be as follows;**
 - a) Access the Authority's website through www.kerra.go.ke.
 - b) Go to the ONLINE-SERVICES Menu and click the ONLINE-SERVICES drop-down menu and select E-Procurement Portal or use the <https://eprocurement.kerra.go.ke/>.

- c) Once you access, create your profile, and make your submission as per given requirements.
9. Completed tender documents (Original) should be enclosed in plain sealed envelopes, clearly marked with the Tender Name, Tender Number and be deposited in the Tender Box located at the 3rd Floor, Barabara Plaza Block B, or be addressed and posted to the address below on or before **20th June, 2024 at 11.00 a.m.**
 10. Please note that the submission date for **both the physical submission and online submission** shall be on or before **20th June, 2024 at 11.00 a.m.**
 11. Submitted Physical Bulky tenders which do not fit in the Tender Box shall be delivered to the Supply Chain Management Office located on the 3rd Floor, South Wing, Barabara Plaza, Block B.
 12. Opening of the bids will take place immediately thereafter at the Ground Floor Board Room, Barabara Plaza, Block B **in the presence of the tenderers or their representatives who choose to attend.**
 13. Tenders **not received physically at the submission venue** by the closing date and time **as well as online** by the closing date and time **will not be accepted** for opening and will be rejected and returned unopened for the case of the physical document.
 14. Interested bidders are advised to regularly visit the KeRRA website, PPIP Portal as well as the E-Procurement portal for any Information/Addendums on the above tender.
 15. Interested bidders are advised to download and use the Step-by-Step Manual Guide to assist them through the E-Procurement Submission Process.
 16. Bidders with enquiries are encouraged to do so vide the email addresses shown below. dg@kerra.go.ke, procurementhq@kerra.go.ke.

Director General
Kenya Rural Roads Authority,
Barabara Plaza Block B, Mazao road, Opposite KCAA building
P. O. Box 48151-00100,
NAIROBI, KENYA.
Email Addresses: procurementhq@kerra.go.ke, dg@kerra.go.ke
Tel: +254(20)780600/01-05, Mobile: +254 711851103

Deputy Director (Supply Chain Management)
For: **DIRECTOR GENERAL**