



# 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/08/37/02/2023 – 2024**

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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](http://www.kerra.go.ke) and PPIP Portal [www.tenderes.go.ke](http://www.tenderes.go.ke) with effect from **13<sup>th</sup> October, 2023**.
4. Errors in the pricing of the Price Schedule will not be corrected. Bidders with such errors will be disqualified.
5. All pages of the submitted documents are to be Serialized from the First page to the last page.
6. Completed tender documents 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 Ground Floor, Barabara Plaza Block B, or be addressed and posted to the address below on or before **2<sup>nd</sup> November, 2023 at 11.00 a.m.**
7. 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.
8. 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.**

9. Bids not received at the submission venue by the closing date and time will not be accepted for opening and will be rejected and returned unopened.
10. Bidders are advised to regularly visit the KeRRA website and PPIP Portal for any Information/ Addendums on the above tender.
11. Bidders with enquiries are encouraged to do so vide the email addresses shown below. [dg@kerra.go.ke](mailto:dg@kerra.go.ke), [procurementhq@kerra.go.ke](mailto: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](mailto:procurementhq@kerra.go.ke), [dg@kerra.go.ke](mailto:dg@kerra.go.ke)**  
**Tel: +254(20)780600/01-05, Mobile: +254 711851103**

**Deputy Director (Supply Chain Management)**

For: **DIRECTOR GENERAL**