



POLICYHOLDERS COMPENSATION FUND

Dhamana ya Bima Yako

INVITATION TO TENDER

SUPPLY, DEPLOYMENT, INTEGRATION, TRAINING, COMMISSIONING, MAINTENANCE AND SUPPORT OF ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM (EDRMS) - TENDER NO: PCF/011/2022-2023

1. The POLICYHOLDERS COMPENSATION FUND invites sealed tenders for Supply, Deployment, Integration, Training, Commissioning, Maintenance and Support of Electronic Document and Records Management System (EDRMS).
2. Tendering will be conducted under open competitive method (National) using a standardized tender document. Tendering is open to all qualified and interested Tenderers.
3. Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 0800 to 1600 hours Monday to Friday at the address given below.
4. Tender documents may be viewed and downloaded for free from the www.pcf.go.ke and www.tenders.go.ke. Tenderers who download the tender document must forward their particulars immediately to procurements@pcf.go.ke to facilitate any further clarification or addendum.
5. The procedures to be followed will be as follows:
 - a) Indicate full name of the organization
 - b) Email address of the organization
 - c) Telephone no of the organization
 - d) Postal Address of the organization
6. Tenders shall be quoted be in Kenya Shillings and shall include all taxes. Tenders shall remain valid for 140 days from the date of opening of tenders.
7. All Tenders must be accompanied by a tender Security of **Kenya Shillings Two Hundred Thousand (KShs.200,000.00)** from an institution recognized by Public Procurement Regulatory Authority.
8. Completed Tenders must be delivered to the address below on or before **8th May 2023** at **11:00am**. Electronic Tenders will not be permitted.
9. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
10. Completed tenders must be delivered to the address below on or before date and time as per the instructions to tenderers. Electronic Tenders will not be permitted.

11. Tenders will be opened immediately after the deadline date and time specified above or any deadline date and times specified later. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
12. Late tenders will be rejected.
13. The addresses referred to below are:

A. Address for obtaining further information and for purchasing tender documents



Deputy Director, Supply Chain Management
 Policyholders Compensation Fund
 P.O Box 24203-00100, Nairobi
 Tel 0794 582700
 Email -procurements@pcf.go.ke

B. Address for Submission of Tenders

Managing Trustee
 Policyholders Compensation Fund
 P.O Box 24203-00100, Nairobi
 Tel -0794 582700
 Tender Box located at the reception KWFT Centre 6th Floor

C. Address for Opening of Tenders

Boardroom
 KWFT Centre 6th Floor
 Policyholders Compensation Fund
 P.O Box 24203-00100, Nairobi
 Tel -0794 582700

Issued by: Deputy Director, Supply Chain Management	
Authorized by: Managing Trustee	

27th April 2023