

February 10th, 2025,

Addendum No. 1

To All Bidders,

**CLARIFICATION FOR OPEN NATIONAL TENDER FOR PROVISION OF
ADDITIONAL MICROSOFT 365 LICENSES- CA/SCM/OT/28/2024-2025**

Please refer to the above-mentioned tender that appeared in MY GOV on January 28th, 2025.

Pursuant to clause 10.1 of the tender document uploaded to our website, and the Public Procurement Information Portal, the Authority wishes to respond to the clarifications sought by some of the bidders as follows:

No.	Clarification Sought	CA Response
1.	License Period: it is indicated (18) months, kindly note we can only quote annual subscriptions or monthly without committing subject to change in case of any price uplifts. Kindly advise on the way forward.	As per the Tender Document, bidders are required to quote for the Microsoft 365 E5, Microsoft 365 E3, Power BI Premium Per User (PPU), and Project Planner Plan 3 Licenses for a period of eighteen (18) months.
2.	Quantity of the License: Kindly confirm the total number of licenses to be licensed (specify the line-item description).	The requirement for the number of licenses per item description is amended as follows. Microsoft 365 E5 - 10 licenses Microsoft 365 E3 - 150 licenses Power Bi PPU - 20 licenses Microsoft Planner Plan 3 - 5 licenses <i>Additionally, Bidders are also required to quote for:</i> OEM-certified (Microsoft) sessions for at least Ten (10) technical and operational staff, ensuring they are equipped to manage and troubleshoot for Microsoft 365 E5, Power BI Premium Per User (PPU), and Project Planner Plan 3.
3.	We are requesting an extension of a further one (1) week to be able to prepare a comprehensive proposal.	CA wishes to extend the closing date for seven (7) days from 12th February 2025 to 19th February 2025.

ALL other conditions of the initial tender remain unchanged.

Yours Faithfully,



Peter Mwangi
FOR: DIRECTOR GENERAL /CEO