INVITATION TO TENDER

PROCURING ENTITY : Office of the Auditor-General

CONTRACT NAME AND DESCRIPTION: PROVISION OF AN ELECTRONIC DOCUMENT AND RECORDS MANAGEMENT SYSTEM

1. The Office of the Auditor-General invites sealed tenders for **Provision of an Electronic Document and Records Management System.**
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. A complete set of tender documents may be obtained electronically from the Website **www.egpkenya.go.ke**
4. Tender documents may be viewed and downloaded for free from the website **www.egpkenya.go.ke** Tenderers who download the tender document must forward their particulars immediately to ***procurement@oagkenya.go.ke*** to facilitate any further clarification or addendum.
5. There will be a Pre-Tender meeting scheduled to be held on **17 November 2026** at **10:00am. at Anniversary Towers 9th Floor Classroom.**
6. All Tenders must be accompanied by a ***tender Security*** of **KShs.200,000.00** in the form of Unconditional Bank Guarantee from a reputable bank or an insurance Guarantee from an authorized Insurance firm valid for **154 days** from the date of tender opening
7. Completed tenders must be submitted electronically through **e-GP** on or before **the date as per the tender notice**.
8. Tenders will be opened at 1115Hrs after the deadline and time specified above or any deadline date and time specified later.
9. There will be a virtual tender opening through the link below:

Join:

https://teams.microsoft.com/meet/3768976588737474?p=wkOoIWHsvWpVqd6fF4

Meeting ID: 376 897 658 873 747 4

Passcode: 5Wo3x9YV

10. Late tenders will be rejected.

11. The addresses referred to above are:

Address for obtaining further information

The Auditor-General
Office of the Auditor-General,
Anniversary Towers Nairobi
Procurement Office 8th Floor
P.O. Box 30084-00100
NAIROBI
Email: procurement@oagkenya.go.ke

Deputy Auditor-General - Corporate Services
For: The Auditor-General.

PROCUREMENT PRIVACY NOTICE

What is personal information?

"Personal information" means any information that can be used to identify a person or an individual who is reasonably identifiable. Examples of Personal Information we collect include: names, addresses, email addresses, phone and identification numbers, salutation, Nationality. In general terms, this includes information that personally identifies you either directly (e.g. your name) or indirectly.

"processing" means any operation or sets of operations which is performed on personal data or on sets of personal data whether or not by automated means, such as
(a) collection, recording, organisation, structuring;
(b) storage, adaptation or alteration;
(c) retrieval, consultation or use;
(d) disclosure by transmission, dissemination, or otherwise making available; or
(e) alignment or combination, restriction, erasure or destruction.

What personal data do we collect?

The information that we may collect and process includes but is not limited to the following:

i. information about your staff's career history, or education.
ii. Any identifying name, number, mark, email address, street name, phone number, or other specific designation given to the person.
the individual's name, if it is present along with additional personal information about the individual or if the revelation of the name alone would provide information about the individual.
iii. details regarding the race, information about a person's contained in their CVs and CR 12; it may include information about their nationality, ethnic, or social origin;
iv. Emails that the sender directly or implicitly designates as private or confidential, as well as follow-up messages that would divulge the original email's contents;
v. the ideas or viewpoints of another person regarding the person.

How do we collect your personal data?

Most of the personal information we process is provided to us directly by the bidding company in the bids or by members of staff during the procurement process.

How will we use your personal data?

The information we collect will depend on the reasons for which it is collected and used. This might differ in our various interactions. We will only collect information that we need

for procurement purposes and for the performance of a contract once the procurement process is completed.

How do we keep your personal data safe?

The Personal Information provided is stored in a manner that reasonably protects it from misuse and loss and from unauthorized access, modification or disclosure.

When your Personal Information is no longer needed for the purpose for which it was obtained, we will take reasonable steps to destroy or permanently de-identify your Personal Information. However, most of the Personal Information is or will be stored in client files which will be kept by us for the period prescribed in the Document Archiving and Retention Policy.

Whether we share personal data with third parties

We may disclose personal information to third parties in accordance with the Data Protection Policy, other government institutions in the execution of their statutory or constitutional mandates, our external auditors, contractual service providers when necessary and where you would reasonably expect us to disclose your information.

What are the data protection rights of individuals?

When a company provides personal data to us, their staff have certain rights available to them in relation to that data. These rights are outlined below and can be exercised by contacting the Data Protection Officer, indicating which right the staff member wishes to exercise:

Your right of access - the individual has the right to ask us for copies of their personal information.
Your right to rectification - they have the right to ask us to rectify information they think is inaccurate. They also have the right to ask us to complete information they think is incomplete.
Your right to erasure - They have the right to ask us to erase their personal information in certain circumstances.
Your right to object to processing – they have the right to object to the processing of their personal data in certain circumstances.
Your right to data portability - They have the right to ask that we transfer the information provided to us to another organisation, or to themselves, in certain circumstances.
They are not required to pay any charge for exercising their rights. If they make a request, we have fourteen days to respond to you.

In the case of data portability, the individual is required to pay for the transfer and the process should be effected within 30 days.

Incase of any enquiries or complaints contact:
Data Protection Officer
Emai: dpo@oagkenya.go.ke
Office of the Auditor General
Anniversary Towers, University Way
P. O. Box 30084-00100
NAIROBI

In case of complaints you can contact the Office of the Data Protection Commissioner
Office of the Data Protection Commissioner
Communications Authority Centre
info@odpc.go.ke
P.O Box 30920-00100
G.P.O Nairobi