

Our Ref: **CONF/IRA/00/036/14**

17<sup>th</sup> February, 2023

**TO ALL BIDDERS**

Dear Sirs,

**RE: ADDENDUM NO 1: TENDER NO.IRA/077/2022-2023 – RENEWAL OF  
MICROSOFT EXCHANGE ONLINE**

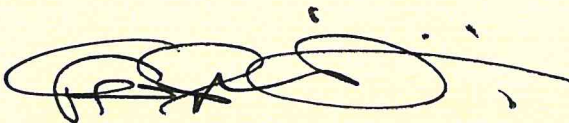
We refer to the above captioned item. The Authority would like to amend the price schedule in the tender document through amending the table No.1 (Grand Summary Cost Table), page No. 55 of the tender document under item No.2. The item should read as **Microsoft 365 Business Basic**.

Please note that the word **“Standard”** has been delated and replaced with the word **“Basic”** to the item. The amended Grand Summary Cost Table is attached hereto as **Annexure I**.

The other terms and conditions of the tender remain the same.

Please acknowledge receipt of the addendum No. 1 by signing and returning the appended acknowledgement page indicated under **Annexure II**.

Yours faithfully,



**FELIX K. CHELIMO**  
**SENIOR MANAGER, SUPPLY CHAIN MANAGEMENT**  
**FOR: INSURANCE REGULATORY AUTHORITY**

**ANNEXURE I**

**1. Grand Summary Cost Table**

<b>S/No.</b>	<b>Item Description</b>	<b>Qty</b>	<b>Annual Cost per user</b>	<b>Total Annual Cost</b>
1	Exchange Online (Plan 1)	30		
2	Microsoft 365 BusinessBasic	20		
3	Microsoft 365 Business Standard	121		
4	Azure Active Directory Premium P1	80		
<b>Sub- Total</b>				
<b>Add V.A.T.</b>				
<b>Grand Total</b>				

Name of Tenderer: \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Signature of Tenderer:

**ACKNOWLEDGEMENT OF ADDENDUM NO. I**

**TENDER NO.IRA/077/2022-2023 – RENEWAL OF MICROSOFT EXCHANGE  
ONLINE**

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We, the undersigned hereby certify that the addendum is an integral part of the document and the alterations set out in Addendum has been incorporated in the tender document.

\_\_\_\_\_ *[Authorized Signature]*

\_\_\_\_\_ *[Name and Title of Signatory]*

\_\_\_\_\_ *[Name of Firm]*

\_\_\_\_\_ *[Address:]*



