



**REPUBLIC OF KENYA
THE NATIONAL ASSEMBLY**

REF: NA/PROC/JUNE/2026 (2)

DATE: 24th JUNE 2026

To: All interested bidders

SUBJECT: ADDENDUM TWO (2)

PROVISION OF MESSAGING AND COLLABORATION SOFTWARE PLATFORM (ADDITIONAL MICROSOFT 365 E-MAIL SERVICE LICENSES FOR 500 USER ACCOUNTS) FOR A PERIOD OF THREE YEARS. TENDER No. NA/OT/041/2025-2026

Reference is made to the following tender published on 19th June 2026 on the Public Procurement Information Portal www.tenders.go.ke and Parliament website www.parliament.go.ke. We wish to make the following clarification.

S/NO.	CLARIFICATION SOUGHT BY TENDERERS'	NATIONAL ASSEMBLY RESPONSE
1.	What exact Microsoft 365 license type(s) are required for the 500 users?	The required licensing model is Microsoft 365 Business Basic.
2.	Does the scope include licensing only or licensing + implementation, migration, and 3-year support?	The scope of the assignment shall include: Provision of Microsoft 365 Business Basic licenses; Solution implementation and configuration; Migration of existing mailboxes and data; Technical support and maintenance for a period of three (3) years.
3.	What is the current email platform, and what data migration scope is required?	The current email environment comprises both Zimbra Network Edition and Microsoft 365 platforms. Migration services will be required for the existing forty (40) Microsoft 365 user accounts, while the remaining accounts will be provisioned as new user accounts.

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S/NO.	CLARIFICATION SOUGHT BY A TENDERER	NATIONAL ASSEMBLY RESPONSE
		Note: A working split-domain configuration is currently in place between Zimbra Network Edition and Microsoft 365 for the parliament.go.ke domain, enabling coexistence and mail routing between the two platforms.
4.	Should the solution be pure Microsoft 365 (cloud-only) or is a hybrid/on-premise component required?	The proposed solution shall be a fully cloud-based Microsoft 365 deployment for a total of five hundred (500) user accounts.
5.	What is the required pricing format—per user per year or total cost for the full 3-year period?	Bidders shall provide a detailed pricing schedule indicating the annual licensing, implementation, migration, and support costs for each of the three (3) contract years.
6.	The additional licenses required are for Microsoft 365 E5 or E3	The additional licenses required are for Microsoft 365 E3
7.	Page 72 there is the requirement for Migration Services, from which platform are we required to migrate from?	The current email environment comprises both Zimbra Network Edition and Microsoft 365 platforms. Migration services will be required for the existing forty (40) Microsoft 365 user accounts, while the remaining accounts will be provisioned as new user accounts.

The Tender Closing/Opening Date is hereby extended from **Friday, 26th June 2026** to **Monday, 29th June 2026** at **11.00 am**

This Addendum (2) is construed to form part of the Tender Requirements. All other terms and conditions of the Tender remain the same.

For: 
KENNEDY M. MALINDA
FOR: CLERK OF THE NATIONAL ASSEMBLY