



TENDER NOTICE
NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI

The NGOs Co-ordination Board invites sealed tenders from eligible suppliers for the provision of the below listed service: -

Tender No.	Description	Eligibility	Tender fee in Kshs.	Closing date
TENDER NO: NGOB/T002/2020-2021	Proposed Re-partitioning of NGOs Co-ordination Board offices at Co-operative Bank House, Nairobi County	Qualified Contractors	1,000.00	9/02/2021

The tender documents containing submission information, detailed terms and conditions of the tenders may be obtained from the Board's Cash Office, located on the 15th floor of Co-operative Bank House between 9.00 a.m. and 4.00 p.m. at a fee of KSh. 1,000 deposited in Board's bank account as detailed below: -

Bank Name: Co-operative Bank Co-op House Branch
Account Name: NGOs Co-ordination Board
Account Number: 01136030582102

Applicants may also download the document from the Board's website www.ngobureau.go.ke or PPIP portal www.tenders.go.ke at no fee and **MUST** register their interest immediately by sending an email to procurement@ngobureau.go.ke stating their names, tender no., category, email, postal address/physical address and telephone no. for the purposes of receiving any tender clarifications and /or addendums if need be.

Applications for tenders shall be submitted in a sealed envelope marked with tender name and category number and deposited in the tender box at the Board's offices during normal office hours (8.00 a.m. – 5.00 p.m.). Tender applications can be addressed or posted to: -

**The Executive Director,
NGOs Co-ordination Board,
P.O Box 44617 – 00100
NAIROBI
TEL: 020-2214813, 2213938**

So as to be received on or before Tuesday, **9th February 2021** by **10.00 a.m.** Bulky tender documents which do not fit in the tender box will be received in the Executive Director's office on the same dates and timelines. Tenders will be opened immediately after the tender closure and any late bids shall be rejected.

Tenderers shall submit a bid security of **Kshs 200,000.00** of the bid price in form of bank guarantee or banker's cheque. Tenders will remain valid for 120 days from the closing date. Prices quoted must be net (inclusive of all government taxes).

The NGOs Co-ordination Board reserves the right to accept or reject the tender in whole or in part and does not bind itself to accept the lowest bidder.