



**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: -

<b>Tender No.</b>	<b>Description</b>	<b>Eligibility</b>	<b>Tender fee in Ksh.</b>	<b>Closing date</b>
NGOB/RFP/01/2020-2021	Consultancy Services for Provision of Quality Management System (ISO9001:2015)	Qualified Consultancies	1,000.00	3/2/2021

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 15<sup>th</sup> 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](http://www.ngobureau.go.ke) or PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke) at no fee and **MUST** register their interest immediately by sending an email to [procurement@ngobureau.go.ke](mailto: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 Wednesday, **3<sup>rd</sup> February** 2021 by **11.00 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 2% of the bid price in form of bank guarantee or banker's cheque. Tenders will remain valid for 90 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.