



**TENDER NOTICE OF INVITATION TO REGISTER AS SUPPLIERS
NGOs CO-ORDINATION BOARD
P.O BOX 44617 – 00100
NAIROBI**

**REGISTRATION OF SUPPLIERS FOR 2021-2023 FY's -TENDER NUMBER
NGOB/T/001/2021/2022**

The NGOs Co-ordination Board intends to prequalify Suppliers/Service Providers for Pre-qualification/registration of suppliers for goods, consultancy and non-consultancy Services for the Board for the fiscal year 2021/2022 & 2022/2023 in the following categories: -

CATEGORY NO.	ITEM DESCRIPTION	ELIGIBILITY
A- SUPPLY OF GOODS		
A1	Supply of general supplies and small office equipment	AGPO-Youth
A2	Supply of office stationeries	AGPO-Women
A3	Supply of Computers, laptops, barcode scanner readers, desktop scanners, Electronic signature and	AGPO-Youth
A4	Supply, Installation & Commissioning of structured cabling(IP) PABX and Networking Equipment	AGPO - Women
A5	Supply of ICT Consumables and related accessories (Tonners, CD's Flash disks)	AGPO-PWD
A6	Supply of office furniture	AGPO-Youth
A7	Supply of calling cards, mobile Airtime	AGPO-Women
B-PROVISION OF SERVICES		
B1	Provision of repair and maintenance of office furniture	Open to all
B2	Provision of Repair, and maintenance service of Computers, printers/photocopiers and other ICT Equipment	AGPO-Youth

B3	Provision of Internet Services	Open to all
B4	Provision of G-Suite – Basic email services	Open to all
C. PROVISION OF CONSULTANCY SERVICE		
C1	Provision of Consultancy services on Human Resource Management	Open to all
C2	Provision of consultancy services for Website improvement	Open to all
C3	Provision of media consultancy services	Open to all
C4	Provision of Consultancy services for editing and report writing services	Open to all

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 Thursday, 28th October, 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. Tenders will remain valid for 90 days from the closing date.

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.