



## NGOs CO-ORDINATION BOARD

### TENDER NOTICE

#### **PROVISION OF CONFERENCE FACILITY SERVICES UNDER FRAMEWORK AGREEMENT**

**TENDER NUMBER: NGOB/T001/2022-2023**

---

The NGOs Co-ordination Board is a State Corporation under the Ministry of Interior and Co-ordination of National Government, established by an Act of Parliament and mandated to inter alia register, co-ordinate and facilitate the work of all national and international NGOs operating in Kenya.

The Board hereby invites sealed tenders from eligible bidders for the Provision of Conference Facility Services under a Framework Agreement for a period of Three (3) years in the following Counties; Nairobi, Mombasa, Kisumu, Eldoret, Machakos, Nakuru, Naivasha, Meru, Nyeri and Garissa

Qualified and interested tenderers may obtain further information and inspect the Tender Documents during office hours 8.00am to 5.00 PM at the address given below. More details on the Services are provided in PART 2 - Services' Requirements, Section V - Description of Services of the Tender Document.

A complete set of tender documents may be obtained FREE OF CHARGE by interested tenders in NGOs Co-ordination Board website [www.ngobureau.go.ke](http://www.ngobureau.go.ke)) or PPIP portal [www.tenders.go.ke](http://www.tenders.go.ke). No tender security is required.

Tenderers who download the tender document must forward their particulars immediately to [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke) to facilitate any further clarification or addendum.

Completed tenders must be hand delivered to NGOs Co-ordination Board at Co-operative Bank house 15<sup>th</sup> floor on or before 15<sup>th</sup> August, 2022 at 11.00 am and deposited on the tender box.

Bulky tenders which do not fit in the Tender Box shall be delivered to the Executive Directors office situated at Co-operative Bank House 15<sup>th</sup> floor. All late tenders will be rejected.

Tenders will be opened immediately after the deadline date and time specified above or any deadline date and time specified later. The Tenderer SHALL chronologically serialize all pages of the tender documents submitted from the first page to the last page.

The addresses referred to above are:

**Executive Director**  
**NGOs Co-ordination Board**  
**P.O BOX 44617 – 00100**  
**Nairobi**  
**Co-operative Bank House 15th Floor**  
**PHONE NUMBER:0202214044**  
**Email: [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke)**