



TENDER NOTICE

REGISTRATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR FINANCIAL YEARS 2018/2019 & 2019/2020

TENDER NO. - NGOB/T001/2018 – 2019

NGOs Co-ordination Board invites application from interested and eligible bidders for the registration as supplier(s) of goods and services for the financial years 2018/2019 -2019/2020 ending on 30th June 2021 as listed in the below table:-

NO.	TENDER NUMBER	ITEM DESCRIPTION OF GOODS AND SERVICES	ELIGIBILITY
CATEGORY A- REGISTRATION FOR SUPPLY AND DELIVERY OF GOODS			
1.	A1	Supply and delivery of general office stationery	PWD
2.	A2	Supply and delivery of air time scratch cards	Women
3.	A3	Supply and delivery of computer consumables and related accessories	Youth
4.	A4	Supply and delivery of assorted office consumables	Youth
5.	A5	Supply and delivery of bottled clean drinking water	Open
6.	A6	Supply and delivery of fresh milk	Youth
7.	A7	Supply and delivery of daily newspapers	Youth
CATEGORY B- REGISTRAION FOR PROVISION OF SERVICES			
8.	B1	Provision of repair for computers, laptops, storage, printers, copiers, projectors and other related equipment's	Open
9.	B2	Provision of creative design and printing services	Youth
10.	B3	Provision of website designing and maintenance services	Youth
11.	B4	Provision of Travel and Air Ticketing Agency Services (IATA Registered Firms Only)	Open
12.	B5	Provision of cleaning services	Women
13.	B6	Provision of Legal Services -	Open

		Constitutional experts, Sectoral laws and policy experts	
14.	B7	Provision of Audit services	Open
15.	B8	Provision of catering services	Open
16.	B9	Provision for car hire services	Open
CATEGORY C-REGISTRATION OF CONSULTANCY SERVICES			
17.	C1	Consultancy for training for ISO 9001-2015	Open
18.	C2	Consultancy for ISO 9001-2015 Certification	Open
19.	C3	Curriculum development for the training of charitable sector	
20.	C4	Consultancy for needs assessment on training and training of TOTs	Open
21.	C5	Consultancy for needs assessment on digitization of records and automation of services	Open
22.	C6	Consultancy for event organizers	Open
23.	C7	Consultancy for Risk Management Enterprise	Open

The registration tender documents, containing submission information, detailed terms and conditions of registration may be downloaded from NGOs Board Website www.ngobureau.or.ke or PPIP portal www.tenders.go.ke at no fee and **MUST** register their interest immediately by sending an email to procurement@ngobureau.or.ke stating their names, tender no., category, email, postal address and telephone no.

Applications for registration shall be submitted in a sealed envelope marked with tender name and category number and deposited in the tender box at NGOs Board offices, 14th floor of Co-operative Bank House during normal office working hours (8.00 a.m – 5.00 p.m). Applications can also be posted to **The Executive Director, NGOs Co-ordination Board, P.O Box 44617 – 00100 NAIROBI** so as to be received on or by 17th April, 2019. The Board reserves the right to accept or reject any late applications.

Completed registration documents in plain sealed envelopes clearly marked on the envelope as follows:-

REGISTRATION OF SUPPLIERS 2018/2019-2019/2020

CATEGORY NO: _____

SUPPLY OF: _____