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## THE NATIONAL GENDER AND EQUALITY COMMISSION

### PRE-QUALIFICATION/ REGISTRATION OF SUPPLIERS

The National Gender and Equality Commission (NGEC) is a Constitutional Commission established pursuant to Article 59 (4) & (5) of the Constitution of Kenya, 2010. It is operationalized by the National Gender and Equality Commission Act, 2011. The Commission's mandate is to promote gender equality and freedom from discrimination for all people in Kenya with focus on special interest groups, which include women, children, youth, persons with disabilities (PWDs), older members of society, minorities and marginalized groups.

The Commission invites applications from eligible candidates for Pre-qualification/ Registration of Suppliers for the financial years 2019/2020- 2020/2021

SUPPLY OF GOODS		
CATEGORY	ITEM DESCRIPTION	TARGET GROUP
NGEC/GS/01/2019-2021	Supply of ICT Software, Accessories and Consumables.	OPEN
NGEC/GS/02/2019-2021	Supply of Braille Stationery	OPEN
NGEC/GS/03/2019-2021	Supply of Braille Equipment	OPEN
NGEC/GS/04/2019-2021	Supply of Mobile Phones	OPEN
NGEC/GS/05/2019-2021	Supply of Specialized Equipment and Software used by Persons with Disability	OPEN
NGEC/GS/06/2019-2021	Supply of Motor Vehicles	OPEN
NGEC/GS/07/2019-2021	Supply of Fuel and Lubricants	OPEN
NGEC/GS/08/2019-2021	Supply of Education and Library Materials	OPEN
NGEC/GS/09/2019-2021	Consultancy for Development of Data Base on Equality and Inclusion	OPEN
NGEC/GS/10/2019-2021	Supply of Motor Vehicle Tyres, Tubes and Batteries	Youth, Women & PWDs
NGEC/GS/11/2019-2021	Supply of Staff Uniforms and Clothing	Youth, Women & PWDs
NGEC/GS/12/2019-2021	Supply of Marketing and Promotional Materials e.g ( Umbrel las, Caps T-Shirts)	Youth, Women & PWDs
NGEC/GS/13/2019-2021	Supply of General Supplies (e.g. Sugar, Water, Detergents, Toiletries, Kitchen Ware e.t.c)	Youth, Women & PWDs
NGEC/GS/14/2019-2021	Supply of Milk	Youth, Women & PWDs
NGEC/GS/15/2019-2021	Supply of Newspapers and Periodicals	Youth, Women & PWDs
NGEC/GS/16/2019-2021	Supply of Office Furniture and Equipment	Youth, Women & PWDs
NGEC/GS/17/2019-2021	Supply of Drinking Mineral Water	Youth, Women & PWDs
NGEC/GS/18/2019-2021	Supply of Flowers	Youth, Women & PWDs
NGEC/GS/19/2019-2021	Supply of Mobile Airtime	Youth, Women & PWDs
SERVICES		
ITEM NO.	ITEM DESCRIPTION	TARGET GROUP
NGEC/SS/01/2019-2021	Provision of Air Ticketing Services	OPEN
NGEC/SS/02/2019-2021	Provision of Asset Valuation Services	OPEN
NGEC/SS/03/2019-2021	Provision of Car Hire services	OPEN
NGEC/SS/04/2019-2021	Provision of Taxi Services	OPEN
NGEC/SS/05/2019-2021	Provision of Courier Services	OPEN
NGEC/SS/06/2019-2021	Provision of Hotels, Conference and Accommodation Services	OPEN
NGEC/SS/07/2019-2021	Provision of Research Consultancy Services	OPEN
NGEC/SS/08/2019-2021	Provision of Internet Services	OPEN
NGEC/SS/09/2019-2021	Consultancy for Development of Data Base on Equality and Inclusion	OPEN
NGEC/SS/10/2019-2021	Development of National Inclusive Development Framework	OPEN
NGEC/SS/11/2019-2021	Security Services	OPEN
NGEC/SS/12/2019-2021	Provision of Integrated Web Based Human Resource Management Information System	OPEN
NGEC/SS/13/2019-2021	Provision of Pension Custodian Services	OPEN
NGEC/SS/14/2019-2021	Provision of Pension Fund Management services	OPEN
NGEC/SS/15/2019-2021	Provision of Staff Team Building Services	OPEN
NGEC/SS/16/2019-2021	Provision of Motor Vehicle Repairs and Services	OPEN
NGEC/SS/17/2019-2021	Provision of Catering Services	OPEN
NGEC/SS/18/2019-2021	Provision of Courier Services	OPEN

ITEM NO.	ITEM DESCRIPTION	TARGET GROUP
NGEC/SS/19/2019-2021	Installation and Maintenance of Unified Communication Systems	OPEN
NGEC/SS/20/2019-2021	Repair and Maintenance of servers	OPEN
NGEC/SS/21/2019-2021	Installation and Configuration of Data Centre, Cloud and back up services	OPEN
NGEC/SS/22/2019-2021	Provision of Bulk SMS and short Code Services	OPEN
NGEC/SS/23/2019-2021	Maintenance of Braille Machines Services	OPEN
NGEC/SS/24/2019-2021	Provision of Asset Valuation Services	OPEN
NGEC/SS/25/2019-2021	Provision of Asset Tagging and Asset Register	OPEN
NGEC/SS/26/2019-2021	Provision of Inventory Management Software	OPEN
NGEC/SS/27/2019-2021	Repair and Maintenance of Specialized Equipment and Software used by Persons with Disability	OPEN
NGEC/SS/28/2019-2021	Provision of Radio and TV Advertising	OPEN
NGEC/SS/29/2019-2021	Development of Sexual and Gender based Violence ( SGBV) framework	OPEN
NGEC/SS/30/2019-2021	Legal Drafting Services	OPEN
NGEC/SS/31/2019-2021	Legal Litigation Services,	OPEN
NGEC/SS/32/2019-2021	Legal Investigation Services,	OPEN
NGEC/SS/33/2019-2021	Legal Consultancy Services,	OPEN
NGEC/SS/34/2019-2021	Provision of Carwash Services	Youth, Women & PWDs
NGEC/SS/35/2019-2021	Provision of Photography/ Video Graphic, Public Address System and Related Services	Youth, Women & PWDs
NGEC/SS/36/2019-2021	Repair & Maintenance of ICT Equipment including Computers, Printers, Photocopiers, Servers and Fax Machines	Youth, Women & PWDs
NGEC/SS/37/2019-2021	Repair and Maintenance of Office Furniture & Fittings	Youth, Women & PWDs
NGEC/SS/38/2019-2021	Repair and Maintenance of Air Conditioners	Youth, Women & PWDs
NGEC/SS/39/2019-2021	Provision of Small Contracts for Works	Youth, Women & PWDs
NGEC/SS/40/2019-2021	Provision of Labor Contracts for Small Works	Youth, Women & PWDs
NGEC/SS/41/2019-2021	Provision of Printing and Binding Services	Youth, Women & PWDs
NGEC/SS/42/2019-2021	Event Organizing Services	Youth, Women & PWDs
NGEC/SS/43/2019-2021	Provision of Cleaning Services	Youth, Women & PWDs
NGEC/SS/44/2019-2021	Provision of Sanitary Services	Youth, Women & PWDs

Prequalification/ Registration documents may be obtained from NGEK Procurement office during working hours or be downloaded free of charge from the Commission website: [www.ngekenya.org](http://www.ngekenya.org). Applicants who download the document should register with Procurement department before submitting their pre-qualification/ Registration, by sending their names, email and telephone number to [info@ngekenya.org](mailto:info@ngekenya.org).

Completed Prequalification/ Registration in plain sealed envelopes indicating the title of the Prequalification/ Registration and Reference number shall be placed in sealed envelopes and clearly marked on the envelope and addressed to:

**The Commission Secretary/ CEO**  
**National Gender and Equality Commission**  
**P.O Box 27512-00506**

**NAIROBI**

Or be deposited in the Tender Box on 1st floor of Solution Tech Place, Longonot Road, Upper Hill Nairobi, so as to be received on or before **Wednesday, 17th July 2019 at 10.30 a.m**

Tenders will be opened immediately thereafter in the presence of the candidate or their representatives who choose to attend at NGEK Boardroom on 1<sup>st</sup> Floor of the same building.

For more details, please visit our website: [www.ngekenya.org](http://www.ngekenya.org)

**Betty S. Nyabuto, MBS**  
**Commission Secretary/ CEO**