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**Date: 17th August 2021**

**REGISTRATION OF AGPO PREQUALIFIED SUPPLIERS**

The Commission invites applications from AGPO Prequalified suppliers for Registration for a period of two (2) calendar years.

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| **Registration Reference Number**  | **Item Description** | **Target Group** |
| NGEC/AGPO/01/2021-2022 | Provision of Event Moderating Services | Youth, Women & PWDs |
| NGEC/AGPO/02/2021-2022 | Supply of Braille Stationery | Youth, Women & PWDs |
| NGEC/AGPO/03/2021-2022 | Provision of Digital Marketing Services | Youth, Women & PWDs |
| NGEC/AGPO/04/2021-2022 | Supply of ICT Consumables and Accessories | Youth, Women & PWDs |
| NGEC/AGPO/05/2021-2022 | Supply of Motor Vehicle Tyres, Tubes and Batteries | Youth, Women & PWDs |
| NGEC/AGPO/06/2021-2022 | Supply of Staff Uniforms and Clothing | Youth, Women & PWDs |
| NGEC/AGPO/07/2021-2022 | Supply of Marketing and Promotional Materials e.g. ( Branded Umbrellas, Caps, T-Shirts, Bags, Pens, Notebooks, Calendars, Diaries, Flash disks etc) | Youth, Women & PWDs |
| NGEC/AGPO/08/2021-2022 | Supply of General Supplies (E.g. Sugar, Water, Detergents, Toiletries, Kitchenware e.t.c) | Youth, Women & PWDs |
| NGEC/AGPO/09/2021-2022 | Supply of Office Stationery | Youth, Women & PWDs |
| NGEC/AGPO/10/2021-2022 | Supply of Milk | Youth, Women & PWDs |
| NGEC/AGPO/11/2021-2022 | Supply of Newspapers and Periodicals | Youth, Women & PWDs |
| NGEC/AGPO/12/2021-2022 | Supply of Office Furniture and Equipment | Youth, Women & PWDs |
| NGEC/AGPO/13/2021-2022 | Supply of Drinking Mineral Water | Youth, Women & PWDs |
| NGEC/AGPO/14/2021-2022 | Supply of Mobile Airtime |

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| Youth, Women & PWDs |

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| NGEC/AGPO/15/2021-2022 | Provision of Car Wash Services | Youth, Women & PWDs |
| NGEC/AGPO/16/2021-2022 | Provision of Digital Photography/ Videography, Public Address System and Related Services Services | Youth, Women & PWDs |
| NGEC/AGPO/17/2021-2022 | Repair & Maintenance of ICT Equipment Including Computers, Printers, Photocopiers | Youth, Women & PWDs |
| NGEC/AGPO/18/2021-2022 | Repair and Maintenance of Specialized Equipment and Software Used by Persons with Disabilities | Youth, Women & PWDs |
| NGEC/AGPO/19/2021-2022 | Repair and Maintenance of Office Furniture & Fittings | Youth, Women & PWDs |
| NGEC/AGPO/20/2021-2022 | Repair and Maintenance of Air Conditioners | Youth, Women & PWDs |
| NGEC/AGPO/21/2021-2022 | Provision of Small Contracts for Works | Youth, Women & PWDs |
| NGEC/AGPO/22/2021-2022 | Provision of Printing and Binding Services | Youth, Women & PWDs |
| NGEC/AGPO/23/2021-2022 | Event Management Services | Youth, Women & PWDs |
| NGEC/AGPO/24/2021-2022 | Provision of Graphic Design Services | Youth, Women & PWDs |
| NGEC/AGPO/25/2021-2022 | Provision of Rappoteuring Services | Youth, Women & PWDs |
| NGEC/AGPO/26/2021-2022 | Provision of Cleaning, Sanitary and Fumigation Services | Youth, Women & PWDs |

The AGPO prequalified suppliers are required to fill in their business details using the Application form provided below:

The Completed application forms in plain sealed envelopes indicating the title of the 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 so as to be received on or before Tuesday, 31st August 2021 at 11.00 AM

The Applications will be opened immediately thereafter in the presence of the candidate or their representatives who choose to attend at NGEC Boardroom on 1st Floor of the same building.

Youth, Women and Persons with Disabilities are encouraged to apply.

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

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|  |  **APPLICATION FORM** |  |  |
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|  | **REGISTRATION OF AGPO PREQUALIFIED SUPPLIERS AND SERVICE PROVIDERS FOR SUPPLY OF GOODS AND PROVISION OF SERVICES** |
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|   | **ITEM DESCRIPTION** | **REMARKS** |
| 1 | What is the name of your business? |  |
| 2 | What is your business Postal Address?  |   |
| 3 | Email address: |   |
| 4 | Name/Names of the Director/s |   |
| 5 | ID Number of the Director/s |   |
| 8 | AGPO Certificate Number: | Please attach your AGPO Certificate.  |
| 9 | Your Business Registration/ Certificate of Incorporation number: | Attach your Business Registration certificate number |
| 11 | IFMIS Number ( if applicable) |   |
| 12 | AGPO Group: |   |
| 13 | Telephone / Mobile Number: |   |
| 14 | You business physical location: |   |
| 15 | Category you wish to apply for: | Registration Ref. No. | This is only applicable for categories reserved for AGPO suppliers |
| Item Description: |
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|  | Submitted by: Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |