



# THE NATIONAL GENDER AND EQUALITY COMMISSION

## REGISTRATION OF SUPPLIERS

The National Gender and Equality Commission is a Constitutional Commission set up pursuant to Article 59 (4) & (5) of the Constitution of Kenya 2010 and the National Gender and Equality Commission Act 2011. The overall mandate of the Commission is to promote gender equality and freedom from discrimination among all people of Kenya with focus on Special Interest Groups (SIGs), notably women, youth, children, persons with disabilities, the elderly, minorities and marginalized groups.

The Commission invites applications from eligible candidates for Registration of service providers for the following services for a period of two calendar years;

1. **Air ticketing services**
2. **Hotel accommodation and conference facilities**

Registration documents may be obtained from NGENC Procurement office during working hours free of charge or be downloaded from the Commission website: [www.ngeckeny.org](http://www.ngeckeny.org) and IFMIS Kenya Supplier Portal: [www.supplier.treasury.go.ke](http://www.supplier.treasury.go.ke). Applicants who download the document should register with Procurement department before submitting their Registration, by sending their names, email and telephone number to [info@ngeckeny.org](mailto:info@ngeckeny.org).

Completed Registration documents in plain sealed envelopes indicating the title of the Registration and Reference number shall 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 **Wednesday, 30<sup>th</sup> January 2019 at 10.30a.m.**

Submitted registration documents will be opened immediately thereafter in the presence of the candidates or their representatives who choose to attend at NGENC Boardroom on 1st Floor of the same building.

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