



## NGOs CO-ORDINATION BOARD

### TENDER NOTICE FOR DISPOSAL OF OBSOLETE & UNSERVICEABLE STORES AND EQUIPMENT

**TENDER NO: NGOB/T002/2022-2023**

The NGOs Co-ordination Board invites interested bidders for the purchase of obsolete and unserviceable stores & equipment as listed below: -

NO.	ITEM	MAKE/MODEL	LOCATION
LOT 1	<b>ICT EQUIPMENT AND ACCESSORIES</b>	Computers, Laptops, Printers Scanners, laminators, telephone heads, UPS, Type writer's	NAIROBI Head office Visit 15 <sup>th</sup> floor for viewing during working hours
LOT 2	<b>OFFICE FURNITURE</b>	Office chairs, visitor's chairs, office desks, coffee table, broke boards	NAIROBI Head office Visit 15 <sup>th</sup> floor for viewing during working hours
LOT 3	<b>OFFICE EQUIPMENT</b>	Water Dispensers, Microwave, Fridge, Shredders Tires, Metallic four drawer cabinets, Service charter rollers, Aluminium glass doors, Red carpet	NAIROBI Head office Visit 15 <sup>th</sup> floor for viewing during working hours

Eligible candidates may obtain tender documents from NGOs Board's Cash Office; 15th Floor of Co-operative Bank House, Haile Selassie Avenue, during normal office hours upon payment of a non-refundable fee of Kshs.1,000.00 in a Banker's Cheque in favour of The NGOs Co-ordination Board or direct deposit to Board's account no.01136030582102 Co-operative Bank House branch. The document may also be downloaded from the 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) free of charge. Bidders who download the tender document must arrange to register with NGOs Board the company name, postal and physical, and email and telephone address for the purposes of receiving any further tender clarifications and/or addendums if need be on email [procurement@ngobureau.go.ke](mailto:procurement@ngobureau.go.ke)

Tender documents duly completed should be submitted in plain sealed envelopes bearing appropriate reference number and description of tender on the envelope and deposited at the

Tender Box located on Co-operative Bank House 15th floor, on or before Monday, 29<sup>th</sup> May 2023 by 11.00 a.m. or addressed to:

**The Executive Director  
NGOs Co-ordination Board  
P.O Box 44617 – 00100  
NAIROBI**

Kindly note that the sale of all items will be on " **AS – IS- WHERE – IS – CONDITION**" and all interested bidders are advised to visit the respective location and carry out their own assessment before making their final quote.