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INTERNAL MEMO

From: The Commission Secretary/CEO

To: Benard Sompoika, **SM&EO**
Hellen Kogo, **AO**
Daniel Gichumbi, **ICTO**
Amon Wamuti, **SCMO**

Ref: NGEC/CS/MEMO/011/VOL 1 (340)

Date: 17/06/ 2026

APPOINTMENT TO THE TENDER OPENING COMMITTEE FOR FRAMEWORK AGREEMENT FOR PROVISION OF CATERING SERVICES (RE-ADVERTISEMENT)

The above matter refers.

The Administration Division initiated the procurement process for Provision of Catering Services.

By this memo, you have been appointed to open the tenders for Provision of Catering Services.

The membership is as follows;

	Name	Designation	Position
1	Benard Sompoika	Senior Monitoring and Evaluation Officer	Chairperson
2	Hellen Kogo	Administration Officer	Member
3	Daniel Gichumbi	ICT Officer	Member
4	Amon Wamuti	Supply Chain Management Officer	Secretary

Tenders will opened on Thursday 25th June, 2026 at 11.00 a.m in the presence of bidders who choose to attend.

The Tender Opening Committee shall submit a report to the Commission Secretary/CEO through the Head of Procurement not later than Monday 29th June, 2026.

Purity Ngina, **PhD, MBS**

NATIONAL GENDER AND EQUALITY COMMISSION
COMMISSION SECRETARY'S OFFICE
17 JUN 2026
RECEIVED
P.O. Box 27512 - 00506 NAIROBI

NGEC
National Gender and Equality Commission

INTERNAL MEMO

To: The Commission Secretary/CEO

APPROVED 17/06/26

From: Head of Procurement

Ref: NGEC/HOP/MEMOS/01VOL.V/1605/AWG **Date:** 17/06/ 2026

APPOINTMENT TO THE TENDER OPENING COMMITTEE FOR FRAMEWORK AGREEMENT FOR PROVISION OF CATERING SERVICES (RE-ADVERTISEMENT)

The above matter refers.

The Procurement Division identified Framework Agreement as the most appropriate method of procurement.

The following staff members have been recommended for appointment to the Tender Opening Committee;

	Name	Designation	Position
1	Benard Sompoika	Senior Monitoring and Evaluation Officer	Chairperson
2	Hellen Kogo	Administration Officer	Member
3	Daniel Gichumbi	ICT Officer	Member
4	Amon Wamuti	Supply Chain Management Officer	Secretary

The Committee shall prepare a report and submit to the Commission Secretary/CEO through the Head of Procurement not later than Monday 29th June, 2026.

This is for your consideration.

Amon Wamuti
For: Head of Procurement