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NGEC
National Gender and Equality Commission

INTERNAL MEMO

NATIONAL GENDER AND EQUALITY COMMISSION
COMMISSION SECRETARY'S OFFICE
03 APR 2026
RECEIVED
P.O. Box 27512-00506, NAIROBI

To: Commission Secretary /CEO **From:** PAO

Approved
08/04/26

Thro' HoP

REF: NGEC/ADMIN/MEMO) VOL.1(203) **Date:** 7th April, 2026

REQUEST FOR APPROVAL TO PROCURE A SERVICE PROVIDER TO OFFER CATERING SERVICES

The above subject refers;

The current contract for catering services will lapse on 22nd May 2026. This is to seek your approval for the procurement process to begin to avoid interruption in of service delivery. The services of the current provider have not been satisfactory and therefore extension is not recommended.

Andrew Mwithiga

PROCUREMENT
09 APR 2026
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