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INTERNAL MEMO

From: The Commission Secretary/CEO

To: Andrew Mwithiga, **PAO**
Victoria Ng'ethe, **PPO**
Fiona Njeru, **SPO**
Ruth Njenga, **SPO**
Sydney Baraza, **ICTO**
Amon Wamuti, **SCMO**

Ref: NGEC/CS/MEMO/011/VOL 1 (341)

Date: 22/06/ 2026

APPOINTMENT TO THE TENDER EVALUATION 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 evaluate the tenders and make recommendations to the Accounting Officer through the Head of Procurement.

The membership is as follows;

	Name	Designation	Position
1.	Andrew Mwithiga	Principal Administration Officer	Chairperson
2.	Victoria Ng'ethe	Principal Planning Officer	Member
3.	Fiona Njeru	Senior Programs Officer	Member
4.	Ruth Njenga	Senior Programs Officer	Member
5.	Sydney Baraza	ICT Officer	Member
6.	Amon Wamuti	Supply Chain Management Officer	Secretary

The report shall be submitted to the Commission Secretary/CEO through the Head of Procurement not later than Friday 10th July, 2026.

Purity Ngina, **PhD, MBS**

NATIONAL GENDER AND EQUALITY COMMISSION
COMMISSION SECRETARY'S OFFICE
22 JUN 2023
RECEIVED
P.O. Box 27512 - 00506, NAIROBI

INTERNAL MEMO

To: The Commission Secretary/CEO

Approved
23/06/26

From: Head of Procurement

Ref: NGEC/HOP/MEMOS/01VOL.V/1615/AWG

Date: 22/06/ 2026

APPOINTMENT TO THE TENDER EVALUATION 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.

The Supply Chain Management Division identified Framework Agreement as the most appropriate method of procurement.

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

	Name	Designation	Position
1.	Andrew Mwithiga	Principal Administration Officer	Chairperson
2.	Victoria Ng'ethe	Principal Planning Officer	Member
3.	Fiona Njeru	Senior Programs Officer	Member
4.	Ruth Njenga	Senior Programs Officer	Member
5.	Sydney Baraza	ICT Officer	Member
6.	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 Friday 10th July, 2026.

Your consideration is hereby sought.

Amon Wamuti
For: Head of Procurement