

# INVITATION TO TENDER

MIDRIFT HURINET LTD

P.O Box 16325 – 20100 Nakuru. [Info@midrifthurinet.org](mailto:Info@midrifthurinet.org)

## I. Introduction

MIDRIFT HURINET is a Non-Profit organization operating in Kenya since 2008. We are dedicated to advancing Peace, Good Governance, and Human Rights in Kenya. Our work is anchored on three strategic priorities: Peacebuilding and Conflict Transformation, where we engage stakeholders and empower communities to resolve conflicts and foster a culture of Peace and Security; Good Governance and Human Rights Advocacy, where we promote transparency, accountability, and civic participation; and Institutional Strengthening and Development, where we build the capacity of Government institutions, non-state actors, and our own team to collaboratively deliver on our mission for a more just and peaceful society.

To enhance programme visibility, documentation, and community engagement, MIDRIFT HURINET invites eligible and qualified suppliers to submit bids for the supply and delivery of documentation equipment

## 2. Tender Details

- Tender Reference: MH/PROC/2026/05
- Tender Name: Supply of Documentation Equipment
- Procurement Method: Open Competitive Tender
- Submission Deadline: 30<sup>th</sup> June 2026 at 5:00 PM (EAT)
- Submission Method: Electronic (Email Only)

The tenderer is expected to supply and deliver high-quality communication and documentation equipment indicated below (Detailed technical specifications may be attached separately or requested from MIDRIFT.)

TENDER NO:	ITEM NAME AND DESCRIPTION	QUANTITY
MID/PODEQ/2026/049	Rode Podmic Dynamic Podcasting Microphone	2pcs
MID/PODEQ/2026/050	UMC 404hd Soundcard	1pc
MID/PODEQ/2026/051	Canon XA65 4K Camcorder	1pc

### NAKURU - OFFICE

Ronald Ngala Road,  
Christ The King Training Institute Building,  
First Floor.  
P.O BOX 16326-20100  
NAKURU, KENYA

### NAIROBI - OFFICE

Kirichwa Road, Off Argwings Kodhek Road,  
Alina Harbour Apartments,  
Block F, 7th Floor, Door 4  
P.O BOX 11128-00100  
NAIROBI, KENYA

### 3. Eligibility Requirements

The following are not eligible to participate:

- MIDRIFT HURINET employees
- Board members and committee members
- Immediate relatives (spouse and children) of the above

### 4. Instructions for Preparation of Tenders Tenderers

must ensure the following:

- The tender must be prepared in English.
- All prices must be inclusive of VAT and applicable taxes
- Quoted in Kenya Shillings (KES)
- Unit price and Total cost
- Attach clear photographs of each item quoted.
- Clearly indicate brand, model, and specifications of items.
- Provide company profile and relevant experience (optional but recommended).

### 5. Submission of Tenders

All bids must be submitted electronically via email to:

[pace-tender@midrifthurinet.org](mailto:pace-tender@midrifthurinet.org), clearly indicating in the subject of your email **-SUBMISSION OF TENDER – PACE PROGRAMME/PODCAST EQUIPMENT** not later than **30<sup>th</sup> June 2026**

### Important Notes:

- Only electronic submissions will be accepted
- Late submissions will be automatically disqualified
- Ensure all documents are attached before submission

### 6. Evaluation and Award Criteria •

Tenders will be evaluated based on:

- Compliance with technical specifications
- Completeness of documentation
- Price competitiveness (VAT inclusive)
- Delivery timelines and warranty provisions

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## 7. Notification of Award

- Successful tenderers will be notified via email and phone
- MIDRIFT reserves the right to accept or reject any tender without giving reasons

## 8. Ethical Standards

MIDRIFT HURINET upholds the highest standards of integrity and transparency. Tenderers shall not engage in:

- Corrupt practices
- Fraudulent misrepresentation
- Collusion or unethical conduct

Any bidder found engaging in such practices will be disqualified immediately.

## 9. Additional Requirements

Tender submissions must include:

- Detailed quotation (VAT inclusive)
- Product images and specifications
- Valid business registration documents (recommended)
- PIN/VAT certificate (recommended)

## 10. Disclaimer

MIDRIFT HURINET:

- Does not bind itself to accept the lowest or any tender
- Reserves the right to cancel or modify the tender process at any stage

## 11. Contact for Clarifications

For any clarifications, please submit all questions concerning this tender to the Finance Team at [pace-tender@midrifthurinet.org](mailto:pace-tender@midrifthurinet.org) by **Wednesday, 25<sup>th</sup> June 2026 5.00pm**

Issued By:

MIDRIFT HURINET  
Nakuru, Kenya

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