



PASTORALIST WOMEN FOR HEALTH AND EDUCATION

Pastoralists living a dignified life

P.O. Box 464 – 60300, Isiolo, Kenya | Tel: 064 – 52328 • +254 726 844 850 | pastoralistwomenhealth2020@gmail.com

REQUEST FOR QUOTATION (RFQ)

Design and Development of the PWHE Website and Set-up of Official Staff Email Accounts

Reference No.	PWHE/RFQ/WEB/001/2026
Date of issue	Tuesday, 13 October 2026
Deadline	On or before Friday, 23 October 2026, 5:00 p.m. (East Africa Time)
Send applications to	pastoralistwomenhealth2020@gmail.com
Copy (Cc)	golichashoba123@gmail.com, golompodokata@gmail.com, andrewrob451@gmail.com

Pastoralist Women for Health and Education (PWHE) invites qualified **firms and individual consultants** to submit quotations to develop a modern, mobile-friendly organizational website and set up official email accounts for all PWHE staff.

1. ABOUT PWHE

PWHE is a women-led local Non-Governmental Organization based in Isiolo County, Kenya. It was founded in June 1998 by women from Isiolo's pastoralist communities as a welfare group, registered as a Community Based Organization in 2005, and became a registered NGO in 2006. It is regulated by the Public Benefit Organizations (PBO) Regulatory Authority. For over 28 years, PWHE has empowered pastoralist women, girls and communities in Isiolo and the neighbouring counties of Marsabit, Samburu and Garissa.

Vision: Pastoralists living a dignified life.

Mission: To empower pastoralist women, girls and communities through accessible healthcare, inclusive quality education, and natural resources governance for economic empowerment.

2. PURPOSE OF THE ASSIGNMENT

To strengthen its communication and visibility, PWHE seeks a service provider to build a professional website that staff can update themselves, and to give every staff member an official email address on the PWHE domain (e.g. firstname.lastname@pwhe-domain).

3. SCOPE OF WORK

A. Website

1. Register the PWHE domain name (preferably .or.ke) and provide web hosting for the first 12 months.
2. Design a modern, mobile-friendly website using PWHE's logo and colours, built on an easy-to-use content management system (e.g. WordPress).
3. Include these pages: Home; About Us; Our Programmes; Where We Work; News and Stories; Publications; Partners; Careers and Tenders; Gallery; and Contact Us (with contact form and social media links).
4. Provide SSL security, backups and basic search engine optimization (SEO), and make the site load well on slow internet connections.
5. Upload the initial content provided by PWHE.



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B. Official staff email accounts

1. Set up email accounts on the PWHE domain for all current staff (16), with room to add more later.
2. Provide a cost-effective email solution, preferably email included in the web hosting package, with adequate storage for each mailbox and webmail access. State any yearly email costs clearly.
3. Create shared addresses (e.g. info@, finance@, programmes@).
4. Set up email on staff computers and phones, with basic security (strong passwords and two-step verification).

C. Training, handover and support

1. Train designated staff to update the website, and all staff to use the email system.
2. Hand over all passwords and a short user guide. **The domain, website and email accounts must be registered in PWHE's name.**
3. Provide free technical support for three (3) months after launch.

D. Timeline

The work must be completed within **four (4) weeks** from the date of contract signing.

Deliverable	Timeline
Inception meeting, work plan, domain registered	Week 1
Staff email accounts set up and working	Week 1
Website design approved by PWHE	Week 2
Test website with PWHE content, shared for review	Week 3
Corrections, launch, training and handover	Week 4

PWHE will provide website content (text, photos, logo and reports) by the end of Week 1.

4. WHO CAN APPLY

Both **registered firms** and **individual consultants** may apply. Applicants must have:

1. Firms: Certificate of Registration or Incorporation. Individuals: copy of National ID.
2. A valid KRA PIN Certificate and Tax Compliance Certificate.
3. At least two (2) years' experience in website design and email set-up.
4. At least two (2) similar websites completed, with live links.
5. Two (2) references with contact details.

Women, youth and persons with disabilities are encouraged to apply.

5. WHAT TO SUBMIT

One application in PDF containing:

1. Company profile (firms) or CV (individuals), with the documents listed in Section 4.
2. Brief approach: proposed website platform, hosting package and email solution.
3. Work plan showing delivery within four (4) weeks.
4. Links to similar websites you have built, and two references.
5. **Financial quotation** in Kenya Shillings (KES), inclusive of all taxes, itemized as: domain and hosting (first year); website design and development; email set-up (and any yearly email costs); and training and support.



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6. HOW TO APPLY

Email your application to pastoralistwomenhealth2020@gmail.com, copying golichashoba123@gmail.com, golompodokata@gmail.com, andrewrob451@gmail.com, with the subject line: “PWHE/RFQ/WEB/001/2026 – Website and Email Services”.

Deadline: on or before Friday, 23 October 2026, 5:00 p.m. East Africa Time. Late applications will not be considered. Questions may be sent to the same email addresses by Monday, 19 October 2026.

7. EVALUATION

Applications will be evaluated in line with PWHE's Procurement Policy, as follows:

Criteria	Weight
Mandatory documents (registration or ID, KRA PIN, tax compliance)	Pass/Fail
Relevant experience and similar websites	30%
Proposed approach and work plan	25%
Training, handover and support	10%
Financial quotation (cost and value for money)	35%
Total	100%

8. IMPORTANT NOTES

- PWHE reserves the right to accept or reject any quotation, in whole or in part, and is not bound to accept the lowest quotation.
- Only shortlisted applicants will be contacted. Any form of canvassing will lead to disqualification.
- PWHE does not charge any fee at any stage of this process.
- PWHE is an equal opportunity organization with zero tolerance to fraud, corruption and sexual exploitation, abuse and harassment.