KENYA REVENUE AUTHORITY

ISO 9001:2015 CERTIFIED

INTERNA

03/12/2025

Date: 03rd December 2025

To:			
	Edwin Oyucho	Chief Manager–BSTEM	Chairperson
	Wahiire Kanake	Manager-IM	Member
	Hillary Kemei	Asst. Manager-F&LS	Member
	Calvin Mwendandu	Asst. Manager-S&SS	Member
	Boniface Tsuma	Asst. Manager-FIN	Member
	Rhodah Nzovila	Asst. Manager-SCM	Secretary

APPOINTMENT OF TENDER EVALUATION COMMITTEE MEMBERS FOR SUPPLY AND DELIVERY OF DESKTOP COMPUTERS FOR A PERIOD OF TWO (2) YEARS REF: KRA/HQS/NCB-003/2025-2026.

I am pleased to convey the decision to appoint you as Members of the Tender Evaluation Committee for the Procurement whose details are given above.

As Members of the Committee, you have the responsibility to ensure speedy and successful completion of the exercise by among others, observing the following requirements:

1) Adhering to the Committee's mandate and terms of reference as outlined in section 46 (4) of the Public Procurement and Asset Disposal Act (PPADA) 2015.
2) Observing discipline in the conduct of the Evaluation by keeping within the scope of the procurement description and not introducing extraneous matters of discussions that detract from the scope of the procurement.
3) Avoiding bias and personal prejudices in connection with one or more bidder (s) or with an aspect of the procurement process.
4) Avoiding conduct that compromises the integrity of the process including through making contacts with the bidder(s) or their agent(s) or by disclosing information in relation to the negotiations to unauthorized third party (ies).
5) Strictly observing all legal requirements governing Public Procurement processes, as may be communicated by the Procurement Division.
6) Attending and actively participating in Committee sessions.

I wish to emphasize that the Committee has the important responsibility of avoiding action(s) that undermine successful completion of the procurement process. The Committee must therefore proactively take action(s) that address potential pitfalls by consulting on timely basis with the Procurement Division on any matters that may require clarification(s).

Besides the measures above, the representative of the Procurement Division in the Committee to provide technical input in terms of compliance with the PPADA Act

2015 and Public Procurement Asset Disposal Regulations (PPADR) 2020 as outlined in regulation 29 (5).

On their part, Members of the Committee shall discharge their mandate as per regulation 30 of the PPADR. A member wishing to express their views on a matter shall do so openly and provide clear justification for such view(s).

In accordance with the Executive Order Number Two (2) of 2018, the Authority shall publish the outcome of the tender process on the Government Tender Portal and which includes names of Evaluation, Inspection and Acceptance Committee members.

Finally, I wish you success as you discharge your role as Members of the Evaluation Committee and thank you for your contribution.

HUMPHREY WATTANGA
COMMISSIONER GENERAL.