

KSTVET/CF/TENDERS /102

28th November 2025

- | | | |
|------------------------|--------------------|-------------|
| 1. Ms. Nancy Ngenesi | HOD Human Resource | Chairperson |
| 2. Mr. Vincent Mukhaya | Audit | Member |
| 3. Ms. Joyce Mungai | Supply Chain | Secretary |
| ASSISTED BY; | | |
| 4. Mr. Eric Odhiambo | ICT | |
| 5. Jeremiah Gitari | Estates | |

RE: APPOINTMENT TO AN ADHOC TENDER OPENING COMMITTEE

In accordance with the Public Procurement and Asset Disposal ACT 2015 Section 78, I wish to appoint you as a member of Adhoc Opening Committee to undertake the closing of tender on **Wednesday, 3rd December, 2025 at 10.00 a.m.** and opening of the same immediately thereafter at Professor Gichaga hall.

You are to carry out the opening of the tenders strictly on **3rd, 4th and 5th December, 2025**. The opening report is to be handed over to the Evaluation committee on **5th December, 2025 at 2.00 p.m.**

The role of the tender opening committee shall include the following; -

1. Carry out the closing of tender submissions at the stipulated time.
2. Carry out the opening of the bids.
3. Register participants present who should sign the register.
4. Prepare minutes and report for presentation to tender evaluation committee.
5. Sign all the opened bids submitted and take note of any corrected amounts by cycling and signing against it.

It is prudent that you acquaint yourself with PPAD 2015 Act section 78 as relates to tender opening.



DR. EDWIN TARNO, PHD, HSC
CHIEF EXECUTIVE OFFICER

Cc. - Deputy Principal PAF
- Supply Chain Manager