National Biosafety Authority

DEPARTMENT: ADMINISTRATION
FORM TITLE: INTERNAL MEMO
REF No: NBA/ADM/F005

From: Ag. Chief Executive Officer

Ref: NBA/MEE/C15/8

To:
Jacinta Muinde - Chairperson
Purity Murungi - Member
Mariam Mupa - Member
Alfred Wamukota - Secretary

Date: 11th September, 2026

APPOINTMENT TO TENDER OPENING COMMITTEE

Pursuant to Sections 78 of the Public Procurement and Asset Disposal Act 2015, I hereby appoint you to the Tender Opening Committee of the following tender:

S/N	Tender Number	Tender Description	Tender Security (Kshs)	Closing/ Opening Date
1.	NBA/753/0001/2026-27	PROVISION OF MEDICAL INSURANCE COVER FOR STAFF AND BOARD MEMBERS – UNDERWRITERS ONLY	326,000	15TH SEP, 2026 AT 11.00 AM
2.	NBA/753/0003/2026-27	EXPRESSION OF INTEREST FOR PROVISION OF CONSULTANCY SERVICES FOR RESOURCE MOBILIZATION – INDIVIDUAL CONSULTANTS ONLY	N/A	15TH SEP, 2026 AT 11.00 AM

The tender for Provision of Medical Insurance Cover for Staff and Board Members is to close on Tuesday, 15th September,2026 at 11.00 am as indicated on the tender document. Thereafter, an opening exercise will be held online in the E-GP System https://www.egpkenya.go.ke.

The Expression of Interest for Provision of Consultancy Services for Resource Mobilization will be closed on Tuesday, 15th September,2026 at 11.00 am as indicated on the tender document. Thereafter, the tender box will be opened immediately, and the opening exercise be held at NBA Headquarters.

This is a very important assignment, which calls for your dedication and commitment and integrity.

DR. ANN N. KARIMI
AG. CHIEF EXECUTIVE OFFICER

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