National Biosafety Authority

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

From: Ag. Chief Executive Officer **Ref**: NBA/753/0001/2026-27(1)

To:
Moses Sande - Chairperson
Julia Njagi - Member
Esther Thuku - Member
Emmanuel Kamboga - Member
Doreen Muthiora - Member
Faith Onyimbo - Secretary

Regina Kibor - Secretariat **Date:** 9th September, 2026

APPOINTMENT TO TENDER EVALUATION COMMITTEE

Pursuant to Sections 46 (a-e) of the Public Procurement and Asset Disposal Act 2015, I hereby appoint you to the Tender Evaluation Committee of the following tender:

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

The Evaluation exercise will be held at Argyle Grand Hotel on 14th to 18th September, 2026.

You are expected to adhere to the compliance and evaluation criteria set out in the Tender document in accordance with Section 80 (20 (4).

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

DR. ANN N. KARIMI
AG. CHIEF EXECUTIVE OFFICER