KAIMOSI FRIENDS UNIVERSITY (KAFU)

TO: Vice Chancellor

DATE: 29th January,2026

FROM: Chief Procurement Office

REF: KAFU/108/VC/001/VOL.3(111)

RE: APPOINTMENT OF THE AD HOC COMMITTEE FOR THE INSPECTION AND ACCEPTANCE OF SUPPLY OF GREEN VEGETABLES, MEAT AND GROCERIES.

The above subject matter refers,

Pursuant to section 48 of the Public Procurement Asset and disposal act 2015 stipulates that the Accounting officer may establish an Ad hoc committee known as an inspection and acceptance committee on the recommendation of the procuring entity.

This is to kindly request for your approval of the following members to be involved in the inspection and acceptance of the above named item.

1. Mr.Joseph Sandagi - Chairperson
2. Mr. Enock Nyatuka - Member
3. Ms. Marrion Osore - Member
4. Ms. Hellen Rhobi - Secretary

The terms of reference of the committee is to:

d. Inspect and review the goods in order to ensure compliance with the terms and specifications of the contract
e. Accept or reject on behalf of the procuring entity delivered goods
f. Ensure the right quality of service has been offered.

Dr.Nurwin Fozia
Ag.Chief Procurement Officer

Request to the Accounting Officer

Approved ☑ Not Approved ☐

Signature: _____ **Date:** 29/1/2026