



National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos, Kenya
Cell: 0707 522 509

Email: cdfmachakostown@ngcdf.go.ke

To:-

Mr. Samuel Muthama - Chairperson
The Supply Chain Management Officer – Machakos County - Secretary
Head of Institution/Principal – Member/User
Mr. Dennis Musyoki – Member
Mr. Peter Ngui - Member

Ref. No. NG-CDF/MKST/PROC/05/12/25/02

5th December, 2025

SUBJECT: APPOINTMENT TO THE ADHOC TENDER EVALUATION COMMITTEE FOR CONSTRUCTION OF A DINING HALL AND KITCHEN AT MULAANI SEC. SCHOOL ROM 16TH DECEMBER, 2025

The above subject refers.

I hereby wish to appoint you as a member of the above committee.

1. You are required to carry out the exercise diligently as per the Procurement and Assets Disposal 2015 (Revised Edition 2016) and its Regulations of 2020 as follows: -
 - a) Pursuant to Section 80 of the Act, the following instructions must be adhered to by the committee members.
 - b) Evaluate and compare the responsive tenders other than tenders rejected under Section 82(3).
2. The Evaluation and comparison shall be done using procedures and criteria set out in the tender documents and, in the tender for professional services, shall have regard to the provisions of this Act and statutory instruments issued by the relevant professional associations regarding regulation of fees chargeable for services rendered.
3. The following requirements shall apply with respect to the procedures and criteria referred to in subsection (2) —
 - a) the criteria shall, to the extent possible, be objective and quantifiable;



National Government Constituency Development Fund
Machakos Town Constituency
P.O Box 2521-90100
Machakos, Kenya
Cell: 0707 522 509

Email: cdfmachakostown@ngcdf.go.ke

-
- b) each criterion shall be expressed so that it is applied, in accordance with the procedures, taking into consideration price, quality, time and service for the purpose of evaluation; and
4. The evaluation committee shall prepare an evaluation report containing a summary of the evaluation and comparison of tenders and shall submit the report to the person responsible for procurement for his or her review and recommendation.
5. The person responsible for procurement shall, upon receipt of the evaluation report prepared under subsection (4), submit such report to the accounting officer for approval as may be prescribed in regulations.
6. The evaluation shall be carried out within a maximum period of thirty days.
7. The evaluation report shall be signed by each member of evaluation committee.

Yours faithfully,

Nicholas Kimanzi
FUND ACCOUNT MANAGER