



National Government Constituency Development Fund  
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To:-

Mr. Felix Maungu - Chairperson  
The Supply Chain Management Officer – Machakos County - Secretary  
The Principal, Mulaani Sec. School – Member/User  
Ms. Judith Mwanzia – Member

Ref. No. NG-CDF/MKST/PROC/05/12/25/01

5<sup>th</sup> December, 2025

**SUBJECT: APPOINTMENT TO THE ADHOC TENDER OPENING COMMITTEE FOR  
CONSTRUCTION OF A DINING HALL AND KITCHEN AT MULAANI SEC. SCHOOL ON 15<sup>TH</sup>  
DECEMBER, 2025 AT 10:00 AM**

The above subject refers.

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

Your duties and obligations are derived from Section 78 of the Public Procurement and Assets Disposal Act, 2015(Revised Edition 2016) and its Regulations of 2020 as follows: -

The tender opening committee shall assign an identification number to each tender and record the number of pages received.

1. As each tender is opened, the following shall be read out loud and recorded in a document to be called the tender opening register—
  - (a) the name of the person submitting the tender;
  - (b) the total price, where applicable including any modifications or discounts received before the deadline for submitting tenders except as may be prescribed; and
  - (c) if applicable, what has been given as tender security.
2. No tenderer shall be disqualified by the procuring entity during opening of tenders.
3. Each member of the tender opening committee shall —
  - (a) sign each tender on one or more pages as determined by the tender opening committee; and

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- (b) initial, in each tender, against the quotation of the price and any modifications or discounts, where applicable.
4. The tender opening committee shall prepare tender opening minutes which shall set out —
- (a) a record of the procedure followed in opening the tenders; and
- (b) the particulars of those persons submitting tenders, or their representatives, who attended the opening of the tenders.
5. To acknowledge that the minutes are true reflection of the proceedings held, each member of the tender opening committee shall —
- (a) initial each page of the minutes;
- (b) append his or her signature as well as initial to the final page of the minutes indicating their full name and designation.
6. A person who causes the physical loss of tender documents provided for under this section commits an offence.

Yours faithfully,



**Nicholas Kimanzi**  
**FUND ACCOUNT MANAGER**