SECOND SCHEDULE
COMPOSITION OF TENDER COMMITTEES

(1) Ministerial Tender Committee or Self Accounting Unit Tender Committee

**Membership Structure:**

Chairman: An officer appointed in writing by the accounting officer

Deputy Chairman: Chief Finance Officer or, if there is no such officer, the Head of the Finance Unit appointed in writing by the accounting officer.

Other members: Five heads of departments appointed in writing by the accounting officer

Secretary: The officer heading the Procurement Unit of the Ministry or the Self Accounting Unit

1. District Tender Committee

**Membership Structure:**

Chairman: A head of department appointed in writing by the District Commissioner.

Deputy Chairman: District Development Officer appointed in writing by the District Commissioner.

Other members: At least five heads of departments appointed in writing by the District Commissioner from among the following Ministries-

(a) Agriculture;  
(b) Health;  
(c) Environment and Natural Resources;  
(d) Roads and Public Works;  
(e) Education;  
(f) Water and Irrigation and;  
(g) Livestock and Fisheries Department and;  
(h) The District Accountant

Secretary: The District Procurement Officer

2. State Corporations Tender Committee

**Membership Structure:**

Chairman: A head of department appointed in writing by the Chief Executive Officer.

Deputy Chairman: The head of Finance Department appointed in writing by Chief Executive Officer

Other members: At least five departmental heads including the Company Secretary or officers in equivalent positions appointed in writing by the Chief Executive Officer

Secretary: The officer heading the procurement unit of the corporation
4. Public Universities Tender Committee

Membership Structure

Chairman: A head of department appointed in writing by the Vice Chancellor.

Deputy Chairman: The head of Finance Department appointed in writing by the Vice Chancellor

Other members: The Head of Administration, The Head of Academic Affairs, A Principal of a College appointed by the Vice Chancellor, Three Heads of a Faculty or School appointed in writing by the Vice Chancellor.

Secretary: The officer heading the procurement unit of the University

5. Local Authorities Tender Committee

Membership Structure:

Chairman: For City Councils (Nairobi, Mombasa, Kisumu) – A head of department appointed in writing by the Clerk to the council. For Urban, County and Town Councils – the Clerk

Deputy Chairman: A head of department appointed in writing by the Clerk

Members: The Finance officer/Treasurer Seven heads of departments, appointed by the Clerk of the local authority.

Secretary: The officer heading the procurement unit of the local authority

6. Colleges Tender Committee

Membership Structure:

Chairman: Appointed in writing by the principal.

Deputy Chairman: The officer in charge of finance appointed in writing by the Principal.

Other members: At least six heads of departments Matron/Officer in charge of boarding facilities appointed in writing by the Principal.

Secretary: The officer heading the procurement unit of the college.
7. Schools Tender Committee

**Membership Structure:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>The Deputy Principal or Deputy Headmaster appointed in writing by the Principal/Headmaster</td>
</tr>
<tr>
<td>Deputy Chairman</td>
<td>The officer in charge of finance or equivalent appointed by the Principal/Headmaster</td>
</tr>
<tr>
<td>Other members</td>
<td>At least six heads of departments or members of the teaching staff including the Matron or officer-in-charge of the boarding facilities where applicable appointed by the Principal or Headmaster,</td>
</tr>
<tr>
<td>Secretary</td>
<td>The officer heading the procurement unit.</td>
</tr>
</tbody>
</table>

8. Co-operative Societies Tender Committee

**Membership Structure:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>The Deputy Chief Executive Officer appointed in writing by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Deputy Chairman</td>
<td>The person in charge of finance appointed in writing by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Other members</td>
<td>At least six heads of departments appointed by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Secretary</td>
<td>The officer heading the procurement unit of the co-operative society.</td>
</tr>
</tbody>
</table>

9. Voluntary Organizations/ Institutions Tender Committee

**Membership Structure:**

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairman</td>
<td>The Deputy Chief Executive appointed in writing by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Deputy Chairman</td>
<td>The person in charge of finance appointed in writing by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Other members</td>
<td>At least five members of the governing body or committee of the Institution appointed by the Chief Executive Officer.</td>
</tr>
<tr>
<td>Secretary</td>
<td>The officer heading the procurement unit of the organization.</td>
</tr>
</tbody>
</table>
10. Central Bank of Kenya Tender Committee

Membership Structure:

Chairman: The Deputy Governor appointed in writing by the Governor

Deputy Chairman: The person in charge of finance appointed in writing by the Governor

Other members: At least six heads of department appointed in writing by the Governor

Secretary: The officer heading the procurement unit

11. Commissions (Permanent) Tender Committees

Membership Structure:

Chairman: A person appointed in writing by the accounting officer.

Deputy Chairman: The person in charge of finance appointed in writing by the accounting officer.

Other members: At least six heads of departments or equivalent positions appointed in writing by the accounting officer.

Secretary: The officer heading the procurement unit.

12. Semi Autonomous Government Agencies

Membership Structure:

Chairman: A person appointed in writing by the accounting officer.

Deputy Chairman: The person in charge of finance appointed in writing by the accounting officer.

Other members: At least six heads of departments or equivalent positions appointed in writing by the accounting officer.

Secretary: The officer heading the procurement unit.
13. Hospital Tender Committee
   Membership Structure

   Chairman           The officer appointed in writing by the Medical Superintendent
   Deputy Chairman    The Nursing Officer in charge
   Other members      Hospital Administrator
                      Public Health Officer
                      Accountant in charge
                      Catering Officer in charge
                      Maintenance Officer in charge
                      Pharmacist in charge
                      Medical Clinician
   Secretary          The officer heading the procurement unit of the hospital

14. Health Facility Tender Committee
   Membership Structure

   Chairman           The officer in charge of the health centre/ dispensary
   Deputy Chairman    The Nursing Officer/Clinical Officer in charge as appropriate
   Other members      Public Health Technician
                      Laboratory Technician
                      Two members of the facility management committee (other than the
                      chairman) appointed in writing by the officer in charge of the facility
   Secretary          The officer heading the procurement unit

15. Special Security Tender Committee
   Membership Structure

   Membership        The membership of each special security tender committee may be determined by
                      the Director General in consultation with the respective security organ
16. Tender committee for the Constituency Development Fund

(a) District Projects Tender Committee

Chairman: Elected from among members
Members
District Commissioner of the District
The chairpersons of the Constituencies Development Committee
District Accountant of the District
Secretary District Development Officer of the district

(a) Constituency Development Fund Tender Committee

Membership structure
Chairman Elected from among the members

Members
The district officer in the constituency
Treasurer in the Constituency Development Committee
Four members elected from the Constituency Development Committee
Secretary The Constituencies Development Committee secretary shall be the secretary to the tender secretary