

SECOND SCHEDULE
COMPOSITION OF TENDER COMMITTEES (s.26 (4))

(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:

Chairman	The Deputy Principal or Deputy Headmaster appointed in writing by the Principal/ Headmaster
Deputy Chairman	The officer in charge of finance or equivalent appointed by the Principal/ Headmaster
Other members	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,
Secretary	The officer heading the procurement unit.

8. Co-operative Societies Tender Committee

Membership Structure:

Chairman	The Deputy Chief Executive Officer appointed in writing by the Chief Executive Officer.
Deputy Chairman	The person in charge of finance appointed in writing by the Chief Executive Officer.
Other members	At least six heads of departments appointed by the Chief Executive Officer.
Secretary	The officer heading the procurement unit of the co-operative society

9. Voluntary Organizations/ Institutions Tender Committee

Membership Structure:

Chairman	The Deputy Chief Executive appointed in writing by the Chief Executive Officer.
Deputy Chairman	The person in charge of finance appointed in writing by the Chief Executive Officer.
Other members	At least five members of the governing body or committee of the Institution appointed by the Chief Executive Officer.
Secretary	The officer heading the procurement unit of the organization.

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 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 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

