



# KENYA MEDICAL RESEARCH INSTITUTE

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E-mail: [director@kemri.org](mailto:director@kemri.org)      [info@kemri.org](mailto:info@kemri.org)  
Website: [www.kemri.org](http://www.kemri.org)

## PROCEDURE FOR ORDERING HAND SANITIZERS IN KEMRI

1. Send your orders via SMS to the mobile no. **0769777860** with the following details:
  - a. Name and ID of Person/Organization
  - b. Desired quantities and pack sizes
2. We will respond to your SMS:
  - a. Confirming the available quantities
  - b. Kindly note that you should only remit your payment upon confirmation of order
  - c. Requesting you to pay for the available quantities via the Account  
**A/C Name: Kenya Medical Research Institute**  
**Bank: KCB, Kipande House**  
**A/C No. 1104174529**  
**Branch Code: 01101**or  
**MPESA PAY BILL. NO. 522522 Account no. 1104174529**
3. Once we receive your payment we will confirm to you when to pick your sanitizers.
4. On the day of picking the product just show your SMS trail at the security gate.

### NOTE:

- a. *An official letter stating the quantities & mode of payment should be made to Director General, Attention: Head of Marketing, KEMRI; Email, [marketing@kemri.org](mailto:marketing@kemri.org)*
- b. *Supply of the requested quantities will be subject to available stocks.*
- c. *The phone line is open between 8.00 am – 5.00pm Monday-Friday and shall operate on SMS only*

# MANAGEMENT