



*In Search of Better Health*

# KENYA MEDICAL RESEARCH INSTITUTE

## INVITATION TO TENDER

The Kenya Medical Research Institute (KEMRI) is a state corporation, established through the Science and Technology (Amendment) Act of 1979. Its mandate is to conduct research in human health. KEMRI wishes to procure the following.

TENDER NUMBER	TENDER DESCRIPTION	BID BOND AMOUNT	OTHER DETAILS
KEMRI/RFP/001/2023-2024	Request for Proposal for provision of recruitment consultancy services for position of; <ul style="list-style-type: none"><li>• Director General /CEO</li><li>• Director Corporate Services KMR 2 and Deputy Director Human Resource Management KMR 3</li></ul>	N/A	Open

Interested eligible and qualified tenderers with relevant experience in similar undertakings are invited to submit their bids. The tender documents may be obtained from the procurement department, KEMRI, headquarters off, Mbagathi way, P. O. Box 54840 - 00200 Nairobi during normal working hours upon payment of a non-refundable fee of Ksh.1,000.00 per set of documents to be deposited in:

**Bank:** Kenya Commercial Bank,  
**Branch:** Kipande House,  
**Name:** Kenya Medical Research Institute, Main Account  
**Account Number:** 1104161362

Alternatively, Tender documents can be downloaded free of charge from our website [www.kemri.go.ke](http://www.kemri.go.ke)

However, candidates who choose to download the documents must notify the procurement office immediately for record purposes by email: [procurement@kemri.go.ke](mailto:procurement@kemri.go.ke)

The bid shall be a single package consisting of two separate envelopes, containing the financial and the technical proposals: as per tender. The envelopes shall be marked as **"FINANCIAL PROPOSAL"** AND **"TECHNICAL PROPOSAL"**, separately, as per tender. In the first instance, the "Technical Proposal" shall be opened and the envelope marked as "Financial Proposal" shall be retained unopened in the custody of the procuring agency: The procuring agency shall evaluate the technical; proposal in the manner prescribed in advance, without reference to the price and shall reject any proposal which does not conform to the specified requirements;

The envelope containing the tender document, bearing no indication of the bidder and clearly marked as indicated in the table above, should be deposited in the tender box at the Reception Area, Ground Floor, KEMRI Headquarters or sent by post to:-

The Director/CEO  
Kenya Medical Research Institute  
P. O. Box 54840- 00200  
Nairobi

So as to reach not later than Tuesday, 8<sup>th</sup> AUGUST 2023 at 10.00am local time. Interested bidders or their representatives are invited to witness the opening of the bids, to be held at the, Conference Hall, at KEMRI Headquarters on the same day.

KEMRI may terminate the procurement proceedings prior to entering into a contract and reserves the right to accept or reject any or all tenders, without being bound to give reasons for its decision or incurring any liability. The Institute is also not obligated to award to the firm that offers the lowest price.

**DIRECTOR GENERAL/CEO,**

**KENYA MEDICAL RESEARCH INSTITUTE**