



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

“Promoting Professionalism in Supply Chain Management”

KISM Towers, 12th Floor | Ngong Road | P.O. Box 30400-00100 NBI, Kenya

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OFFICE OF THE SECRETARY/CHIEF EXECUTIVE OFFICER

Ref. No. KISM/CEO/VOL.I/2026/001

16 February 2026

KISM CIRCULAR NO. 01/02/2026

All Principals of Senior Schools

1. C1 Schools - National Schools
2. C2 Schools - Extra County Schools

REGISTRATION AND LICENSING OF PROCUREMENT AND SUPPLY CHAIN MANAGEMENT PRACTITIONERS

The Kenya Institute of Supplies Management (KISM) is the national professional membership body for supply chain management professionals, and a statutory body established under Section 3 of the Supplies Practitioners Management Act, Cap 537 (“the Act”). The mandate of the Institute includes registering, licensing, training, disciplining, and regulating supply chain management practitioners in Kenya.

The Act empowers the Institute to establish, monitor, improve, and publish professional standards, and to enforce compliance. This mandate was further reinforced by the Chief of Staff and Head of Public Service through Circular Ref. No. SH/GM/3 III (10) dated 23 August 2023, which requires all Accounting Officers to ensure and verify that practitioners hold valid KISM membership and licenses to practice.

Despite this regulatory framework and directive, compliance assessment audits by the Institute continue to reveal gaps that require urgent intervention. To address these, institutions are advised to make deliberate efforts to ensure that all supply chain management practitioners are duly registered and licensed by KISM, and that they remain in good standing under the law.

Accordingly, you are required to submit a list of all staff involved in procurement functions, indicating their current membership and licensing status, by close of business on **16 March 2026**. Submissions should be made using the **Supply Chain Staff Submission Form** available on the KISM website: <https://kism.or.ke/downloads/>

Name of Practitioner	Designation	KISM Membership Number & Registration Status (Active/Inactive)	KISM License Number & Practising Status (Active/Inactive)

In addition, the Institute continues to roll out training programmes designed to build competencies and enhance compliance with procurement laws. These initiatives aim to ensure prudent use of public resources and promote efficient, effective service delivery.



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The Institute remains available to provide advice, guidance, and technical support on compliance matters within its mandate. For assistance, please contact us via **email** at compliance@kism.or.ke or visit our **website** at www.kism.or.ke. Principals are requested to cascade this communication to all relevant staff within their institutions.

Attached for your reference are:

- 1. A copy of the Chief of Staff and Head of Public Service Circular Ref. No. SH/GM/3 III (10) dated 23 August 2023.**
- 2. The KISM Training Calendar for FY2026/2027.**

Kenneth Matiba, M.B.S, MKISM

SECRETARY/CHIEF EXECUTIVE OFFICER

Encls.

Copy to:

Hon. Felix K. Koskei, E.G.H

Chief of Staff and Head of Public Service
Harambee House, Harambee Avenue
NAIROBI

Amb. (Prof.) Julius K. Bitok, C.B.S

The Principal Secretary
State Department for Basic Education
Ministry of Education
NAIROBI

Cyrell Odede Wagunda

The Principal Secretary
State Department for Public Investments & Assets Management
The National Treasury
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Mr. Patrick K. Wanjuki

Director General
Public Procurement and Regulatory Authority
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FCPA Nancy Gathungu, CBS

Auditor General
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Mr. Abdi A. Mohamud, E.B.S, M.B.S

Secretary/CEO

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NAIROBI

Ms. Mary Mwiti, E.B.S

Chief Executive Officer

Council of Governors

NAIROBI

Ms. Evaleen J. Mitei

Ag. Commission Secretary/CEO

Teachers Service Commission

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