



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

"Promoting Professionalism in Supply Chain Management"

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OFFICE OF THE SECRETARY/CHIEF EXECUTIVE OFFICER

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20th March 2026

Dear Sir/ Madam,

MASTERING TENDERING AND EVALUATION PROCESS IN EGP SYSTEM, FROM 11TH TO 15TH MAY 2026 AT PRIDE INN PARADISE BEACH RESORT & SPA, MOMBASA.

The Kenya Institute of Supplies Management (KISM) is the national body for professionals in procurement and supply chain management in Kenya. The Institute's mandate is derived from the Supplies Practitioners Management Act No. 17 of 2007.

The e-GP system significantly enhances tender evaluation by making the process faster, more transparent, and more secure. By automating key steps and standardizing evaluation templates, the system ensures consistent application of criteria and reduces manual errors and subjectivity. The system also strengthens compliance and auditability, as all actions are logged and traceable, helping to demonstrate adherence to procurement laws and regulations.

In this training, participants will gain practical skills and confidence to conduct tender evaluation efficiently and in full compliance with procurement laws. They will learn how to apply standard evaluation criteria, use scoring matrices, and interpret bid documents correctly to make informed decisions. Through hands-on experience with the e-GP platform, participants will understand how to manage electronic bid submissions, access and review documents securely, and record evaluation outcomes accurately.

This training targets Procurement and supply chain managers, officers, assistants, and specialists, User departments, Consultants, in-house legal officers, Departmental heads and all staff involved in the procurement process in both the public NGOs and private sectors.

You are invited to attend and or nominate staff to participate in this workshop. To register, please book online via <https://events.kism.or.ke/events>.

The following workshop fee caters for the training sessions and materials, meals, and refreshments for the duration of the workshop.

Member: Kshs. 60,000.00 + 16% VAT
Non-Member: Kshs. 65,000.00 + 16% VAT

Please note that all payments should be made in the form of a banker's cheque (Personal cheque will not be accepted), bank deposit slip, money order, M-Pesa payment reference, and evidence of funds transfer.

For more information, please feel free to reach out via **email at programs@kism.or.ke or contact Daisy/Titus on 0111024800/0769878227.**

Yours Sincerely,

Kenneth Matiba, MBS, MKISM
SECRETARY/CHIEF EXECUTIVE OFFICER