



SUPPLIES PRACTITIONERS MANAGEMENT ACT
(Cap. 537)

SUPPLIES PRACTITIONERS' MANAGEMENT (GENERAL) REGULATIONS, 2026

ARRANGEMENT OF REGULATIONS

PART I— PRELIMINARY PROVISIONS

- 1 - Citation
- 2 - Interpretation
- 3 - Object
- 4 - Scope

PART II—REGISTRATION OF MEMBERS

- 5 - Criteria for registration of a member
- 6 - Application for registration
- 7 - Consideration of an application
- 8 - Oath of Practice
- 9 - Register of members
- 10 - Change of particulars
- 11 - Removal from the register
- 12 - Appeal

PART III—LICENSING OF MEMBERS

- 13 - The business of a supplies practitioner
- 14 - Requirement to take out licence
- 15 - Criteria for issuance of a licence
- 16 - Application for a licence by a member
- 17 - Application for a licence by a firm
- 18 - Consideration of an application
- 19 - Validity of licence
- 20 - Publishing of licensed members
- 21 - Display of licence
- 22 - Maintenance of records

PART IV—AWARD OF FELLOWSHIP

- 23 - Interpretation of outstanding service
- 24 - Fellowship criteria
- 25 - Nomination of Fellows
- 26 - Consideration of nominations
- 27 - Award of Fellowship
- 28 - Fellowship licence
- 29 - Revocation of Fellowship status

PART V—STANDARDS OF SUPPLY CHAIN MANAGEMENT PRACTICE

- 30 - Standards of supply chain management practice
- 31 - Professional competence
- 32 - Integrity
- 33 - Fairness and objectivity
- 34 - Transparency and accountability
- 35 - Conflict of interest
- 36 - Confidentiality
- 37 - Whistleblowing
- 38 - Resource utilisation and stewardship
- 39 - Gifts and hospitality
- 40 - Professional fees
- 41 - Prohibition against undercutting

PART VI—PROFESSIONAL INDEMNITY

- 42 - Responsibility to maintain professional indemnity insurance
- 43 - Minimum cover limits

PART VII—DISCIPLINARY PROVISIONS

- 44 - Interpretation
- 45 - Quorum
- 46 - Representation
- 47 - Register of complaints
- 48 - Lodging of complaints
- 49 - Form of complaint
- 50 - Receipt of complaint
- 51 - Preliminary inquiry
- 52 - Investigation report
- 53 - Response to investigation report
- 54 - Consideration of the statement of response
- 55 - Amendment of statements
- 56 - Hearing notice
- 57 - Summoning of witnesses
- 58 - Administration of oath
- 59 - Conduct of proceedings
- 60 - Non-appearance by parties
- 61 - Decision of the Committee
- 62 - Orders of the Committee
- 63 - Recording of proceedings

PART VIII—GENERAL MEETINGS

- 64 - Summoning of meetings
- 65 - Annual General Meeting
- 66 - Agenda of an annual general meeting
- 67 - Notice of meeting
- 68 - Notice of motion
- 69 - Amendment of motions
- 70 - Withdrawal of motions
- 71 - Notification of the proposed motions
- 72 - Quorum for commencement of the meeting

- 73 - Quorum during proceedings
- 74 - Special General Meeting
- 75 - Notice of a Special General Meeting
- 76 - Convening of a Special General Meeting
- 77 - Presiding
- 78 - Declaration of conflict of interest
- 79 - Voting at a general meeting
- 80 - Resolutions of the Institute

PART IX—COMPLIANCE RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER

- 81 - Powers of the Chief Executive Officer for Compliance Assessment
- 82 - Reporting and Referral of Non-Compliance

PART X—SCALE OF FEES FOR SUPPLY CHAIN MANAGEMENT SERVICES

PART 1—PRELIMINARY

PART 2—CHARGEABLE FEES & POWERS OF THE COUNCIL

PART 3—STANDARD PROFESSIONAL SUPPLY CHAIN MANAGEMENT & PROCUREMENT SERVICES

PART 4—PRACTITIONER LIABILITY

PART 5—PAYMENT TO BE BASED ON THE COST OF WORKS

PART XI—CONDUCT OF COUNCIL ELECTIONS

PART I— PLERIMINARIES

- 91 - Citation
- 92 - Interpretation
- 93 - Purpose of the Regulations
- 94 - Guiding principles

PART II—INSTITUTIONAL FRAMEWORK

- 95 - Appointment of the Electoral body
- 96 - Dispute Resolution Committee
- 97 - Powers of the Committee

PART III—CONDUCT OF COUNCIL ELECTIONS

- 98 - Date of the election
- 99 - Publication and inspection of register
- 100 - Rectification of entries in the register
- 101 - Eligibility to vote
- 102 - Notice of vacancy in the Council
- 103 - Qualifications for nomination
- 104 - Nomination Form
- 105 - Intent-to-vie Form
- 106 - Verification of nominations
- 107 - Withdrawal of candidature
- 108 - Unopposed candidates
- 109 - Campaign period
- 110 - Voting
- 111 - Determination of election disputes

PART IV—ELECTION OFFENCES

112 - Election offences

113 - Revocation

PUBLIC PARTICIPATION DOCUMENT



**SUPPLIES PRACTITIONERS MANAGEMENT ACT
(Cap 537)**

IN EXERCISE of the powers conferred by section 36(a) (b) (f) and (h) of the Supplies Practitioners Management Act, Cap 537, the Cabinet Secretary for the National Treasury and Economic Planning, in consultation with the Council, makes the following Regulations—

SUPPLIES PRACTITIONERS’ MANAGEMENT (GENERAL) REGULATIONS, 2026

PART I— PRELIMINARY PROVISIONS

Citation	1. These Regulations may be cited as the Supplies Practitioners Management (General) Regulations, 2026.
Interpretation Cap 537	2. In these Regulations— “Act” means the Supplies Practitioners Management Act; “Cabinet Secretary” means the Cabinet Secretary responsible for finance; “Council” means the Council constituted pursuant to section 4; “meeting” means a meeting convened by the Council, and includes an annual general meeting and a special general meeting; “respondent” means supplies practitioner against whom a complaint is lodged before the Disciplinary Committee.
Object	3. The object of these regulations is to — (a) provide for the registration and licensing of members of the Institute; (b) set the standards of professional practice for members of the Institute; and (c) set the procedure for lodging and determination of disciplinary cases against members of the Institute; (d) regulate the conduct of meetings of the Institute. (e) provide for the recognition and conferment of Fellowship of the Institute and the rights, obligations and criteria applicable to Fellows;

	(f) provide for the compliance responsibilities of the Chief Executive Officer in the administration and enforcement of the regulatory framework; (g) provide for the professional indemnity requirements, where applicable; (h) provide for the framework for the Council Elections; and (i) provide for any other matter necessary or incidental to the effective implementation of the Act and these Regulations.
Scope	4. These regulations apply to – (a) the Council and its committees, the Chief Executive Officer, the Secretariat, the Registrar and officers or persons authorized by the Institute to perform functions under the Act and these Regulations; (b) members of the Institute, including registered and licensed supplies practitioners and Fellows; (c) firms, partnerships, companies, organizations and other entities carrying on or intending to carry on the business of a supplies practitioner, as provided under the Act and these Regulations; (d) applicants for registration, licensing, recognition of qualifications, Fellowship or any other approval under the Act and these Regulations; (e) persons or entities employing, engaging, contracting or otherwise utilizing the services of supplies practitioners; (f) complainants, respondents, witnesses and other persons participating in disciplinary proceedings under these Regulations; (g) procuring entities, public bodies and institutions that refer matters to, or provide information to, the Institute concerning the professional conduct of supplies practitioners; and (h) any other person, institution or entity whose rights, obligations, conduct or activities are regulated or affected by the Act or these Regulations.
PART II— REGISTRATION OF MEMBERS	
Criteria for registration of a member	5. (1) A person qualifies for registration as a member of the Institute pursuant to section 16(1) (a) of the Act, where the person — (a) holds a certificate, diploma or degree in a relevant field, awarded by a qualification awarding body recognised in Kenya; or (b) has undertaken a research course of instruction in supply chain management, in an institution recognised in Kenya; and (c) holds professional certification in supply chain management awarded by the Examinations Board or a foreign qualification awarding body, recognised in Kenya.

	(2) A person qualifies for registration as an associate member of the Institute pursuant to section 16(2) where the person— (a) is engaged in the practice of supply chain management; (b) possesses skills, knowledge and competence in supply chain management; and (c) is assessed and certified as competent in supply chain management by the Examinations Board. (3) A person seeking registration as a member of the Institute shall obtain a declaration of moral fitness from two registered and licensed members of the Institute, attesting to the applicant's character and suitability as a member of the Institute.
Application for registration	6. (1) A person who meets the criteria for registration may apply for registration as a member of the Institute to the Registration Committee. (2) An application for registration as a member of the Institute shall be in the manner set out in Form 1 in the first Schedule and shall be accompanied by — (a) a copy of the applicant's national identity card; (b) a copy of the applicant's academic certificates and transcripts, certified by the awarding body; (c) a copy of the applicant's professional certification in supply chain management, certified by the awarding body; (d) where applicable, a copy of the letter of recognition and equation of qualifications, issued by the competent authority; (e) a passport sized photograph of the applicant; and (f) the registration fee set out in the Second Schedule.
Consideration of an application	7. (1) The Registration Committee shall consider an application for registration within twenty-one days of the application. (2) Where, on consideration of an application, the Registration Committee finds that the applicant meets the criteria for registration set out, the Registration Committee shall— (a) issue the applicant with a certificate of registration; and (b) direct the Registrar to enter the particulars of the applicant into the register of members of the Institute. (3) Where the Registration Committee finds that an applicant does not meet the criteria for registration set out under these regulations, the Registration Committee shall— (a) reject the application; and (b) notify the applicant of its decision in writing, within seven days of the decision.

	(4) A Certificate of registration issued under this regulation shall be in the manner set out in Form 2 in the first Schedule.
Oath of Practice	8. A person who meets the criteria for registration under regulation 7 shall, before being issued with a Certificate of Registration, ascribe to the Oath of Practice set out in Form 3 in the first Schedule.
Register of members	9. (1) Pursuant to section 19(1) of the Act, the Registrar shall maintain a register of the members of the Institute. (2) The register shall specify the — (a) name and registration number of the member; (b) date of registration; (c) address and contact details of the member; (d) academic and professional qualifications of the member; and (e) licensing particulars of the member.
Change of particulars	10. A member of the Institute shall keep the Registrar informed of any change of address or other particulars of registration, for purposes of updating the register.
Removal from the register	11. (1) Where a member of the Institute is removed from the register pursuant to section 19(1)(a)(b) or (c) of the Act, the Registrar shall publish the name of the member so removed, within seven days of the removal. (2) Where an entry is made into the register incorrectly or fraudulently, the Registrar shall, before removing the entry from the register— (a) notify the affected party of the intended removal specifying the grounds for removal; and (b) invite the affected party to make representations against the removal, before the Registration Committee. (3) Upon consideration of the representations made pursuant to paragraph 11(2)(b), the Registration Committee may, where satisfied that the entry was made erroneously or through fraud, direct the Registrar to remove the member from the register and publish the removal in the Gazette in line with sub regulation (1).
Appeal	12. (1) A member of the Institute aggrieved by a decision of the Registration Committee or the Registrar under these regulations, may appeal to the Council in writing, within fourteen days of the decision. (2) The Council shall consider an appeal lodged under sub-regulation (1) within thirty days and notify the appellant of its decision in writing. (3) A person aggrieved by a decision of the Council may appeal to the High Court.

PART III— LICENSING OF MEMBERS	
The business of a supplies practitioner	13. A member of the Institute engages in the business of a supplies practitioner where the member offers a service, for reward in — (a) public procurement; (b) procurement in the private sector; (c) warehousing, stores, asset and inventory management; (d) consultancy, training, research and advisory in procurement and supply chain management; (e) public-private partnerships; (f) contract and project management; (g) logistics, clearing and forwarding, fleet management; (h) asset disposal; (i) operations management (j) distribution management; or (k) e-procurement e-commerce or last-mile logistics.
Requirement to take out licence	14. (1) Pursuant to section 20(1) of the Act, a member of the Institute who engages in the business of a supplies practitioner shall obtain a licence, every year. (2) An associate member of the Institute shall be required to renew their membership annually.
Criteria for issuance of a licence	15. (1) A member of the Institute is eligible for a licence where the member— (a) holds a registration certificate issued pursuant to section 16 (1) or (2) of the Act; and (b) satisfies the requirements set out under section 16(10) of the Act, regarding continuous professional development; (c) is not, at the time of the application, convicted of an offence whose term of imprisonment exceeds six months; or is not, at the time of application, under a sanction imposed by the Disciplinary Committee. (2) Despite this regulation, the Council may exempt a member applying for a licence for the first time, from the requirements under paragraph (1)(b).
Application for a licence by a member	16. (1) An application for a licence by a member of the Institute shall be in manner set out in Form 4 in the First Schedule and shall be submitted to the Registration Committee, not later than the 31st Day of January, every year. (2) An application for a licence shall be accompanied by— (a) a copy of the member's registration certificate;

	(b) evidence of attainment of the requisite continuous professional development requirements in line with section 16(10) of the Act; and (c) such fees as may be specified under the Second Schedule.
Application for a licence by a firm	17. Pursuant to section 20(2) of the Act, an application for a licence on behalf of a firm, partnership or body corporate shall be in the manner set out in Form 5 in the First Schedule and shall be accompanied by— (a) evidence of registration as a firm, partnership or corporate body, under the relevant law; (b) evidence of registration of the proprietors as members of the Institute; (c) copies of the licences of the proprietors; (d) a professional indemnity cover, the value of which shall not be less than one million shillings; and (e) such fees as may be specified under the Second Schedule.
Consideration of an application	18. (1) The Registration Committee shall consider an application for a licence within twenty-one days of the application. (2) Where the Registration Committee finds that the applicant meets the criteria set out under these regulations, the Registration Committee shall— (a) issue the applicant with a licence; and (b) direct the Registrar to enter the particulars of the applicant into the register of licensed members of the Institute. (3) Where the Registration Committee finds that an applicant does not meet the criteria for licensing set out under these regulations, the Registration Committee shall— (a) reject the application; and (b) notify the applicant of its decision in writing.
Validity of licence	19. Pursuant to section 21(1) of the Act, a licence shall be valid for a period of one year, from the date of the first day of January to the thirty first day of December, every year. (2) A licence is issued after the licence application period specified, the licence shall be valid from the date of issuance to the thirty- first day of December, of the same year.
Publishing of licenced members	20. (1) The Registrar shall publish the names of licensed members of the Institute and licensed firms, partnerships or body corporate, in such manner as the Registrar considers necessary.
Display of licence	21. (1) A member of the Institute issued with a licence display the original licence or a certified copy thereof in a conspicuous place

	at the principal place of business and at every branch office where the practice of supplies management is carried out. (2) A member of the Institute shall, on instruction by an authorised officer, produce a licence issued under the Act and these regulations, for inspection.
Maintenance of records	22. (1) The Registrar shall ensure that all records relating to registration and licensing of members are accurately maintained, kept up to date, securely stored and protected against loss, damage, unauthorised access, alteration or destruction. (2) Any person may — (a) inspect the register or any documents filed with the Registrar; (b) upon payment of the prescribed fee, require to be supplied with a copy of registration certificate, licence or such other registration or licencing particulars of a member or a member's firm. (3) The Registrar may authorise access to the Register or to any part thereof, subject to the provisions of the Data Protection Act and the Access to Information Act.
PART IV—AWARD OF FELLOWSHIP	
Interpretation of outstanding services	23. (1) In this part, “outstanding service” means contribution that demonstrably advances, promotes or develops the supplies profession. (2) Outstanding services may include — (a) leadership in the development or implementation of innovative procurement or supply chain management practices; (b) advancement of knowledge in supply chain management through research, authorship development of educational programs; (c) provision of mentorship, training, or professional development of supply chain management practitioners; (d) service to the Institute, including provision of governance, regulatory or advisory services to the Institute; (e) promotion of ethical standards, integrity, and professionalism in practice; or (f) advocacy or public service that enhances the reputation or effectiveness of the supplies management profession.
Fellowship criteria	24. (1) A member of the Institute qualifies for nomination as a Fellow where the member— (a) holds a valid license; (b) is a member in good standing for a continuous period of ten years immediately preceding the nomination;

	(c) has rendered outstanding services to the profession; (2) Despite paragraph (1) a member of the Institute is disqualified from nomination as a Fellow where the member— (a) is a sitting member of the Council; (b) is an undischarged bankrupt; (c) has been convicted of an offence whose term of imprisonment exceeds six months; (d) has been found guilty of professional misconduct pursuant to section 23; or (e) has been removed from office.
Nomination of Fellows	25. (1) Pursuant to section 3A (3) of the Act, the Council shall issue a notice to members of the Institute to nominate members who have rendered outstanding services to the supplies profession, for invitation as Fellows of the Institute. (2) A nomination shall be in the manner prescribed in Form 6 in the First Schedule and shall set out — (a) the name and membership details of the nominee; (b) a description of the outstanding services rendered by the (c) nominee; (d) supporting evidence to the nomination. (3) Nominations for Fellowship shall be submitted to the Registration Committee.
Consideration of nominations	26. (1) On receipt of nominations from the Registration Committee, The Council shall consider nominations for Fellowship within thirty days and, invite members who meet the criteria set out to become Fellows. (2) The invitation shall set out— (a) the decision of the Council to confer the Fellowship; (b) obligations or conditions for award of Fellowship; and (c) the procedure for acceptance of the Fellowship. (3) Where a member receives an invitation to Fellowship, the member shall, within twenty-one days of receipt of the invitation— (a) accept the invitation by returning a duly filled Invitation form to the Council; or (b) reject the invitation, in writing to the Council.
Award of Fellowship	27. (1) Where a nominee accepts an invitation to Fellowship, the Council shall by resolution, at a meeting of the Council, award the nominee the title of “Fellow of the Kenya Institute of Supplies Management”

	(2) The Council shall notify the awardee of its decision to confer the awardee the title of “Fellow of the Kenya Institute of Supplies Management” within seven days of its decision. (3) A member of the Institute awarded Fellowship status pursuant to this regulation may use the prefix FKISM.
Fellow Member practice licence	28. A person awarded Fellowship status shall renew their practice licence at the fee set out in the Second schedule.
Revocation of Fellowship status	29. (1) The Council may revoke the Fellowship status awarded to a member where the member— (a) is found guilty of professional misconduct pursuant to section 23 of the Act; (b) is convicted of an offence whose term of imprisonment exceeds six months; (c) is adjudged bankrupt; (d) ceases to be a member of the Institute; or (e) conducts himself in a manner than brings disrepute to the supplies profession. (2) In revoking a member’s Fellowship, the Council shall apply the principles set out under the Fair Administrative Actions Act.
PART V—STANDARDS OF SUPPLY CHAIN MANAGEMENT PRACTICE	
Standards of supply chain management practice	30. (1) A supplies practitioner shall maintain high standards of professional ethics, while engaged in the business of supplies practice. (2) For the purposes of sub-regulation (1), a practitioner maintains high standards of professional ethics, where the practitioner, in carrying on the business of supplies practice — (a) upholds integrity; (b) is fair and objective; (c) is transparent and accountable; (d) takes reasonable steps to avoid any real, apparent potential conflict of interest in performance of their duties; (e) treats information that comes to their knowledge in the performance of their duties, as confidential; (f) reports violations of supply chain management standards and procedures to the relevant authority, in a timely manner; (g) utilises resources at their disposal, prudently; (h) performs their duties in a competent manner; and (i) complies with the relevant laws on supplies practice.
Professional competence	31. A supplies practitioner shall promote competence in supplies practice by—

	(a) earning and maintaining professional certification; (b) obtaining and renewing the practitioner's licence in line with the Act and these regulations; (c) participating in continuous professional development programmes, prescribed under the Act; and (d) adopting and promoting the ethical standards expected of a supply management professional.
Integrity	32. A supplies practitioner shall uphold high standards of integrity by— (a) performing their duties without consideration of personal gain; (b) resisting undue pressure in decision-making; (c) not abusing power or authority; and (d) not deliberately misleading others.
Fairness and objectivity.	33. A supplies practitioner shall perform his or her duties in a fair and objective manner, including by— (a) standing by decisions that are in the interest of the employer even if they are unpopular; and (b) serving, supporting and co-operating with other parties without compromising independent and mutually distinct roles.
Transparency and accountability.	34. A supplies practitioner shall perform his or her duties in a transparent and accountable manner, including by— (a) seeking to obtain the best value for money; (b) ensuring that resources are used in a responsible, efficient, and effective manner; and (c) proactively disclosing information necessary for collaboration, cooperation and collective decision-making.
Conflict of Interest.	35. In the performance of his or her duties, a supplies practitioner shall— (a) declare and disclose any interests that the practitioner has or is likely to have on a matter; (b) refrain from taking part in proceedings that the supplies practitioner knows or is reasonable expected to know that the practitioner is conflicted; (c) avoid his or her position and information obtained in the course of professional duties for personal, material or financial gain; and (d) avoid engage in outside business or employment which may encroach on the practitioner's primary responsibility of loyalty to the employer.
Confidentiality	36. In upholding confidentiality and safeguarding of proprietary information, a supplies practitioner shall— (a) ensure confidential and proprietary information is adequately protected;

	(b) ensure access to confidential information meets employer requirements, contractual obligations, industry standards, government regulations and laws; (c) keep abreast with the current and applicable laws and standards for confidential and proprietary information; (d) develop and communicate a policy regarding protection of confidential and proprietary information; (e) mark and identify confidential and proprietary information appropriately; (f) apply nondisclosure agreements that state the terms for use of confidential and proprietary information; (g) not accept or share confidential or proprietary information unless there is a need to know; (h) require that confidential and proprietary information given to others be protected by them; and (i) use confidential and proprietary information only for its intended purpose.
Whistle blowing	37. A supplies practitioner shall— (a) bring to the attention of relevant authority of any person violating the laws, regulations, standards or ethics of supplies practice; and (b) provide appropriate channels for reporting of professional misconduct.
Resource utilisation and stewardship	38. A supplies practitioner shall— (a) use organisational resources in a manner that is lawful and prudent; (b) commit to achieving organizational goals in own area of work. (c) identify circumstances impacting on risk and value, and is able to adopt approaches to meet the organisational objectives.
Gifts and hospitality	39. A supplies practitioner shall— (a) not seek or accept gifts, favours, hospitality or other benefits that may have a real, apparent or potential influence on their objectivity in carrying out their duties; (b) report gifts and hospitality received from a person whose interest may be affected by the practitioner's work; and (c) surrender any gifts whose value exceeds twenty thousand shillings, to the employer.
Professional fees	40. The scale of fees set out in the Third Schedule shall apply to the remuneration of supplies practitioners and firms licensed under the Act, for professional supply chain management services rendered in Kenya. (2) The scale of fees shall apply to non-permanent, consultancy, advisory, or project-based professional supply chain management

	services, but shall not apply to salaried practitioners in full-time employment.
Prohibition against undercutting	(1) No supply chain practitioner or firm shall agree or accept remuneration for professional services at less than that provided in the Third Schedule to these Regulations, except as expressly permitted in writing by the Institute. (2) A supplies practitioner who contravenes this regulation shall be liable to disciplinary action for professional misconduct.
PART VI— PROFESSIONAL INDEMNITY	
Responsibility to maintain professional indemnity insurance	41. (1) A supply chain practitioner carrying on business as a firm, partnership or corporate body, take out and maintain professional indemnity insurance with an insurer licensed under the Insurance Act (Cap. 487), as a condition for licensing. (2) The professional indemnity insurance shall— (a) be issued by an insurer duly licensed to operate in Kenya or in any other jurisdiction as may be approved by the Council; (b) provide coverage for claims arising from acts, omissions, errors, or negligence in the course of providing supply chain management services; (c) meet or exceed the minimum cover limits specified by the Council, and (d) remain valid and effective throughout the duration of the practitioner’s or firm’s license.
Minimum Cover Limits	42. (1) A firm, partnership or body corporate must have a minimum Professional Indemnity Insurance cover for any one claim of the greater of— (a) Kenya Shillings One Million (Ksh. 1,000,000); or (b) 2.5 times their gross fee income. (2) Where a firm or partnership is covered by a single Professional Indemnity Insurance cover policy, the minimum cover required shall be the aggregate of each member’s gross fee income, or the number of practitioners multiplied by Ksh. 1,000,000, whichever is higher. (3) In the case of a Professional Indemnity Insurance covering multiple practitioners in partnership, the required minimum cover under the policy is Ksh. 10,000,000
PART VII—DISCIPLINARY PROVISIONS	
Interpretation	43. In this Part, “Committee” means “Disciplinary Committee”

Quorum	44. The quorum at meetings of the Committee shall be five members.
Representation	45. (1) A party to disciplinary proceedings, may appear in person or be represented by an Advocate.
Register of complaints	46. (1) The Secretary shall maintain a register of complaints of professional misconduct received pursuant to section 23 of the Act (2) The register shall contain, in respect of each complaint— (a) the name and contact details of the complainant, where provided; (b) the nature and particulars of the complaint; (c) the name of the member against whom the complaint is made; (d) the date of receipt of the complaint; (e) record of proceedings related to the complaint; and (f) determination of the Disciplinary Committee.
Lodging of complaints	48. A complaint against a supplies practitioner, for professional misconduct, may be lodged by— (a) the Public Procurement Administrative Review Board; (b) the Director- General of the Public Procurement Authority; (c) the Registrar; (d) a procuring entity; (e) a member of the Institute; or (f) any other person or entity.
Form of complaint	49. (1) A complaint against a member of the Institute may be lodged before the Disciplinary Committee, in the manner set out in Form DC1 in the First Schedule. (2) A complaint shall be accompanied by— (a) a statement on the particulars of alleged professional misconduct; (b) evidentiary material to be relied on; (c) such fees as may be set out in the Second Schedule.
Receipt of complaint	50. (1) On receipt of a complaint, the Secretary shall, within fourteen days— (a) acknowledge receipt of the complaint and enter the particulars of the complaint in the register of complaints; (b) serve the respondent with a copy of the complaint; and (c) notify the parties of the procedure to be followed in determining the complaint; (d) transmit the complaint to the Disciplinary Committee.

	(2) The complainant shall pay such service fee as may be stipulated pursuant to the Second Schedule, to facilitate service of the complaint to the respondent.
Preliminary inquiry	51. (1) The Committee shall, within seven days of receipt of the complaint, undertake a preliminary review of the statement of complaint and evidentiary material, to determine whether the complaint discloses a case of professional misconduct, on the face of the record. (2) Where the Committee finds that— (a) the complaint does not raise an issue of professional misconduct, based on the initial evidence, the Committee shall dismiss the complaint; and (b) the complaint raises preliminary issue of professional misconduct, as set out in section 23(1)(d) the Committee shall proceed to investigate the complaint.
Investigation report	52. Where the Committee finds that a complaint raises a preliminary issue of professional misconduct, the Committee shall instruct the Secretary to prepare an investigation report detailing the facts, evidence, applicable law, and issues for determination, within twenty-one days.
Response to investigation report	53. (1) On receipt of the investigation report, the Committee shall consider the report and submit the report and complaint to the respondent. (2) The respondent shall prepare and submit to the Committee a Statement of Response to the complaint and report, within fourteen days, in the manner prescribed in Form DC 2. (3) Despite paragraph 2, the respondent may, where necessary, request the Committee for further information and additional time to respond to the matters raised in the complaint. (4) Where the respondent fails to respond to a complaint as specified, the Committee may determine the complaint in the respondent's absence.
Consideration of the Statement of Response	54. (1) The Committee shall, consider the Statement of Response received pursuant to this Regulation and— (a) where the Committee is satisfied that the response resolves the issues raised in the complaint, the Committee shall settle the matter, and notify parties of its decision; or (b) where the Committee finds that the response raises issues for further consideration, the Committee shall proceed to hear

		the matter.
Amendment of statements		55. A party may, with the Committee's leave, amend a statement of complaint or response at any stage of the proceedings, provided that such amendment shall be for the interest of justice and is aimed at aiding the determination of the proceedings.
Hearing Notice		56. (1) The Committee shall issue a notice of the day fixed for hearing of the complaint, in the manner set out in Form DC 3 and shall cause the notice to be served on the parties. (2) The hearing notice shall state— (a) the date and time of the hearing; (b) a statement of the purpose of the hearing; (c) information as to attendance at the hearing of the parties and witnesses, the production of documents, and the right of representation; and (d) a statement explaining the possible consequences of non-attendance.
Summoning witnesses	of	57. (1) The Committee may at any time before, or during the trial, summon any person whose attendance is required, to either give evidence or produce a document. (2) Witness Summons shall be in the manner set out in Form DC 4 (3) The Committee may defray the travelling and other expenses incurred by a person summoned to attend before it, including expenses incurred in travelling to and from the place of attendance and for one day's attendance.
Administration of oath		58. (1) The Secretary shall administer an oath or affirmation to every witness before the witness gives evidence before the Committee. (2) A person who, while appearing before Committee refuses or fails to be sworn or affirmed; commits an offence and is liable on conviction to a fine not exceeding five hundred thousand or a term of imprisonment not exceeding six months or to both.
Conduct proceedings	of	59. (1) On the day fixed for the hearing, the party having the right to begin shall state their case and produce their evidence in support of the issues which the party is bound to prove. (2) The other party shall then state their case and produce their evidence. (3) Parties may tender evidence before the Committee orally or, by written statement, provided that the Committee may at any stage of the

	proceedings require the personal attendance of any deponent or author of a written statement. (4) The Committee may in its discretion limit the time allowed for addresses by the parties. (5) The Committee may, from time to time, on its own motion or the application of a party to the proceedings, adjourn a hearing to a date or time to be communicated to the parties. (6) Proceedings before the Committee shall be held in public. (7) The Committee shall not compel a person to give any evidence or produce any document or other material that the person could not be compelled to give or produce in a trial for an action in a court of law (8) A person who refuses or fails to answer a question that he or she is required to answer by the person chairing the Committee, or refuses or fails to produce a document that is required to be produced, commits an offence and is liable on conviction to a fine not exceeding five hundred thousand or a term of imprisonment not exceeding six months or to both.
Non- appearance by parties	60. Where a party, without justifiable cause, fails to appear either personally or by a representative at the time and place in the notice of hearing, the Committee may — (a) proceed with the hearing; (b) dismiss the complaint; (c) cite the respondent for professional misconduct.
Decision of the Committee	61. (1) On conclusion of the hearing, the Committee shall consider facts, applicable law and evidence submitted by the parties and make a decision on the complaint. (2) A decision of the Committee may include an order that, — (a) the complaint be dismissed; (b) the member be reprimanded; (c) the member be suspended from practice for a specified period not exceeding two years; (d) the member be struck off the register of members; or (e) the respondent pays such reimbursement, fine, costs, compensation as the Committee determines. (3) For the purposes of making the decision, every member of the Committee has one vote, and, in the event of an equality of votes, the chairperson shall have a casting vote. (4) A dissenting opinion may be pronounced separately by the member who wrote it and shall be dated and signed by that member. (5) A decision of the Committee shall be— (a) in writing; (b) read out at the end of the hearing; and

	(c) signed and dated by the chairperson and every member who heard the matter. (6) The Secretary shall notify the parties to the complaint of the decision of the Committee and their rights of appeal.
Orders of the Committee	62. An order of the Committee shall be made under the hand of Chairperson and in the Chairperson's absence, by the person chairing the meeting at which the order or determination is made.
Recording of proceedings	63. (1) The Secretary cause to be recorded all proceedings before the Committee. (2) A verbatim record of every hearing shall be made by the Committee, and copies of the transcript thereof shall be circulated to all members of the Committee and, on request, to any party to the hearing.
PART VIII—GENERAL MEETINGS	
Summoning of meetings	64. (1) The Council shall convene an annual general meeting or special general meeting of the Institute, in line with these regulations. (2) The Chief Executive Officer shall be the Secretary to a general meeting of the Institute. (3) A meeting convened pursuant these regulations shall be attended by a member of the Institute registered pursuant to section 16 of the Act.
Annual General Meeting	65. The Council shall convene an annual general meeting of the Institute in the month of April of every year.
Agenda of an annual general meeting	66. The agenda of an annual general meeting shall be— (a) submission of a report of the activities of the Institute for the preceding year, by the Chairperson; (b) submission of the audited accounts of the Institute, in line with section 28(3) of the Act; (c) appointment of an auditor for the next financial year, pursuant to section 28(4) of the Act; and (d) such motions as may be proposed by the Council or a member of the Institute.
Notice of meeting	67. (1) The Chief Executive Officer shall, at least sixty days before the date of the annual general meeting, publish a notice inviting members of the Institute to the meeting.

		(2) The notice under sub regulation (1) shall be in the manner set out in Form 7 in the First Schedule and shall— (a) specify the date, time, form and venue of the meeting; (b) propose the agenda of the meeting, as may be determined by the Council; and (c) invite members of the Institute to propose motions to be included in the agenda.
Notice of motion		68. (1) A member of the Institute may propose a motion to be included as an agenda of an annual general meeting, by submitting a Notice of Motion to the Chief Executive Officer, in the manner set out in Form 8 in the First Schedule. (2) The Notice of Motion under sub regulation (1) shall be submitted to the Chief Executive Officer at least forty-five days before the date of the annual general meeting and shall be— (a) signed by a mover and a seconder of the motion; (b) supported by the relevant documentary evidence, in support of the motion.
Amendment of motions		69. (1) A mover may amend a motion submitted under these regulations in writing, to the Chief Executive Officer. (2) An amendment to a motion under this regulation shall be submitted at least thirty days before the date of the meeting.
Withdrawal of motions		70. (1) A member who intends to withdraw a motion before the date of the annual general meeting, shall notify the Chief Executive Officer of the member's intention to withdraw the motion, in writing. (2) Despite sub regulation (1), where the member intends to withdraw the motion during the meeting, the member shall withdraw the motion, orally.
Notification of the proposed motions		71. The Chief Executive Officer shall submit to members of the Institute, the motions proposed for tabling at the meeting, including the relevant documents in support of the motions, at least fifteen days to the annual general meeting.
Quorum for commencement of the meeting.		72. (1) The quorum for a general meeting shall be two hundred members of the Institute. (2) If within one hour from the time appointed for the meeting, quorum is not present, the Chairperson shall adjourn the meeting and issue a notice of adjournment.

		(3) Where the Chairperson adjourns a meeting pursuant to sub regulation (2), the Chief Executive Officer shall issue a notice of adjournment and a subsequent meeting shall be convened within thirty days.
		(4) If at the subsequent meeting a quorum of members is not present within one from the time appointed for the meeting, the members of the Institute present at the meeting shall constitute a quorum.
Quorum during proceedings		73. (1) If at any time after the commencement of a general meeting, a member of the Institute objects that there is not a quorum present, the chairperson shall direct the Chief Executive Officer to count the members present at the meeting. (2) Where on the count under sub regulation (1) a quorum does not appear to be present, the chairperson shall adjourn the meeting for not more than thirty minutes, awaiting compliance with the quorum requirements. (3) Where quorum is not present at the expiration of the thirty minutes, the chairperson shall adjourn the meeting and convene a subsequent meeting.
Special Meeting	General	74. (1) The Council may convene a Special General Meeting where — (a) a member of the Institute, issues a notice to the Council, through the Chief Executive Officer, requesting for the Special General Meeting, supported by at least two hundred of the members of the Institute; or (b) the Council, by resolution, determines to hold such a meeting.
Notice of a Special General Meeting		75. A notice requisitioning a Special General Meeting by members of the Institute pursuant to shall be— (a) in the manner set out in Form 9 in the First Schedule; (b) signed by at least two hundred members of the Institute; (c) specify the purpose of the proposed meeting; and (d) submitted to the Chief Executive Officer.
Convening of a Special Meeting	General	76. (1) Where a Special General Meeting is requisition by a member of the Institute, the Council shall cause to be issued a notice inviting members of the Institute to the meeting, within thirty days of the request. (2) Where the Council passes a resolution to convene a special general meeting, the Council shall, cause to be issued, a notice inviting members of the Institute to the meeting, not later than fourteen days after the resolution. (3) The notice inviting members of the Institute to a Special General Meeting shall specify the—

	(a) date, time, venue and form of the meeting; and (b) agenda of the meeting.
Presiding	77. The Chairperson of the Council shall preside at a meeting of the Institute convened pursuant to these regulations, and in the absence or recusal of the Chairperson, the Council shall nominate one among its members to preside at the meeting.
Declaration of conflict of interest	78. (1) A member of the Council who has a material interest in a matter subject to discussion at an annual general meeting or special general meeting shall as soon as reasonably practicable after the commencement thereof, disclose his or her interest in the matter and shall not take part in the deliberations over, or vote on, the matter. (2) A disclosure of interest made under this regulation shall be recorded in the minutes of the meeting at which it is made.
Voting at a general meeting	79. (1) A member present at a general meeting of the Institute shall have one vote. (2) The Chairperson at a general meeting shall have a deliberative as well as a casting vote.
Resolutions of the Institute	80. (1) A resolution of the Institute at an annual general meeting shall be supported by a simple majority of the members present in the meeting. (2) A resolution of the Institute at a Special General Meeting shall be supported by at least two-thirds of the members present at the Special General Meeting.
PART IX—COMPLIANCE RESPONSIBILITIES OF THE CHIEF EXECUTIVE OFFICER	
81 - Powers of the Chief Executive Officer for Compliance Assessment	(1) The Chief Executive Officer shall be responsible for monitoring compliance with the laws and professional standards applicable to members of the Institute. (2) The Chief Executive Officer shall assess a member's compliance with— (a) the standards of professional practice for members of the Institute prescribed under these regulations; (b) the registration and licensing requirements for members of the Institute; and

	(c) the accreditation requirements for training institutions offering continuous professional development programmes to members of the Institute. (3) In the performance of these duties, the Chief Executive Officer shall have the power to— (a) enter any premises where a member of the Institute carries on the business of supplies practice; (b) summon a member of the Institute; (c) appoint investigators to determine infractions; (d) call for any document or record that is necessary for compliance assessment; and (e) retain copies of any document that is relevant to the compliance assessment.
82 - Reporting and Referral of Non-Compliance	(1) Where the Chief Executive Officer, upon assessment of a member's compliance with the applicable laws or professional standards, finds that a member is non-compliant, the Chief Executive Officer shall— (a) prepare a report on the findings within seven days of the determination; and (b) submit the report to the Disciplinary Committee for appropriate sanction, in accordance with section 23 of the Act.

PART X—SCALE OF FEES FOR SUPPLY CHAIN MANAGEMENT SERVICES

	PART 1—PRELIMINARY
Citation Interpretation	1. These Rules may be cited as the Supplies Practitioners (Scale of Fees for Professional Supply Chain Management Practitioners Services) Rules 2026 2. In these Rules unless the context otherwise requires – “Client” means the person, firm or organization named in the Memorandum of agreement, who has engaged the services of the consulting Practitioner “Data sheet” means an integral part of the Instructions to Consultants (ITC) that is used to reflect specific assignment conditions to supplement, but not to over-write, the provisions of the ITC “Day” means a calendar day unless otherwise specified as “Business Day” A Business Day is any day that is an official working day in Kenya and excludes official public holidays “Expert” means collectively, Key Experts, Non-Key Experts, or any other personnel of the Consultant, Sub-Consultant or Joint Venture Member(s) “Facilitative allowances” administrative expenses incurred in processing the attendant services to the main consultancy tasks. “Government” means the Government of the Republic of Kenya

	“ITC” means the instructions to consultants that provides the consultant with all the information needed to prepare their proposals. “In writing” means communicated in written form such as by mail, e-mail, including, if specified in the Data Sheet, distributed or received through the electronic-procurement system used by the Procuring Entity with proof of receipt. “Joint Venture (JV) means an association with or without a legal personality distinct from that of its members, of more than one Consultant where one member has the authority to conduct all business for and on behalf of any and all members of the JV, and where the members of the JV are jointly and severally liable to the procuring entity for the performance of the work “Key Expert(s)” means an individual professional whose skills, qualifications, knowledge and experience are critical to the performance of the Service under the Contract and whose curriculum vitae is considered in the technical evaluation of the Consultant’s proposal “Letter of RFP” means the letter of invitation being sent by the Procuring Entity to the Consultants “practitioner” means a person licensed to practice as a fellow or member of the Institute as determined under Section 3A (2) (a) and (b) and holds a license as anticipated under Section 20 of the Act. Professional services shall include; training & capacity building, preparation of procurement strategy, market surveys and intelligence, procurement planning and budgeting, supply chain audits, investigations, contract negotiations, contract administration, representation at appeals boards, ADR procedures, compliance checks, Procurement Agency, inventory, warehousing & logistics, imports and exports, clearing and forwarding, procurement & supply chain advisory services, including public, private and public private partnership procurement transactions and connected purposes in supply chain management. “Man Days” shall be calculated as the standard number of man hours in a day (estimated to be 8) divided by 8. “Sub-contractor” means a person or firm appointed by or on behalf of the Consulting Practitioner to execute part of the work the subject matter of the Memorandum of agreement “work” means any service rendered or performed by a supply chain professional for a client which the professional is empowered to perform by reason of being a supply chain practitioner and includes such other service as a client may require the professional to perform.
PART 2—CHARGEABLE FEES & POWERS OF THE COUNCIL	

Applicability of Rules	3. (1) These Rules are applicable for services of an Intellectual and advisory nature and do not apply to other types of services in which physical aspects of the activity predominate except for attendance of meeting. (2) The procedures and rates outlined in these guidelines apply to all services provided by practitioners in supply chain management.
Conflict of Interest	4. (1) The Practitioner shall at all times hold the client's interest paramount, without consideration for future work and strictly avoid conflicts with other assignments or their own interests (2) The practitioner shall not take work that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of the client Without limitation on the generality of the foregoing, and unless otherwise provided, a practitioner shall not be hired under the following circumstances; (3) Conflicting Activities Conflict between consulting activities and procurement of goods, works or non-consulting services: <i>(a firm that has been engaged by the procuring entity to provide goods, works, or non-consulting services for a project, or any of its affiliates, shall be disqualified from providing consulting services. Conversely, a firm hired to provide consulting service for the preparation or implementation of a project, or any of its affiliates, shall be disqualified from subsequently providing goods or works or non-consulting services resulting from or directly related to the consulting services for such preparation or implementation).</i> (4) Conflicting Assignments Conflict among consulting assignment: <i>(a consultant or any of its affiliates shall not be hired for any assignments, that, by its nature, may conflict with other assignment of the consultant for the same or for another Procuring Entity)</i> (5) Conflicting Relationships Relationships with the procuring entity's staff: a consultant that has a close business or personal relationship with senior management or professional staff of the procuring entity who has the ability to influence the bidding process and, (i) Are directly or indirectly involved in the preparation of the Terms of Reference for the assignment (ii) The selection process of the Contract (iii) The supervision of the contract. May not be awarded a contract, unless the conflict stemming from such relationship has been resolved in a manner that determines there is no conflict to affect this process.
Types of Professional Fees	5. (1) Provision for payment of fees for Practitioners is made under these Rules under- (a) Rate or Percentage Based Charges (b) Time or Duration Based Charges (2) In determining the Scale of fees to be applied, the Council shall have regard to-

	a) public interest b) reasonable remuneration for practitioners c) nature, size and complexity of the work d) Prevailing economic conditions. (3) The scale of charges for work not provided in these Rules shall be such as may be fair having regard to the circumstances of each case and in particular to: (a) the complexity of the matter or the difficulty or novelty of the questions raised; (b) the skill, labour, experience, specialized knowledge and responsibility involved on the part of the practitioner; (c) the number and importance of the documents prepared or perused, without regard to length; (d) the time expended by the practitioner on the work or service; (e) the place and the circumstances in which the business or service, or a part thereof is transacted or carried out, including related risks; (f) the turnaround time required by a client for completion of the work; (g) the amount of money involved; and (h) the importance attached to the work by the client.																											
Percentage Fee Scales	6. (1) the Percentage based fee shall be calculated as a percentage of the cost of the work for which the Practitioner is engaged where; (a) the Consultant is working as a project manager in addition to providing consulting services for the whole work; and (b) the Consultant is a participating consultant, responsible for one or more service components, but without responsibility for managing the overall project (2) the fee shall be calculated using sliding scales, which results in a reducing percentage as the cost of the work increases (3) the Council shall determine the accumulating sliding scale																											
	7. In either of the scenarios section 4 in this part, the scale of charges shall be as follows- <table><tr><th>Project Cost (in Kenya Shillings)</th><th>Cumulative Project Cost</th><th>Fees payable as a percentage cost of project</th></tr><tr><td>Up to 10 Million</td><td>Up to 10 Million</td><td>6.0%</td></tr><tr><td>Next 20 Million or part thereof</td><td>Up to 30 Million</td><td>5.50%</td></tr><tr><td>Next 20 Million or part thereof</td><td>Up to 50 Million</td><td>5.25%</td></tr><tr><td>Next 50 Million or part thereof</td><td>Up to 100 Million</td><td>5.00%</td></tr><tr><td>Next 100 Million</td><td>Up to 200 Million</td><td>4.50%</td></tr><tr><td>Next 100 Million or part thereof</td><td>Up to 300 Million</td><td>4.00%</td></tr><tr><td>Next 200 Million or part thereof</td><td>Up to 500 Million</td><td>3.75%</td></tr><tr><td>Balance over 500 Million</td><td>Over 500 Million</td><td>3.50%</td></tr></table>	Project Cost (in Kenya Shillings)	Cumulative Project Cost	Fees payable as a percentage cost of project	Up to 10 Million	Up to 10 Million	6.0%	Next 20 Million or part thereof	Up to 30 Million	5.50%	Next 20 Million or part thereof	Up to 50 Million	5.25%	Next 50 Million or part thereof	Up to 100 Million	5.00%	Next 100 Million	Up to 200 Million	4.50%	Next 100 Million or part thereof	Up to 300 Million	4.00%	Next 200 Million or part thereof	Up to 500 Million	3.75%	Balance over 500 Million	Over 500 Million	3.50%
Project Cost (in Kenya Shillings)	Cumulative Project Cost	Fees payable as a percentage cost of project																										
Up to 10 Million	Up to 10 Million	6.0%																										
Next 20 Million or part thereof	Up to 30 Million	5.50%																										
Next 20 Million or part thereof	Up to 50 Million	5.25%																										
Next 50 Million or part thereof	Up to 100 Million	5.00%																										
Next 100 Million	Up to 200 Million	4.50%																										
Next 100 Million or part thereof	Up to 300 Million	4.00%																										
Next 200 Million or part thereof	Up to 500 Million	3.75%																										
Balance over 500 Million	Over 500 Million	3.50%																										

Per hour fee scale	8. The fees chargeable by man hours shall be as follows- <table> <tr> <th>Items</th><th>Hourly rate in Kshs.</th></tr> <tr> <td>Category A</td><td>5,000</td></tr> <tr> <td>Category B</td><td>4,000</td></tr> <tr> <td>Category C</td><td>3000</td></tr> <tr> <td>Category D</td><td>2,000</td></tr> </table>	Items	Hourly rate in Kshs.	Category A	5,000	Category B	4,000	Category C	3000	Category D	2,000
Items	Hourly rate in Kshs.										
Category A	5,000										
Category B	4,000										
Category C	3000										
Category D	2,000										
Per Man Days Fee scale	9. The fees chargeable by Man-days shall be as follows- <table> <tr> <th>EXPERTISE</th><th>COST PER MAN DAYS OF 8 HOURS)</th></tr> <tr> <td>Fellow</td><td>45,000</td></tr> <tr> <td>Member of Over 15 Years</td><td>45,000</td></tr> <tr> <td>Member below 15 Years</td><td>40,000</td></tr> </table>	EXPERTISE	COST PER MAN DAYS OF 8 HOURS)	Fellow	45,000	Member of Over 15 Years	45,000	Member below 15 Years	40,000		
EXPERTISE	COST PER MAN DAYS OF 8 HOURS)										
Fellow	45,000										
Member of Over 15 Years	45,000										
Member below 15 Years	40,000										
Practitioner to issue terms of engagement in writing	10. (1) a practitioner shall before commencement of work, and not later than 14 days of receipt of instructions, issue written terms of engagement to the client, setting out the scope of work, fees, provided that where certain fees are not ascertainable at the time of issuing the engagement letter or terms of engagement this must be expressly stated (2) Where a practitioner- (a) Performs any work outside the stated scope of work; or (b) Where the fees for the work becomes greater than what is mentioned in the engagement letter or terms of engagement or (c) Where the fees for the business become ascertainable, The practitioner may issue another engagement letter or terms of engagement to cover the new facts (3) a practitioner who fails to issue written engagement letter or terms of engagement to a client is liable for professional misconduct and shall be liable to such punishment as may be determined by the Council										
Powers of the Council	11. The Council shall have powers to arbitrate any disputes on fees as shall arise between a practitioner and an institution or between a practitioner and a client or a third party and the Council shall conduct arbitration in such a manner as it shall consider suitable for determination of the dispute										
Effect of failure to comply	12. Where a practitioner fails to comply with these Rules, that practitioner commits an act of professional misconduct										
Responsibilities	13. Practitioners shall be governed by the Supplies Practitioner's Management Act and other relevant laws and the subsidiary legislation made thereunder 14. A Practitioner shall exercise all reasonable skill, care and diligence in the discharge of their duties to safeguard the interests of the client										
Price adjustment	15. (1) to adjust the remuneration for foreign or local inflation, a price adjustment provision shall be included in the contract If its duration is expected to exceed 12 months (2) where the contracts are for a shorter duration, such contracts shall include a provision for price adjustment										

	when local or foreign inflation is expected to be high and unpredictable. This provision is however not applicable for public entities contracts, pursuant to Sec. 139(3) of PPADA,2015.
Payment provisions	16. Payment provisions, including amounts to be paid, schedule of payments and payment procedures shall be agreed upon during negotiations
PART 3- STANDARD PROFESSIONAL SUPPLY CHAIN MANAGEMENT & PROCUREMENT SERVICES	
Remuneration	17. The remuneration of a supply chain management and procurement professional in respect of supply chain and procurement general business shall be regulated as follows:
Procurement Process	PLANNING AND REQUISITION 18. <i>Needs Assessment</i> in respect of identification of stakeholders and gathering requirements, conducting feasibility studies and cost-benefit analysis and prioritizing the needs based on urgency and importance, category analysis and management, the remuneration is to be that prescribed in Schedule 3: 19. <i>Specification Development</i> In respect of drafting detailed specifications and scope of work, consulting with technical experts and end-users and reviewing and finalizing specifications, the remuneration is to be that prescribed in Schedule 3. 20. <i>Budget Approval</i> In respect of preparing budget estimates and justifications, submitting budget requests to the finance department and obtaining necessary approvals from management, the remuneration is to be that prescribed in Schedule 3. 21. <i>Requisition Creation</i> In respect of filling out purchase requisition forms, attaching supporting documents and submitting requisition for approval, the remuneration is to be that prescribed in Schedule 3.
	SOLICITATION 22. <i>Market Research</i> In respect of identifying potential suppliers, type and degree of competition, substitutes or alternative products, level of product differentiation, supplier segmentation/customer segmentation (market impact), nature and quality of supply chain, market risks, sustainability, gathering information, analyzing market trends and pricing price estimates and developing a list of qualified suppliers, the remuneration is to be that prescribed in Schedule 3. 23. <i>Solicitation Document Preparation</i> In respect of drafting solicitation documents (Request for Quotation (RFQ), Request for Proposal (RFP), or Invitation to Bid (ITB) amongst others), include specifications, requirements, terms of reference, Bills of Quantities, terms and conditions of contract, evaluation criteria, and submission instructions and reviewing and

	finalizing documents, the remuneration is to be that prescribed in Schedule 3 24. <i>Advertisement</i> In respect of publishing solicitations in newspapers, websites, and procurement portals, notifying potential suppliers directly and ensuring wide dissemination to attract competitive bids, the remuneration is to be that prescribed in Schedule 3 25. <i>Pre-Bid/Proposal Conference/site visits</i> In respect of scheduling and announcing the conference or site visit, preparing presentation materials and agenda and addressing questions, providing clarifications and issuing addendums, the remuneration is to be that prescribed in Schedule 3
	Evaluation and Award 26. <i>Bid/Proposal Receipt</i> In respect of setting up a secure bid submission process, logging and acknowledging receipt of bids/proposals and ensuring confidentiality and integrity of submissions, the remuneration is to be that prescribed in Schedule 3 27. <i>Evaluation</i> In respect of forming an evaluation committee, reviewing the bids/proposals against criteria and scoring and ranking submissions, conducting post-qualification due diligence, the remuneration is to be that prescribed in Schedule 3 28. <i>Negotiation</i> In respect of identifying areas for negotiation (e.g., price, delivery terms etc.), conducting negotiation meetings with the shortlisted supplier/suppliers and reaching and documenting mutually agreeable terms, the remuneration is to be that prescribed in Schedule 3 29. <i>Award Decision</i> In respect of preparing the award recommendation report, obtaining the necessary approvals for award and notifying the successful and unsuccessful bidders, debriefing, handling award appeals/challenges, the remuneration is to be that prescribed in Schedule 3. 30. <i>Contract Preparation</i> In respect of drafting the contract based on agreed terms, reviewing and finalizing the contract with legal and procurement teams and arranging for signing of the contract and distributing copies to relevant parties, the remuneration is to be that prescribed in Schedule 3
Contract Management Stage	CONTRACT ADMINISTRATION 31. <i>Kick-off Meeting</i> In respect of scheduling and conducting a kick-off meeting, reviewing the contract terms, deliverables, and timelines and establishing communication protocols, the remuneration is to be that prescribed in Schedule 3 32. <i>Performance Monitoring</i> In respect of setting up performance metrics and monitoring tools, conducting regular performance reviews and site visits,

	documenting and addressing performance issues, the remuneration is to be that prescribed in Schedule 3 33. <i>Amendments and Modifications</i> In respect of identifying the need for contract changes, drafting amendment documents and obtaining necessary approvals, the remuneration is to be that prescribed in Schedule 3 34. <i>Payment Processing</i> In respect of verifying invoices against contract terms and deliverables, processing payments through the finance department and maintaining payment records, the remuneration is to be that prescribed in Schedule 3. 35. <i>Dispute resolutions management</i> Amicable resolution, Negotiations, mediation, conciliation, arbitration and litigation.
	CONTRACT CLOSEOUT 36. <i>Final Inspection</i> In respect of conducting a final inspection of goods or services, verifying completion of all deliverables and documentation of inspection results, supplier's performance appraisal, the remuneration is to be that prescribed in Schedule 3 37. <i>Documentation</i> In respect of ensuring all contract documentation is complete and accurate, archiving contract documents and preparing a closeout report, the remuneration is to be that prescribed in Schedule 3. 38. <i>Final Payment</i> In respect of verify final invoice and supporting documents, processing the final payment and obtaining release of claims from the supplier, the remuneration is to be that prescribed in Schedule 3. 39. <i>Contract Review</i> In respect of conducting a post-contract review meeting, documenting lessons learned and best practices and updating procurement policies and procedures, the remuneration is to be that prescribed in Schedule 3.
Asset and Inventory Management	ACQUISITION 40. <i>Receiving</i> In respect of inspecting goods upon delivery, verifying quantities and specifications against purchase orders and documenting any discrepancies or damages, the remuneration is to be that prescribed in Schedule 3. 41. <i>Recording</i> In respect of entering asset details into the inventory management system, assigning unique identification numbers and updating inventory records, the remuneration is to be that prescribed in Schedule 3. 42. <i>Tagging</i> In respect of attaching identification tags to assets, recording tag numbers in the inventory system and ensuring tags are durable and visible, the remuneration is to be that prescribed in Schedule 3.
	MAINTENANCE 43. <i>Regular Inspections</i>

	In respect of scheduling and conducting regular inspections, documenting inspection results and any issues and planning and scheduling maintenance activities, the remuneration is to be that prescribed in Schedule 3. 44. <i>Repairs</i> In respect of identifying assets requiring repairs, arranging for repair services and documenting repair activities and costs, the remuneration is to be that prescribed in Schedule 3.
	INVENTORY CONTROL 45. <i>Stocktaking</i> In respect of planning and conducting periodic stocktaking, reconciling physical inventory with records and investigating and resolving discrepancies, the remuneration is to be that prescribed in Schedule 3. 46. <i>Reordering</i> In respect of monitoring inventory levels, generating reorder requests based on usage and lead times and obtaining approvals and placing orders, the remuneration is to be that prescribed in Schedule 3.
Disposal	DISPOSAL PLANNING 47. <i>Assessment</i> In respect of identifying assets for disposal, evaluating the condition and potential disposal methods and preparing disposal plans, the remuneration is to be that prescribed in Schedule 3. 48. <i>Approval</i> In respect of submitting the disposal plan for approval and obtaining the necessary approvals from management and relevant authorities, the remuneration is to be that prescribed in Schedule 3.
	DISPOSAL METHODS 49. <i>Sale</i> In respect of preparing assets for sale, advertising sale through appropriate channels and conducting auction or direct sale, the remuneration is to be that prescribed in Schedule 3. 50. <i>Donation</i> In respect of identifying eligible organizations for donation, preparing donation documents and arranging for transfer of assets, the remuneration is to be that prescribed in Schedule 3. 51. <i>Recycling</i> In respect of identify recyclable materials, getting the necessary regulatory approvals where required, arranging for recycling services, documenting recycling activities, the remuneration is to be that prescribed in Schedule 3. 52. <i>Destruction</i> In respect of identify assets for destruction, arranging for secure and environmentally friendly destruction, getting the necessary regulatory approvals where required, documenting the destruction activities, the remuneration is to be that prescribed in Schedule 3. 53. <i>Other</i>

	In respect of preparing assets for sale, agreeing with the client on other disposal methods, conducting and documenting the process as agreed, the remuneration is to be that prescribed in Schedule 3.
	DOCUMENTATION OF DISPOSAL 54. <i>Record Keeping</i> In respect of maintaining detailed records of disposed assets, updating inventory records to reflect disposals and archiving disposal documents, the remuneration is to be that prescribed in Schedule 3. 55. <i>Reporting</i> In respect of preparing disposal reports for management and relevant authorities and ensuring compliance with reporting and regulatory requirements, the remuneration is to be that prescribed in Schedule 3.
Additional services of a general nature	ADDITIONAL SERVICES OF A GENERAL NATURE 56. Uncompleted transactions and other business In respect of any business referred to in this section, which is not completed, and in respect of standard supply chain management services the remuneration which has otherwise not been provided form the remuneration, the scale fee is reduced by one-third
Drafts to be client's property	57. Drafts and copies of documents or instruments made in the course of the work for which remuneration is provided for by these Rules shall be the property of the client.
PART 4—PRACTITIONER LIABILITY	
Practitioner's Liability	58. (1) a Practitioner shall perform their services with due diligence, reasonable care, skill and in accordance with prevailing standards of the profession provided that- (a) No liability shall attach to a Practitioner in respect of services except such liability as ought to be covered by the professional indemnity insurance whose necessity and amount shall be at discretion of the client. (b) A practitioner shall not be liable for the consequences of information prepared by the procurement professional except for the purposes for which they were prepared (c) Liability shall in no case be limited to less than the total payments made to the practitioner or the total cost of the work, or the proceeds the practitioner is entitled to receive under the insurance, whichever is higher (d) Liability shall only deal with the practitioner's liability towards the client and not with the practitioner's liability towards third parties (e) There shall be no limitation in case of the practitioner's gross negligence or wilful misconduct.
Consultants	59. The Employment of consultants shall be at the Practitioner's discretion, in agreement with the client. Where consultants are employed, the Practitioner shall be responsible for the direction and integration of their work. 60. Consultants may be appointed and paid by the Practitioner who shall be reimbursed by the client for such payments, or appointed and paid by the client

	61. Where consultants are employed by the client, their terms of appointment shall recognize the role of the Practitioner in directing them and integration of their services
Association between Consultants	62. (1) Consultants may associate with each other to complement their respective areas of expertise or for other reasons, in the form of a joint venture or sub-consultancy (2) where consultants enter into a joint venture, all members of the joint venture shall sign the contract and shall be jointly and severally liable for the entire work
Confidentiality	63. All information relating to the work shall not be disclosed to unauthorized persons without the written consent of the client. 64. From the time the proposals are opened to the time the contract is awarded, the consultant should not contact the procuring entity on any matter related to its proposal
Canvassing	65. Any attempt by consultants or any one on behalf of the consultant to influence improperly the procuring entity in the evaluation of the proposal or contract award decision may result in the rejection of its proposal and may be subject to the application of prevailing PPRA debarment procedures.
Dispute Resolution	66. Any claim arising out of or relating to application of these rules; shall be settled by arbitration and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

PART 5- PAYMENT TO BE BASED ON THE COST OF WORKS

Payment to be based on the cost of works	67. Payment for cost of work shall be as determined by these rules			
	68. Percentage fees shall be based on the total cost of works shall be paid in the following stages—			
	No	Stage of work	Percentage	Cumulative percentage
	1	Inception stage	5%	5%
	2	Outline proposal	5%	10%
	3	Project design stage	15%	25%
	4	Detailed documents	45%	70%
	5	Tender action	5%	75%
	6	Post contract stage	20%	95%
7	Project completion	5%	100%	

PART XI—CONDUCT OF COUNCIL ELECTIONS

91 - Citation	These Regulations may be cited as the Supplies Practitioners Management (Council Election) Regulations, 2026.
92 - Interpretation	In these Regulations, unless the context otherwise requires— “aspirant” means a member of the Institute who is nominated to contest in an election; “candidate” means a person who has been approved by the electoral body to contest for an elective post pursuant to regulation 107; “Committee” means the Elections Dispute Resolution Committee established under regulation 96; “election” means the process by which members of the Institute select the Chairman and members of the Council; and

	“electoral body” means the Independent Electoral and Boundaries Commission established under Article 88 of the Constitution.
93 - Purpose of the Regulations	The purpose of these Regulations is to provide for the procedure for the election of— (a) the Chairman of the Council; and (b) six members of the Council.
94 - Guiding principles	The election of the Chairman and members of the Council shall— (a) be by secret ballot; (b) use a system of voting that is simple, accurate and verifiable; and (c) be conducted in a free, transparent and fair manner.
	PART II—INSTITUTIONAL FRAMEWORK
95 - Appointment of the Electoral body	(1) The Council shall, at least one hundred and twenty days to the election, appoint the Independent Electoral and Boundaries Commission to conduct the elections. (2) The electoral body appointed under sub regulation (1) shall— (a) receive and consider nomination papers of aspirants who seek elective office under these Regulations; (b) approve qualified aspirants to contest in the election; (c) supervise the casting of votes; (d) determine, declare and publish the results of the election; and (e) accredit a person as an agent or observer for purposes of the election.
96 - Dispute Resolution Committee	(1) There is established a committee to be known as the Election Disputes Resolution Committee which shall comprise of— (a) one person nominated by the Nairobi Centre for International Arbitration established under section 4 of the Nairobi Centre for International Arbitration Act, 2013, (Cap 49) who shall be the chairperson; (b) three members of the Institute with at least seven years’ experience, nominated by the Council through an open and competitive process; (c) an advocate of the High Court of Kenya with at least ten years’ experience nominated by the Law Society of Kenya; and (d) the Corporation Secretary of the Institute, who shall be an ex officio member. (2) The Committee shall be constituted at least one hundred and fifty days before the election. (3) The Committee shall be responsible for resolving disputes arising from— (a) the publication of the register of members under regulation 99; (b) the nomination of candidates for the election; (c) the voting process; and (d) the outcome of the election.

	(4) The quorum of the Committee shall be at least three members. (5) The Committee shall determine a dispute before it within ten days from the date the dispute is lodged. (6) A person aggrieved by a decision of the Committee under this regulation may appeal to the High Court.
97 - Powers of the Committee	In the performance of its functions under these Regulations, the Committee shall have the power to— (a) call for any document from any person to aid in its investigations; (b) issue summons to any person to appear before it and give evidence; (c) affirm a decision made by the electoral body; (d) vary the decision made by the electoral body; (e) nullify the candidature of a candidate; (f) award costs; and (g) exercise any other power for the effective discharge of its functions.
	PART III—CONDUCT OF ELECTIONS
98 - Date of the election	(1) The election of the Chairman and members of the Council shall be held between every second Wednesday and second Friday in January in every third year. (2) The election shall commence at 12:00 noon on the second Wednesday and conclude at 12:00 noon on the second Friday.
99 - Publication and inspection of register	Pursuant to section 19 of the Act, the Registrar shall, at least ninety days before the election, publish the register of members of the Institute on the Institute's website for inspection by the members of Institute.
100 - Rectification of entries in the register	(1) A member of the Institute may, upon inspection of the register under regulation 99, request the Registrar to rectify an entry in the register which is inaccurate, outdated, incomplete or misleading. (2) The request under sub regulation (1) shall be made within seven days after the date of the publication of the register and the Registrar shall— (a) rectify the entry in the register within seven days after the request; or (b) decline the request and inform the applicant in writing of the reasons for declining the request within seven days after the request. (3) The Registrar shall, within twenty-one days after the publication of the register under regulation 99, submit the register of members to the body responsible for conducting the election. (4) A person aggrieved by a decision of the Registrar in relation to the accuracy of the information contained in the register of members may lodge a dispute before the Committee.
101 - Eligibility to vote	A member of the Institute shall be eligible to vote in an election if that member has paid the annual subscription prescribed under section 3A (4) of the Act.

102 - Notice of vacancy in the Council	(1) The Chief Executive Officer shall, at least ninety days before the election, issue a notice of vacancy in the Council. (2) The notice under sub regulation (1) shall be published in at least two newspapers of national circulation and the website of the Institute. (3) The notice shall specify— (a) the vacant office in the Council which is the subject of the election; (b) the date and time when the election shall be conducted; (c) the qualifications for nomination under regulation 103; and (d) the date and manner by which the nomination papers shall be submitted to the Chief Executive Officer.
103 - Qualifications for nomination	(1) A person shall qualify to contest in an election under these Regulations if that person— (a) is registered as a member of the Institute in accordance with section 3A of the Act; (b) has paid the fee prescribed under section 3A (4) of the Act; (c) holds a valid practicing license; (d) has not been convicted of an election offence under regulation 112; and (e) meets the requirements of leadership and integrity set out under Chapter Six of the Constitution. (2) A person contesting for an elective post under these Regulations shall— (a) fill the Intent-to-Vie Form F1 as set out in the Schedule; (b) fill nomination Form SPN 1 as set out in the Schedule, in the case of the Chairman, and nomination Form SPN 2 as set out in the Schedule in the case of a member of the Council; (c) be proposed by a member of the Institute and seconded by another member of the Institute; (d) be supported by at least fifty members of the Institute, where contesting for the position of the Chairman, and at least twenty-five members where contesting for the position of a member of the Council; and (e) deliver the Intent-to-vie form and nomination Form to the Institute either physically or electronically not later than the date specified in the notice under regulation 102. (3) A person shall not propose, second or support an aspirant under this regulation unless that person— (a) is a registered member of the Institute; and (b) has paid the fee prescribed under section 3A (4) of the Act.
104 - Nomination Form	The nomination Form under regulation 103(2)(b) shall detail— (a) the name and address of the aspirant; (b) membership registration number of the member; (c) license Number of the member; (d) the year of admission to the Institute; (e) the physical location where the candidate ordinarily practices from; (f) the office for which the candidate is nominated;

	(g) a description or profile of the candidate in not more than one hundred words; (h) a declaration that the information contained in the nomination Form is true and correct; (i) a declaration as to any pending convictions in court or declaration of bankruptcy by court; and (j) evidence of compliance with the requirements of leadership and integrity set out in chapter six of the Constitution.
105 - Intent-to-vie Form	(1) The duly completed nomination Form shall be accompanied by an intent-to-vie Form set out in the Schedule. (2) The intent-to-vie Form shall be lodged with the Institute not later than the date fixed for submission of the Nomination Form.
106 - Verification of nominations	(1) The electoral body shall, at least sixty days before the election, verify the nominations received under paragraph 13 (2) and determine if an aspirant is eligible to contest at the election in accordance with regulation 103(1). (2) The electoral body shall, on the sixtieth day to the election, notify the members of Institute of the candidates approved to contest in the election and publish the list of candidates on the Institute's website. (3) Any person dissatisfied with any decision of the electoral body under this regulation may within two days from the date of notification of such decision, lodge a dispute with the Committee. (4) Any person may within two days from the date of the decision of the Committee, seek a review of the decision of the Committee, where there is an error apparent on the face of the nomination Form.
107 - Withdrawal of candidature	(1) A candidate may within thirty days before the date of the election, withdraw his candidature in writing to the electoral body. (2) The electoral body shall notify the members of Institute of the withdrawal of candidature received pursuant to sub regulation (1) and publish a notice of withdrawal of candidature on the Institute's website, within forty-eight hours of receipt of the withdrawal.
108 - Unopposed candidates	(1) Where only one candidate declares interest for any vacant position in the Council, such candidate shall be deemed to have been duly elected. (2) The electoral body shall, issue a certificate of election to the candidate elected unopposed under sub regulation (1).
109 - Campaign period	The campaign period shall commence sixty days before the date of the election and terminate forty-eight hours before the date of the election.
110 - Voting	Voting at an election under these Regulations shall be by electronic means and shall begin at 12:00 noon on the second Wednesday in January and end at 12:00 noon on the second Friday in January.
111 - Determination of election disputes	(1) A person who is aggrieved by the results of an election may, within seven days after the date of the declaration of the results, lodge a dispute with the Committee.

	(2) A person who is aggrieved by the decision of the Committee may appeal against that decision to the High Court.
PART IV—ELECTION OFFENCES	
112 - Election offences	(1) A person who— a) offers his or her candidature or otherwise campaigns, outside the prescribed campaign period; b) makes derogatory statements about other candidates and the Institute; c) distributes gifts to members to entice them to vote for a candidate; (d) distributes offensive campaign materials; d) circulates campaign materials before the commencement of the campaign period; e) proposes or seconds candidates while not being in good standing with the Institute; f) knowingly or by design uses derogatory and defamatory communication or material, literature or and any other campaign materials in whatever medium; g) directly and indirectly bribes, influences or induces a member of the Institute to vote or refrain from voting; or h) makes false accusations or malicious statements against another candidate, commits an election offence. (2) Any person who commits an offence under sub regulation i) shall, on conviction, be liable to imprisonment for a term not exceeding six months or to a fine not exceeding twenty thousand shillings or both.
113 - Revocation	L.N. 247/2015. The Supplies Practitioners Management (Election) Regulations, 2015, are revoked.

FCPA HON. JOHN MBADI, EGH
Cabinet Secretary for the National Treasury and Economic Planning

SCHEDULES

FIRST SCHEDULE

FORMS

FORM 1— APPLICATION FOR REGISTRATION

FORM 2— CERTIFICATE OF REGISTRATION

FORM 3— OATH OF PRACTICE

FORM 4— APPLICATION FOR LICENCE (INDIVIDUAL)

FORM 5— APPLICATION FOR LICENCE (FIRM)

FORM 6— NOMINATION OF FELLOW

FORM 7— NOTICE OF GENERAL MEETING

FORM 8— NOTICE OF MOTION

FORM 9— NOTICE OF SPECIAL GENERAL MEETING

FORM DC 1— LODGING OF COMPLAINT

FORM DC 2— STATEMENT OF RESPONSE

FORM DC 3— NOTICE OF HEARING

FORM DC4— WITNESS SUMMONS

FORM F1—INTENT TO VIE

FORM SPN 1 / SPN 2—NOMINATION FORM

THE SUPPLIES PRACTITIONERS' MANAGEMENT
(REGISTRATION AND LICENSING) REGULATIONS, 2015

SCHEDULE

THE SUPPLIERS AND PRACTITIONERS'
MANAGEMENT ACT (NO. 17 OF 2007)

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RCI (r.4(2))

APPLICATION FOR REGISTRATION

The Registrar,
Registration
Committee,
P.O.Box.....

.....
Nairobi.

I.....apply to have my name as stated
above entered
in the Register of Kenya Institute of Supplies Management. (to be
considered)

1. Surname.....
(BLOCK CAPITALS)

2. Other Names.....

(BLOCK CAPITALS) Postal
address

Email address:.....

Residential Address.....

Telephone No. Office.....House.....Cell.....

Date of Birth.....

Identification card or passport number

(see note 1)

Nationality.....

Have you previously applied for
registration'? YES /NO.

If YES, state date(s) of previous application(s).....

PERSONAL PARTICULARS

(All particulars set at 2 - 4 must be completed and the declaration at 7 signed

2. EDUCATIONAL BACKGROUND

School, University or other institution	From	To	EXAMINATION PASSED			
			Name of Examining Body	Degree, Diploma, Certificate award (see note 3)	Class/Division attained	Year

3. PROFESSIONAL SUPPLIES MANAGEMENT EXAMINATION

Name of Examining body	Reg. No.	Sections, stages, parts Passed (see note 5)	Date passed (see note 3)	Remarks

4. PERSONAL EXPERIENCE AND PRACTICAL TRAINING (see note 4)

Name and address of organization	From	To	Position held	Description of responsibilities

5. Have you ever been convicted on any criminal offence in a court of law? If yes, give details.

(a) Offence for which convicted:

.....

(b) Date and place of conviction

.....

(c) Sentence imposed

.....

6. a) Are you ordinarily resident in Kenya? Yes/No.

If yes, state from what date

.....

.....

b) If a foreigner, state the purpose of the application for registration (the project or work being undertaken)

.....

.....

.....

c) The estimated period of the project.....

(attach documentary evidence)

7. I declare that the foregoing statements are true in every respect and that none of the disqualifications listed in section 16 of the Act, apply to me. I acknowledge that any statement contained anywhere in this application which is known by me to be false shall invalidate this application and any decision reached thereon by the Committee. I have read and understood the provisions of the Supplies Practitioners Management Act (No. 17 of 2007) and the Public Procurement and Disposal Act.

Applicant's Signature.....

Dated on the..... day of..... 20.....

* PLEASE INDICATE THE ADDRESS FOR COMMUNICATIONS FROM THE INSTITUTE TO YOU. UNLESS OFFICIALLY NOTIFIED OF A CHANGE THEREOF, THIS ADDRESS SHALL BE TAKEN AS YOUR ADDRESS FOR SERVICE.

Physical

Address...

Postal

Address.....

Telephone No. Office.....House..... Cell.....

Fax.....E-mail.....

FOR OFFICIAL USE ONLY

Application No..... Date
Received.....

Date acknowledged.....Receipt No..... Date.....

Approved/Rejected Mm No.....Deferred Minute No.....

Date notification sent..... Registration No.....

Gazette Notice No.....Chairman's Signature.....

Certificate dispatched..... Date.....

Certificate acknowledged..... Member's Signature.....

Registrar's Signature..... Date.....

Date.....

APPLICATION FOR REGISTRATION (NOTES)

A copy of the National Identity Card or passport certified by a commissioner for oaths must be submitted together with the application.

1. No personal cheques shall be accepted.
2. Copies of educational and professional certificates certified by the issuing Institutions should be enclosed with the application. Original certificates when called for, may either be delivered to the Institute Offices ator sent by registered post. No responsibility will be accepted by the Institute for lost certificates.
3. Give full details of your professional experience and practical training record during the last five years starting from your present appointment. Each employment must be confirmed by a letter from the employer (including present employer) on official or business note paper stating:
 - (a) Date of commencement and/or termination.
 - (b) Nature and scope of duties.
 - (c) Whether employment was full time or part time.
4. If granted exemption from any sections, stages or part of any examination this should be stated.
5. A commissioner for oaths should certify all photostat copies of certificates and documents confirming they are true copies of the originals except for academic and professional certificates which MUST be certified by the issuing Institutions.
6. Holders of foreign qualifications will only be considered upon provision of a membership certificate from their respective institutes.
7. Applicants with local qualifications will be required to include a copy of the final certificate from duly certified by the issuing Institution.
8. The prescribed fee payable is as contained in the Second Schedule of the Regulations.
9. Two passport size photographs certified by a commissioner for oaths must be submitted together with the application.
10. If a Kenyan, a copy of both sides of identity card or if a non-Kenyan, a current work permit together with copies of the appropriate pages of the passport are required.
11. Applicants are required to note that applications for registration will be received at the Institute's offices subject to compliance with all the requirements outlined in these notes.

Form RC2(r.I 1(3))



The Kenya Institute of Supplies Management

This is to certify that

is registered as a Supplies Practitioner

Given under the common seal of the

Kenya Institute of Supplies Management

on this..... day of.....

Chairman.....

Secretary.....

Registration No.....

"THIS CERTIFICATE IS VALID ONLY WHEN
ACCOMPANIED BY A KISM MEMBERSHIP
IDENTIFICATION CARD FOR THE CURRENT YEAR"

(include conditions at the back of the license)

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RC3

(r.22(2))

THE SUPPLIES PRACTITIONERS' MANAGEMENT OF

KENYA ACT, 2007

APPLICATION FOR A PRACTICING LICENCE

The Registrar

Registration Committee P.O. Box.....Nairobi.

I. Surname.....

(B LOCK CAPITALS)

2. Other

Names.....

(BLOCK CAPITALS)

3. Postal Address.

Email address:...

4. Registration Number

PUBLIC PARTICIPATION DOCUMENT

5. Name of firm/practice.....

6. Address(es) at which firm/ practice is located or to
be located: Physical (Street, Plot, Building) Physical
(Street, Plot, Building)-
.....
.....

P.O. Box.....

Tel. No.(s)..... Tel. No.(s).....

7. Period of practical experience with practising firms in Kenya (*see* Note
2).....
.....
.....

8. Date of commencement of the firm/ practice in No. 7 above

9. Names and addresses of Applicant's partners and their qualifications
(*attach details including Registration Number in each case*)
.....
.....

10. a) Are you ordinarily resident in
Kenya? Yes/No. If yes, state from what date

11. State the names of licenced partners who are not ordinarily resident in
Kenya

b) If a foreigner state the purpose of the application for registration
(the project or work being undertaken).
.....
.....

c) The estimated period of the project.....
(*attach documentary evidence*)

12. Referees. (Persons named must not be relatives.) State the
names and addresses of two referees who are able to vouch for your
professional ability and general character:

(i).....

(ii).....

13. I, the above named, hereby apply for the issue of a Practising
License under the provisions of section 16 of the Act

14. I enclose a Bankers cheque/bank deposit slip/cash for Kshs..... in
payment of the prescribed fee (*see* Note 3) which I understand is not
refundable.

15. I solemnly declare that the foregoing statements are true to the best
of my knowledge. I acknowledge that any statement contained
anywhere in this application which is known by me to be false shall
invalidate this application and any decision reached thereon by the
Institute.

FOR OFFICIAL USE ONLY

Application No..... Date received.....
Date acknowledged..... Receipt No..... Date.....
Approved/Rejected Mm. No..... Deferred Mm No.....
Notification sent..... Gazette Notice No.....
Certificate dispatched..... Certificate acknowledged.....

Chairman..... Member..... Registrar.....

Date..... Date..... Date.....

NOTES FOR APPLICATION FOR A PRACTISING LICENSE

1. Two copies of a recent passport size photograph of the applicant certified by a Commissioner for Oaths must be submitted together with this application.
2. Full details of your professional experience in Kenya must be confirmed by official letters from employer(s) stating:
 - (a) Date of commencement and/or termination.
 - (b) Whether full-time or part-time.
 - (c) Detailed nature and scope of duties.
3. Personal cheques shall not be accepted.
4. A copy of the Registration Certificate issued by the Institute must be enclosed with the application.
5. A person applying for a Practising License must be a member of the Institute in good standing.
6. A copy of both sides of the national identity card in the case of a Kenyan citizen or a valid work permit for a non-Kenyan must be enclosed with the application.
7. Applicants are required to note that applications for a Practising License will be received at the Institute's offices subject to compliance with all the requirements outlined in these notes

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

Form RC 4 (r.23(1))

APPLICATION FOR A PRACTICING LICENSE FOR A BODY CORPORATE

- (1) Name of body corporate..... (To be considered)
(2) Date of incorporation.....
(3) Certificate/ Incorporation No..... (*attach certified copy*)
(4) Details of directors who must be at all times individually licensed as supplies practitioners

(Name & Address)	Reg No	License No

- (5) Names of shareholders, owners or members as defined in the memorandum of association or statute under which the Applicant is constituted

(Name & Address)	Reg No	License No	Interest held & percentage

We the undersigned, being the Directors/shareholders/members of the above named body corporate do hereby confirm that we shall notify the Institute of any change the directorship of the company.

We further confirm that we shall be responsible for every act or omission of the directors, shareholders, owners, members or other officers as each of them are personally liable under the Act.

We understand that nothing done by a body corporate in the exercise of its professional functions as a licensed supplies practitioner shall be deemed to remove liability from it or from any of its directors, shareholders, owners, members or other officers for any acts or omissions or negligence, the consequence of which may result in any loss, suffering or damage to a client or third party dealing with it in a professional capacity.

To the best of our knowledge, we hereby confirm that the above information as contained in this application is correct.

SIGNED

Board Chairman..... Date.....

Secretary/ Chief Executive Officer/ Managing Director.....Date.....

Seal of the Co.....

NOTES

1. A body corporate that wishes to be licensed as a supplies practitioner shall:

- (b) Together with the application for licensing to forward certified copies of its memoranda and articles of association or other statutes of incorporation to the Institute;
- (c) Forward together with the application certified copies of their respective valid Registration Certificates and Practising Licences;

PUBLIC PARTICIPATION DOCUMENT



The Kenya Institute of Supplies Management

Practicing License

This is to certify that is a

Licensed Supplies Practitioner with effect from

.....to.....

Given under the common seal of the
Kenya Institute of Supplies Management

on this..... day of.....

Chairman..... Secretary.....

License No.....

(Include conditions at the back of the licence)

Kenya Subsidiary Legislation, 2015

Form RC6

(r.26(2))



*The Kenya Institute of
Supplies Management
License for a Body Corporate
This is to certify that*

is

Licensed to Practise as a Supplies Practitioner
with effect from
.....to.....

Given under the common seal of the Institute

On this.....day of

Chairman.....Secretary.....

Licence No.....

(include conditions at the back of the licence)

Dated the 5th November, 2015.

**FORM 03: PROFESSIONAL OATH OF PRACTICE
FOR SUPPLY CHAIN PRACTITIONERS IN KENYA**

I,, having been admitted to practice as a Supply Chain Practitioner, do solemnly swear/affirm that I shall faithfully and conscientiously discharge my professional duties and responsibilities.

I pledge to uphold the dignity, integrity and honour of the supply chain profession and to conduct myself at all times in accordance with the highest standards of professional and ethical practice.

I shall perform my duties with honesty, impartiality, fairness, transparency, accountability and professionalism, and shall not allow personal interests, relationships, inducements or other considerations to compromise my professional judgment.

I shall uphold and comply with the Constitution and laws of Kenya, applicable professional standards, codes of conduct, regulations and lawful policies governing supply chain practice.

I shall safeguard and exercise responsible stewardship over public, private and organisational resources entrusted to me, and shall strive to ensure that procurement and supply chain activities achieve value for money, efficiency, effectiveness, sustainability and equitable outcomes.

I shall not engage in, facilitate or condone corruption, bribery, fraud, collusion, conflict of interest, favouritism, discrimination, abuse of office or any other form of professional misconduct.

I shall protect confidential and sensitive information entrusted to me in the course of my professional duties and shall use such information only for lawful and legitimate professional purposes.

I shall continually develop and maintain my professional knowledge, skills and competence, and shall contribute to the advancement and good standing of the supply chain profession.

I shall treat colleagues, suppliers, contractors, clients, stakeholders and members of the public with respect, dignity, fairness and professionalism, and shall promote ethical, inclusive and sustainable supply chain practices.

I shall declare and appropriately manage any actual, potential or perceived conflict of interest and shall avoid any conduct that may undermine public confidence in the profession.

I shall have the courage to uphold ethical principles, to report improper or unlawful conduct through appropriate channels, and to resist any pressure that may compromise my professional obligations.

I shall endeavour to promote innovation, sustainability, local participation and responsible sourcing while upholding the principles of fairness, competition and accountability.

I shall maintain the honour and reputation of the supply chain profession and shall conduct myself in a manner that inspires confidence and trust in the profession.

I make this oath/affirmation freely and solemnly, and undertake to uphold these principles throughout my professional practice.

So help me God.

Name: _____

Member No.: _____

Practising License No.: _____

Signature: _____

Date: _____

PUBLIC PARTICIPATION DOCUMENT

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FORM DC 1 (r. 3(1))

STATEMENT OF COMPLAINT FORM

This form is provided for use when submitting a complaint against a Supplies Practitioner. In order to initiate a complaint, the complainant must complete this form or prepare a similar detailed description of the factual allegations supporting the charges.

(Please print/type the following information)

Complainant's details

Name:

Address:

Telephone number:

Email address:

Supplies Practitioner's details

Name:

Address or place of work:

INFORMATION TO BE SUPPLIED BY THE COMPLAINANT

1. Statement of Complaint: Provide a statement of the facts, which the complainant believes, supports a formal investigation by the Kenya Institute of Supplies Management Disciplinary Committee. The complaint must include a clear explanation of the alleged unethical or unprofessional conduct of the named Supplies Practitioner. The statement must explain the facts in sufficient detail to permit the respondent Supplies Practitioner to answer the allegations.

.....

.....

.....

.....

.....

.....

.....

.....

List of Witnesses and Documents to be Submitted and Considered:

.....

.....

.....

.....
.....

DECLARATION

I (complainant) certify that the facts submitted with this form are true and accurate to the best of my knowledge. I also understand that the accused Supplies Practitioner will receive a copy of this document as well as other information that may be submitted with regard to this complaint.

Signature of Complainant:

Date:

The above information should be sent by the complainant to:

Secretary/CEO
Kenya Institute of Supplies Management
NAIROBI

PUBLIC PARTICIPATION DOCUMENT

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FORM DC 2 (r. 13(1))

STATEMENT OF RESPONSE FORM

This form is provided for use by a Registered Supplies Practitioner when responding to a complaint against him/her.

(Please print/type the following information)

Respondent's particulars

Name:

Address:

Telephone No:

Email address:

INFORMATION TO BE SUPPLIED BY THE RESPONDENT

1. Statement of Response. Provide the Respondent's statement in response to the complaint.

.....

.....

.....

.....

.....

.....

.....

.....

2. List of witnesses and documents to be submitted and considered:

.....

.....

.....

.....

.....

.....

DECLARATION

I (respondent) certify that the facts submitted with this form are true and accurate to the best of my knowledge.

Signature of respondent:

Date:

The respondent must complete this form and send to:

Secretary
Disciplinary Committee
Kenya Institute of Supplies Management
NAIROBI

PUBLIC PARTICIPATION DOCUMENT

KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FORM DC 3 (r. 16(1))

NOTICE OF HEARING

Registered Supplies Practitioner's Name:

KINDLY TAKE NOTICE THAT a hearing will be held in respect of the allegation/s as detailed below:

ALLEGATION/S (specify here or in a separate document annexed to this document):

.....

.....

.....

.....

.....

.....

.....

The details of the enquiry are as follows:

DATE:

TIME:

VENUE:

By signing this notice, you confirm that you have been advised of the following:

1. You are entitled to be assisted at the disciplinary hearing by a fellow practitioner or advocate.
2. You are entitled to have an interpreter, if requested prior to the enquiry, timeously after receipt of this notice.
3. You are entitled personally, or through your representative, to question the complainant and witnesses during the enquiry.
4. You are entitled to call witnesses, furnish evidence and argue on the question of whether the allegation/s occurred.
5. You have been advised that should you refuse/fail to attend the hearing; the hearing will be held in your absence.

Secretary of the Kenya Institute of Supplies Management Disciplinary Committee

Signature:

Date:

Registered Supplies Practitioner

Signature:

Date:

PUBLIC PARTICIPATION DOCUMENT



KENYA INSTITUTE OF SUPPLIES MANAGEMENT

FORM DC 4 (r. 27(2))

WITNESS SUMMONS

In the matter of a complaint against (Supplies Practitioner).

Whereas your attendance is required to give evidence on behalf of

.....

(complainant/respondent) to the above complaint, you are required by the Disciplinary Committee of the Kenya Institute of Supplies Management to appear before it at AM/PM on the day of, 20.....

Consequences of not responding

.....
.....
.....
.....
.....

Dated this day of, 20.....

Chairperson - KISM Disciplinary Committee

Signature:

SECOND SCHEDULE



FEES

SERVICE	AMOUNT (KSHS)
REGISTRATION AND LICENSING	
Registration Fee (Associate Member)	4,500
Registration fee (Member)	4,500
Registration fee (Firm, Partnership, Corporate body)	20,000
Associate Member Renewal fee:	4,000
Licence fee (Member)	10,000
Licence fee (Fellow)	25,000
Licence fee (Corporate)	20,000
DISCIPLINARY PROCEEDINGS	
Complaint Filling fee	2000
Service fee	Up to 10,000

PUBLIC PARTICIPATION DOCUMENT

THIRD SCHEDULE



SCALE OF FEES

Man-Day Fee Scale in Kenya Shillings

Expertise	COST PER MAN DAYS OF 8 HOURS)
Fellow/Member of Over 15 Years	45,000
Member below 15 Years	40,000

Hourly Rate Scale in Kenya Shillings

Items	Hourly rate
Category A	5,000
Category B	4,000
Category C	3,000
Category D	2,000

Practitioner Grade by Experience

No.	Consultant Grade	Professional Cadre	Number of Years of Experience
1	Principal Consultant	Fellow/Member	Over 20 Years
2	Senior Consultant	Member	12-15 Years
3	Consultant	Member	10-12 Years
4	Technical Staff	Member	5-9 Years

Project Value and Minimum Consultant Grade

	Project Value	Project Size	Minimum Consultant Grade of Project Manager
1	Less than 50 Million	Small	Member
2	50-200 Million	Medium	Member
3	200 – 500 Million	Large	Fellow/Member with over 15 years
4	Above 500 Million	Very Large	Fellow/Member with over 15 years

SCHEDULE

Form 1

r.13(2)(a)



INTENT TO VIE FORM

A. POSITION:

(insert Council position for which you are vying i.e. “Chairman” or “Council Member”)

PHOTO

B. PERSONAL INFORMATION

1. Full Name:
2. Member Registration Number:
3. License No:
4. Position Nominated for:
5. Educational and Professional Qualifications: (Starting with the highest qualification)
6. Contact Details:

C. ADDITIONAL/OPTIONAL INFORMATION

1. Salutations/ Designations
2. Employment and Career progression in the last five years including current engagement:
3. Professional activities, other than employment
4. Candidates personal statement

Signature of Aspirant Date.....

Form SPN1- SPN2



r.13(2)(b)

NOMINATION FORM

CHAIRMAN: ☐

COUNCIL MEMBER: ☐

PERSONAL INFORMATION

Full Name:

Address:

Organisation

Designation

ELIGIBILITY CRITERIA

Have you paid up subscription fees for the year 20.....?

Are you compliant with CPD requirements for the year 20.....?

Do you have any pending disciplinary case against you?

We, being registered members of the Kenya Institute of Supplies Management (the Institute) in good standing, hereby nominate the following person who is a registered member of the Institute in good standing, to vie for election for the position of Chairman or Council member of the Institute:

	NAME	REG NO	SIGNATURE
PROPOSER			
SECONDER			
SUPPORTERS			
1.			
2.			
3.			