

# KENYA MEDICAL SUPPLIES AUTHORITY

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*All Correspondence should be addressed to Chief Executive Officer*

When replying please quote our ref:

KEMSA/PROC/ONT13/2023

Date: 11<sup>th</sup> September, 2023

To all Bidders,

## ADDENDUM NO. 1

Dear Sir/Madam,

**RE: TENDER NO. KEMSA/ONT13/2023-2024 FOR PROCUREMENT OF WEBSITE DESIGN AND MAINTENANCE SERVICES**

The following Query was raised by an interested bidder and responses provided as detailed below.

### Question 1:

I am writing to seek clarification regarding the mandatory requirement mentioned in the TENDER NO: - KEMSA-ONT13-2023/2024, where it's indicated that a Power of Attorney must be attached "where applicable" but is also marked as "Mandatory".

Our organization is currently structured with a single director. Considering our company's structure, I would like to understand the following:

1. In the context of our company having a sole director, is it still compulsory/Mandatory for us to provide the Power of Attorney? If so, would the director essentially grant the power to himself/herself, or how is this typically handled?

### Answer

1. It's Mandatory for the sole proprietor to provide a valid power of Attorney.
2. Limited companies and partnerships to provide signed minutes authorizing the signatory to the tender in the absence of the Power of Attorney.

**GILBERT MAMATI**  
**Ag. DIRECTOR PROCUREMENT**  
**FOR: CHIEF EXECUTIVE OFFICER**

