



**KENYA PLANT HEALTH INSPECTORATE SERVICE (KEPHIS)**  
**HEADQUARTERS – Ololua Ridge, Karen**

P.O. Box 49592 – 00100 GPO Nairobi, Kenya • Tel: 0206618000/0709891000  
E-mail: [director@kephis.org](mailto:director@kephis.org) Website: [www.kephis.org](http://www.kephis.org)

Our Ref: KEPHIS/HQ/3/1/Vol.25/48

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Dr. Paul Rono, PhD  
Principal Secretary  
State Department for Agriculture  
Ministry of Agriculture and Livestock Development  
P.O. Box 30028 -00100  
**NAIROBI**

*Approved  
and signed  
with budget  
11/11/24*

Dear Sir,

**RE: REQUEST FOR PERMISSION TO PROCURE PROMOTIONAL MERCHANDISE**

Kenya Plant Health Inspectorate Service (KEPHIS) is a state corporation mandated to assure quality of agricultural produce and products, while also preventing the introduction and spread of pests and diseases. As part of our strategic plan, we strive to enhance our visibility and raise public awareness about our regulatory mandate.

We acknowledge the Executive Office of the President's circular Ref. No. EOP/CAB.26/4AVOL.III/ (141) which has suspended the procurement, printing and production of corporate wear and promotional merchandise by state corporations.

As an organization with a critical regulatory role, KEPHIS has relied on branded merchandise as an effective tool for promoting our mandate and engaging with the public. This includes the production of calendars, diaries, writing pads, pens, and corporate wear. These materials are also essential for our staff, who regularly represent the organization at trade shows, exhibitions, and conferences, where such branded items serve as key instruments for outreach and engagement.

In light of the above, we request for an exemption from the referenced circular, allowing us to procure the following branded merchandise as part of our public awareness and engagement efforts:

- i. 300 Year 2025 calendars
- ii. 300 Year 2025 diaries