

**PUBLIC PROCUREMENT OVERSIGHT AUTHORITY**  
*Transforming Procurement*

**FINAL REPORT**

**HARAMBEE CO-OPERATIVE SAVINGS AND CREDIT SOCIETY LTD**

**PROCUREMENT REVIEW**

**OCTOBER 2011**

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## ACRONYMS

AO	Accounting Officer
HCSCL	Harambee Co-operative Savings and Credit Society Ltd
ICT	Information, Communications and Technology
KES	Kenya Shillings
KISM	Kenya Institute of Supplies Management
LSO	Local Service Order
N/A	Not Applicable
ONT	Open National Tender
PC	Procurement Committee
PE	Procuring Entity
PFMR	Public Financial Management Reforms
PPDA	Public Procurement and Disposal Act 2005
PPDGM	Public Procurement and Disposal General Manual 2009
PPDR	Public Procurement and Disposal Regulations
PPOA	Public Procurement Oversight Authority
PU	Procurement Unit
RFQ	Request for Quotation
TC	Tender Committee

## **EXECUTIVE SUMMARY**

This report presents the findings of the procurement review of the HCSCCL, carried out by Crown Agents together with PPOA from 14 February 2011 to 18 March 2011. The main objective of the exercise was to review the status of the PE's procurement, contracting and implementation processes and systems, in order to determine its level of compliance with the PPDA and the associated regulations, circulars and directives issued by PPOA, and generally accepted principles of good practice. Consideration was also given to the relationship between procurement and overall service objectives of the HCSCCL.

The review considered performance of procurement functions for the period 1<sup>st</sup> January, 2010 to 31<sup>st</sup> December, 2010. The review procedures performed included the examination of selected samples of open tenders, restricted tenders, direct procurement, requests for proposal requests for quotation and low value procurements. The review also considered the disposal proceedings undertaken by HCSCCL during the period.

The scope of the review encompassed 27 key performance indicators of the HCSCCL's procurement and disposal procurement cycle from planning to completion. The review expected the PE to have reached a satisfactory level of compliance with the requirements of the PPDA, PPDR and all directives issued by PPOA in their procurement, disposal and contracting.

The fieldwork included an examination of the files and documents pertaining to the HCSCCL's procurement systems and processes and where appropriate, was supplemented by discussions with the key persons involved in the functions related to procurement. The work was then finalized in discussion with the General Manager, members of standing committees, Head of Procurement Unit and other persons involved in management and oversight of the procurement function.

The PE did not make available the audit reports to the review team and therefore they were not reviewed on this indicator.

Key general findings and recommendations as they relate to each of the areas considered in this review are provided in Chapter 3 of the report. An action plan for implementation of the recommendations is provided in Chapter 6 of this report. PPOA will review the implementation of the recommendations at an appropriate time from the date of the publication of final report.

## **SATISFACTORY COMPLIANT PRACTICES**

The review team noted the following from the samples that were examined:

- A good number of the procurements have been undertaken within the approved budget of the procuring entity and have been planned by the procuring entity through an annual procurement plan, as stipulated in Section 26 of PPDA;
- There is a standing list of registered suppliers prepared in accordance with Regulation 8 (3) (a)
- The prescribed standard tender documents are used in accordance with Section 29 (4), Regulation 33 and the Third Schedule of the PPDR;
- The procuring entity has taken reasonable steps to bring the invitation to tender to the attention of those who may wish to submit tenders, in accordance with Section 54

- Advertisement notices indicate the closing date, and time, with an invitation to bidders to attend the bid opening
- The Head of Procurement Unit and key staff with procurement related functions have received sensitisation training in procurement law;
- No person has been appointed to serve in the evaluation committee if that person is a member of the Tender Committee of the procuring entity;
- The Head of Procurement Unit is an associate member of Kenya Institute of Supplies Management;
- Fair and impartial procedures were in place in relation to receiving and opening of tenders;
- A secure facility for the receipt of tenders has been provided by HCSCL;
- In most cases HCSCL uses technical specifications that are clear, objective, neutral, functional and conform with the requirements of the PPDR;
- The evaluation criteria used as evaluations are the same as those in the tender document and conform with the requirements;
- Procurements reviewed are not split to evade the appropriate procurement method.

## **NON-COMPLIANCES**

The review team noted the following areas with deviations or weaknesses that need immediate attention of the General Manager, Senior Management, Procurement Unit and User Department:

- The PPDA and Cooperative Society Act conflicts in relation to the management structure and authority. In the Cooperative Act central management committee (a body similar to Board of Directors) is responsible for day to day management of the Society. Where there is conflict between PPDA and Co-operative Societies Act or regulations, in matters relating to procurement and disposal, HCSCL makes the Co-operatives Society Act or the regulations prevail contrary to Section 5(1) of PPDA;
- The AO is not fully carrying out his responsibilities under Section 27 (2) of the PPDA and Regulation 7 and has not ensured that the procuring entity fulfils its obligations by ensuring that all provisions of the PPDA, the PPDR and directives issued by the PPOA are complied with;
- Purchases are made outside procurement procedures as set out by the Act. Out of the 345 procurement transactions amounting to Ksh 62,632,006.78 and paid for by Finance Department, only procurements worth Ksh 40,467,618.62 were traced to procurement records in the Procurement Unit;
- The Head of Procurement Unit does not have professional qualifications in procurement as required by Section 26 (8) of PPDA;
- The tender committee has not been established in accordance with the provisions of Section 26 of the PPDA and Regulations 10;
- The procurement committee has not been established in accordance with the provisions of Regulation 13 of PPDR;
- The disposal committee has not been established in accordance with the provisions of Regulation 92 of PPDR and Section 127;

- The Procurement Committee has not submitted quarterly reports to the Tender Committee on contracts it has awarded;
- Evaluation committees have not prepared reports analysing the tenders received and final ratings assigned to each tender and submitted the report to the Tender Committee;
- The procuring entity does not maintain comprehensive procurement records and files that conform with the requirements of Section 45 of the PPDA, Regulation 34 and The Records Management Manual issued by PPOA;
- The PE does not ensure a fair and equal rotation from amongst the list of registered suppliers in respect to requests for quotations as set out in Regulation 59(2)(c)
- The PE does not provide PPOA with notification of the following as required by Sections 36(7),46(1) and PPOA Circular No 4/2009
  - ✓ Termination of procurement proceedings;
  - ✓ Direct procurement of value exceeding Ksh 500,000.00
  - ✓ Disposal to Employees and
  - ✓ Contracts awards of Ksh 5 million and above;
- The Head of Procurement Unit and key staff with procurement related functions have not received advanced and specialised training organised by PPOA;
- There are no individual procurement plans for the complex and specialized procurement proceedings required by Chapter 6 of the General Manual;
- The PE does not use purchase requisition to initiate procurement proceedings in accordance with Regulation 22. The procurement proceedings are initiated using internal memos.
- There is no evidence from the internal memos used to initiate procurement that HCSCCL is adhering to the threshold matrix as provided in the First Schedule of the PPDR;
- The purchasing requests are not linked to the consolidated procurement plan because there are no budget lines endorsed on the requests;
- The tender evaluation period exceeded the time set out in the Regulation16(4) in several reviewed tenders;
- The PE does not ensure that the estimate used to initiate procurement proceedings are realistic and based on up-to-date information on economic and market conditions;
- There is no Procurement Procedures manual prepared by the PE in accordance with Section 26(1) of PPDA;
- The PE does not place updated publications, directives, manuals, and standard documents prepared and distributed by PPOA in a central location that is accessible by all personnel handling procurement related functions;
- There was no prequalification of complex and specialised services for the maintenance of lifts and media during the period under review;
- Each member of the technical evaluation committee does not evaluate the submissions independently from the other members prior to sharing his or her analysis, questions and evaluation including his or her rating with the other members of the committee as required by Regulation 16(6);
- There is no documented complaints mechanism for handling bidders' enquiries and complaints;
- All procurement contract agreements were signed by the Chairman of the Board contrary to regulation 7(c) of the PPDR

- Although the Procurement Unit is satisfactorily carrying out its responsibilities under the PPDA the following weaknesses which should be addressed and improved:
  - PU does not update annually standing lists of registered tenderers required by the procuring entity;
  - PU does not propose the membership of Evaluation Committee to the General Manager for approval;
  - PU does not advise the Procuring Entity on aggregation of common user items and economies of scale in accordance with Regulation 8(3) (x), 10(2) (f) and PPDGM Chapter 6.3;
  - PU does not liaise with the PPOA and other oversight bodies, to share appropriate information;
  - PU has not prepared purchase requisitions for use by the PE;
  - Procurement Unit does not ensure that the Disposal Committee meets once every quarter as required by the Regulation 92(3);
  - PU does not update/review consolidated procurement plans to include changes;
  - PU does not carry out periodic market surveys in accordance with (Regulation 8(3) (z));
- There is a training strategy and capacity but not linked with the PPOA training schedules and is not proactive in organising training and expert support for all staff involved in procurement related functions;
- HCSCCL does not always use technical specifications that are clear, objective, neutral, and functional and conform to the requirements of the PPDR;
- HCSCCL has not used open tendering as the main procurement method as set out in Section 29 of PPDA. During the period under review open tendering account for 42% of total procurement expenditure;
- There were no recorded justifications for the use of alternative procurement method as provided in Section 45(b);
- There are insufficient documented contract management procedures in place to monitor progress and conformity with the terms of contract;
- HCSCCL does not analyse their recurrent or on-going requirements for medium to long-term needs with a view to making framework contracts; and
- The PE does not undertake promotion of value for money through effective competition, procurement planning and using PPOA market price index for comparison.

## **RECOMMENDATIONS**

- The members of the Central Management Committee (Board) should refrain from directly participating in the procurement processes as set out in the PPDA and PPDR;
- The Chairman and members of the Board of Directors should confine their role to that assigned to them under the PPDA, in particular approval of the Procurement Plan as set out under Regulation 20(5);
- The Procurement Unit should be staffed with professionally qualified staff and their job description should have reference to the implementation of the requirements of the PPDA in all areas of procurement;
- The Accounting Officer should reconstitute the tender in accordance with Section 26 of PPDA and Regulation 10 of PPDR;
- The Accounting Officer should appoint PC in accordance Regulation 13 of PPDR ;

- The PE should put in place appropriate systems and procedures that distribute procurement information including manuals, guidelines and directives from PPOA to the appropriate people;
- The PE should organise training in the development of specifications, tender procedures and evaluation for goods, works and services;
- The PE should ensure that they use procurement methods that conform with the threshold set out in the PPDR;
- The PE should notify PPOA of all the procurement and disposal proceedings in line with the PPDA, PPDR and Circular No. 4/2009 of 24/6/2009;
- Most common user goods and services currently being procured on RFQ (currently 82% total number of reviewed transactions) should be placed under framework contracts in order to obtain the better prices associated with large volume procurements and to reduce administrative costs;
- The PE should introduce documented systems and procedures for handling bid enquiries and complaints and keep a complaints/protest log; and
- PU should enhance management and administration of procurement contracts as provided in Chapter 9 of the PPDGM
- The PE should ensure that there is a fair rotation of suppliers being used for RFQs
- All procurement proceedings should be linked to the Procurement Plan;
- Purchase Requisition should be used to initiate all the procurements

## **CONCLUSION**

The review team used the sample of procurement and disposal proceedings to evaluate the level of compliance with the PPDA, PPDR and directives issued by PPOA. In so doing, we carefully considered the implications and the significance of individual ratings of the key performance indicators. It is clear that some instances of non-compliance have greater significance than others. This factor has been considered in determining the final compliance level.

The team used PPOA Review Rating Criteria in assessing the compliance level for HCSCL, which was calculated to be 29.3% for the period reviewed. Thus, the overall performance of the PE in procurement and disposal is unsatisfactory, as there are numerous and fundamental weaknesses that need to be addressed.

Finally, we would like to take this opportunity to thank HCSCL staff for their co-operation and assistance during this review.



## **1 INTRODUCTION**

### **1.1 Purpose**

HCSCCL was one of the entities selected by PPOA for review under the PFMR project.

An entry meeting with the PE's management team was held on 27 January 2011 to discuss the scope of the review, the review plan, the reviewers' expectations, access to documentation and other administrative issues. Ms Jane Njoroge, the General Manager Technical, PPOA, led the joint Crown Agents/PPOA review team to the entry meeting.

Mr James M. Wandera the General Manager led the PE management team that included Head of the PU and other senior staff.

### **1.2 Mandate of PPOA**

The Mandate of the PPOA is to ensure that in line with Section 9 (a) of the PPDA procurement procedures provided for under the Act are complied with, and in line with Section 9(b) of the Act to ensure that it monitors the public procurement system and report on its overall functioning in line with Section 20(3)(b) of the PPDA and present to the Minister such other reports and recommendations for improvement as the DG considers advisable.

The Authority's procurement review function is derived from Section 49 (1) (a) of the Act, which states that "the Director-General, or anyone authorised by the Director-General, may inspect, at any reasonable time, the records and accounts of the procuring entity and contractor relating to the contract and the procuring entity and contractor shall co-operate with and assist whoever does such an inspection"

### **1.3 Role of the PE**

The Gazette Notice No 719 classifies the HCSCCL under Class B for all activities under the PPDA and PPDR.

- Section 26(1) of the PPDA provides that for the purpose of ensuring that its decisions are made in a systematic and structured way, a public entity shall establish procedures to provide for the making of decisions, on behalf of the public entity, relating to procurement;
- Section 27(1) of the PPDA provides that a public entity shall ensure that this Act, the Regulations, and any directions of the PPOA are complied with respect to each of its procurements;
- Section 27 (2) of the Act provides that the AO shall be primarily responsible for ensuring that the procuring entity fulfils its obligations in the implementation of the provisions of the PPDA;
- Section 27 (3) of the Act provides that each employee of the procuring entity and each member of board or committee of the entity shall ensure, within the areas of responsibility of the employee or member, that the Act, Regulations or any directions of PPOA are complied with and
- Section 101 of the Act provides that a public entity shall provide the Authority with such information relating to procurement as the Director-General may require in writing.

## 1.4 Objectives

The overall objective of this assignment was to conduct a thorough review of the procurement practices and procedures in HCSC and

- (i) Examine and establish the degree of compliance to applicable procurement procedures and PPDA, PPDR, Circulars and directives issued by PPOA, and
- (ii) Propose recommendations for remedial measures against weaknesses identified, institutional arrangements, and/or irregularities in procurement practices, and capacity.

The specific objectives of this procurement review were:

- Reviewing contract administration and management;
- Reviewing the capacity of implementing agencies in handling procurement efficiently, comment on the quality of procurement and contracting; and identify reasons for delays, if any;
- Determining whether adequate systems are in place for procurement planning, implementation and monitoring and documentation are maintained as per required standards;
- Determining whether the required institutional arrangement is in place;
- Confirming that all necessary supporting documents, records and reports are kept in respect of all procurements;
- Comparing and rating cost of key items across the various PEs with prevailing market prices;
- Verifying whether Goods, Works and Services contracted were supplied/completed according to the required specifications and technical standards;
- Verifying whether there has been any disagreement, either between the AO and the TC, or between the TC and the PU; and how such disagreements were handled and eventually disposed of;
- Verifying whether there are any reasons given for Direct Procurements. Indicate whether these reasons would suffice (are genuine) as provided for in the PPDA, PPDR and Guidelines;
- Verifying whether there are any cases where a member of the PE, involved in the procurement and disposal process, has ever declared his/her interest in any contract, to avoid conflict of interest; and whether such a member's interest was eventually awarded the contract, or not;
- Reviewing Inventory Management;
- Preparing a report on the findings of the procurement review;
- To establish whether remedial actions agreed on recommendations made in the previous reviews have been successfully implemented and
- Providing recommendations that will remedy any weaknesses identified by the reviews.

## 1.5 Expectations

The review expected:

- The PE to have achieved a satisfactory level of compliance (60% and above) with the requirements of the PPDA, PPDR and all directives/Circulars issued by PPOA in their procurement, disposal and contracts;
- Adequate systems and procedures put in place by the PE for implementation of the procurement law, regulations and directives;
- The PE to have adequate capacity and training to implement the procurement law; and
- Essential procurement records to be maintained.

## 1.6 Scope of procurement expenditure

### 1.6.1 Procurement Profile

The review covered a sample of transactions selected from the population of transactions executed by the PE from 1<sup>st</sup> January 2010-31<sup>st</sup> December 2010 period including works, goods, and services.

The review team found from the payments records that the PE undertook 325 procurement transactions of total amount KES 62,632,006.78 (See appendix 8.2). The HCSCCL made available to the team a summary of 89 procurement proceedings of KES 40,467,618.62 for the year and one disposal proceeding during the period under review. The PE's budget for the period under review was KES 126,427,862.00

### 1.6.2 Sampled procurement and disposal proceedings

The procurement review selected 28 procurement proceedings and one disposal proceeding carried out by the HCSCCL under the PPDA during the 1<sup>st</sup> January 2010-31<sup>st</sup> December 2010 period, as set out in Section 1.6.3.

Description	No of proceedings	Value of proceedings
Total procurement proceedings	325	62,632,006.78
Sample of procurement	29	31,485,541.36
Ratio of sample to total	8.9%	49%
Total on disposal proceedings	1	224,000,000.00*
Sample of disposal proceedings	1	224,000,000.00

\*Estimated value of the houses that were approved for Disposal

### 1.6.3 Breakdown of the sample by Procurement Method

Procurement Method	Transactions	Value
ONT	3	16,946,509.60
RFQ	5	4,544,141.00
DP	18	9,957,195.7
LVP	2	37,695.00
	<b>28</b>	<b>31,485,541.3</b>

#### 1.6.4 List of procurement proceedings selected for review

TENDER NO/RFQ NO	PM	SUPPLIER	AMOUNT: KES
HAR/RFQ-HMC-2009	DP	NEXT TECHNOLOGIES	3,603,200.00
HAR/RFQ-HP07/2009	DP	COMPUTECH	573,000.00
NOT AVAILABLE	DP	POWERWARE SYSTEMS	584,640.00
NOT AVAILABLE	DP	MECOL LIMITED	359,600.00
ON CONTRACT	DP	ROYAL MEDIA SERVICES LD	2,076,400.00
ON CONTRACT	DP	NAKUMATT HOLDINGS LTD	123,980.00
ON CONTRACT	DP	NAKUMATT HOLDINGS LTD	48,295.00
REPLENISHMENT	DP	SOULCO K LTD	445,440.00
SHOPPING	DP	ADWEST COMMUNICATIONS	320,160.00
SHOPPING	DP	OFFICE TECHNOLOGIES	96,744.00
SHOPPING	DP	OFFICE TECHNOLOGIES	38,628.00
TELEPHONE	DP	EBRAHIM ELECTRONICS LTD	356,000.00
TELEPHONE	DP	UCHUMI SUPERMARKETS LTD	86,790.00
NOT AVAILABLE	DP	GREAT GRACE AGENCIES	365,000.00
NOT AVAILABLE	DP	EBRAHIM ELECTRONICS LTD	158,000.00
NOT AVAILABLE	DP	TELKOM KENYA	85,678.76
NOT AVAILABLE	DP	TELKOM KENYA	62,640.00
NOT AVAILABLE	LVP	NAKUMATT HOLDINGS	18,195.00
SHOPPING	LVP	HOT POINT APPLIANCES LTD	19,500.00
HAR/LIFTS/11/2010	ONT		Terminated
RECORDS/NOV/2009	ONT		Terminated
LAN/06/2010	ONT	NEXT TECHNOLOGY	16,946,509.60
HAR/RFQ/2010	RFQ	GREAT GRACE	500,000.00
NOT AVAILABLE	RFQ	SOLOH WORLDWIDE LTD	1,286,500.00
NOT AVAILABLE	RFQ	KENYA SCHOOL OF MONETARY	1,164,641.00
NOT AVAILABLE	RFQ	BAKADOS	899,000.00
NOT AVAILABLE	RFQ	GREAT GRACE	694,000.00
<b>TOTAL</b>			<b>31,485,541.36</b>

The review team did not visit any of the HCSCS physical facilities outside the Headquarters due to time constraint.

### 1.7 Methodology

The review procedures included the examination of selected samples of the open tenders, restricted tenders, direct procurement, and requests for quotations, low value procurements and disposal proceedings.

#### 1.7.1 Key documents and data collection

Key procurement and disposal documents and data related to the terms of reference were reviewed. The information collected was analysed to provide an overall picture of the level of compliance in the various stages of the procurement process. The overall risk rating and scoring systems for the procurements handled by HCSCS over the review period were assessed using the criteria in Chapter 5 of this report.

Other background documents used by the team included but were not limited to the following: The Sacco Societies Bill. 2008, PPDA 2005, PPDR 2006, PPDGM. The PE did not provide the prior audit reports for review. The review team received the list of the HCSCS staff that had undergone sensitization training organised by PPOA, on aspects of public procurement management including the implementation of PPDA and PPDR.

Discussions were held with the following staff/officials of HCSCS who are directly involved in the procurement process.

<b>Name</b>	<b>Designation</b>
Mrs. Beldina Oguya	Chairperson of TC
Mr James N.M. Wandera	General Manager
Mr Benson Z. Ojiambo	Finance Manager
Mr Robert Nyongesa	Information & Communication Technology Manager
Mr Martin Mutua	Human Resource Manager
Mr Henry Karanja	Audit & Compliance Manager
Mrs Gladys Gichohi	Chief Legal Officer
Mr Japheth Kimei	Head of Procurement Unit
Mr Charles Konzolo	Chairman of Disposal Committee-
Mr Steve Oloo	Chairman of PC
Ms Gladys Gichohi	Member of Inspection & Acceptance

Through discussions with officials, the review team recorded general and specific information concerning the procurement/disposal process, procedures and existing capacity at the HCSCS, which were included in the findings.

### **1.8 Key Performance Indicators and rating criteria**

Procurement review was based on risk assessment methodology that focuses on the issues that pose the greatest threat to the compliance with the procurement law and regulations.

The reviewed procurements are categorized according to the procurement/disposal key performance indicators. These consist of three categories of a risk level assigned to each performance indicator, namely:

- **High Risk (3)** - Procurements where serious weaknesses could cause material financial, regulatory or reputational risks warranting immediate attention by senior management;
- **Moderate Risk (2)** - Procurements where weaknesses, although less likely to lead to material financial, regulatory or reputational risk, warrant timely management action using the existing framework; and
- **Low Risk (1)** Procurements with weaknesses where resolution within the normal management framework is considered desirable to improve efficiency and promote best practice. Deviations from laid down procedures would normally be graded “low”, provided that there is sufficient evidence of management action to rectify the deviation and to monitor compliance.

Once a risk level had been assigned to each key performance indicator, review tests were devised to ascertain whether the compliance was working as indicated in the risk assessment. More emphasis, time and tests will be focused on those items with the highest risk.

When assigning compliance scores, the review team considered the extent to which compliance procedures were in place for each aspect of the law and regulations. Whole numbers for each item are used:

- 3 indicates full compliance with the stated requirement;
- 2 is for cases in which the system exhibits less than full compliance and needs some improvements in the area being assessed;
- 1 is for those areas where substantive work is needed to bring them into compliance; and
- 0 is the residual indicating a complete failure to comply with the proposed standard.

Each compliance assessment is multiplied by the risk factor to obtain the overall score for each performance indicator. In cases where there are several requirements being evaluated, the scoring was based on the performance range:

61-100%	3
41-60%	2
21-40%	1
0-20%	0

The scores obtained for each performance indicator were then added to arrive at the total score, which was then shown as a percentage of the maximum possible score.

The key performance indicators and the corresponding risk levels used are set out in the Chapter 5.

### **1.9 Limitation Of Scope**

Our scope was limited by the following:

- A few procurement records, data and documentation relating to the procurement processes selected were not made available and others took time to retrieve;
- Lack of schedule of duties that sets out operations of Third Schedule; and
- Lack of documented internal control manuals relating to initiation, certification and approvals at various levels

## **2 ORGANIZATION OF HCSCCL**

### **2.1 Mandate**

Harambee Co-operative Savings and Credit Society was started in 1969 as a welfare (merry-go-round) organisation drawing its membership from amongst support staff in the Office of President (Harambee House).

It was formally registered as a Co-operative Savings and Credit Society in February 1970 drawing its membership from within the common bond, then Office of the President, Ministry of Labour, Foreign Affairs, Local Government, Department of Kenya Police, and Department of Defense.

The composition of the Office of the President has changed a great deal since the Society was formed and today the original members include those from the Provisional Administration, Directorate of Personnel Management, Public Service Commission, State Houses and Lodges, the Government Press, Immigration and all those Departments falling under the Office of the President. Other Ministries that are within the Common Bond are Lands & Settlement, Human Resources, Tourism, Trade, and Industry, amongst others.

Since its inception, Harambee has grown to become the biggest savings and credit society in Kenya, with a membership of about 89,484 members and a share capital of KES. 7.0 billion. The HCSCCL currently has assets worth KES. 9.8 billion.

### **2.2 Vision of HCSCCL**

To remain the largest SACCO in membership and be the leader in quality of assets, savings and credit in Africa.

### **2.3 Mission of HCSCCL**

To continuously improve financial products, adopt leading-edge practices in services and give competitive returns to our members.

### **2.4 The organisation of HCSCCL**

HCSCCL Society Limited is divided into three (3) main Divisions as shown below:

#### **1. General Manager's Division**

- Information and Communication Technology (ICT)
- Marketing and Public Relations
- Legal Services
- Security Services
- Compliance and Internal Audit

#### **2. Operations Division**

- Loans Processing
  - Credit Monitoring Unit
  - Records & Archives
- Human Resource
  - Employee Relations and Administration

- Training and Development
3. Finance Division

- Financial Accounting
- Cash Office Service & Dispatch
- MPA (Members Personal Accounts)
- Credit Management and Collection
- Procurement
- Front Office Services Activity (FOSA)



### 3 FINDINGS, OBSERVATIONS AND RECOMMENDATIONS

#### 3.1 Functions of General Manager

##### *Findings*

The AO has not carried out his responsibilities satisfactorily contrary to the requirements of Section 27(2) of PPDA and Regulation 7 due to conflict of the PPDA and Co-operative Act. The members of the Central Management Committee (MCM) have taken control of the procurement process and claim to derive their authority from the Co-operative Act. They have not considered Section 5(1) of PPDA, which states, “*If there is a conflict between this Act or the regulations and any other Act or regulations, in matters relating to procurement and disposal, this Act or the regulations under this Act shall prevail*”.

The review team found several weaknesses having regard to his responsibility in accordance with the Act, Regulation, PPDGM, and directives issued by the Authority as follows:

- Has not ensured that all procurement procedures are properly documented and records and procurement and disposal files maintained in a secure location as required by Regulation 7 of PPDR
- Has not issued an appropriate Administrative Guide to clarify and implement Circulars issued by the PPOA as set out in Section 26(1) of PPDA and; Chapter 4.2(B) of the PPDGM
- Does not maintain names and specimen signatures of all of the persons authorized to make approvals within the procurement process pursuant to Regulation 27(4) and Chapter 2.11 (d) of the PPDGM
- Does not ensure that the procurement unit is staffed to an appropriate level with procurement professionals as set out in PPDA Section 26(7);
- Does not sign contracts on behalf of the Procuring Entity for contracts entered into in accordance with the PPDA and the PPDR as required by Regulation 7. The procurement contracts are signed by National Chairman, Secretary, and National Treasurer;
- Does not ensure that the procurement plans are prepared as necessary as set out in Regulation 7(e) of the PPDR;
- Does not comply with reporting requirements to the PPOA in accordance with directives of the PPOA/CIRCULAR NO.4/2009 of 24 June 2009 on Reporting Requirements and Procurement Planning

##### *Recommendations*

- The members of the Central Management Committee should refrain from directly participating in the procurement processes as set out in the PPDA and PPDR;
- The members of the Central Management Committee should be trained on the procurement law especially their role in the procurement processes and the conflicts of the Cooperative Act with PPDA, and
- The General Manager should ensure that the weaknesses identified are addressed.

##### *Response:*

- *The new committees handling procurement has been constituted and all Central Management Committee removed from various procurement committee.*
- *The recommendations shall be implemented as appropriate*

### **3.1.1 Number of trained persons and sensitized to the Procurement Law**

#### ***Findings***

The PE has organized sensitization training for all the Members of the Central Committee and senior staff involved in procurement related functions.

The PE has a training policy, strategy and work plan in place to ensure continued development of knowledge and skills in procurement functions. The training policy is not linked to the PPOA training priorities.

#### ***Recommendations***

There are some areas where further training needs should be facilitated namely:

- Sensitization of personnel of the PE in requirements of the procurement law and regulations;
- Advanced training to improve skills of senior procurement practitioners in
  - Procurement planning;
  - Writing specifications;
  - Qualifying potential suppliers for complex and specialized services;
  - Evaluating bids;
  - Contract management;
- Specialized aspects of procurement in areas of:
  - Records management;
  - Framework contracting;
  - ICT Manual;
  - Consultancy manual and
  - Works manual.

The PE should improve liaison with PPOA to link the PE's training strategy with PPOA training priorities.

#### ***Response***

*Procurement Entity will endeavour to link up with PPOA training section to agree on the time table on the training of our procurement staff and committee dealing with procurement function as appropriate, subject to the approved budget.*

### **3.2 Functions of Procurement Unit**

#### ***Findings***

The PU is not headed by procurement professional as stipulated in Section 27 (7). The Head of the PU is currently pursuing B.Com degree and does not possess procurement qualifications. He is a student member of KISM. The Head of PU is responsible for day-to-day management of the Procurement Unit and is the Secretary to the TC.

The review team noted the following weaknesses in the functions of the PU:

- Does not update annually standing lists of registered tenderers required by the procuring entity and liaise with the PPOA in respect of the Authority's procuring agents
- The PU does not propose the membership of evaluation committee to the General Manager for appointment in accordance with Regulation 8(3) (g);
- Does not maintain and safeguard procurement and disposal documents and records in accordance with Regulation 34
- Does not propose the membership of Evaluation Committee to the Accounting Officer for approval;
- Does not prepare contract documents, in line with the award decision;
- Does not liaise with the PPOA and other bodies on matters related to procurement and disposal
- Does not monitor contract management by user departments to ensure implementation of contracts are done in accordance with the terms and conditions of the contracts
- Does not conduct periodic and annual stock taking;
- Does not prepare and submit to the PPOA reports required under the PPDA, PPDR and guidelines issued by the Authority
- Does not advise the Procuring Entity on aggregation of common user items and economies of scale;
- Does not implement the decisions of the Disposal Committee;
- Has not appointed an officer to serve as secretary to the procurement committee as required by Regulation 13(4)
- Has not ensured that the training strategy and work plan is linked with the PPOA training schedules, priorities; and
- Does not update/review consolidated procurement plans to include changes;

### ***Recommendations***

- The Procurement Unit should be staffed with professionally qualified staff as stipulated In Section 27(7);
- PU should improve on all deficient areas in functions of the PU;

### ***Response:***

- *The procurement unit has got a Procurement officer who is a holder of Bachelor of Commerce(B-COM) degree and has a Diploma in Supplies Management(KNEC) and is a full member of Kenya Institute of Supplies Management(KISM) Vide membership number 63250.The Procurement Clerk has Advanced Certificate in Purchasing and Supplies(KIM)*
- *Corrective measures to update Annual standing list of registered suppliers is being undertaken*
- *Procurement Entity is in the process of adopting framework contracts so as to promote economies of scale.*

### 3.3 Functions of the Tender Committee

#### *Findings*

The following specific weaknesses were found with the appointment and functions of the Tender Committee:

- The Tender Committee is not established in accordance with Section 26(4) of PPDA and Regulation 10(1). Five members, including Chairman, are members of the Central management Committee and are not employees of the PE.

<b>Name</b>	<b>Designation</b>	<b>Role</b>
Charles Konzolo	Director from CID	Member
Belinah Oguya	Director from NSSF	Chairman
M.Nyangute	Director from KIPI	Deputy Chairman
Nyambura Weri	Director from NYS	Member
W.Thendi	Director from GSU	Member
James. Wandera	General Manager Harambee	Member
Robert Nyongesa	ICT Manager Harambee	Member
J.Kemei	Head of PU Harambee	Secretary
Charles Geni	Director from Ministry of Transport	Member

- The AO has not appointed alternate members to members of the TC in accordance with Regulation 12(1);
- Does not review, verify and ascertain that all procurement and disposal have been undertaken in accordance with the Act, the Regulations and the terms set out in the tender documents;
- Does not ensure that funds are available for the procurement under consideration;
- Does not review the selection of alternative procurement method to ensure that the adoption of the other procurement method is in accordance with the Act , the Regulations and guidelines stipulated by the Authority;
- Does not approve the list of persons qualified to submit proposals pursuant to Section 80 of the Act;
- Does not approve the list of persons to be given Requests for Quotations pursuant to Regulation 59(2) ;
- Does not review the quarterly reports on quotations that have been awarded by the procurement committee and
- Does not prepare minutes of all its meetings as set out in Regulation 12(6)

#### *Recommendations*

- The Accounting Officer should reconstitute the tender committee in accordance with the Section 26(4) of the Act and Regulation 10(1) and second schedule of the PPDR
- The AO should appoint alternate members to members of the TC in accordance with Regulation 12(1);
- The PE should ensure that all members of the TC undergo training in procurement law and regulations; and
- All other identified weaknesses in TC operating procedures should be addressed

### **Response**

- *The Tender Committee has so far been reconstituted as per section 26(4) of the Act and Regulation 10(1) of PPDR.*
- *Procurement Entity will endeavour to prepare and keep minutes in respective files going forward*
- *Procurement Entity shall link up with PPOA training section on the training of its procurement staff and relevant committees*
- *The recommendations shall be implemented as appropriate*

### **3.4 Functions of the PC**

#### **Findings**

- The PC is not established in accordance with Regulation 13(3). Members of PC are mainly members of the Central Management Committee:

<b>Name</b>	<b>Role</b>
Mr. Steve Oloo	Chairman
Mr. Benson Ojiambo	Member
Mr.D.Muriuki	Member
Mr. Seth Ogutu	Member
Mr.Domnic Mutisya	Secretary

- Does not hold regular meetings with minutes that conform to Regulation 15(7)
- Does not submit quarterly reports to TC as prescribed in Regulation 10 (n)

#### **Recommendations**

- The Accounting Officer should appoint the PC in accordance with the Regulation 13(3) of PPDR
- The PC should carry out its responsibilities in accordance with Regulation 14 and 15
- The PC should submit quarterly reports to TC for review as prescribed in Regulation 10 (n) of PPDR.

### **Response**

- *Procurement Entity has appointed new procurement committee in accordance with Public Procurement and Disposal Regulation 13(3) of PPDR.*
- *The recommendations shall be implemented as appropriate*

### **3.5 Functions of the Disposal Committee**

#### **Findings**

- The Procuring Entity has appointed a Disposal Committee which comprises of the following:

<b>Name</b>	<b>Role</b>
Mr. Charles Konzolo	Chairman
Mr.Meshack Nyang'ute	Member
Mr.Benson Ojiambo	Member
Gladys N.Gichohi	Member
Mr. Japheth Kemei	Secretary

- The Disposal Committee is not appointed in accordance with Section 128 of PPDA and Regulation 92(1)
- Did not hold its first meeting within 14 days of its appointment in accordance with Section 128(2) of the PPDA and Regulation 92(3)
- The PE has not taken any decision on items on the list in Appendix 8.6 which occupies space in their premises;
- The AO has not written to PPOA the reasons for his rejection of the Disposal Committee's recommendation for the disposal of the 16 houses at Nyali, Mombasa pursuant to Section 129(2)(c);
- There is no Disposal Plan prepared by the Procurement Unit; and
- There are no comprehensive individual files for each disposal proceeding.

### ***Recommendations***

- The PE should dispose of all the items which have been designated for disposal in accordance with the PPDA and the PPDR, and
- The PE should undertake remedial action to address all the weaknesses identified in the functions of the Disposal committee;

### ***Response***

- *Procurement Entity will endeavour to prepare a disposal plan going forward*
- *Procurement unit will endeavour to open comprehensive individual files for each disposal activity*
- *The recommendations shall be implemented as appropriate*

## **3.6 Functions of Evaluation Committee**

### ***Findings***

The evaluation committees are appointed for the purposes of evaluation of tenders

For the tenders reviewed, the following weaknesses were observed:

- The evaluation committees were not established in accordance with Regulation 16(2);
- The tender documents reviewed did not contain summary of the evaluation criteria to be used in the evaluation as required by Section 52(3)(i);
- There were no summary of the evaluation and comparison of the tenders, proposals or quotations, including the evaluation criteria used in the procurement files in accordance with Section 45(2)(e) of the PPDA;
- The review team found that evaluation period exceeded 30 days set out in the Regulation 46 of the PPDR.
- Each member of the technical evaluation committee does not evaluate independently from the other members prior to sharing his or her analysis with the other members of the committee in accordance with Regulation 16(6).
- The evaluation committee does not prepare a report on the analysis of the tenders received, and final ratings assigned to each tender and submit the report to the tender committee as required by Regulation 16(9)
- The evaluation reports do not conform with the format prescribed in Regulation 16(10) and 51 of PPDR

### ***Recommendation***

The identified weaknesses in procedures should be addressed

### ***Response***

- *Procurement Entity will endeavour to evaluate the tenders as per the Regulations.*
- *Every tender document has comprehensive evaluation criteria incorporated which is used to evaluate the submitted bids, if there were areas the evaluation criteria was not included, we will ensure that all the future tenders have an evaluation criteria stipulated*
- *The recommendations shall be implemented as appropriate*

### **3.7 Functions of Inspection and Acceptance committee**

#### ***Findings***

The Inspection and Acceptance committee comprises of two members of the Central Management Committee

Mr.D.Sum	Chairperson
Ms.Gladys Gichohi	Member
Ms.Cathreen Obago	Secretary

- The PE has not established the Inspection and Acceptance Committees in accordance with Regulation 17(2);
- The inspection and acceptance committee does not undertake its functions in accordance with Regulation 17(3)
- Inspection and Acceptance committee does not maintain records signed by members of the Committee to ascertain that goods and services delivered have been inspected by the committee;

#### ***Recommendations***

- The Inspection and Acceptance Committees should be reconstituted in accordance with Regulation 17 (2), and
- The PE should rectify all the weaknesses identified by ensuring that the Inspection and acceptance committee carries out its functions in line with Regulation 17(3) and (4)

#### ***Response***

- *Inspection & Acceptance Committee has now been constituted in accordance with Regulation 17 (2) of PPDR.*
- *All issues concerning Inspection & Acceptance Committee is now being addressed*
- *The recommendations shall be implemented as appropriate*

### **3.8 Systems and Procedures for Implementation of the Procurement Law and Regulations**

#### ***Findings***

- The PE has not established procedures to ensure that its decisions are made in a structured and systematic manner in accordance with Section 26(1).;
- The PE does not maintain specimen signatures to serve as a security reference for authenticating the authority of procurement documentation in accordance with Chapter 2.11(iv) of the General Manual
- The review team did not find schedules of duties in the PE outlining separation of functions. It is therefore difficult to determine whether there is clear separation of powers for those undertaking initiation, processing, and receipt;
- The majority of the staff involved in the procurement related functions that the team interacted with were not aware of the existence of the following manuals published by PPOA:
  - General Manual;
  - ICT Manual;
  - Insurance Manual;
  - Non-Intellectual Services Manual;
  - Projects Manual;
  - Works Manual;
  - Directive Circular No 4/2009 which outline the requirements for the notifications to PPOA;
  - Procurement Records Management Procedures Manual; and
  - User Guide.

#### ***Recommendations***

All identified weaknesses in operating procedures should be addressed.

#### ***Response***

*Procurement Entity has come up with Procurement Manual, however, the recommendations shall be implemented as appropriate*

### **3.9 Threshold matrix and segregation of Responsibilities.**

#### ***Findings***

The PE did not provide schedules of duties to enable the review team to verify if the requirements of First Schedule of the PPDR are being followed in the initiation and approval of the procurement processes in accordance with Section 26(3)( c);

The AO does not initiate the national open tender proceedings as stipulated in the Threshold Matrix. .

#### ***Recommendations***

Prepare operational procedures and systems that set out the initiation and approval of the procurement process that conforms with the requirement of the PPDA and PPDR.



## ***Response***

*The recommendations shall be implemented as appropriate*

### **3.10 Record keeping and filing systems of the procurement documents**

#### ***Findings***

- The filing and records management of procurement documentation is generally weak and does not conform to the requirements of the Section 45 of PPDA and Regulation 34 of PPDR.
- The user department does not maintain and archive records of contract management;
- Documentation relating to cancellation of a procurement process or termination of a contracts were not found in the procurement file; and
- There are no Contract Files opened in accordance with Regulation and PPDGM Chapter 9.3.

#### ***Recommendations***

The PE should address all the weakness identified to ensure that procurement records conform to the requirements of the Act, Regulations and the Records Management Manual

## ***Response***

*The recommendations shall be implemented as appropriate*

### **3.11 Procurement Planning**

#### ***Findings***

The following weaknesses were observed in the procurement planning:

- The procurement plan is not integrated with applicable budget framework as required by Regulation 20(2) of PPDR;
- The Procurement Plan was not approved by the Central Management Committee;
- Multi-annual, rolling work plans for procurement are not prepared by User Departments although the review team found some procurements which roll over and there is no indication whether the requirements should be procured under single-year or multi-year arrangement {Regulation 20(3) of PPDR };
- There are no individual procurement plans for each of the procurements as required under Regulation 22(5) of PPDR and in Chapter 6.5 of the PPDGM. A case in point is maintenance services and repair of lifts where there are no individual plans;
- The procurement plan format does not conform with the requirements of regulation 21

#### ***Recommendation***

The PE should undertake remedial actions on the areas that have been identified.

## ***Response***

*The recommendations shall be implemented as appropriate*

### **3.12 Purchase requisitions**

#### ***Findings***

- The review team observed that there was no purchase requisition form in place;
- All procurement proceedings reviewed are not initiated by a standard purchasing requisition forms as provided for by Regulation 22(1) of PPDR;
- The procurements are initiated through memos which do not show source, allocation, and availability of funds in the budget for, or authority to incur expenditure for the purchases requested; and
- There are no records indicating the estimated value of the goods, works or services are realistic and based on up-to-date information on economic and market conditions as provided in Regulation 22 (2) of PPDR; and
- There are no procurement records showing whether the purchases are linked to any budgetary framework

#### ***Recommendations***

- The review team noted that the standard Purchase Requisition Form is expected to be released by PPOA shortly. In the meantime, the PE should put in use an interim purchase requisition form that conforms to the requirements of the PPDR, and directives from PPOA;
- The PU should put in place a central control register for all requisitions received in the Unit to ensure sufficient internal control, and
- All weaknesses highlighted should be addressed by the PE;

#### ***Response***

*The recommendations shall be implemented as appropriate*

### **3.13 Prequalification and registration of suppliers**

#### ***Findings***

- The PU does not update annually standing lists of registered tenderers required a required by Regulation 8(3)(a) of PPDR
- PE does not use a pre-qualification procedure to identify qualified persons as required by Section.32 of PPDA
- The PE does not ensure a fair and equal rotation amongst the persons on the list of registered suppliers in respect to giving the requests for quotations as set out in Regulation 59(2)(c) of PPDR;

#### ***Recommendations***

- PE may use a pre-qualification procedure to identify qualified persons as provided under Section 32 of PPDA
- The PE should undertake pre-qualification of suppliers for specialised and complex procurements in accordance with Regulation 23, 24 and 25 of PPDR;

#### ***Response***

- The recommendations shall be implemented as appropriate

### 3.14 Specifications

#### *Findings*

- The PE does not use technical requirements that relate to performance pursuant to Section 34 (3) of the PPDA
- From the discussion held with the staff, it was observed that development of specifications is challenging for those involved in evaluation of tenders and affects all other phases of procurement processes.

#### *Recommendations*

- The PE should use technical requirements that relate to performance rather than design or descriptive characteristics and be based on national or international standards (S.34 (3)) and
- The PE should organise training in the development of specifications, tender procedures and evaluation for goods, works and services.

#### *Response*

*The recommendations shall be implemented as appropriate*

### 3.15 Choice of procurement method

#### *Findings*

The PE is using the following main procurement methods:

- Open Tendering Method
- Direct Procurement Method
- Request for Quotations Method
- Low Value Procurements

#### 3.15.1 Total Number and value of procurement methods

<b>Procurement method</b>	<b>Number of Transactions</b>	<b>Value of the Proceedings in KES</b>	<b>Percent</b>
ONT	1	16,946,509.60	16.4
DP	15	4,866,500.00	4.7
RFQ	73	18,654,518.26	18.1
Not identified	325	62,632,006.78	60.8
<b>Total</b>	<b>414</b>	<b>103,099,534.64</b>	

*Based on the table above the following was noted:*

- Open tendering (16.4%) is not the main procurement procedure as stipulated in the PPDA for the period under review
- The RFQ method accounts for 18.1% of the total value of procurement proceedings undertaken during the year under review;
- The largest procurement of 60.8 % of the total value traced to the account books were not identified

The following weaknesses were identified:

- The PE did not use restricted tendering method as set out in Section 73(1) for complex and specialized goods and services
- The PU does not maintain a tender register that will help the it to record the current status of all tender documents, enabling them to control the procurement process;
- The team observed that many common user goods and services currently being procured on RFQ takes a lot of the level of effort, currently standing at 82% of the transactions of the procurement proceedings;
- The following procurement of services over KES 2,000.000.00 should have used open tendering method as set out for the threshold matrix for Class B:

TENDER	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES
Not indicated	ADVERTISEMENT SERVICES	DP	SERVICES	2,076,400.00
HAR/RFQ-HMC-2009	SUPPLY OF MICROSOFT	RFQ	SERVICES	3,603,200.00
HAR/RFQ-HMC-2009	SUPPLY OF ANTIVIRUS	RFQ	SERVICES	244,450.00
Not indicated	BOOKING OF VENUE FOR ADM	RFQ	SERVICES	1,164,641.00

- The procurement of the fuel and motor vehicle spares were not done within the mainstream procurement functions in accordance with the PPDA and PPDR

### ***Recommendations***

- The PE should strengthen the process of collecting, collating classifying and analyzing procurement expenditure data with the purpose of reducing procurement costs, improving efficiency and monitoring compliance. This will also affect other areas such as inventory management, budgeting and planning, and service delivery. Procurement expenditure analysis can provide answers to such questions as:
  - What was bought;
  - When was it bought;
  - With whom did we buy it; and
  - How much did we pay for it?
- The PE should ensure that they use procurement methods that conform with the threshold set out in the Regulations;
- The PE should adopt the use of framework contracting for the common user items in order to reduce excessive use of RFQ;
- All procurement should be carried out or processed through the procurement unit and be undertaken in accordance with the PPDA and PPDR

### ***Response***

*The recommendations shall be implemented as appropriate*

### **3.16 Preference and Reservations**

#### ***Findings***

The PE has not undertaken any procurement, which would need the consideration of preference and reservations schemes. They were not reviewed on this indicator.

#### ***Recommendations***

The PE should apply preference and reservations as provided in Section 39 of the PPDA and Public Procurement and Disposal (Preference and Reservations) Regulations, 2011 where applicable.

### **3.17 Preparation of tendering documents**

#### ***Findings***

The PE has not adopted some of standard bidding documents as specified in the Third Schedule of the PPDR namely:

- Procurement requisition form;
- Tender register;
- Application for adjudication of tenders/quotation;
- Standard tender documents for management contracts;
- Application for adjudication of tenders/quotation;
- The review team acknowledged that most of the standard tender documents are presently under review by PPOA.
- Some bidding documents does not contain evaluation criteria as required by Section 52(3) (i) of the PPDA

#### ***Recommendations***

- The PE should liaise with PPOA to agree how to handle the documents required by the procurement law but not operational.
- The PE should adopt the recommended standard bidding documents and procurement forms that are relevant to its procurement and disposal procedures, once the PPOA's revision of these documents and forms has been completed.
- The PE should take advantage of the PPOA training workshops for the revised standard bidding documents currently being organised.

#### ***Response***

- *The society has not customized the forms to the requirement, however, we endeavour to use the standard forms generated by PPOA once complete*
- *The society shall endeavour to expose its staff to training offered by PPOA when notified*

### **3.18 Advertisement of tender opportunities**

#### ***Findings***

- The PE has taken all reasonable steps to bring the invitation to open tender to the attention of those who may wish to submit tenders, in accordance with Section 54 of PPDA for procurement activities undertaken; and

- For the ONT reviewed, advertisements indicate the closing date and time, with an invitation to bidders to attend the bid opening.

### 3.19 Modification to tender documents

#### *Findings*

The tenders reviewed did not have any modification. The PE was therefore not evaluated on this indicator.

### 3.20 Submission and Receipt of Bids

#### *Findings*

- There is a secure facility for the receipt of tenders provided at the designated tender location. The facility has two locks and the keys for each lock kept by a different officer; and
- There were no records to show that tender opening procedures are carried out in accordance with Section 60 of PPDA and Regulation 45 of PPDR.

#### *Recommendations*

The PE should address all the weaknesses noted above by ensuring that it maintains records of the tender opening

#### *Response*

*The society will endeavour to maintain records of tender opening procedures in accordance with Section 60 of Public Procurement and Disposal Act and Regulation 45 Public Procurement and Disposal Regulations (PPDR).*

### 3.21 Formation of Contracts

#### *Findings*

- The notification letters of awards to the tenderers do not conform to the format recommended by the PPOA in the tender documents and do not provide the 14 days window period as required by Section 68(2);
- Copies of security bonds were not filed in the procurement file; and
- Performance bonds were not filed in the procurement file;
- Contract agreements were signed by the Chairman of the Board contrary to Regulation 7(c)
- The contract agreements are not prepared for all procurements above Kshs. 500,000/= in line with Chapter 7(r) of the PPDGM. The table below highlights some of procurement proceedings where contract agreements were not entered into as set out in Section 68 and Chapter 7(r) of the PPDGM.

S/NO	Tender/	Item Description	PM	Category	Amount KES	Contractor
65	Not indicated	Supply And Installation of LAN	OT	Works	16,946,509.60	Next Technologies Ltd
35	HAR/RFQ-	Supply of Microsoft	RFQ	Services	3,603,200.00	Next Technologies

S/NO	Tender/	Item Description	PM	Category	Amount KES	Contractor
	HMC-2009					Ltd
13	Not indicated	Advertisement Services	DP	Services	2,076,400.00	Royal Media Services Ld
16	Contract	Preventive Maintenance Service			1,324,720.00	Powerware Systems Ltd
88	Not indicated	Supply of Calendars& Diaries	RFQ	Goods	1,286,500.00	Soloh Worldwide Ltd
30	Not indicated	Booking of Venue For Administration	RFQ	Services	1,164,641.00	Kenya School Of Monetary Studies
39	HAR/RFQ /ARFS/2010	Supply of Annual Reports	RFQ	Goods	899,000.00	Bakados Enterprises Ltd
53	HAR/RFQ /POLOT-SHIRTS	Supply of Polo Shirts	RFQ	Goods	694,000.00	Great Grace Agencies
52	on contract	Supply of Batteries	DP	Goods	584,640.00	Powerware Systems Ltd
46	HAR/RFQ/2010	Lateral File Dockets	RFQ	Goods	500,000.00	Great Grace Agencies
33	Not indicated	Lateral File Dockets	RFQ	Goods	500,000.00	Great Grace Agencies
89	Not indicated	Supply of Loan Forms	RFQ	Goods	500,000.00	Carville Enterprises Ltd

### **Recommendations**

- The Procuring Entity should notify all bidders at the same time in line with Section 67 of the PPDA.
- No contract should be entered into before the expiry of 14 days from date of notification pursuant to Section 68 of the Act.
- PE should enter into written contracts above Kshs. 500,000/= should be signed.
- Remedial action should be taken on all the identified deficient areas.

### **Response**

- *The society will endeavor to notify all bidders at the same time in line with section 67 of Public Procurement and Disposal Act.*
- *The society will endeavour to avoid entering into a contract before expiry of 14 days*
- *The society will endeavour to enter into a contract in every transactions exceeding Kshs.500,000.00*

## **3.22 Termination of Proceedings**

### **Findings**

- The PE terminated three procurement proceedings namely HAR/LIFTS/11/2010, RECORDS/NOV/2009 and LAN/06/2010
- There were no records to show that the procuring entity gave prompt notice of a termination to each person who submitted a tender as required by Section 36(2) of PPDA.
- The procuring entity did not give PPOA a written report on the termination as required by Section 36(7) and (8) of the PPDA and PPOA Circular No.4/2009 of 24<sup>th</sup> June, 2009

### **Recommendation**

The PE should improve on all the weaknesses identified

### **Response**

- *The society will endeavour to notify PPOA in all future termination of proceeding as appropriate*
- *The recommendation shall be implemented as appropriate*

### **3.23 Notification to PPOA**

#### **Finding**

The following direct procurements were not reported to PPOA as required by Regulation 62 (3) and the directives from PPOA, which provides that a procuring entity shall, within 14 days after notification of the award of the contract, report any direct procurement of a value exceeding KES.500, 000.00 to the Public Procurement Oversight Authority (PPOA).

<b>TENDER/</b>	<b>Description</b>	<b>Method</b>	<b>Category</b>	<b>Amount KES</b>	<b>Contractor</b>
LAN/06/2010	Supply and Installation of Lan	OT	Works	16,946,509.60	Next Technologies Ltd
Not indicated	Advertisement Services	DP	Services	2,076,400.00	Royal Media Services Ld
Contract	Preventive Maintenance Service			1,324,720.00	Powerware Systems Ltd
on contract	Supply Of Batteries	DP	Goods	584,640.00	Powerware Systems Ltd

The PE did not report the following terminated procurement proceedings to PPOA in accordance with Section 36(7):

<b>TENDER NO</b>	<b>PROCUREMENT METHOD</b>	<b>AMOUNT</b>
HAR/LIFTS/11/2010	ONT	Not applicable
RECORDS/NOV/2009	ONT	Not applicable
LAN/06/2010	ONT	16,946,509.60

### **Recommendations**

- The PE should notify PPOA of all the direct procurements above, Kshs. 500, 000.000, contracts awards above 5 million, termination of procurements proceedings and disposal to employees as directed by the PPOA vide Circular No. 4/2009 of 24<sup>th</sup> June, 2009 or as set out in Chapter 3.6 of the PPDGM, and
- Care should be taken to ensure that communications sent to PPOA are received.

### **Response**

- *We will endeavour to notify PPOA in all future award of contract over Kshs.5,000,000.00, any direct procurement of value exceeding Kshs.500,000.00 and any disposal to employees*
- *We will endeavour to be sending two copies of memo and register to PPOA for acknowledgement for our file*



### **3.24 Enquiries and Complaints Mechanism**

#### ***Findings***

The PE does not have documented systems and procedures for handling bid complaints and does not keep a complaints/protest log.

#### ***Recommendations***

PE should introduce a documented system and procedures for handling bid enquiries and complaints and keep a complaints/protest log.

#### ***Response***

*The society will endeavour to come up with documented systems and procedures for handling bid enquiries and complaints and keep a complaints/protest log.*

### **3.25 Follow up of ARB decisions and recommendations.**

#### ***Findings***

There was no procurement reviewed by the Administrative Review Board during the period under review according to the Head of Procurement Unit. Consequently, the PE was not evaluated on this indicator.

### **3.26 Value for Money**

#### ***Findings***

- The PU does not carry out periodic market surveys to inform the placing of orders or adjudication by the relevant award committee;
- The PE does not compare their prices for common user items with the PPOA Market Price Index.

#### ***Recommendations***

Value for Money embraces the principles of economy, efficiency and effectiveness and is an integral part of the Procurement Unit.

- The PU should carry out periodic market surveys to inform the placing of orders or adjudication by the relevant award committee;
- The PE should compare their prices for common user items with the PPOA Market Price Index.

#### ***Response***

- *Going forward, we will endeavour to carry out periodic market surveys to assist in placing of orders or adjudication by relevant award committees*
- *The society has always been comparing prices of common user items with PPOA index; however, if there were areas where comparison was not made, we will ensure that all future comparison of prices is done.*

### **3.27 Contract Management**

#### ***Findings***

- There is no comprehensive contract register maintained by PU;
- There are no contract files maintained by the PE in accordance with PPDGM Chapter 9.3;
- The PE does not appoint the designated contract administrator in accordance with PPDGM Chapter 9.4; and
- Inception report for projects delivered not filed in the procurement file;

#### ***Recommendations***

PU should enhance management and administration of procurement contracts as provided in Chapter 9 of the PPDGM.

#### ***Response***

- *We will endeavour to keep a comprehensive contract register which shall be maintained by procurement unit*
- *We will endeavour to maintain a contract files in accordance with Public Procurement and Disposal General Manual chapter 9.3*
- *The society has Chief Legal Officer has the designated contract administrator*
- *The recommendation shall be implemented as appropriate*

## **4 SPECIFIC FINDINGS**

### **4.1 LSO 2390-DEVELOPING AND PRODUCTION OF ADVERTISEMENT PRODUCTS**

- Amount: KES 2,076,400.00
- Procurement Method: Direct Procurement
- Supplier: Royal Media Services Ltd

#### ***Findings***

The team found that the LSO was raised to Royal Media Services Ltd without justification for choice of use of direct procurement method.

The requirements set out for Direct Procurement in Section 74 of PPDA were not followed for the use of the method.

#### ***Recommendations***

The PE should ensure that all requirements of the Sections 29 and 74 of PPDA are complied with when using direct procurement method

#### ***Response***

*The recommendation shall be implemented as appropriate*

## 5 COMPLIANCE RATING

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
1.	Functions of Accounting Officer (1)	The AO is carrying out his responsibilities under Section 27 (2) of the PPDA and has ensured that the procuring entity fulfils its obligations by ensuring that all provisions of the PPDA, the PPDR and directives of PPOA are complied with			1		3	1
2.	Functions of Procurement Unit (3)	The key procurement officials have professional qualifications in procurement and supply management from a recognised institution.				0	9	0
		The Head of Procurement Unit and key staff with procurement responsibilities have received training in PPDA, PPDR, and General Manual.			1		9	3
		The key procurement officials are members of a recognised institute of purchasing and supply.			1		9	3
		The functions of the Procurement Unit as set out in Regulation 8 of the PPDR are satisfactorily complied with			1		9	3
3.	Functions of Tender Committee (3)	Tender Committee is established in accordance with PPDA and PPDR and holds regular meetings with minutes that conform to Regulation 12			1		9	3
		The functions of the Tender Committee as set out in Regulations 10 of the PPDR and Chapter 4.5 of the PPDGM are satisfactorily complied with.			1		9	3
		The approvals by Tender Committee conform to Regulation 11.				0	9	0
4.	Functions of Procurement Committee (3)	Procurement Committee is established in accordance with Regulation 13 and holds regular meetings with minutes that conform to Regulation 15			1		9	3
		The functions of the PC as set out in Regulations 14 of the PPDR and Chapter 4.4 of the PPDGM are satisfactorily complied with.			1		9	3

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
		The PC has submitted quarterly reports to the Tender Committee on contracts it has awarded				0	9	0
5.	Functions of the Disposal Committee (3)	The Disposal Committee is established in accordance with Section 128 and holds regular meetings with minutes.			1		9	3
		The functions of the Disposal Committee as set out in the PPDA, PPDR and Chapter 12 of the PPDGM satisfactorily complied with.			1		9	3
6.	Functions of Evaluation Committees (3)	Evaluation committees have been appointed as and when required within the threshold of the Tender Committee			1		9	3
		The evaluation committees have undertaken technical and financial evaluation of tenders or proposals strictly in accordance with the compliance and evaluation criteria set out in the tender documents			1		9	3
		No person has been appointed to serve in the evaluation committee if that person is a member of the Tender Committee of the procuring entity	3				9	9
		Each member of the technical evaluation committee has evaluated independently from the other members prior to sharing his or her analysis in accordance with Regulation 16 (6)				0	9	0
		Evaluation committees have prepared a report analysing the tenders received and final ratings assigned to each tender and submitted the report to the Tender Committee in accordance with Regulation 16 (9)			1		9	3
		Tender evaluation has been completed within 30 days of tender opening (with a further 5 days allowed where there is separate financial evaluation)			1		9	3
7.	Functions of Inspection and Acceptance	The Inspection and Acceptance Committee has been established and undertakes its functions in accordance with Regulation 17 of PPDR and Chapter 4.7 of the PPDGM and			1		9	3

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
	<b>Committee (3)</b>	makes appropriate use of quality assurance organisations or specialists where appropriate.						
<b>8.</b>	<b>Systems and procedures for implementation of the procurement law and regulations (3)</b>	There are comprehensive and written operational procedures and systems which are updated regularly, setting out how the PPDA, PPDR and directives are being implemented in the PE, as stipulated in Section 26(1)				0	9	0
		The Head of the Procurement Unit is generally aware of updated publications, directives, manuals, and standard documents prepared and distributed by PPOA			1		9	3
		The procurement publications are in a central location within the PE that is accessible to all persons who want to refer to them, as provided in Chapter 1.8 of the PPDGM				0	9	0
		Manuals including the PPDGM and guidelines are available to all persons involved in procurement related functions				0	9	0
<b>9.</b>	<b>Threshold matrix and segregation of responsibilities (3)</b>	The threshold applied conforms to Section 26 of PPDA and the category determined by Gazette Notice No. 719 of 24 January 2007 and the First Schedule of Regulations.			1		9	3
		The person responsible for procurement initiation for each procurement method and threshold is as provided for in the First Schedule of the PPDR				0	9	0
<b>10.</b>	<b>Record keeping of the procurement activities (3)</b>	Adequate and comprehensive procurement records are maintained in accordance with relevant provisions of PPDA, PPDR and the Procurement Records Management Procedures Manual throughout the procurement process and provide sufficient information to enable an audit or independent review			1		9	3
		The procuring entity maintains a comprehensive and individual file for each procurement requirement containing all information, documents and communications relating to that procurement proceeding with such files being marked			1		9	3

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
		with the relevant procurement reference number.						
11.	Procurement planning (3)	All procurements have been undertaken within the approved budget of the procuring entity and have been planned by the procuring entity through an annual procurement plan, as stipulated in Section 26 of PPDA		2			9	6
		The Heads of User Departments have submitted annual departmental plans to the General Manager at least thirty days before the close of each financial year as stipulated in Regulation 20 (4)				0	9	0
		Where appropriate every significant procurement has an individual procurement plan in accordance with Chapter 6.5 of PPDGM				0	9	0
		All procurements are undertaken on the basis of the consolidated procurement plan which is regularly updated and linked to the approved budget of the procuring entity and approved by the Head of the procuring entity and where applicable by the board of directors or a similar body			1		9	3
12.	Purchase requisition (2)	Each procurement proceeding is initiated using an official procurement requisition form containing all necessary information pertaining to the procurement in accordance with Regulation 22				0	6	0
		The purchase requests are generated from the consolidated procurement plan					N/A	N/A
13.	Prequalification and registration of suppliers (3)	There is a standing list of registered suppliers prepared in accordance with Regulation 8 (3) (a)		2			9	6
		Prequalification for works, goods and services of complex and specialized nature is carried out in accordance with the procedures in Section 32 and Regulations 23-25 and the PE has ensured that tenders are sent to all pre-qualified suppliers and contractors				0	9	0

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
		Qualification to perform a contract is determined based on possession of the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured			1		9	3
		The PE has ensured a fair and equal rotation amongst the persons on the standing list of registered suppliers in respect of requests for quotations, as required by Regulation 59 (2) (c).				0	9	0
14.	Specifications (3)	The procuring entity uses clear, objective, neutral and functional or technical specifications and in accordance with Section 34			1		9	3
15.	Choice of procurement method (3)	Open tendering is the main procurement procedure as stipulated in Section 29			1		9	3
		Alternative procurement methods used by the PE are chosen in accordance with the criteria in Part VI of the PPDA				0	9	0
		Procurements are not split to evade the appropriate procurement method, in accordance with Section 30		2			9	6
16.	Preference and reservations (3)	The PE has applied preferences and reservations in accordance with Section 39 and Regulation 28 and any Guidelines which may be issued					N/A	N/A
17.	Standard Tendering Documents (3)	The prescribed procurement documents are used in accordance with Section 29 (4), Regulation 33 and the Third Schedule of the PPDR		2			9	6
18.	Advertisement of tender opportunities (3)	The procuring entity has taken such steps as are reasonable to bring the invitation to tender to the attention of those who may wish to submit tenders, in accordance with Section 54		2			9	6
		Advertisements indicate the closing date, and time, with an invitation to bidders to attend the bid opening	3				9	9
19.	Modifications to tender	Any modification to tender documents are set out in an addendum which is promptly provided to each person who					N/A	N/A



Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
	<b>documents (2)</b>	obtained the tender documents, as required by Section 53 (3)						
<b>20.</b>	<b>Submission and receipt of bids (2)</b>	A secure facility for the receipt of tenders has been provided at the designated tender location, with two locks with keys for each lock kept by a different officer and box remaining locked until the time for tender opening.	3				6	6
		Tender opening procedures are carried out in accordance with Section 60 and Regulation 45		2			6	4
<b>21.</b>	<b>Formation of contract (2)</b>	Notification of acceptance of tender is given to successful and unsuccessful tenderers in accordance with Section 67			1		6	2
		Written contract is entered into in accordance with Sections 68-70		2			6	4
		Bond security released and recorded in procurement file				0	6	0
		Performance bond raised and recorded in procurement file				0	6	0
		Any advance payment is adequately secured by the performance bond or bankers guarantee and recorded in procurement file					N/A	N/A
<b>22.</b>	<b>Termination of proceedings (2)</b>	Any termination of procurement proceedings has been carried out in accordance with Section 36 and approved by the Tender Committee				0	6	0
<b>23.</b>	<b>Notification to PPOA (1)</b>	Notification is provided to PPOA of contracts over KES 5 million				0	3	0
		Direct procurement over KES 500,000.00				0	3	0
		Termination of procurement proceedings				0	3	0
		Disposals to employees					N/A	N/A
<b>24.</b>	<b>Enquiries and Complaints mechanism (1)</b>	There are systems and procedures for handling bidders' enquiries and complaints				0	3	0
<b>25.</b>	<b>Follow up of ARB decisions and</b>	The PE has taken adequate remedial action on any ARB decisions and observations made following appeal					N/A	N/A

Item	Performance Indicator	Indicates aspect of the procurement	Scores				Max Score	Actual Score
			3	2	1	0		
	recommendations (2)							
26.	Value for money (3)	The PE has sought to maximize economy and efficiency and to obtain value for money in its procurements			1		9	3
		The PE has compared prices of common user items with the PPOA price index and Supplies Branch long-term contracted prices, where appropriate, and has procured standard goods, services and works with known market prices at the prevailing real market price, as required by Section 30 (3)				0	9	0
27.	Contract management (2)	Contract management, including amendments and variations, is carried out in accordance with Section 47, Regulation 31 and Chapter 9 of the PPDGM				1	6	2
<b>Total</b>							<b>465</b>	<b>136</b>

N/A –the function was not evaluated hence maximum score netted off the overall rating.

**Compliance level  $136/465 * 100 = 29.3\%$**

## 6 ACTION PLAN

<b>Item</b>	<b>TASK</b>	<b>BY</b>	<b>TIMELINE</b>
1.	The HCSCS to reorganise their procurement and contracting procedures to adhere to the PPDA	AO	19 <sup>th</sup> October, 2011
2.	The PE should upgrade the filing systems and records management to conform to the provisions of Section 45, Regulation 34(3), PPDGM, and Procurement Records Management Procedures Manual. Where possible the record keeping system should be computerised.	AO/PU	15 <sup>th</sup> December, 2011
3.	The PE should ensure that the procurement publications are in a central location that is accessible to all persons who want to refer to them, as provided in Chapter 1.8 of the PPDGM	PU	19 <sup>th</sup> September, 2011
4.	Open individual disposal files for each disposal activity	PU	23 <sup>rd</sup> September, 2011
5.	Prioritise their training to include the following: <ul style="list-style-type: none"> <li>◦ Sensitization of new personnel of the PE including senior management involved in the initiation and approval of procurement processes in requirements of the procurement law and regulations; and</li> <li>◦ Advanced training to improve skills of senior procurement practitioners in specialized aspects of procurement for those involved in procurement management.</li> <li>◦ Specialized training on specific aspects including Works and Framework Contracting</li> </ul>	AO/PU	26 <sup>th</sup> October, 2011
6.	PE should improve on the deficient areas identified in PU functions	PU	04 <sup>th</sup> October, 2011
7.	PE to address all the identified weaknesses in TC operating procedures	PU/PC	18 <sup>th</sup> October, 2011
8.	PE to address all the identified weaknesses in PC operating procedures	PU/PC	12 <sup>th</sup> October, 2011
9.	Evaluate all tenders within the time limits set out in the Regulations	PU/PC	23 <sup>rd</sup> September, 2011
10.	PU to update consolidated procurement plan regularly	PU	05 <sup>th</sup> October, 2011
11.	Prepare individual procurement plans as provided in the PPDGM Chapter 6	PU	12 <sup>th</sup> October, 2011
12.	PE to ensure that the purchase requisitions forms are developed and used by all user departments.	PU	23 <sup>rd</sup> September, 2011
13.	Undertake a fair and equal rotation amongst the persons on the standing list of registered suppliers in respect of requests for quotations, as required by Regulation 59 (2) (c).	PU	27 <sup>th</sup> September, 2011
14.	Develop systems and procedures that will produce measurable value for money in the procurement	PU	14 <sup>th</sup> November, 2011

<b>Item</b>	<b>TASK</b>	<b>BY</b>	<b>TIMELINE</b>
	systems		
<b>15.</b>	Compare prices of common user items with the PPOA price index where appropriate	PU	<b>19<sup>th</sup> September, 2011</b>
<b>16.</b>	Initiate consultation with PPOA on the current procurement and supplies manual to ensure that it conforms to the requirements of the PPDA and PPDR.	PU	<b>04<sup>th</sup> October, 2011</b>
<b>17.</b>	Establish specific Inspection and Acceptance Committee to inspect and where required; to test goods received, or to inspect and review services, works and consulting and design in order to certify compliance with the terms and specifications of the contract and accept or reject on behalf of the Procuring Entity the delivered goods, works, services or consultancy services.	AO	<b>19<sup>th</sup> September, 2011</b>
<b>18.</b>	Develop interim certificates that conform to the requirements of the PPDA and PPDR, to be certified by the Inspection and Acceptance Committee members after inspection of the complex goods, works and services.	PU	<b>05<sup>th</sup> October, 2011</b>
<b>19.</b>	Introduce documented systems and procedures for handling bid complaints and keep a complaints/protest log for providing necessary information internally as well as to all interested stakeholders		<b>31<sup>st</sup> October, 2011</b>
<b>20.</b>	Introduce the use of preference and reservations schemes as provided in the PPDA whenever need arises	A0/PU	<b>23<sup>rd</sup> September, 2011</b>
<b>21.</b>	Provide all notification reports for procurement and disposal proceedings to PPOA as required by the PPDA, PPDR, and directives from PPOA.	AO	<b>21<sup>st</sup> October, 2011</b>

## 7 CONCLUSION

We have reviewed procurement functions and procedures to verify whether they conform to the PPDA and the related regulations. We have also assessed whether the functions comply with generally accepted good practices. We have identified deviations in general areas and procurement stages and attached ratings to them.

The review team identified the following challenges faced by HCSCL in respect of the implementation of the procurement law and regulations:

- Inability to translate procurement law and regulations into everyday language, so that management sees and understands the impact to their compliance. The PE claims that PPDA conflicts with the Sacco Act. The PE has opted to follow the SACCO ACT contrary to Section 5 of the PPDA. The PE did not make any attempt to seek clarification of the purported conflict from PPOA; and
- Lack of operating ICT systems and applications covering all aspects of procurement;
- Insufficient training in procurement law for the persons involved in the procurement related functions.

We have included an action plan for follow-up in our recommendations to ensure that the corrective measures are carried out in order to improve compliance, efficiency, and effectiveness in procurement management.

We are pleased that the HCSCL management welcomed the review exercise as a mechanism to identify and address any shortcomings and weaknesses in the compliance with Act and associated regulations.

Overall, HCSCL has demonstrated an unsatisfactory level of compliance at 29.3% (against the minimum threshold of 60%) with relevant PPDA, and the regulations and guidelines in respect of the sampled procurement transactions. The procuring entity should endeavour to improve their performance so that the PE will become compliant by organizing training on various aspects of procurement law and regulations and implementing fully all remedial measures as pointed out in the report.

## **8 APPENDICES**

### **8.1 Documents and Information Requested but not provided**

1. Operations Manual-
2. Procurement Manual-
3. Harambee Sacco Act / Instruments-
4. Enquiries and Complains mechanism-not documented
5. Internal Audit Report year 2010-not received
6. External Audit report for year 2010-
7. KACC Examination Report-
8. All other trainings in Procurement other than KISM-
9. Contract Files-
10. Notifications to PPOA-
11. Copy of Sacco Act
12. Summary of all Cash payments to suppliers by payment
13. Procurement Initiating Documents for tenders awarded to Soloh Worldwide Ltd, Royal Media Services and Kenya School of Monetary Studies-
14. Procurement requests for LAN and Software licenses-
15. Contract for Servicing of Computers-
16. All procurements for fuel and M/V Services-
17. Repair of lifts contract-
18. Federation of Kenya Employers (FKE) training Consultancy file –

## 8.2 SUMMARY OF ALL PROCUREMENT PROCEEDING FOR YEAR 2010

S/NO	TENDER/	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES	CONTRACTOR
65	Not indicated	SUPPLY AND INSTALLATION OF LAN	OT	WORKS	16,946,509.60	NEXT TECHNOLOGIES LTD
35	HAR/RFQ-HMC-2009	SUPPLY OF MICROSOFT	RFQ	SERVICES	3,603,200.00	NEXT TECHNOLOGIES LTD
13		ADVERTISEMENT SERVICES	DP	SERVICES	2,076,400.00	ROYAL MEDIA SERVICES LD
16	Contract	PREVENTIVE MAINTAINANCE SERVICE			1,324,720.00	POWERWARE SYSTEMS LTD
88	Not indicated	SUPPLY OF CALENDARS& DIARIES	RFQ	GOODS	1,286,500.00	SOLOH WORLDWIDE LTD
30	Not indicated	BOOKING OF VENUE FOR ADM	RFQ	SERVICES	1,164,641.00	KENYA SCHOOL OF MONETARY STUDIES
39	HAR/RFQ/ARFS/2010	SUPPLY OF ANNUAL REPORTS	RFQ	GOODS	899,000.00	BAKADOS ENTERPRISES LTD
53	HAR/RFQ/POLOT-SHIRTS	SUPPLY OF POLO SHIRTS	RFQ	GOODS	694,000.00	GREAT GRACE AGENCIES
52	on contract	SUPPLY OF BATTERIES	DP	GOODS	584,640.00	POWERWARE SYSTEMS LTD
33	Not indicated	LATERAL FILE DOCKETS	RFQ	GOODS	500,000.00	GREAT GRACE AGENCIES
46	HAR/RFQ/2010	LATERAL FILE DOCKETS	RFQ	GOODS	500,000.00	GREAT GRACE AGENCIES
89	Not indicated	SUPPLY OF LOAN FORMS	RFQ	GOODS	500,000.00	CARVILLE ENTERPRISES LTD
69	Not indicated	SUPPLY OF FILE DOCKETS	RFQ	GOODS	470,000.00	DHOW PRINTERS&STATIONERS
22	on contract	SUPPLY & INSTALLATION	DP	GOODS	445,440.00	SOULCO K LTD
56	HAR/RFQ/FOLDERS/2010	SUPPLY OF FILE FOLDERS	RFQ	GOODS	400,000.00	GREAT GRACE AGENCIES
85	Not indicated	SUPPLY OF COMPUTER SERVER	RFQ	GOODS	391,000.00	DATA FUNCTIONS
44	Replenishment	SUPPLY OF POLO SHIRTS	DP	GOODS	365,000.00	GREAT GRACE AGENCIES

S/NO	TENDER/	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES	CONTRACTOR
47	Not indicated	PURCHASE OF LAPTOPS	DP	GOODS	356,000.00	EBRAHIM ELECTRONICS LTD
67	Not indicated	RENOVATION SERVIES	RFQ	WORKS	350,146.00	HOUSEMAN GENERAL CONTACTORS
15	telephone conversation	SUPPLY OF CARD AND CABLE	DP	GOODS	320,160.00	ADWEST COMMUNICATIONS LTD
74	Not indicated	SUPPLY OF FRANKING MACHINES	RFQ	GOODS	290,000.00	MUNSHIRAM&CO (EA)LTD
58	Not indicated	SUPPLY OF LOAN FORMS	RFQ	GOODS	250,000.00	CARVILLE ENTERPRISES LTD
78	Not indicated	SUPPLY OF COMPUTER PAPERS&	RFQ	GOODS	249,780.00	CHACALIMU ENTERPRISES
36	HAR/RFQ-HMC-2009	SUPPLY OF ANTIVIRUS	RFQ	SERVICES	244,450.00	COMPUTER REVOLUTION AFRICA
76	Not indicated	SUPPLY OF DATA CARTRIDGES	RFQ	GOODS	228,000.00	JAKRESER ENTERPRISES
40	Not indicated	TONERS 42A,PHOTOCOPY	RFQ	GOODS	216,000.00	ACCRESSION AGENCIES
60	Not indicated	SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	216,000.00	ACCRESSION AGENCIES
11	Not indicated	SUPPLY OF LOAN FORMS	RFQ	GOODS	200,000.00	GREAT GRACE AGENCIES
41	Not indicated	BIRO PENS,MARKER PENS	RFQ	GOODS	191,690.00	DURE ENTERPRISES
63	Not indicated	SUPPLY OF ENVELOPES	RFQ	GOODS	187,630.00	BAKADOS ENTERPRISES LTD
7	Not indicated	FUMIGATION SERVICES	RFQ	SERVICES	176,000.00	PEST DESTRUCTION SERVICES
70	Not indicated	PEST DESTRUCTION SERVICES	RFQ	SERVICES	176,000.00	PEST DESTRUCTION SERVICES
83	Not indicated	SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	171,000.00	ACCRESSION AGENCIES
2	on contract	AIR CONDITIONER CONTRACT			167,800.00	HOT POINT APPLIANCES
51	Not indicated	TONER 53A	RFQ	GOODS	167,040.00	ACCRESSION AGENCIES
86	Not indicated	SUPLY OF FOSA FORMS	RFQ	GOODS	165,000.00	KOKIDI ENTERPRISES
71	Not indicated	SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	162,000.00	DURE ENTERPRISES
26	Shopping	PURCHASE OF LAPTOPS	DP	GOODS	158,000.00	EBRAHIM ELECTRONICS LTD
59	Not indicated	SUPPLY OF ENVELOPES	RFQ	GOODS	155,000.00	CARVILLE ENTERPRISES LTD



S/NO	TENDER/	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES	CONTRACTOR
27	on contract	ANNUAL MAINTENANCE CONTRACT			145,000.00	OFFICE TECHNOLOGIES
14	Not indicated	DATA CARTIDGES	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
50	Not indicated	DATA CARTRIDGE	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
66	Not indicated	DATA CARTRIDGES	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
49	Not indicated	FUMIGATION SERVICES	RFQ	SERVICES	139,000.00	PATOM COMPANY LTD
64	Not indicated	SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	137,112.00	OFFICE TECHNOLOGIES
43	Not indicated	TONER 05A,COUNTER BKS	RFQ	GOODS	135,120.00	JAKRESER ENTERPRISES
34	Not indicated	FOSA CARDS	RFQ	GOODS	126,440.00	BAKADOS ENTERPRISES LTD
3	Not indicated	PURCHASE OF FURNITURE	DP	GOODS	123,980.00	NAKUMATT HOLDINGS LTD
57	Not indicated	PARTITIONING OF CUSTOMER CARE		WORKS	121,669.00	WOODWEBS FURNISHER
38	Telephone contacts	TRANSPORT SERVICES	RFQ	SERVICES	120,640.00	EXPRESS CONNECTIONS LTD
73	Not indicated	SUPPLY OF HWIC CARD	RFQ	GOODS	104,400.00	ADWEST COMMUNICATIONS LTD
77	Not indicated	SUPPLY OF FOSA TEMPORARY CARDS	RFQ	GOODS	100,000.00	BAKADOS ENTERPRISES LTD
32	on contract	SUPPLY OF TOSHIBA CONSUMABKES	DP	GOODS	96,744.00	OFFICE TECHNOLOGIES
10	Not indicated	TONERS 64A	RFQ	GOODS	92,500.00	LARMAR BUSINESS SOLUTION
29	Shopping	SONY TV & DVD PLAYER	DP	GOODS	86,790.00	UCHUMI SUPERMARKETS LTD
24	HAR/ENVE/2010	PRINTING OF ENVELOPES	RFQ	GOODS	86,000.00	PANN PRINTERS
87	Not indicated	PHOTOCOPYING PAPERS	RFQ	GOODS	85,840.00	PACIFIC STATIONERS
23	telephone conversation	CONNECTIVITY TO CO-OP	DP	WORKS	85,678.76	TELKOM KENYA
84	Not indicated	PRINTING OF DL WHITE ENVELOPES	RFQ	GOODS	85,000.00	UNISCOPE AGENCIES LTD
82	Not indicated	SUPPLY OF MARKER PENS,BOX	RFQ	GOODS	82,400.00	CHACALIMU ENTERPRISES

S/NO	TENDER/	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES	CONTRACTOR
		FILES				
68	Not indicated	PHOTOCOPYING PAPERS	RFQ	GOODS	74,000.00	PACIFIC STATIONERS
61	Not indicated	SUPPLY OF PHOTOCOPYING PAPERS	RFQ	GOODS	72,000.00	DHOW PRINTERS&STATIONERS
72	Not indicated	INSTALLATION OF MUSIC ONHOLD	RFQ	GOODS	66,004.00	ONTECH COMMUNICATIONS
55	Not indicated	HP LASER JET PRINTER	RFQ	GOODS	65,000.00	MICROTEL SYSTEMS LTD
17	HAR/1ST QTR/2010	PHOTOCOPYING PAPERS	RFQ	GOODS	64,000.00	INSIGHT ENTERPRISES
1	Not indicated	CONNECTIVITY TO ELDORET	DP	WORKS	62,640.00	TELKOM KENYA
80	Not indicated	SUPPLY OF ASSORTED STATIONERIES	RFQ	GOODS	58,900.00	MUTUNE PAPER ENTERPRISES
45	Not indicated	CLEANING OF CARPET	RFQ	GOODS	55,113.20	DIRTLESS SERVICES
6	Not indicated	A2 SIZE POSTERS		GOODS	50,000.00	GREAT GRACE AGENCIES
4	Not indicated	VACUUM CLEANER	DP	GOODS	48,295.00	NAKUMATT HOLDINGS LTD
8	HAR/RFQ- PLUMPING NOV/2009	PLUMPING SERVICES	RFQ	WORKS	47,090.00	TWINNS ELECTRICAL
75	Not indicated	SUPPLY OF STAPLE CARTRIDGE	RFQ	GOODS	40,600.00	OFFICE TECHNOLOGIES
37	on contract	SUPPLY OF HEAT ROLLER	DP	GOODS	38,628.00	OFFICE TECHNOLOGIES
20	HAR/1ST QTR/2010	LOOSE LEAF,STAPLERS,	RFQ	GOODS	38,048.06	LINO STATIONERS LTD
5	Not indicated	TONER CARTRIDGE 64A		GOODS	36,000.00	GREAT GRACE AGENCIES
31	Not indicated	BUSINESS CARDS AND	RFQ	GOODS	35,960.00	KENPAK COLOUR PRINTERS LTD
21	HAR/1ST QTR/2010	COMPUETR RIBBONS	RFQ	GOODS	33,520.00	DHOW PRINTERS&STATIONERS
48	Not indicated	HP LASER JET PRINTER	RFQ	GOODS	32,500.00	MICROTEL SYSTEMS LTD
12	Not indicated	PHOTOCOPYING PAPERS	RFQ	GOODS	28,800.00	TREMGEN ENTERPRISES
81	Not indicated	SUPPLY OF ASSORTED STATIONERIES	RFQ	GOODS	27,750.00	MUTUNE PAPER ENTERPRISES

S/NO	TENDER/	DESCRIPTION	METHOD	CATEGORY	AMOUNT KES	CONTRACTOR
62	Not indicated	ERECTION OF LUGGAGE RACKS	RFQ	GOODS	27,300.00	DECENT WORK SERVICES
25	HAR/CHAIRS/2010	SUPPLY OF CHAIRS	RFQ	GOODS	27,000.00	BUDGET FURNITURE
54		BINDING MACHINE	RFQ	GOODS	23,995.00	OFFICEMART LTD
19	HAR/1ST QTR/2010	COMPUTER PAPERS141/2*11	RFQ	GOODS	21,000.00	SOLOH WORLDWIDE LTD
79	Not indicated	SUPPLY OF UNI-BALL PENS	RFQ	GOODS	21,000.00	SYSTEMEDIA TECHNOLOGIES
28	Shopping	PURCHASE OF TEA URN	DP	GOODS	18,195.00	NAKUMATT HOLDINGS LTD
9	Not indicated	BUSINESS CARDS		GOODS	12,500.00	TREMGEN ENTERPRISES
42	Not indicated	STAPLE PINS,PAPER CLIPS	RFQ	GOODS	8,820.00	KAZIMOTO ENTERPRISES
18	HAR/1ST QTR/2010	SUPPLY OF CLEANING	RFQ	GOODS	2,400.00	DURE ENTERPRISES

### 8.3 Procurements which did not go through Procurement process

PAYEE	PAYMENT REASON	CHEQUE NO.	AMOUNT KES
Nation Media	Advertisement	422533	92,568.00
Standard Group Ltd	Advertisement	437710	75,660.00
Nation Media	Advertisement	419251	53,360.00
Standard Group Ltd	Advertisement	425716	45,240.00
Standard Group Ltd	Advertisement & PR Expenses	424822	273,799.40
Nation Media	Advertisement & PR Expenses	424823	240,120.00
Standard Group Ltd	Advertisement & PR Expenses	429230	97,092.00
Jiang Lintau Enterprises	Advertisement & PR Expenses	425717	4,000.00
Standard Group Ltd	Advertising & PR Expenses	433808	109,620.00
Tremgen Enterprises	Advertising & PR Expenses	425482	5,000.00
Jiang Lintau Enterprises	Advertising & PR Expenses	433809	2,000.00
The Nairobi Star Publication	Advertising PR's Expenses	416452	225,000.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Kenya school of Monetary Studies	Agm Expenses	430617	19,858.00
North & South Travel Ltd	Air ticket	434834	113,833.61
North & South Travel Ltd	Air ticket	431625	12,500.00
North and South	Air Travel	440549	176,000.00
North and South	Air Travel	444897	51,620.00
North & South Travel Ltd	Air Travelling Tickets	413324	54,630.00
Security Group (Msa) ltd	Backing Services	446138	6,890.40
Marcus Evans Kenya Ltd	Being delegate fee Marcus Evans	430489	103,820.00
Eric Repair & Company	Being Mobilization fee	427732	34,800.00
office mart ltd	Binding machine	430139	23,995.00
Jiang Lintau Enterprises	Binding of the Dailies	432037	215,250.00
Jiang Lintau Enterprises	Binding of the Dailies	418036	2,000.00
Jiang Lintau Enterprises	Binding of the Dailies	420938	2,000.00
Jiang Lintau Enterprises	Binding Services	438473	10,846.00
Security Group C.I.T. Ltd	C.I.T Limited	443959	8,000.00
security Group C.I.T Ltd	C.I.T services	439346	18,035.00
Security Group C.I.T. Ltd	C.I.T Services	422934	178,640.00
Security Group C.I.T. Ltd	C.I.T Services	429388	93,380.00
Authority Mwaura Mwaderi	Clean water	426629	21,000.00
Creatives cleaning Services Ltd	Cleaning	417179	376,913.00
Creative Cleaning Services Ltd	Cleaning	413760	75,660.00
Creative Cleaning services Ltd	Cleaning & Hygiene	421534	75,660.00
Beneda Enterprises	Cleaning & Hygiene	438101	61,229.00
Sanitam Services (E.A) Ltd	Cleaning & Hygiene	420161	30,624.00
Sanitam Services (E.A) Ltd	Cleaning & Hygiene	437578	26,912.00
Beneda Enterprises	Cleaning Materials	422423	11,400.00
Creative Cleaning services Ltd	Cleaning services	427834	75,660.00
Creative Cleaning services Ltd	Cleaning	437265	490,416.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Creative Cleaning services Ltd	Cleaning	430181	75,660.00
Cleaning Creative services Ltd	Cleaning Services	425634	75,660.00
Creative Cleaning services Ltd	Cleaning Services	422950	75,660.00
Creative Cleaning Services	cleaning services	444894	1,833,383.23
Creative Cleaning Services	cleaning services	441837	12,000.00
Beneda Enterprises	Cleaning soap	428489	11,400.00
Beneda Enterprises	Cleaning soap	431623	11,400.00
Thermofluid Engineering Ltd	Cleaning Water Drainage	415401	99,560.00
Kenya Colour print	complimentary Slips	440547	61,248.00
Jakressen Enterprises	Computer Accessories	418754	142,500.00
Devricon Agencies	Computer Stationery	415205	113,400.00
Larmar Business Solution Ltd	Computer Stationery	415204	28,200.00
Jakresser Enterprises	Computer Stationery	440452	17,400.00
Kenya Data Networks Ltd	Connectivity Services	421240	376,913.00
Kenya Data Networks Ltd	Connectivity Services	426533	376,913.00
Kenya Data Networks Ltd	Connectivity Services	429022	376,913.00
Kenya Data Networks Ltd	Connectivity Services	433847	376,913.00
Kenya Data Networks Ltd	Connectivity Services	437711	189,080.00
Kenya Data Networks	Connectivity services	440560	162,000.00
Ibrahim Donald Con. Ltd	Consultancy Services	428677	5,000.00
G4s Security Services	Courier Services	444895	75,669.00
G4s Security	Courier Services	422038	52,920.00
G4s Security	Courier Services	438619	25,000.00
G4s Security Services	Courier Services	441272	12,000.00
G4s Security	Courier Services	429390	11,024.35
G4S Security Services	Courier services	413371	10,150.23
G4s Security	Courier Services	419246	9,950.90
Ma-sita Contractors	cutting of trees at Nyali Msa	430421	16,800.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Off the wall graphics	Design, printing of plastic cases	439348	74,000.00
Ontech comm (k) ltd	Digital recording & integration to pay	441275	165,700.00
Multichoice Kenya ltd	DSTV Services	422957	6,056.45
Twinn's Electric Power Enterprises	Electrical Repairs	444178	150,000.00
Twinn's Electrical	Electrical supplies & Maintenance	446435	162,955.00
Nolads	Equipment repairs Msa	419249	15,713.00
Nakumatt Holdings Ltd	Fixed Assets Furniture	428025	123,980.00
Peter Mutunga	Flowers Supply	412707	9,600.00
Peter Mutunga	Flowers Supply	416142	9,600.00
Harish Jesang Chdasama	Fosa Msa Electrical Bill	416391	33,836.20
Pest Destruction Services	Fumigation Services	415439	437,609.00
SkyTech Business Managers	Furniture Repairs	425883	21,300.00
SkyTech Business Managers	Furniture Repairs	426532	12,750.00
Amolo & Gacoka Advocates	G/field s plots legal fee	426092	308,016.00
Saningo Salrueeni	Garbage Collection	414920	595,080.00
Saningo Saruni	Garbage Collection	437829	376,913.00
Saningo	Garbage Collection	441424	16,600.00
Sanilogo Zaroni	Garbage Collection	430616	16,000.00
Saningo Saruni	Garbage Collection	421153	16,000.00
Saningo Saruni	Garbage Collection	426857	16,000.00
Car & General (trading) Ltd	Generator Annual Maintenance	414924	16,000.00
Nolads Engineering	Generator Repairs	423068	34,220.00
Security Group (K) Ltd	Guarding & Backup services	430510	809,332.00
Security Group (K) Ltd	Guarding Services	439748	7,179,514.70
Security Group (k) Ltd	Guarding services	418526	806,548.00
Security Group (K) Ltd	Guarding services	420786	775,228.00
factory Guards (Msa ) Ltd	Guarding Services	446137	199,868.00
Factory guards (msa) ltd	Guarding services	421235	5,916.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Twinn's Electrical Power	Harambee Plaza Expenses	425484	98,348.60
Twin Electrical Power Equipment	Harambee Plaza Expenses	416951	75,660.00
Derricon Agencies	Harambee Plaza Expenses	425321	12,000.00
CIC	Insurance Cover Year	445192	10,443.89
CIC	Insurance premiums	441841	9,711.52
Ultra Electric Limited	Left Maintenance	414921	6,950.00
Namada & Co -Advocates	legal fees	426087	391,560.00
Obura Mbeche &Co. Ad	Legal Services	439747	13,400.00
Ultra Electric Ltd	Lift repairs	444269	111,888.00
Co-op Bank	Lift repairs	440890	40,600.00
Ultra Electric Ltd	Lifts Maintenance Services	424467	626,400.00
Sonko Kenya Ltd	LVD Drive - Tape Library	418452	445,440.00
Power work Systems Ltd	Maintainace Charges	436701	41,100.00
Office Technologies Ltd	Maintenance	422947	179,999.50
Ultra Electric Ltd	Maintenance SERVICES	431624	626,400.00
Brookside Dairy Ltd.	Milk Supply	444335	844,828.00
Brookside Dairy Ltd	Milk supply	415068	255,010.00
Brookside Dairy Ltd	Milk supply	430138	52,920.00
Brookside Dairy Ltd.	Milk Supply	446422	50,616.00
Brookside Dairy Ltd	Milk supply	418270	47,880.00
Brookside Dairy Ltd	Milk supply	438314	12,000.00
The Co-op Insurance Co. of Kenya	Motor vehicle Insurance	422758	104,468.00
D.T. Dobie	Motor Vehicle repair	416453	43,597.44
Nzomo Auto Garage	Motor vehicle repairs	441408	66,004.00
Nzomo Auto Garage	Motor vehicle repairs	445946	9,060.00
Nolads Engineering	Msa Fosa Generator Repair	415069	50,400.00
Nolads Engineering	MsaFosa Generator Repairs	427544	17,678.00
Jiang Lintau Enterprises	N/papers Binding services	441113	110,576.60

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Jiang Lintau Enterprises	N/Papers Binding Services	428526	2,000.00
Nation Media	Nation Media	428683	107,880.00
Safaricom Ltd	Network Connectivity	443248	24,000.00
Kenya Data Networks Ltd	Network Services	412838	376,913.00
Safaricom Ltd	Network, Connectivity Services	434583	214,020.00
Jiang Lintau Enterprises	News papers Binding Services	439345	105,560.00
Jang Lintau Enterprises	Newspaper binding	414565	2,000.00
The star publications ltd	Payment for Advert	444270	624,400.00
Nation Media Group	Payment for Advert	444271	263,088.00
Security Group C.I.T. Ltd	Payment for c.i.t Services	428623	48,720.00
Security Group CIT Ltd	Payment for CIT Services	418525	121,800.00
G4s Security	payment for Courier Services	428361	10,197.39
Ontech Communication (k) Ltd	payment for Installation	429125	44,950.00
Nzomo Auto Garage	Payment for KAV 009s Repairs	436362	6,568.00
Aquamist Ltd	Payment for Mineral Water	425495	6,589.96
Kenya Data Networks Ltd	Network Congectivity services	418096	376,913.00
Budget Furniture Ltd	payment for Secretarial Chair	430135	6,500.00
Wilkim Enterprises	stationeries Photocopy Papers	424274	76,000.00
Aquamist ltd	Payment for supply of mineral water	439353	5,722.00
Office Technologies Ltd	payment for toners	431626	137,112.00
Nzomo Auto Garage	M/v KAV 009s Repairs	431517	30,000.00
Servicescope systems	Mkombozi Forms	427843	30,000.00
J.N. Namasaki & Company Advocates	Professional	430976	200,000.00
Office Technologies Ltd	Supply & Installations	424435	135,372.00
Kenya Data Networks Ltd	connectivity Services	430986	381,889.40
Regional Technical Services Ltd	lifts Inspection costs	424253	69,600.00
Twinn Electric Power Enterprises	Plaza electrical repair	441,153	2,401,201.00
Twinn Electric Power Enterprises	Plaza electrical repair	441273	9,419.37



<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Tawa Electrical Services	Plaza Electrical repairs	415399	39,598.00
Tawa Electrical Services	Plaza Electrical Services	415942	32,500.00
Twinns Electric Co.	Plaza Electricals Repairs	439746	810,736.00
Thermofluid Construction & Eng. Ltd	Plaza Expenses	416080	195,000.00
Neotrack Investment	Plaza Repairs(Doors )	443418	247,500.00
G4S Security Services Kenya Ltd	Postage	416011	9,843.24
G4s Security	Postage by Courier Services	423069	119,922.90
The Co-op Insurance Co. of Kenya	Premium	422424	104,468.00
Extra byte Communications	Printer Repairs	438436	108,360.00
Highbury Merchants Ltd	Printing & Stationery Expenses	417235	6,681.60
Servicescope systems	Printing & Supply of Brochures	420369	35,000.00
Padabo Investments	Printing & Supply of Compliments	423462	19,000.00
Jakveser Enterprises	Printing and Stationery expenses	424320	143,620.00
Harambee Green field Project Voi	Processing of individual title deeds	429601	100,000.00
Security Group C.I.T. Ltd	Property Security	424825	806,548.00
Security Group C.I.T. Ltd	Property Security	424824	93,280.00
Bob Morgan Security Services Ltd	Property Security	425319	61,132.00
Cash	calling cards for S. managers	430140	115,000.00
Safaricom Ltd	Purchase of HWIC Card	444195	5,549.40
Dhow Printers & Stationers	Purchase of Stationeries	429131	10,800.00
Kaleresser Enterprises	Purchase of Toner	423071	8,500.00
Computech Limited	Purchase Printer	413723	573,000.00
Safaricom Ltd	Data Network	445943	90,944.00
The Star Publication Ltd	pymt of Adverts	440878	22,421.00
The star publications ltd	pyt for advert	441834	110,218.00
Oraro & Co. Advocates	pyt for legal services rendered	443825	5,800.00
Kenya Data Networks Ltd	pyt for network connectivity	4443987	305,000.00
Safaricom Ltd	pyt for network connectivity	441277	2,000.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
woodwebs Furnisher	pyt for services rendered	430422	136,784.00
Uaso Ngiro Contractors Ltd	Renovation 6th Floor	414959	23,667.50
DT Dobie	Repair & Maintenance of M.Vehicles	426792	66,022.00
Nzomo Auto Garage	Repair & Maintenance of M.Vehicles	425480	10,900.00
Ontech Communication (k) Ltd	repair & Maintenance of Office Equip	436911	584,640.00
Nzomo Auto Garage	Repair & Maintanance - motor vehicle	417233	400,000.00
Nzomo Auto Garage	Repair charges	428833	7,100.00
Twinn's Electrical Power	Repair for Harambee Plaza	418574	34,420.00
SkyTech Business Managers	Repair of Chairs	422425	9,000.00
Hotpoint Appliances Ltd	Repair of computer	436365	187,630.00
Extra byte Communications	Repair of Epson LQ680	428795	9,050.00
Ontech Communication (k) Ltd	Repair of Tel Extensions	426856	33,176.00
Office Technologies Ltd	Repair works on Eldoret Fosa Furniture	429,226	20,532.00
Nzomo Auto Garage	Repairs	443247	799,503.80
Twinn's Electrical Power	Repairs	431516	186,354.00
Treins Electrical Power Equip	Repairs	422426	156,381.60
Nzomo Auto Garage	Repairs	419248	11,650.00
Twinn's Electrical Power	Repairs & Electrical power EQP	433845	77,135.00
Twinn's Electrical Power	Repairs & Maintenance	428830	55,285.00
SkyTech Business Managers	repairs and Maintenance key locks	435336	36,000.00
Harambee Sacco Fosa	Repairs For M/Vehicle No. KAZ 601z	443897	1,885,000.00
Haveli Investments	Repairs of Office Equipments	425805	17,400.00
Haveli Investment	repairs of office photocopiers	444896	23,200.00
Havelli Investments	Repairs of Photocopier (Nakuru Fosa)	417846	15,885.30
Multichoice Kenya ltd	Replacement of Chq 432433Multichoice	432994	37,085.30
North & South Travel Ltd	Return Air ticket	438098	409,226.95
North & South Travel Ltd	Return Air ticket	419401	170,645.00
Oraro & Company	Reviewing of agreement	421152	461,372.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Security Group (K) Ltd	Security Services	422935	869,188.00
Security Group C.I.T. Ltd	Security Services	429389	812,812.00
Security Group ( k) Ltd	Security Services	426562	775,228.00
Mwangaza	Security Services	419278	355,632.00
Mwangaza Electronics Co. Ltd	Security Services	426436	193,621.87
Security Group K ltd	Security Services	415478	176,000.00
Security Group (K) Ltd	Security Services	443960	101,500.00
Security Group (K) Ltd	Security Services	444336	23,359.96
Security Group (K) Ltd	Services Rendered Aug 2010	433350	775,924.00
Security Group (K) Ltd	Services Rendered Aug 2010	433316	77,150.00
Ontech Communication (k) Ltd	Servicing of Tel switch board	4333627	255,500.00
Security Group (K) Ltd	Security Services sep 2010	434582	844,828.00
ABN Atlantis Kenya	Staff ded towards purchase washing machine	445731	24,000.00
The Sec. Higher Edu. Loan Board	Staff Education	427250	3,298.00
ABN Atlantis Kenya	Staff recoveries (washing machine)	443090	395,172.89
Atlatis	Staff recoveries (washing machine)	441836	104,400.00
Kenatco Taxis Ltd	Staff Taxi Expenses	438100	2,152,220.00
Kenatco Taxis Ltd	Staff Taxi Expenses	418524	50,168.00
Kenatco Taxis Ltd	Staff Taxi Expenses	417234	47,090.00
Kenatco Taxis Ltd	Staff Taxi Expenses	431518	46,752.00
Kenatco Taxis Ltd	Staff Taxi Expenses	434585	40,414.00
Kenatco Taxis Ltd	Staff Taxi Expenses	424443	38,150.00
Kenatco Taxis Ltd	Staff Taxi Expenses	427384	18,467.00
Kenatco Taxis	Staff Taxi Expenses	440173	438,000.00
Kenatco Taxis	Staff Taxi Expenses	445991	54,409.00
Kenatco Taxis	Staff Taxi Expenses	445734	36,399.00
Digital Tech office Automation	Staff Training	415196	7,250.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Federation of Kenya Employers	Staff Training Expense	425320	217,500.00
North & South Travel Ltd	Staff travel expenses	426631	183,535.00
Brookside Dairy Ltd	Staff Welfare	427384	103,320.00
Aquamist Ltd	Staff Welfare		13,872.60
Great Grace Agencies	Stationery	414134	49,560.00
Fregen Enterprises	stationery	419277	28,800.00
Ivemgen Enterprises	Stationery supply	415203	159,330.00
Sega Township Sec School	subscriptions & Donations	433844	10,000.00
Chacalimu Enterprises	Supply of Stationeries	444212	500,000.00
Great Grace agencies	Supply of Stationery	415400	43,000.00
Liberty Investments	Supply of Stationery	415197	4,000.00
adwest Communications	Supply & Delivery of Cisco HWIC Ethernet	441843	151,320.00
Office Technologies Ltd	Supply & Installation of staple Catridge	440879	14,942.27
Samanto Technologies	supply and installation ATM Swith	430491	186,700.00
Servicescope systems	Supply of Business Systems	430494	30,000.00
Anthony Mwaura Wanderi	Supply of clean water	428601	14,000.00
Extra Byte Communications	Supply of colour Printer toners	43287	6,371.70
Chacalimo Enterprises	supply of complimentary cards & business	430493	22,500.00
Data Funcions	Supply of Computer Services	441842	290,000.00
Dhow Printers & Stationers	Supply of Computer Stationeries	423464	23,320.00
Solow Worldwide Inter Enterprise Ltd	Supply of Computer Stationeries	423466	21,000.00
Tvemgen Enterprises	Supply of Computer Stationeries	435201	11,640.00
Jakressen Enterprises	supply of Data Catridges	428525	157,340.00
Jateresser Enterprises	supply of Data Catridges	436363	9,600.00
Beneda Enterprises	supply of detergents	440892	394,632.00
Munisharam & Co.	supply of Digital Machine	441389	173,860.00
Bakades Enterprises Ltd	Supply of Envelopes	436364	142,500.00
Uniscope Agencies Ltd.	Supply of Envelopes	443961	10,000.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Peter Mutunga	supply of Flowers	433854	12,000.00
Samker Investments	Supply of Fosa stationeries	432290	325,000.00
Bakados Enterprises Ltd	Supply of Fosa temporary Cards	439354	1,361.00
Kohidi Enterprise ltd	Supply of Loan forms	444205	228,070.00
Carville Enterprises Ltd	Supply of Loan forms	444248	151,460.00
Servicescope systems	Supply of loan stationeries	433848	161,000.00
Beneda Enterprises	Supply of Market Pens	424451	24,420.00
Brookside Dairy Ltd	Supply of Milk	421528	57,960.00
Aquamist ltd	Supply of mineral water	444194	775,924.00
Aquamist ltd	supply of Mineral Water	440876	401,555.26
Aquamist ltd	Supply of mineral water	441840	391,000.00
Carville Enterprises	supply of Mkombosi loan forms	430490	250,000.00
Metrotech Systems	supply of office equipment (msa, fosa)	430492	33,500.00
Peter Mutunga	Supply of Office Flowers	445989	9,600.00
Peter Mutunga	Supply of office flowers	440176	470,000.00
Peter Mutunga	supply of Office Flowers	423467	12,000.00
Peter Mutunga	supply of Office Flowers	426000	12,000.00
Peter Mutunga	supply of Office Flowers	418403	9,600.00
Peter Mutunga	supply of Office Flowers	424442	9,600.00
Peter Mutunga	supply of Office Flowers	428990	9,600.00
Peter Mutunga	Supply of Office flowers	444892	248.00
Peter Mutunga	Supply of office flowers	441839	27,750.00
Pacific Stationers Ltd	supply of photocopying papers	439352	100,000.00
Pacific Stationers (K) ltd	Supply of photocopying papers	443956	799,503.80
Dhow Printers & Stationers	Supply of Photocopying Papers	430496	72,000.00
Insight Enterprises	Supply of Photocopying Papers	419896	64,000.00
Samker Investments	Supply of printed Jisaidie L. Forms	425777	500,000.00
Sanitum Services	Supply of Sanitary Bins	444215	82,400.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Sanitam Services (E.A) Ltd	Supply of sanitary Bins	428600	30,624.00
Litho Printing Services	Supply of Self Inking stamp	422949	9,000.00
Dhow printers and stationers	Supply of stationeries	439743	804,587.90
Accession Agencies	Supply of stationeries	439742	696,000.00
Samker Investments	Supply of stationeries	439745	200,000.00
Barbados Enterprise Ltd	Supply of Stationeries	424438	126,440.00
Pure Enterprises	Supply of stationeries	440109	78,150.00
Mutune Paper Ent	supply of stationeries	441888	16,000.00
Tremgen Enterprises	Supply of Stationeries	420734	16,000.00
Great Grace Agencies	Supply of Stationeries & Shirts	422974	865,000.00
Carville Enterprises	supply of stationeries (envelopes)	432291	155,000.00
Dure Enterprises	Supply of Stationeries s	424437	164,314.00
Litho Printing Services	Supply of Toner Catridges	433912	9,500.00
Accresion Agencies	Supply of Tonners	433315	225,000.00
Aquamist Ltd	Supply of Water	430136	12,139.40
Kenatco Taxis Ltd	Taxi expenses	415324	712,356.90
Kenatco Taxis Ltd	Taxi Expenses	421527	44,321.00
Kenatco Taxis Ltd	Taxi expenses	414564	34,944.00
Kenatco Taxis Ltd	Taxi Expenses	429391	34,633.00
Ontech Communication (k) Ltd	Tel extensions repairs	420269	35,264.00
Kenya Data Networks Ltd	Telephone & Cable Expenses	416852	9,874.10
Kenya Data Networks Ltd	Telephone & Cables Expenses	424095	376,913.00
G4s Security	Telephone and Cable Expenses	424557	9,704.40
Barclays Bank of Kenya	Trade Dispute	431489	69,600.00
Postal Corporation	Franking Machine	413170	60,000.00
Ontech comm (k) ltd	Transfer of PABX Accessories	444247	165,000.00
North & South Travel Ltd	Travel Expenses	424757	39,465.00

<b>PAYEE</b>	<b>PAYMENT REASON</b>	<b>CHEQUE NO.</b>	<b>AMOUNT KES</b>
Wordwebbs Company	unblocking, clearing of Drainage basements	446434	56,240.00
Computech Systems Ltd	Upgrading of Local Area Network	427576	5,000.00
Computech Systems Ltd	Upgrading of Local Area Network	428359	5,000.00
Nzomo Auto Garage	Vehicle Repair	413742	10,700.00
Carville	Zoan forms	440545	19,200.00
G.A. Limited		441425	10,000.00
			62,632,006.78

#### **8.4 Trained personnel**

The following are the lists of personnel who had attended the workshop organized by Kenya Institute of Supplies management (KISM):-

- Mrs. Beldina Oguya
- Mr. Meshack Nyang'ute
- Mr. Charles Konzolo
- Mr. Vitalis P. Ocholla
- Mr. Steve A. Oloo
- Ms. Nyambura Weru
- Mr. Robert Nyongesa
- Benson Ojiambo
- Gladys Gichohi
- Wilfred Nyachio
- Beatrice Njoroge
- Mr. Henry Karanja
- Mr. Jacob Barasa
- Mr. Japheth Kemei

#### **8.5 Courses covered**

The following are the course contents that have been covered during seminars organized by Kenya Institute of Supplies management (KISM) from the year 2008-2010:-

- Overview of public procurement governance systems;
- Global public procurement issues and their influence on the public procurement and disposal Act 2005;
- Application of information communication technology in public procurement and challenges;
- Bids evaluation and contract award;
- Procurement consultancy services;
- Complaints and disputes; causes and resolution mechanisms;
- Prevention of procurement corruption;
- Infrastructure procurement;
- Contract administration;
- Enhancing small medium enterprises participation in public procurement;
- Public procurement and disposal Act and the regulation;
- Roles of committee e.g. tender, inspection and acceptance, evaluation;
- Procurement planning;
- Choice of procurement procedure;
- Statement of requirement;
- Receipts of bids and tender evaluation;
- Disposal of public assets;
- Documentation records and reviews;
- Specifying requirements;
- Solicitation & selection of suppliers;
- Preparing the purchase contract;
- Negotiating the contract;



- Managing contracts& supply relationships;
- E-procurement;
- Customer relationship management;
- Measuring & evaluating procurement performance;
- Project management;
- Project procurement process;
- The people side of project management;
- Effective use of ICT on project management;
- Formation & management of project procurement contract;
- Negotiation skills; and
- Leadership.

## 8.6 ITEMS FOR DISPOSAL

S/NO	DESCRIPTIONS OF ITEMS TO BE DISPOSED	QUANTITY	LOCATIONS	OFFICES
41	Personal computers	1	2nd floor	Registration
42	Personal computers	1	2nd floor	Mails control centre
43	plastic chairs	38	1st floor	Conference room
44	Uninterrupted Power Supply(UPS)	1	Ground flr	Customer care
45	office chairs	2	Ground flr	Customer care
46	Boardroom long desk/table	1	Ground flr	banking hall
47	office tables	3	Ground flr	banking hall
48	Boardroom chairs-velvet red	21	1st floor	banking hall
49	plastic chairs	2	1st floor	banking hall
50	Velvet grey chairs	2	4th floor	Supervisory boardroom
51	Carpets	5	Basement 2	
52	Water pumps	1	Basement 3	
53	Computer hardware(monitors,CPU'S,Keyboard)	assorted	Basement 2	computer store
54	office chairs,desks,outrays,partition boards			
	file cabinet, computer desks, window glasses,		Basement 3	
	wooden cabinets, kitchen sinks			
55	TV, gas cooker,printers,CPU'S,monitors,tea-urn			
	keyboard, telephone heads, network switches		Basement 3	properties store
56	used iron sheets		Basement 3	
57	Monitors	34	Basement 3	computer store
58	IBM flat screen computers	9	Basement 3	computer store
59	photocopier	1	Basement 3	computer store
60	Central Processing Units	18	Basement 3	computer store
61	keyboard, telephone heads,printers,blower		Basement 3	computer store
62	Iron sheets,used tyres,chairs,cabinets,stool,		Basement 3	parking 45
63	partition board,broken window glasses			
64	office desks		Basement 2	
65	Carpets		Basement 2	parking 56
66	Office tables	2	Basement 1	
67	Assorted metals, gutters	various	Ground flr	FOSA
68	telephone heads	8	4th floor	computer room
69	photocopier-canon 605	1	4th floor	ICT
70	Desk	1	4th floor	ICT
71	High back velvet chair	1	4th floor	ICT
72	Arm chair-wooden	1	4th floor	HR
73	Arm chair-metal	2	4th floor	HR

S/NO	DESCRIPTIONS OF ITEMS TO BE DISPOSED	QUANTITY	LOCATIONS	OFFICES
74	Metallic chair-velvet brown	3	4th floor	HR
75	4 drawer metallic cabinet	1	4th floor	machine room
76	4 drawer wooden cabinet	1	4th floor	machine room
77	Monitors	1	4th floor	supervisory office

### 8.7 The following procurements did not have tender/RFQ number assigned

DESCRIPTION	PM	CATEGORY	AMOUNT KES	SUPPLIERS
SUPPLY AND INSTALLATION OF LAN	OT	WORKS	16,946,509.60	NEXT TECHNOLOGIES LTD
ADVERTISEMENT SERVICES	DP	SERVICES	2,076,400.00	ROYAL MEDIA SERVICES LD
SUPPLY OF CALENDARS& DIARIES	RFQ	GOODS	1,286,500.00	SOLOH WORLDWIDE LTD
BOOKING OF VENUE FOR ADM	RFQ	SERVICES	1,164,641.00	KENYA SCHOOL OF MONETARY STUDIES
LATERAL FILE DOCKETS	RFQ	GOODS	500,000.00	GREAT GRACE AGENCIES
SUPPLY OF LOAN FORMS	RFQ	GOODS	500,000.00	CARVILLE ENTERPRISES LTD
SUPPLY OF FILE DOCKETS	RFQ	GOODS	470,000.00	DHOW PRINTERS&STATIONERS
SUPPLY OF COMPUTER SERVER	RFQ	GOODS	391,000.00	DATA FUNCTIONS
PURCHASE OF LAPTOPS	DP	GOODS	356,000.00	EBRAHIM ELECTRONICS LTD
RENOVATION SERVIES	RFQ	WORKS	350,146.00	HOUSEMAN GENERAL CONTACTORS
SUPPLY OF FRANKING MACHINES	RFQ	GOODS	290,000.00	MUNSHIRAM&CO (EA)LTD
SUPPLY OF LOAN FORMS	RFQ	GOODS	250,000.00	CARVILLE ENTERPRISES LTD
SUPPLY OF COMPUTER PAPERS&	RFQ	GOODS	249,780.00	CHACALIMU ENTERPRISES
SUPPLY OF DATA CARTRIDGES	RFQ	GOODS	228,000.00	JAKRESER ENTERPRISES
TONERS 42A,PHOTOCOPY	RFQ	GOODS	216,000.00	ACCRESSION AGENCIES
SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	216,000.00	ACCRESSION AGENCIES
SUPPLY OF LOAN FORMS	RFQ	GOODS	200,000.00	GREAT GRACE AGENCIES
BIRO PENS,MARKER PENS	RFQ	GOODS	191,690.00	DURE ENTERPRISES
SUPPLY OF ENVELOPES	RFQ	GOODS	187,630.00	BAKADOS ENTERPRISES LTD
FUMIGATION SERVICES	RFQ	SERVICES	176,000.00	PEST DESTRUCTION SERVICES
PEST DESTRUCTION SERVICES	RFQ	SERVICES	176,000.00	PEST DESTRUCTION SERVICES
SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	171,000.00	ACCRESSION AGENCIES
TONER 53A	RFQ	GOODS	167,040.00	ACCRESSION AGENCIES
SUPPLY OF FOSA FORMS	RFQ	GOODS	165,000.00	KOKIDI ENTERPRISES

DESCRIPTION	PM	CATEGORY	AMOUNT KES	SUPPLIERS
SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	162,000.00	DURE ENTERPRISES
SUPPLY OF ENVELOPES	RFQ	GOODS	155,000.00	CARVILLE ENTERPRISES LTD
DATA CARTIDGES	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
DATA CARTRIDGE	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
DATA CARTRIDGES	RFQ	GOODS	142,500.00	JAKRESER ENTERPRISES
FUMIGATION SERVICES	RFQ	SERVICES	139,000.00	PATOM COMPANY LTD
SUPPLY OF TONER CARTRIDGE	RFQ	GOODS	137,112.00	OFFICE TECHNOLOGIES
TONER 05A,COUNTER BKS	RFQ	GOODS	135,120.00	JAKRESER ENTERPRISES
FOSA CARDS	RFQ	GOODS	126,440.00	BAKADOS ENTERPRISES LTD
PURCHASE OF FURNITURE	DP	GOODS	123,980.00	NAKUMATT HOLDINGS LTD
PARTITIONING OF CUSTOMER CARE		WORKS	121,669.00	WOODWEBS FURNISHER
SUPPLY OF HWIC CARD	RFQ	GOODS	104,400.00	ADWEST COMMUNICATIONS LTD
SUPPLY OF FOSA TEMPORARY CARDS	RFQ	GOODS	100,000.00	BAKADOS ENTERPRISES LTD
TONERS 64A	RFQ	GOODS	92,500.00	LARMAR BUSINESS SOLUTION
PHOTOCOPYING PAPERS	RFQ	GOODS	85,840.00	PACIFIC STATIONERS
PRINTING OF DL WHITE ENVELOPES	RFQ	GOODS	85,000.00	UNISCOPE AGENCIES LTD
SUPPLY OF MARKER PENS,BOX FILES	RFQ	GOODS	82,400.00	CHACALIMU ENTERPRISES
PHOTOCOPYING PAPERS	RFQ	GOODS	74,000.00	PACIFIC STATIONERS
SUPPLY OF PHOTOCOPYING PAPERS	RFQ	GOODS	72,000.00	DHOW PRINTERS&STATIONERS
INSTALLATION OF MUSIC ONHOLD	RFQ	GOODS	66,004.00	ONTECH COMMUNICATIONS
HP LASER JET PRINTER	RFQ	GOODS	65,000.00	MICROTEL SYSTEMS LTD
CONNECTIVITY TO ELDORET	DP	WORKS	62,640.00	TELKOM KENYA
SUPPLY OF ASSORTED STATIONERIES	RFQ	GOODS	58,900.00	MUTUNE PAPER ENTERPRISES
CLEANING OF CARPET	RFQ	GOODS	55,113.20	DIRTLESS SERVICES
A2 SIZE POSTERS		GOODS	50,000.00	GREAT GRACE AGENCIES
VACUUM CLEANER	DP	GOODS	48,295.00	NAKUMATT HOLDINGS LTD
SUPPLY OF STAPLE CARTRIDGE	RFQ	GOODS	40,600.00	OFFICE TECHNOLOGIES
TONER CARTRIDGE 64A		GOODS	36,000.00	GREAT GRACE AGENCIES
BUSINESS CARDS AND	RFQ	GOODS	35,960.00	KENPAK COLOUR PRINTERS LTD
HP LASER JET PRINTER	RFQ	GOODS	32,500.00	MICROTEL SYSTEMS LTD

DESCRIPTION	PM	CATEGORY	AMOUNT KES	SUPPLIERS
PHOTOCOPYING PAPERS	RFQ	GOODS	28,800.00	TREMGEN ENTERPRISES
SUPPLY OF ASSORTED STATIONERIES	RFQ	GOODS	27,750.00	MUTUNE PAPER ENTERPRISES
ERECTION OF LUGGAGE RACKS	RFQ	GOODS	27,300.00	DECENT WORK SERVICES
BINDING MACHINE	RFQ	GOODS	23,995.00	OFFICEMART LTD
SUPPLY OF UNI-BALL PENS	RFQ	GOODS	21,000.00	SYSTEMEDIA TECHNOLOGIES
BUSINESS CARDS		GOODS	12,500.00	TREMGEN ENTERPRISES
STAPLE PINS,PAPER CLIPS	RFQ	GOODS	8,820.00	KAZIMOTO ENTERPRISES

**8.8 The following procurements did not have procurement method indicated.**

S/N	TENDER	DESCRIPTION	AMOUNT KES	SUPPLIER
18	not indicated	SUPPLY OF SIGNATURE CARDS	320,000.00	SAMKER INVESTMENTS
17	MACHINE ON CONTRACT	SUPPLY AND INSTALLATION	219,820.00	OFFICE TECHNOLOGIES
2	ON CONTRACT	AIR CONDITIONER CONTRACT	167,800.00	HOT POINT APPLIANCES
27	ON CONTRACT	ANNUAL MAINTENANCE	145,000.00	OFFICE TECHNOLOGIES
	ON CONTRACT	ANNUAL MAINTENANCE CONTRACT	145,000.00	OFFICE TECHNOLOGIES
57	not indicated	PARTITIONING OF CUSTOMER CARE	121,669.00	WOODWEBS FURNISHER
2	TELEPHONE CONVERSATION	ARCHIVAL BOXES	113,680.00	EAST AFRICA PACKAGING
6	not indicated	A2 SIZE POSTERS	50,000.00	GREAT GRACE AGENCIES
5	not indicated	TONER CARTRIDGE 64A	36,000.00	GREAT GRACE AGENCIES
9	not indicated	BUSINESS CARDS	12,500.00	TREMGEN ENTERPRISES