

MINUTES OF THE FULL NG-CDF COMMITTEE MEETING HELD ON DECEMBER 06, 2018 AT THE NG-CDF OFFICE

MEMBERS PRESENT

1. Isabel Waiyaki	Chairperson
2. Paul Famba	DCC
3. Simon Ngugi	Secretary
4. Elizabeth W. Kagira	FAM
5. Ruth Wanjiku Henry	Member
6. Fredrick Gichuru	Member
7. Peter Nganga	Member
8. Rahab Rwinu	Member
9. Susan Kagiri	Member
10. John Njoroge	Member

AGENDA

- Prayer
- Quorum check
- 1. Confirmation of Previous minutes
- 2. Matters arising
- 3. Sports
- 4. NGCDFC training
- 5. Strategic Plan
- 6. Administrative issues
- 7. 2018/2019 projects proposal
- 8. Procurement
- 9. Ward reports
- 10. A.O.B

The meeting started at 9:00 am.

MIN. 1/06/12/2018: PRELIMINARIES

The meeting started with a word of prayer by Rev. Peter Nganga. The minutes of the previous meeting were read by Simon Ngugi. They were proposed by Fredrick Gichuru and seconded by Peter Nganga as true records of the previous meeting.

MIN: 2/06/12/2018: MATTERS ARISING

Minutes should have page numbers.

All the uncollected cheques were cancelled and re issued to needy students as agreed.

APPROVALS FROM THE NATIONAL BOARD

The fund for Njumbi primary school and Karinde Chief's office has not been received. The chairperson was tasked to follow up the same with the National Board.

NDIGUINI PRIMARY SCHOOL

The request to the National Board to change the activities was not yet done. The fund account manager was requested to do the request.

BENCHMARKING

The Laikipia North NGCDFC came to benchmark on our projects and were impressed. There was a recommendation for benchmarking.

EDUCATION REPORT

The balance for bursary fund for financial year 2017/2018 and the cancelled cheques were reissued. Bursary forms for financial year 2018/2019 will be issued before Christmas holiday. Susan Kagiri was tasked

MIN: 3/06/12/2018: SPORTS

The tendering process to purchase football items was completed and awarded. The members agreed once the materials were supplied to the beneficiaries will be called to collect them from the office. Members also agreed to purchase sports gear for the committee members.

MIN: 4/06/12/2018: NG-CDFC TRAINING

NGCDFC members agreed to have training before breaking for Christmas holiday. They agreed to have the training from 17th to 22nd December 2018. They agreed on the following budget;

Members agreed for transport each member will be paid Ksh 1,000 per day, 7 facilitators will be paid Ksh.20,000 each, Conference facility will be paid at Ksh.2,000 per person per day to Winda Motel, 10 committee members will be paid Ksh.5,000 allowance per day .

MIN: 5/06/12/2018: STRATEGIC PLAN

The strategic plan will be completed in a week time. Once its completed the members will be sent soft copies in their emails.

MIN: 6/06/12/2018: ADMINISTRATIVE ISSUES

The minutes will be sent to members through their email addresses. The minutes once shared should remain confidential. Members agreed to be invited to evaluation adhoc committee to witness process. NGCDFC meeting to be held on every 3rd Thursday of the month. Monitoring and evaluation to be done on a monthly basis. Members agreed to raise allowance for Susan Njeri the cleaning Casual from Ksh500 to Ksh.800 effective from December 2018. The office airtime was retained at Ksh. 13,000 including Wi Fi charges. The security contract will continue with Limelight Security services until the tender for a new service provider is done.

MIN: 7/06/12/2018: 2018/2019 PROJECTS PROPOSAL

The projects proposal for financial year 2018/2019 was agreed as identified during public forums as follows;

Project Name	Project activity 2018/2019	Amount Allocated
Employee Salaries	NG-CDFC office staff salaries and Gratuity	2,000,000.00
Goods and services	Repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea, etc.	3,078,112.92
NSSF	Payment of NSSF deductions	80,000.00
NHIF	Payment of NHIF deductions	40,000.00
Committee Expenses	Payment of Committee sitting allowances, transport, conferences	1,000,000.00
M & E – Goods and Services	Purchase of fuel, repairs and maintenance, printing, stationery, airtime, travel and subsistence.	1,299,056.46
M & E Committee Expenses	Payment of Committee sitting allowances, transport, conferences	800,000.00
M& E – NG-CDFC/ PMC/Staff capacity building	Undertake training of the NG-CDFC / PMC's and staff on NG-CDF related issues	1,000,000.00

Emergency	To cater for any unforeseen occurrences in the constituency during the financial year.	5,738,993.45
Sports Activities	Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits and the annual constituency marathon	1,066,037.64
Environmental Activities	Purchase of 9 5000litres @ Ksh 45,000 water tanks for water harvesting and installation of 10 dustbins @ Ksh 60,000:Kamangu primary,Nachu Secondary,Nachu primary,Gicharani primary,Nderi primary,Magutuini primary,Nguriunditu police,Thamanda police, Riu Nderi police posts	1,066,037.64
Bursary - Secondary schools	Payment of bursary for needy students	12,000,000.00
Bursary – Tertiary Institutions	Payment of bursary for needy students	5,3726,37.41
Bursary – Special Schools	Payment of bursary for needy students	1,000,000.00
Kidfarmaco patrol Base	Purchase of one container and fabricating into 3 office units(0.5m) and Construction a 1 door pit latrine (0.25m)(pit excavation, substructures work, frame, roofing works, fixing doors & windows, external, internal & floor finishes)	750,000.00
Thamanda Police Post	Construction of Administration block (substructures work, walling, frames, roofing work, fixing doors & windows, external, internal floor finishes and electrical works)	2,500,000.00
Kerwa Police Post	Construction of Administration block(substructures work, walling, frames, roofing work, fixing doors & windows, external, internal floor finishes and electrical works)	2,500,000.00
Mai-a-ihii Police Post	Purchase of one eighth piece of land for Construction of AP post	4,000,000.00
Kamangu AP Post	Construction of 4 office units (substructures work walling, frames, roofing works, fixing doors & windows, external & internal wall finishes, floor screeding and electrical works)	2,000,000.00

Mbomboini AP Post	Construction of 4 office units (substructures work walling, frames, roofing works, fixing doors & windows, external & internal wall finishes, floor screeding and electrical works)	2,000,000.00
Mama Ngina Police Patrol Base	Purchase of one container and fabricating into 3 office units(substructures work, frame, roofing works, fixing doors & windows, external, internal & floor finishes)	500,000.00
Kikuyu AP post	Purchase of Furniture and office equipments(Tables, Chairs computer, photocopier, scanner, printer)	500,000.00
Kikuyu Township Primary school	Completion of 4 1st floor classrooms ,ramp and stairs(external &internal finishes, ramp & stairs and electrical works)	4,000,000.00
Kidfarmaco primary school	Completion of 2 second floor classrooms(frame work, walling, roofing works, fixing doors & windows, external & internal finishes, floor finishes)	2,000,000.00
Thirime Primary School	Construction of 2 classrooms(substructures work, walling, frameworks, roofing, fixing doors & windows, external & internal finishes and floor finishes)	2,250,000.00
Kandengwa primary school	Construction of 2 classrooms(substructures work, walling, frameworks, roofing, fixing doors & windows, external & internal finishes and floor finishes) and renovation of 5 classrooms (floor screeding, external & internal walls plastering, roofing and painting works)	3,000,000.00
Wambaa primary school	Renovation of Administration block 1m(internal wall partitioning, plastering, floor screeding and painting works),Purchase of Staff furniture (0.5m)(5 Tables, 22 Chairs, 2 Cabinets)and Construction of 3 door and Urinal Staff toilets (0.5m) (pit excavation, substructures work, walling, frames, fixing doors & windows, external & internal wall finishes and floor screeding	2,000,000.00
Gicharani primary school	Reconstruction of condemned School hall(demolitions, substructures work, walling, frames, fixing doors & windows, internal & external finishes, roofing works, floor screeding and electrical works)	2,000,000.00
Riu nderi Primary School	Construction of Storeyed Administration block(substructures work, frames, walling, fixing doors & windows, external & internal finishes, floor screeding, plumbing & electrical works)	3,000,000.00



Kamangu Primary School	Renovation of 6 classrooms (floor screeding, external & internal plastering, roof painting, fixing steel doors & windows, verandah construction) and Redesign school hall into office block(internal walling, plastering works, painting works, fixing doors & windows and electrical works)	4,000,000.00
Kanyiha primary school	Renovation of 8 classrooms(floor screeding, external & internal plastering, fixing steel doors, roof painting, fixing gutters, painting works)	2,000,000.00
Lusigetti Primary School	Renovation of 15 classrooms(reroofing, frames, fixing doors & windows, external & internal wall plastering, floor screeding, fixing gutters, electrical and painting works)	4,000,000.00
Gathiru Primary School	Completion of 3 ground floor classrooms(floor screeding, laying terrazo, fixing doors & windows, internal & external finishes, ramp completion and electrical works)	2,000,000.00
Gatune Primary School	Chain link Fencing of 350 linear metres	500,000.00
Nachu Primary School	Completion of school hall and kitchen(external & internal finishes ,floor screeding, fixing doors & windows, fixing gutters and electrical works)	1,500,000.00
HGM Kinoo Primary School	Completion of 4 classrooms (3m)(frames, roofing works, walling, fixing doors & windows, external & internal finishes, floor screeding, ramp and electrical works) and Construction of 3 door and Urinal staff toilets(0.5m)and Kitchen (0.5m)(pit excavation, substructures work, walling frames, fixing doors & windows, external & internal finishes and plumbing works)	4,000,000.00
Mama Ngina Primary school	Construction of 3 first floor classrooms(frames, Walling, fixing doors & windows, external & internal finishes, floor screeding and electrical works)	3,000,000.00
Ndiguini Primary school	Construction of 2 classroom (substructures work, walling ,frames, roofing work, external & internal finishes, fixing doors & windows, floor screeding electrical works)	2,000,000.00
Students Lockers and Chairs	Purchase of Students Chairs and lockers for; Nachu primary(100), Wambaa primary(100), Kanyiha Primary(100), Gatune Primary(50), Nguriunditu primary(100), Riu Nderi Primary(100), Lussigeti Primary(100), Nachu Secondary (100), HGM Kinoo (100), Kerwa secondary(50), Thirime primary (100), Ma-i-ihii primary (100), Kerwa primary(50)	6,000,000.00
Muhu Secondary school	Casting of 1st floor slab (3m)(provision of column bases, columns, plastering works, floor repairs ,electrical and painting work for 3 classrooms and purchase of hall furniture(0.5m)(25 dining tables and benches)	3,500,000.00

Kikuyu Day Secondary	Construction of 4 staff houses (substructures works, walling, frame works, roofing works, fixing doors & windows, internal, external & floor finishes)	2,500,000.00
Kikuyu Boys High School	Completion of Dormitory(external & internal plastering, plumbing works, electrical works, floor screeding and painting works)	1,000,000.00
Fr. Kevin Kelly High school	Casting slab for 2 1st floor classrooms(frame works, external & internal plastering, painting works, floor screeding and electrical works)	3,000,000.00
Gichuru Memorial Secondary	Completion of 1 second floor classroom(frame works, walling, roofing works, fixing doors & windows, external & internal finishes, floor screeding and electrical works)	1,500,000.00
TOTAL		=109,040,875.52

MIN. 8/06/12/2018: PROCUREMENT

Kikuyu Township primary school has an allocation of Ksh.4,000,000. The school sent a request to do their project through labour based contract. The committee agreed and Fund Account Manager was tasked to ensure the schedule of materials is prepared by the clerk of works.

Karai Day secondary school has an allocation of Ksh.6,000,000. Bidders quoted above the allocated amount. Members agreed to retender the project.

Ndiguini primary school has an allocation of Ksh.1,500,000 . Only one bidder returned the tender documents. Members agreed to retender the project.

Mai-a-ihii primary school has an allocation of Ksh.1,500,000 . The project was awarded to Glotime Logistics Ltd being the lowest evaluated bidder at quoted price of Ksh.1,328,320 for renovation of classrooms. The balance of Ksh.171,680 will be used for equipping the hall.

Lusigetti Senior secondary school has an allocation of Ksh.3,000,000. The project was awarded to Tetenek Company Ltd being the lowest evaluated bidder at quoted price of Ksh.2,978,390 for construction of school laboratory. The balance of Ksh.21,610 will be used for administration purposes.

Mama Ngina primary school has an allocation of Ksh.3,000,000. The project was awarded to Soskah Building Contractors Ltd being the lowest evaluated bidder at quoted price of

Ksh.2,963,990 for construction of classrooms. The balance of Ksh.36,010 will be used for administration purposes.

Riu Nderi primary school has an allocation of Ksh.2,500,000. The project was awarded to Glotime Logistics Ltd being the lowest evaluated bidder at quoted price of Ksh.2,359,700 for construction of storeyed classrooms. The balance of Ksh.140,300 will be used for fencing the school.

Riu Nderi primary school ablution block has an allocation of Ksh.1,000,000 from Emergency fund. The project was awarded to Glotime Logistics Ltd being the lowest evaluated bidder at quoted price of Ksh.892,210 for construction of toilet. The balance of Ksh.107,790 will be used for fencing the school.

Kidfarmaco primary school has an allocation of Ksh.3,000,000. The project was awarded to Jaykay Civil & Building works being the lowest evaluated bidder at quoted price of Ksh2,914,884 for completion of 4 2rd floor classrooms. The balance of Ksh.85,116 will be used for administration purposes.

Nderi primary school has an allocation of Ksh.1,500,000. The project was awarded to Enwati Group Ltd being the lowest evaluated bidder at quoted price of Ksh1,168,600 for renovation of classrooms. The balance of Ksh.331,400 will be used for equipping the school.

Nachu primary school has an allocation of Ksh.2,500,000 and Ksh. 1,500,000 from FY 2018/2019. The project was awarded to Viscon Construction Company Ltd being the lowest evaluated bidder at quoted price of Ksh3,222,660 for renovation of classrooms. The balance of Ksh.777,340 will be used for equipping the school hall.

Kerwa primary school has an allocation of Ksh.1,500,000. The project was awarded to Warecom Enterprises being the lowest evaluated bidder at quoted price of Ksh1,290,720 for renovation of classrooms. The balance of Ksh.209,280 will be used for equipping the school.

Musa Gitau secondary school has an allocation of Ksh.4,000,000. The project was awarded to Westgate Agencies being the lowest evaluated bidder at quoted price of Ksh3,579,460 for completion of 2rd floor dormitory. The balance of Ksh.420,540 will be used for equipping the school.

Sports items supply was awarded to Mastered Consulting at Ksh.917,000 being the lowest evaluated bidder. The quotation was scaled down to Ksh.803,600 due to lack of enough funds.

MIN. 9/06/12/2018: WARD REPORTS

KIKUYU WARD



MUHU SECONDARY SCHOOL

The Emergency funds toilet construction is going on well though work had stopped during the KCSE exam period.

MUSA GITAU GIRLS SECONDARY SCHOOL

The contractor is on site to complete the dormitory.

SIGONA WARD

KERWA PRIMARY SCHOOL

The contractor is on site to complete the renovation of classes at Kshs. 1.5m

NDERI PRIMARY SCHOOL

The contractor is on site to complete the renovation of classes at Ksh. 1.5m

KINOO WARD

MAMA NGINA PRIMARY SCHOOL

The contractor is on site to cast the slab for the three classrooms.

HGM KINOO PRIMARY SCHOOL

The construction of classrooms is going on at plaster works. The contractor is behind work plan and need to be given a letter to hasten the work. Action FAM

KINOO POLICE POST

The construction is going on but there is so much delay, site work plan expired. Shoddy work were done on stair case. The public works officer had visited the site and promised to write a letter to the contractor Bayleton on default notice and respond within 14 days. Action FAM and Gichuru.

KARAI WARD

MAI-A-IHII PRIMARY SCHOOL

The staff toilets need to be completed. The contractor is on site for renovation of school Hall and Kitchen.

RIU NDERI PRIMARY SCHOOL



The contractor is on site for construction of student's toilet and completion of 2 classrooms.

NACHU WARD

NACHU PRIMARY SCHOOL

The contractor has been handed over the site for construction of school hall and kitchen.

LUSIGETTI SENIOR HIGH SCHOOL

The construction of Emergency funds labour based toilet is going on well. The contractor for construction of school laboratory has been handed over the site.

A.O.B

The members were invited for KICE dinner at Sankara hotel on 7th December 2018 for funds raising to support needy students.

There having no other business, the meeting ended with a word of prayer from Susan Kagiri at 1300hrs.

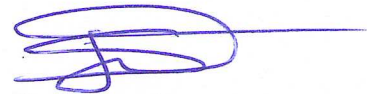
Sign;



Isabel Waiyaki

NGCDFC Chaiperson

Kikuyu Constituency



Simon Ngugi

NGCDFC Secretary

Kikuyu Constituency

