



NG-CDF KAPSERET

National Government Constituencies Development Fund
Kapseret Constituency,
P.O Box 2449-30100,
Eldoret, Kenya.
Tel: | Cell: 0725411354
Email: cdfkapseret@ngcdf.go.ke | Website: www.ngcdf.go.ke

NG-CDF COMMITTEE MEETING HELD ON 14TH SEPTEMBER 2020 AT QUEENS GARDEN HOTEL AT 10:00 AM

MEMBERS PRESENT

- | | |
|--------------------------|------------------------------------|
| 1. Sammy Kipchumba Rutto | Chairman |
| 2. Mamka Sainare | Fund Account Manager(FAM) |
| 3. Stellah Jemutai Tanui | Secretary |
| 4. Evans Manga Agoti | Member |
| 5. Jasper Sammy Kurgat | Member |
| 6. Lilian Jepkemboi | Member |
| 7. Daniel Kiptanui Kemei | Member |
| 8. Susan Jeruto Murey | Member |
| 9. Mmokin Arap Ptang'uny | Assistant County Commissioner(ACC) |
| 10. Julius Katam | Member |

IN ATTENDANCE

1. Stanley Chepkulei Constituency Manager.

AGENDA

1. Preliminaries.
2. Confirmation of the previous minutes.
3. Matters arising.
4. Deliberation and preparations of budget proposal for financial 2020/2021.
5. Presentation of annual work plan ,training plan and procurement plan.
6. Adoption of prequalified list of tenders.
7. Renewal of Bank Guarantee
8. A.O.B.
9. Adjournment.

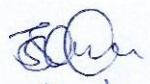
MIN. 21/14/09/2020: PRELIMINARIES.

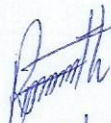
The meeting started at 10:40 a.m with a word of prayer from Evans manga.

MIN. 22/14/09/2020:CONFIRMATION OF THE PREVIOUS MINUTES.

The minutes were read by stellah jemutai(the secretary) proposed by Lilian Jepkemboi and seconded by Julius Kattam

MIN. 23/14/09/2020:MATTERS ARISING .


18/11/2020


18/11/2020

A member noted why other PMCs were not in the list. The FAM confirmed that it was the list that school had funding in financial year 2019/2020.

MIN. 24/14/09/2020: DELIBERATIONS AND PREPARATIONS OF BUDGET PROPOSAL FOR FINANCIAL YEAR 2020/2021.

The members discussed on the project proposals for 2020/21 and resolved to fund the following projects. The also noted that the AIA funds amount to Kshs.69,000 will be part of the funds to be used for capacity building of the PMCs.

Project Name	Original Cost Estimate	Cumulative Allocation	Project Activity	Allocation	Status
ADMINISTRATION AND RECURRENT EXPENDITURE					
Employees' Salaries	3,200,000.00		Payment of staff salaries and gratuity, interns and attaches.	3,200,000.00	New
Goods And Service	2,313,352.76		Purchase of stationery, printing, branding, asset tagging, Television set, travel and subsistence, office, tea, water, internet, electricity, postal services ,land parcels, bank charges, insurance costs conferences and purchase of office diaries, telephones, and other operating expenses.	2,313,352.76	New
NSSF	155,520.00		Payments of NSSF deductions	155,520.00	New
NHIF	60,600.00		Payments of NHIF deductions	60,600.00	New
Committee Expenses	1,900,000.00		Payments of committee sitting allowances	1,900,000.00	New
NG-CDF Office	400,000.00		Purchase of 16 executive office boardroom chairs each at Kshs 25,000.	400,000.00	New
NG-CDF Office	200,000.00		Purchase of two office laptops, iMac laptop @ Kshs.140,000 and Hp laptop @Kshs.60,000	200,000.00	New
MONITORING AND EVALUATION					

Committee Expenses	2,200,000.00		Payments of committee sitting allowances, transport and conferences	2,200,000.00	New
Goods And Service	1,200,000.00		Purchase of fuel, repairs and maintenance of motor vehicle	1,000,000.00	New
PMC, NG-CDFC And Staff Capacity building	714,031.72		Undertake training of PMC/NG-CDFC related issues and other pertinent issues.	914,031.72	New
EMERGENCY					
Emergency	7,192,206.90		To cater for unforeseen occurrence in the constituency during the financial year.	7,192,206.90	New
BURSARY AND SOCIAL SECURITY					
Bursary Secondary Schools	17,227,070.34		Payments of bursary to needy students.	17,227,070.34	New
Bursary Tertiary Institutions	19,512,526.50		Payments of bursary to needy students.	19,512,526.50	New
Special Bursary	800,000.00		Payments of bursary to needy and special students.	800,000.00	New
Social Security	3,000,000.00		Payment of NHIF medical cover for 500 vulnerable people within the constituency.	3,000,000.00	New
PRIMARY EDUCATION					
Kapkenduiywo Primary School	1,548,970.00	800,000.00	Additional funds for construction of 287 metres drainage system to completion.	748,970.00	Ongoing
St. James Leberio Primary School	1,480,000.00	1,000,000.00	Completion of 4 door girls pit latrine and 3 door boys pit latrine with urinal (roofing, wall finishes, floor finishes, painting and decoration) The allocation for the project was done using	480,000.00	Ongoing

18/11/2020

18/11/2020

			labour based estimations, but the project was later contracted hence the increase in cost		
ACK Aturei Primary School	1,934,290.00	600,000.00	Completion of 5 door boys pit latrine with urinal (roofing, wall finishes, flooring, installation of doors, painting and decoration) at kshs. 334,290 and Renovation of 17 classrooms to completion; flooring, fixing window panes and doors, painting and decoration.at kshs. 1,000,000.	1,334,290.00	Ongoing
Gitwe Primary School	1,300,000.00	600,000.00	Additional funds for levelling of two acres' land school field to completion.	700,000.00	Ongoing
Kingwal Primary School	1,900,000.00	1,300,000.00	Completion of administration block comprising of 5 offices (Plastering, Flooring finishes, 6NO flush doors, Ceiling, Wiring, Keying, Gutters, Painting and labelling) at Kshs. 400,000 and Purchase of furniture(15 staffroom chairs @Kshs.3500, five office tables @Kshs.18,995 and cupboards in fill @Kshs.52,525) at Kshs.200,000	600,000.00	Ongoing
Ngarafalls Primary School	2,350,000.00	1,950,000.00	Completion of three classrooms (glazing, painting and decoration, skirting, ceiling, wiring and labelling) The project was labour based and when it was being implemented, the actual drawing on the ground was realized to be more than the drawing in the bills of	400,000.00	Ongoing

			quantity hence the need for more funding		
Kanetik Primary School	2,670,000.00	1,950,000.00	<p>Completion of 3 classrooms (Paving slab, Electrical works, Door frames, Window frames, wall finishes, and Flooring finishes, Glazing, Ceiling and labelling.)</p> <p>Due to the widespread occurrences of swampy and marshy grounds that generally have poor load bearing qualities, therefore the cost went up than the budgeted.</p>	720,000.00	Ongoing
Ochemina Primary School	1,877,750.00	1,300,000.00	<p>Completion of administration block comprising of 5 offices (Floor finishes, Glazing, 6No flush doors, Gutters, Fascia board, Painting and labelling) at kshs. 377,750.</p> <p>And Purchase of furniture, (15 staffroom chairs @Kshs.3500, five office tables @Kshs.18,995 and cupboards in fill @Kshs.52,525)</p>	577,750.00	Ongoing
Kipkaren Primary School	28,551,740.00	10,000,000.00	Additional funds for Construction of a storey building of 12 classrooms; construction of 6 classrooms on first floor to completion, construction of columns & beams and walling to roofing level.	10,000,000.00	Ongoing
Langas Primary School	28,551,740.00	10,000,000.00	Additional funds for Construction of a storey building of 12 classrooms; construction of 6 classrooms on first floor to completion, construction of columns & beams and walling to roofing level.	10,000,000.00	Ongoing

[Signature]
18/11/2020

[Signature]
18/11/2020

St.Johns Kabongo Primary School	1,700,000.00		Construction of two classrooms to completion.	1,700,000.00	New
Jasho Primary School	1,500,000.00		Renovation 8 classrooms to completion; flooring, fixing of door frame ,window panes and painting @ kshs 1,250,000 and purchase and installation of a steel gate, including construction of gate pillars @ kshs 250,000.	1,500,000.00	New
Kosirai Primary School	700,000.00		Renovation of 8 classrooms to completion (screeding, fixing of window panes, painting and labelling)	700,000.00	New
Kanetik Primary School	700,000.00		Construction of 3 door boys pit latrine with urinal to completion.	700,000.00	New
Tuiyobei Primary School	500,000.00		Electrical wiring for 12 classrooms to completion.	500,000.00	New
Konyit Primary School	500,000.00		Construction of 2 doors boys' pit latrine and urinal to completion.	500,000.00	New
Proposed Koilebel Primary School	5,400,000.00		Purchase of two acres of land	5,400,000.00	New
Kimalel Primary School	1,700,000.00		Construction of two classrooms to completion.	1,700,000.00	New
Legetet Primary School	200,000.00		Purchase of furniture (15 staffroom chairs @Kshs.3,500 each, five office tables @Kshs.18,995 each and cupboards in fill @Kshs.52,525)	200,000.00	New
Koibasui Primary School	200,000.00		Purchase of furniture(15 staffroom chairs @Kshs.3500,5 office tables @Kshs.18,995 each and cupboards in fill @Kshs.52,525)	200,000.00	New
SECONDARY EDUCATION					

Kipkaren Secondary School	5,058,930.00	1,000,000	Construction of 60 students capacity single science laboratory to completion (Kshs. 3,000,000) and additional funds for fencing for fencing 16 acres of school land using concrete posts and barbed wire at Kshs.500,000 to completion, reinforcing the fence using dropper treated cedar posts and installation of a steal gate at Kshs.558,930	4,058,930.00	New
Mwiruti Secondary School	850,000.00		Construction of one classroom to completion.	850,000.00	New
Deb Mutwot Secondary School	4,350,000.00		Construction of 90 students capacity girls dormitory to completion (Kshs 3,500,000) and construction of one classroom to completion (Kshs 850,000).	4,350,000.00	New
Simat Secondary School	850,000.00		Construction one classroom to completion.	850,000.00	New
Kosirai Secondary School	1,500,000.00		Construction of one bedroomed principal's house to completion	1,500,000.00	New
Proposed Jasho Secondary School	9,000,000.00		Purchase of three acres of land.	9,000,000.00	New
Songoliet Secondary School	2,350,000.00		Purchase of two acres land at Kshs.2,000,000 and purchase of furniture at Kshs.350,000(principal office table @kshs 20,070;principal office chair @kshs.22,995;10 HODs office chair @kshs 17,995;3 HODs office table@kshs.18,995;20 staffroom chairs @kshs.3,500)	2,350,000.00	New
Koros Secondary School	1,000,000.00		Purchase of one acre land.	1,000,000.00	New

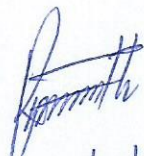
BCW
18/11/2020

[Signature]
18/11/2020

Lemook Secondary School	400,000.00		Purchase of 40 steel double decker beds.	400,000.00	New
Mwiruti Secondary School	450,000.00		Construction of 2 door teachers pit latrine with urinal to completion.	450,000.00	New
Tuiyo Secondary school	2,530,000.00	2,000,000.00	Completion of 100 student's capacity dormitory. (Paving slab, Ramp, Glazing, Painting and decoration, Gutters, Ceiling, Wiring and labelling).	530,000.00	Ongoing
ACK Aturei secondary school	3,500,000.00	2,600,000.00	Completion of 4 classrooms (Wall finishes, Floor finishes, Glazing, Painting, Ceiling, Electrical works and labelling). This project requires additional funds Due to deep swamps, extra cost of expensive foundations that can support buildings on top of wet land.	900,000.00	Ongoing
Ack. St. Barnabas Kipkenyo Secondary School.	5,000,000.00	4,000,000.00	Additional funds for purchase of one acre land to completion	1,000,000.00	Ongoing
Davies Secondary School	2,900,000.00	2,000,000.00	Completion of 60 students capacity single laboratory (Glazing, Wall finishes, Floor finishes, Ceiling, Fascia board, 3NO wooden doors, Electrical works, work tops, Painting and labelling)	900,000.00	Ongoing
Security					
Kaplelach Police Station	2,400,000.00		Construction of police station comprising of 9 offices to completion.	2,400,000.00	New
Megun Assistant Chief's Office	1,500,000.00		Construction of a 5 roomed assistant chief's office comprising to completion	1,500,000.00	New

Pioneer Chiefs Office	3,221,985.66	2,521,985.66	Completion of chief's office comprising of 7 offices (ceiling, keying, paving slab painting and labelling) at Kshs. 500,000 and Purchase of furniture (2 office cabinet FD 809 @kshs. 21,250,4 office chair with recliner @kshs. 18,000, 2 office table@kshs. 25,000,1 visitors chair@kshs.3500 and 2 waiting chairs 3 armed @kshs. 16,000)	700,000.00	Ongoing
Kapseret Subcounty Dcc's Office	200,000.00		Purchase of furniture (2 office cabinet FD 809 @kshs. 21,250,4 office chair with recliner @kshs. 18,000, 2 office table@kshs. 25,000,1 visitors chair@kshs.3500 and 2 waiting chairs 3 armed @kshs. 16,000)	200,000.00	New
Ngeria Chiefs Office	150,000.00		Purchase of furniture (3 Office table@kshs.18,995,3 office chair @kshs. 22,995, two visitors' chairs @kshs 3,500 and waiting chair 4 armed @kshs 17,030)	150,000.00	New
Chepkatet Chiefs Office	150,000.00		Purchase of furniture (3 Office table@kshs.18,995,3 office chairs @kshs. 22,995, two visitors' chairs @kshs 3,500 and waiting chair 4 armed @kshs 17,030)	150,000.00	New
Langas DCIO Office	160,000.00		Purchase of 2 computers each at kshs.50,000 and one printer at kshs.60,000	160,000.00	New
SPORTS					

5000
18/11/2020


18/11/2020

Sports Activity	2,743,157.59		Organizing sports tournament and purchase of balls, nets, sportswear and trophies for various teams during sports tournament within the constituency.	2,743,157.59	New
NG-CDF OFFICE					
NG-CDF Office	887,990.00	400, 516.50	Renovation of Kapseret NG-CDF office (glazing, ceiling, connection of electrical works, painting and decorations) @ Kshs 287,473.50, reinforcement of chain-link fence of 220m at kshs. 100,000 and completion of car shade (roofing and painting)@ Kshs 100,000	487,473.50	New
ENVIRONMENT					
Environment	1,792,000.00		Purchase and installation of 10,000litres tanks for each of the following institutions at Kshs.128,000 per instutution: Kapseret primary school, Nandi Gaa primary school, Legetet primary school, St.John Kabongo primary school, Lemook primary school, Ngeria primary school, Konyit primary school, Kapkenduiywo primary schhool, Kipkaren secondary school, Kipkaren Airport primary school, Nairiri primary school, Koysin Ngara primary school, Kanetik primary school, Nganiat primary school	1,792,000.00	New
TOTAL				137,157,879.31	

It was proposed that 1 television set be installed in the office of the patron and cctvs also be installed in one of the office that keeps documents .

MIN. 25/14/09/2020: PRESENTATION OF ANNUAL WORK PLAN ,TRAINING PLAN AND PROCUREMENT PLAN.

The fund account manager pointed the need of having annual and procurement plans which will be used in the implementation of various projects in the constituency within the financial year 2020/2021.The plans will also work as a guiding tool in the realization of NGCDF Kapseret objectives as stated in the strategic plan. Members brainstormed on the preparations of the two plans and agreed on the following issues.

1. Periodic monthly monitoring and evaluation
2. Quarterly monitoring and evaluation
3. Payment rates for monitoring and evaluation
4. Payment rates of launching of projects

NAME	ACTIVITY	PERIOD	AMOUNT
NG-CDFC members	Monitoring and evaluation/Launch of projects	Monthly/anytime	5,000
	Monitoring and evaluation	Quarterly	5,000
NG-CDFC staff	Monitoring and evaluation/Launch of strategic plan	Monthly/anytime	1,500
	Monitoring and evaluation/Training/any field work	Quarterly	2,000
NG-CDFC interns/attaches	Monitoring and evaluation/Training/any field work	anytime	1,000
	Monitoring and evaluation/Training/any field work	Quarterly	2,000

The FAM presented the procurement plan for the financial year 2020/2021 to members in brief summary and she highlighted that the office requires stationaries and other office equipments such as:

1. Printing of magazine,brochures and banners
2. Telephone installation
3. Purchase of Tshirts, shirts and caps
4. Purchase of diaries
5. Purchase of profile board
6. Purchase of laptop and a desktop
7. Purchase of cctv camera
8. Sony full hd smart tv set
9. Purchase of furnitures
10. Door fire proof and water proof safe with key locks and combination locks

Members were pleased with the well organized plans presented to them and they approved.

Further the fund account manager informed members of the training plan whereby members agreed as

[Signature]
18/11/2020

[Signature]
18/11/2020

follows;

Trainings	Quarter 1	Quarter 2	Quarter 3	Quarter 4
PMC			✓	
NG-CDFC			✓	
STAFF				✓

MIN. 26/14/09/2020: ADOPTION OF PREQUALIFIED LIST OF TENDERS.

The FAM presented a report from the procurement department to the members on prequalification of suppliers, contractors and consultancy for the year 2020/2021. The members discussed on the report and adopted the list for use in service delivery to the people of Kapseret.

The prequalified list shall be a continuation of the earlier list. Members also agreed to the recommendation of the procurement department on continuous appraisal of companies on items that did not fill applicants.

MIN. 27/14/09/2020: RENEWAL OF BANK GUARANTEE

The Fund Account Manager informed members that the bank guarantee of Kshs 100,000 every month will expire by September 25, 2020 therefore she is required to renew the guarantee with the bank in order to continue receiving fueling services from Total Kenya otherwise services will be denied if not renewed by the said date. Members agreed and urged FAM to speed up the process to avoid unnecessary inconveniences of the office vehicle official movements.

MIN. 28/14/09/2020: A.O.B

Members appreciated the the FAM and chair for holding the meeting .they asked the constituency manager to take their greetingsto the patron that is our area MP. The constituency manager thanked all the members for cooperating and helping the PM in overseeing the projects. The ACC urged the FAM and the Chair to introduce septic tanks in schools. He asked the members to pray for him since he is new in his station of work. The FAM made a clarification that the constituency manager is not part of CDFC members .she urged the members to be obedient when doing their work.

PREPARED BY:

SECRETARY: STELLAH TAWOI SIGN: [Signature]

DATE: 18/11/2020

CONFIRMED BY:

CHAIRPERSON: Sammy K. RUITO SIGN: [Signature]

DATE: 18/11/2020