

NG-CDF NJORO

OUR REF: NG-CDF NJORO/KENYATTA MIXED/2021/2022

November 3, 2023

THE CHIEF EXECUTIVE OFFICER,
NATIONAL GOVERNMENT CONSTITUENCIES DEVELOPMENT FUND BOARD,
P.O BOX 46682-00100,
NAIROBI.

THRO' Regional Coordinator-South Rift
Dear Sir,

RE: CHANGE OF PROJECT NAME

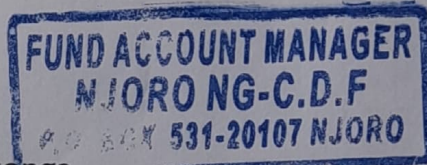
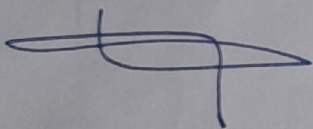
The above matter refers,

The NG-CDFC Njoro requests for change of project name which was wrongly indicated as Kikapu Mixed Secondary School to **KENYATTA MIXED SECONDARY SCHOOL** during the submission of the 2021/2022 FY proposal so as to facilitate implementation process.

Kindly find the attached documentation.

Sincerely,

For Njoro National Government Constituency Development Fund Committee



Mr. James Ngunku Gitonga
Fund Account Manager
jngunku@ngcdf.go.ke



NG-CDF NJORO

REF: NJORO/NG-CDFC/AUGUST/2023/ MEETING

DATE: 24th August 2023

PURPOSE: NG-CDFC & COC Meeting Minutes

VENUE: BOARDROOM

TIME: 9:30am To 1:00pm

MEMBERS PRESENT

- | | |
|------------------------------|---------------------------|
| 1. Thomas Too | - Njoro NG-CDFC CHAIRMAN |
| 2. Margret Chemutai Busienei | - Njoro NG-CDFC SECRETARY |
| 3. James Ngunku Gitonga | -FUND ACCOUNT MANAGER |
| 4. Robert Cheruiyot | - Njoro NG-CDFC MEMBER |
| 5. Beth Wairimu Kimani | - Njoro NG-CDFC MEMBER |
| 6. Peter Njoroge Wanjohi | - Njoro NG-CDFC MEMBER |
| 7. Esther Njeri Gitau | - Njoro NG-CDFC MEMBER |
| 8. Joseph Ndirangu | - Njoro NG-CDFC MEMBER |
| 9. Joshua Makambi Obita | - Njoro NG-CDFC MEMBER |
| 10. John Ndungu | - Njoro COC CHAIRMAN |
| 11. Patrick Koech | - Njoro COC SECRETARY |
| 12. Elizabeth Tono | - Njoro COC MEMBER |
| 13. David Gathuru | - Njoro COC MEMBER |

Members Absent with apology

- | | |
|--------------------------|------------|
| 1. Hon. Charity Kathambi | - MP Njoro |
| 2. David Mbevi | -DCC Njoro |

Agendas

1. Preliminary.
2. Reading and confirmation of previous meeting minutes.
3. Review and matters arising.
4. Tenlek Kenya limited issue.
5. Authorized Payments
6. Kenyatta Mixed Secondary School
7. A.O.B & Adjournment.



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NG-CDFC/NJORO/01/24/08/2023-PRELIMINARY

The Chairman called the meeting to order by requesting Beth wairimu to open with a word of prayer. Later the Chairman welcomed all members present and requested the Secretary to take the members through the agendas for the day which were unanimously approved by all the members.

NG-CDFC/NJORO/02/24/08/2023- READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES

The secretary was tasked to read the previous meeting minutes. Meeting minutes were confirmed as a true reflection of what was deliberated.

Mr. Joshua makambi
Proposer

Mrs. Beth Wairimu Kimani
Seconded

NG-CDFC/NJORO/03/28/08/2023- REVIEW AND MATTERS ARISING

The fund account manager was informed by the members the need to implement the purchase of the office cellphone as agreed on the early meeting.

NG-CDFC/NJORO/04/24/08/2023- TENLEK KENYA LIMITED ISSUE

The members were taken through the available documents in the office regarding the Tenlek claims. It was established that on the report of the QS who was engaged by the then NG-CDFC's, the contractor was paid for some services on some particular projects and some projects were paid.

It was also established that the claims by Tenlek Company had already been paid with prove of Cheque Numbers. With the letter by the Previous Fund Account Manager, it was established that the actual amount that the contractor should be paid was 2.6 million net. The Members also realized that the contractor had exaggerated the prices and the capacity of the tanks that were constructed one being 100m³ against 80m³.

The claims the director was making in that the property in Beeston Water Project was paid through the Director still claims.

The members feel that some projects have already been paid. For it has been established that payments were made with the cheque numbers and invoice numbers



NG-CDF NJORO

National Government Constituency Development Fund-Njoro
Within Njoro Deputy County Commissioner office
P.O Box 531 - 20107.
Njoro, Kenya

| Cell:
Email. ngcdfnjoro@gmail.com

The COC Chairman also advises the members that they should always take serious M&E and ask questions and make their reports.

The COC Chairman after going through the previous minutes and observations advised that we are not going to overturn their findings and observations because there is no prove that the Tenlek Director did not object or sue the previous reports.

The members established that the QS advised the NG-CDF to pay 3.2m before Government deductions.

The members also established that the contractor Tenlek Company had shown interest of suing the NG-CDFC and the NG-CDF legal team responded and advised the contractor's counsel to follow the due process.

The members agreed that there is no prove that the contractor wants to be paid the Kshs. 8m but if the contractor accepts the payment of the report by the QS or the advice from the legal department of the NG-CDF of Kshs. 2.6m after government deductions.

After perusal of the documents that were available to the committee, the majority of the members agreed that the amount stipulated at the reports from the QS and the findings by the committee.

The NG-CDFC Chairman also advised that the Director of Tenlek Company to be invited to face the committee on the final decision regarding the claims.

The COC Chairman was tasked to co-ordinate with the Fund Account Manager to organize and invite the Director Tenlek Company in the soonest time possible.

Conclusion

Members found out that there was no enough documents but members found out some documents showing debt, the members resolved to pay ksh 2,922,117 which includes statutory deduction. But if the company feels otherwise and refuses the payment, they feel free to go to court and provide all documents since there were a lot of illegalities of the whole tendering procedure.



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Two members were against the payment that's Mr Joshua Obita and Mr Robert Cheruiyot who were of the opinion if the company should agree to take the money, she will have to provide all the documents showing that she is the true successor of the constructor who died.

NG-CDFC/NJORO/05/24/08/2023- AUTHORIZED PAYMENTS

The members were informed by the Fund Account Manager that the construction of the office drainage system and sewage line had already been completed and need for the payment to be done to the contractor one M/S CHANJE DOMINION ENTERPRISES LIMITED of ksh 643,080.00 from the emergency vote as agreed by the members.

Also the purchase of No.3 office chairs, No.3 office tables and No.2 lockable office cabinets had been procured as the public procurement and Asset Disposal Act 2015(78)

Given that the goods had been supplied there was need for the payment to be done to the contractor one M/S CHANJE DOMINION ENTERPRISES LIMITED of ksh 200,000.00 from the Office Furniture vote as agreed by the members.

NG-CDFC/NJORO/06/24/08/2023- KENYATTA MIXED SECONDARY SCHOOL

The Fund Account Manager informed the members that in the Financial Year 2021/2022 there was an anomaly in the code list where the name of the project name was indicated as Kikapu Mixed Secondary School. The correct project name should have been indicated as Kenyatta Mixed Secondary School.

NG-CDFC/NJORO/07/24/08/2023- A.O.B & ADJOURNMENT

Mahiga Secondary School

The Fund Account Manger informed the members that during the closure of accounts, there was an error where funds from Mahiga Secondary School (Kshs. 75,393) was transferred to the NG-CDF main account. The KCB Bank had written a request letter to the Fund Manager to refund back the Mahiga secondary school account. The members resolved to act on the matter by authorization of the same amount the institution.

The meeting was adjourned with a word of prayer from Peter Njoroge Wanjohi to a later date to be communicated.



NG-CDF NJORO

Prepared by:

Name..... Margret Chemutai.....Sign..... 

Date... 10/10/2023

(NG-CDFC Secretary)

Signed for circulation & Approval by:

Name..... Thomas TooSign..... 

Date... 10/10/2023

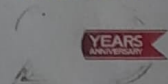
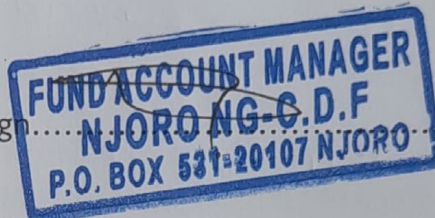
(NG-CDFC Chairperson)

Signed for Confirmation by:

Name..... James Gitonga NgunkuSign.....

Date... 10/10/2023

(Fund Account Manager)



CERTIFICATE OF REGISTRATION OF SCHOOLS

NAME OF SCHOOL		TOWN OR LOCATION AND PLOT NUMBER	
KENYATTA MIXED DAY SECONDARY SCHOOL		KIHINGO	
CLASSIFICATION OF SCHOOL		DISTRICT	PROVINCE
PUBLIC MIXED DAY		NJORO	NAKURU
NAME OF MANAGER		ADDRESS OF MANAGER/SPONSOR	
B.O.G		P.O. BOX 617 NJORO (D.EB)	
INSTRUCTION MAY BE GIVEN IN THIS SCHOOL UP TO		MAXIMUM NUMBER OF PUPILS TO BE ACCOMMODATED	
FORM 4		SINGLE STREAM PUBLIC MIXED DAY SECONDARY SCHOOL FORM 1-4 AT 40 STUDENTS PER CLASS WITH A MAXIMUM ENROLLMENT OF 160 STUDENTS.	
REGISTRATION NUMBER		SUBJECTS TAUGHT	
PU/S/2/10027/13		8 - 4 - 4 CURRICULUM	
DATE OF REGISTRATION		SPECIAL REMARKS	
30/01/2013		FULL REGISTRATION CERTIFICATE CANCELS THE PREVIOUS NO. PU/S/1/9190/10.	
NAME OF SCHOOL		REGISTRATION NUMBER	TOWN OR LOCATION
KENYATTA MIXED DAY SECONDARY SCHOOL		PU/S/2/10027/13	KIHINGO

R.J. Otini
 R.J. OTINI
 FOR: PERMANENT SECRETARY

- Distribution
- School
 - P.D.E
 - Manager
 - M.O.E
 - T.S.C

NOTES

1. This certificate is the property of the ministry and must be returned to the ministry on demand.
2. If it is proposed that any of the particulars in this certificate should be changed, a new application for registration must be made in the normal way.
3. It is illegal to hold or have in custody an invalid certificate of registration of a school.

PRINCIPAL
 KENYATTA MIXED DAY SEC. SCH.
 P. O. Box 617 - 20107, NJORO

Date: *30/01/2013* Sign: *[Signature]*

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**MINUTES ARRIVED DURING A PMC MEETING AT KENYATTA MIXED DAY
SECONDARY SCHOOL ON 18TH APRIL 2023**

PRESENT

- | | |
|-------------------|--------------|
| 1. David G. Kamau | (Chairman) |
| 2. Joseph Ndururi | (Secretary) |
| 3. Janet Mwaura | (Member) |
| 4. John Kariuki | (Member) |
| 4. Rose Kelong | (Member) |

The meeting started at 11.20 am with a word of prayer from Janet Mwaura.

MIN 01/04/23 NG CDF FUNDING

The chairman confirmed that the NG CDF Njoro has allocated Kenyatta Mixed Day Secondary School Ksh **1000,000 (One Million only)**. The money was intended to start the building of a School administration block.

MIN 02/04/23 ERRONEOUS NAME OF SCHOOL

The Committee noted that there was an error in the name of the school. The School allocated was indicated as *Kikapu Mixed Secondary School* while the right name is *Kenyatta Mixed Day Secondary School*.

MIN 03/04/23 INADEQUATE FUNDS

Members noted that there is need to request for more funding. It was noted that Ksh **1000,000** is inadequate to erect an administration block. The committee kindly requested for an extra Ksh **2000,000** to enable satisfactory completion of an administration block.

The Secretary was urged to forward proposals so as the project becomes a success.

MIN 04/04/23 A O B

Members once again commended the good work done by the NG – CDF Njoro of rehabilitating our classrooms building a block of toilets and now funding an administration block.

Without any other business to transact the meeting was closed at 12.55 pm with prayers by David Kamau.

For
Chairman



Secretary

