**OUR REF: NG/LCDF/03-18**

**MINUTES OF THE LANG’ATA NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND COMMITTEE PROJECT PROPOSAL MEETING HELD ON 5TH FEBRUARY 2018 AT LANG’ATA DISTRICT COUNTY COMMISSIONER’S BOARD ROOM**

**Members present:**

**NAME CONTACT ID NO. POSITION**

1. DAVID MUCHAI 0724228975 9836476 Chairman
2. JOSPHAT G. OMWOYO 0710632533 29127769 Secretary
3. PHILIP LEMARASIA 0722691394 D.C.C
4. DONNIE K. LANGAT 0726250120 20922261 Member
5. MICHAEL OMONDI 0712880514 4241727 Member
6. LYNNET N. KISOI 0724503639 28590036 Member
7. KENETH S. GICHUKI 0726306104 10953721 Member
8. LYDIA A. OTIENO 0723016225 20867947 Member
9. NURIA ALI WARIO 0728570245 0070908 Member
10. PHYLISS CHIBAYI 0722557112 22270211 Fund Account

 Manager

**AGENDA**

1. Preliminaries
2. Confirmation Of Previous Meeting Minutes
3. CDF Projects Proposal For Financial Year 2017/2018
4. Pre-qualification of suppliers
5. A.O.B

**MIN 01/02/2018. CONFIRMATION OF PREVIOUS MEETING MINUTES:**

The meeting was opened with a word of prayer from Mr. David Muchai.The Chairman welcomed all members and thanked them for being punctual despite the short notice, he urged members to contribute to the meeting agendas.

**MIN 02/02/2018. CONFIRMATION OF PREVIOUS MEETING MINUTES:**

The secretary read through the minutes of the previous meeting. The minutes were confirmed to be the true copy of the deliberations held by Donnie Lagat who was seconded by Lydia Atieno.

**MIN 03/02/2018: CDF PROJECTS PROPOSAL BUDGET FOR FINANCIAL YEAR 2017/2018**

The Chairman briefed members that the committee is required to submit project proposals for the financial year 2017/2018 in time to get funds, the fund account manager told members that the NG- CDF Committee is supposed to submit projects proposals to the NG - CDF Board by the 7th February 2017.

The Fund Account Manager informed members that the constituency had been allocated a total of **Kshs.86,810,344.82**

The Fund account manager briefed members on the guidelines for project proposal presentation, and the benefit of sticking to the deadline.

After lengthy deliberations the CDF committee agreed on the following priority projects to be funded in the Financial Year 2017 – 2018 in all the five wards in the Constituency.

|  |  |  |
| --- | --- | --- |
| **PROJECT** | **ACTIVITY**  | **AMOUNT** |
| Employees’ Salaries | Payment of staff salaries, gratuities and PAYE. | 2,225,000.00 |
| NHIF | Paymeny of NHIF | 24,000 |
| NSSF | Payment of NSSF | 51,000 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, telephone, travel and subsistence, office tea and legal costs. | 1,908,620.90 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,000,000.00 |
| Goods and Services | Purchase of fuel, repairs and maintenance, printing, stationery, Airtime, travel and subsistence. | 404,310.61 |
| Committee Expenses | Payment of Committee sitting allowances, transport, conferences | 1,200,000.00 |
| CDFC/PMC Capacity Building | Undertake Training of the PMCs/NGCDFCs on NG-CDF Related issues | 1,000,000.00 |
| Emergency | To cater for any unforeseen occurrences in the constituency during the financial year | 4,568,965.52 |
| Constituency sports tournament | Carry out Constituency Sports tournament and the winning teams/schools to be awarded with trophies, balls, and games kits | 1,736,206.90 |
| Constituency Environmental activities | Carry out Constituency environmental activities, planting of 10,000 seedling within the constituency(purchasing of seedlings and allocation of money to public schools and institutions)(,kongoni primary-ksh 173,620.69, ngong forest ksh 173,620.69, madaraka primary ksh 173,620.69, uhuru gardens primary ksh 173,620.69,langata road primary-ksh 173,620.69, Karen c secondary-ksh 173,620.69, ngei primary-ksh 173,620.69 highrise primary-ksh 173,620.69, Karen c primary ksh 173,620.69 langata barracks-ksh 173,620.69) | 1,736,206.90 |
| Bursary Secondary Schools | Payment of bursary to needy student | 15,000,000.00 |
| Bursary Tertiary institutions (universities & colleges) | Payment of bursary to needy student | 10,000,000.00 |
| Madaraka Primary School | 1. Construction of a modern kitchen to completion(foundation,walling, plastering, painting, roofing, tiling)-Kshs 2,000,000
2. Purchase of 50 desks and lockers-Kshs 200,000
 | 2,200,000.00 |
| Highrise Primary School | 1. Construction of two classrooms to completion @2,000,000 each (walling, plastering, painting, roofing, tiling)-Kshs 4,000,000
2. Purchase of 50 desks and lockers-Kshs 200,000
 | 4,200,000.00 |
| Karen C Primary School | 1. Construction of a perimeter wall(Length-100 mtrs \* 2.4 mtrs height)-Kshs 2,000,000
2. Purchase of 50 desks and lockers-Kshs 200,000
3. Computer laboratory infrastructure(fitting of carrels and chairs)-Kshs 513,100
 | 2,713,100.00 |
| Langata West Primary School | 1. Construction of an ablution block to completion (12 door no toilets)-Kshs 2,000,000
2. Computer laboratory infrastructure(fitting of carrels, chairs and accessories)-Kshs 513,100
3. Purchase of 50 desks and lockers@ 4,000-Kshs 200,000
 | 2,713,100.00 |
| Ngei Primary School | 1. Equipping of the school computer laboratory-supply of 10 computers-kshs 400,000
2. fitting of carrels-labaratory shelves/partitioning and accessories (sockets & switches)-Kshs 113,100
3. Purchase of 50 desks and lockers-Kshs 200,000
 | 713,100.00 |
| Kongoni Primary School | 1. Installation of rust proof water piping system from the storage to all appliances(administration block, toilets, classrooms, library block) in the school-kshs 413,100
2. Procurement and installation of a 10,000 ltrs plastic tank-ksh 100,000
3. Purchase of 50 desks and lockers-Kshs 200,000
 | 713,100.00 |
| Ngong Forest Primary School | 1. Procurement and installation of a 10,000ltrs tank-kshs 100,000
2. Rust proof water connection/piping from the storage tank to the ablution block and plumbing works in the ablution block-Kshs -413,507
3. Purchase of 50 desks and lockers-Kshs 200,000
 | 713,507.00 |
| Langata Barracks Primary School | 1. Renovation of two classrooms(ceiling, painting, tiling, steel doors& windows)@ 350,000 per classroom-kshs 700,000
2. Purchase of 50 desks and lockers-Kshs 200,000.
 | 900,000.00 |
| St Mary’s Karen Primary School | Computer laboratory infrastructure1. Fitting of carrels-library shelves/partitioning-kshs371,100
2. Purchase of 50 chairs @ 2,000-kshs 100,000
3. Purchase and Fitting of accessories-electrical sockets and switches-kshs 40,000
 | 513,100.00 |
| Uhuru Gardens Primary School | Purchase of 50 desks and lockers @4,000 | 200,000.00 |
| Langata Road Primary School | Purchase of 50 desks and lockers @4,000 | 200,000.00 |
| Karen C Sec. School | Construction of an ablution block(walling, roofing, tiling, painting) (8 no door toilets) | 1,600,000.00 |
| Langata High School | Construction of a perimeter wall(110 mtrs length by 2.4mtrs height) | 2,150,000.00 |
| Langata DCC Office | Office completion(plastering, doors and windows, electricity wiring and connection and plumbing works)-2nd phase | 7,500,000.00 |
| Kismayu Village security mast | Installation of a flood light (security mast-30mtrs height) | 3,000,000.00 |
| Ngeno Estate police post | Construction of a police post to completion(walling, roofing, ceiling, painting, tiling, plumbing & electrical works) | 2,600,000.00 |
| Nairobi West Prison | Construction of a perimeter wall(110 mtrs length by 2.4mtrs height) | 2,150,000.00 |
| Langata Police Station | 1. Drilling of a borehole @ 2,800,000
2. Procurement and installation of 2 water tanks @ 100,000-Kshs 200,000
 | 3,000,000.00 |
| Constituency ICT Hub project | Construction of ICT Hub-Installation of satellite antenna, Router Digital access kit and digital Ruggedized tablets wi-fi with outdoor wireless device complete with 12U cabinet complete with installation accessories at DCC headquarters, Silanga social hall, langata police station and Mugumoini chiefs camp each @1,169,256.75 | 4,677,027.00 |
| NG-CDF Strategic plan | Development of a five year constituency strategic plan | 3,500,000.00 |
| **TOTAL** |  | **86,810,344.83** |

The committee members requested the Fund Account Manager to do the necessary documentation for project proposal approval by NG-CDF board.

**MIN 04/02/2018: CDF PRE-QUALIFICATION SUPPLIERS AND SERVICE PROVIDERS FOR THE FINANCIAL YEAR 2017/2018 AND 2018/2019**

The committee agreed that the prequalification of suppliers and service providers should be done as soon as possible in order to have them before implementation of projects.

The F.A.M was deliberated with putting an advertisement in one of the dailies calling for applications from qualified suppliers, contractors and other service providers. It was also agreed that advertisements should be pinned on the D.O’s notice board within the Lang’ata NG-CDF compound. A proposed budget of 147,000 Kes was agreed upon.

**MIN 05/02/2018: A.O.B**

Committee members agreed on the following:

* A legal issues’ committee to be formed in order to scrutinize the pending lawsuits against Lang’ata NG-CDFC.
* Due to the massive application of bursary, bursary vetting to be done per the ward bursary committee and vetting to be done within three days.
* Social security programme to include NHIF for 100 members in the constituency and short courses for 100 members in the constituency.
* Teachers, support staff of Highrise Primary School to be paid two months’ salary arrears of 73,000 Kes.

There being no other business the meeting was adjourned at 6:55p.m with a word of prayer from Mr. Kenneth Gichuki.

Minutes Compiled by; Minutes Confirmed by;

Josephat Omwoyo David Muchai

Signature…………………………………. Signature………………..........

Date…………………………………………. Date……………….................