

**BUNGOMA WEST PMC MEETING HELD ON 3RD SEPTEMBER, 2020 AT THE
DCC'S BOARDROOM FROM 10.30AM.**

PRESENT

1. Francis M. Karuri	ACC 1	Chairman
2. Kenneth O. Imoh	SCRMO	Secretary
3. Joyce Wanjala	Fund Account Manager	Member
4. Beatrice Nyambane	DDO	Member
5. Philip Wanjala	CDF	Member

ABSENT WITH APOLOGY

Enos Waswa

AGENDA

1. Opening Remarks
2. Reading and Confirmation of the Previous Meeting Minutes.
3. Project Completion
4. Assessment of Progress works and Payments for the Contractor.
5. AOB

MIN. 01/09/2020: OPENING REMARKS

The Chairman ACC 1 called the meeting to order at 10.30am and asked one of the members to open with a word of prayer, thereafter followed self-introduction by members. He gave opening remarks and requested the PMC team to go round the site for construction of the official residence of the DCC's Bungoma West Sub County for the assessment and ascertainment in order to enable the committee make a payment decision to the contractor.

**MIN. 02/09/2020: READING AND CONFIRMATION OF THE PREVIOUS MEETING
MINUTES**

The Secretary took the meeting through the proceedings of the last meeting. The minutes were confirmed as the true records and proposed by Beatrice Nyambane and seconded by Philip Wanjala CDF Chair.

MIN. 03/09/2020: PROJECT COMPLETION

Members were informed that the Ministry of Interior and Coordination of National Government undertook the proposed construction of the Deputy County Commissioner's Residence Bungoma West Sub County Co-funding with CDF Sirisia Constituency. The Ministry committed funds to the project amounting to **Kshs. 875,000.00 (eight hundred and seventy five thousand)** the AIF received fully funded, the 2nd Allocation amounting to



Kshs. 875,000.00 (eight hundred and seventy five thousand) was not funded. As per the BQ the project is estimated to cost Kshs. 7,100,000.00 (seven million one hundred thousand only). The CDF committed the 1st phase of funds amounting to Kshs. 2,480,468.04 for the 1st interim payment to M/S Arsene Agencies Ltd of P.O Box 300-50408 Kamuriri for work done, and the 2nd phase interim payment of Kshs. 2,052,894.21 under process. The CDF is expected to fund the project with a balance of Kshs. 3,744,532.00 for completion of the project.

MIN. 04/09/2020: ASSESSMENT OF PROGRESS WORKS DONE AND CONSIDERATION OF PAYMENT FOR THE CONTRACTOR M/S ARSENE AGENCIES

Members observed that based on the assessment made after site visit by the team and report by the Public works the committee was satisfied by level of progress met so far and therefore made an approval of the 2nd interim payment amounting to Kshs. 2,406,323.80 only in favour of M/S Arsene Agencies Ltd of P.O Box 300-50408 Kamuriri for the work done to date reference as per payment certificate to the DCC Bungoma West Ref. NO. CWO/BGM/BLNG/VOL.1/37 dated Tuesday, 16th June, 2020.

M/S Arsene Agencies Ltd -	2,052,894.21
KRA Withholding Tax	64,970.74
Withholding VAT	48,126.47
Retention	240,632.38

There was a proposal by members' facilitation during the site/field inspection assessment of the progress done before consideration of payment to the contractor M/S Arsene Agencies approved. Members resolved and approved facilitation of Kshs. 25,000/- (twenty five thousand only).

MIN. 05/09/2020: A.O.B

There being no other business the meeting was adjourned and closed with a word of prayer from Mr. Philip Wanjala at 12.15PM. Next meeting to be communicated later.

MINUTES CONFIRMED BY:

CHAIRMAN: Francis M. Karua DATE: 31/9/2020 SIGN: [Signature]

SECRETARY: Kenneth O. Imst DATE: 31/09/2020 SIGN: [Signature]

ORIGINAL
12/6/19

REPUBLIC OF KENYA

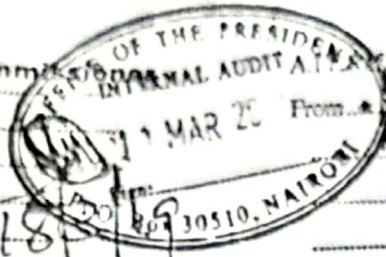
AUTHORITY TO INCUR EXPENDITURE

To be completed in Quadruplicate (4 copies)

FORM
Received on
18 Feb 2019

B 008037

OP D1 182/2018/2019



To Deputy County Commissioner, Bungoma West
From The Principal Secretary, State Department for Internal Affairs, Nairobi

Your reference 2018/2019

You are hereby authorized to incur expenditure during the financial year amounting to Ksh **875,000/=** (Amount in words) **KShs. Eight Hundred and Seventy Five Thousand Only.** detailed below in accordance with the Government Financial Regulations.

2. The serial number of this Authority must be quoted on all vouchers as the authority for expenditure against the item(s) specified. Please ensure that this authority is recorded in the Vote Book and that the expenditure, which you incur, does not exceed the amount authorized. You will be held personally responsible if you incur expenditure without proper authority or in excess of the amounts allocated to you.

Name **ALICE W. GICHU** signature
Designation **SCFO** name 18th February, 2019

Vote	Sub-Head	Item	Account Chargeable	Description of work or service	Allocation Ksh.
D1021 State Department for Interior		1009/71 Construction of Regional, County and Sub County Offices	3110202- Construction of Non-residential Buildings (offices, schools, hospitals e.t.c)	Financial year 2018/19 2nd Half Allocation of funds for Construction of DCC's residence A/c. No. 3110202-00001001-0602019999-49105501	875,000/=
<div style="border: 1px solid black; padding: 5px;"> <p>SDI LEDGER SECTION A.I.E. CONFIRMED BY: Janet SIGNATURE: JN DATE: 14/3/19</p> </div>					433 26722

Certified recorded in master Vote Book/AC.No. Folio No.
Name **JAMES K. KARORI** Signature
Designation **SAAG** Date **18th February, 2019**

Distribution: Original to A.I.E. holder, Duplicate to District Treasury, Triplicate to Account-General (P.M.G), Treasury and Quadruplicate to Head of Accounting Unit (V.B.C).

ORIGINAL

REPUBLIC OF KENYA

F.O.91 -

AUTHORITY TO INCUR EXPENDITURE

Issued in Quadruplicate (4 copies)

Received on
A9741793
February 2019
2019

Received
BUNGOMA WEST
OFFICE OF THE PRINCIPAL SECRETARY

To Deputy County Commissioner
Bungoma West

A.I.E Ref. No. OP/D1/25/2018/2019
The Principal Secretary
From State Department for Interior
Harambee House,
Nairobi

Your reference.....

2018/2019

You are hereby authorized to incur expenditure during the financial year..... amounting to Ksh **875,000/=** (Amount in words) **KShs. Eight Hundred and Seventy Five Thousand Only** the Government Financial Regulations.

2. The serial number of this Authority must be quoted on all vouchers as the authority for expenditure against the item(s) specified. Please ensure that this authority is recorded in the Vote Book and that the expenditure, which you incur, does not exceed the amount authorized. You will be held personally responsible if you incur expenditure without proper authority or in excess of the amounts allocated to you.

Name **ALICE W. GICHU** signature.....
Designation **SCFO** name..... **24th September, 2018**

Vote	Sub-Head	Item	Account Chargeable	Description of work or service	Allocation Ksh.
D1021		1009/71	3110202	Allocation of funds for the construction of the DCC's residence A/c. No. 3110202-00001001-0602019999-49105501	875,000/=
State Department for Interior		Construction of Regional, County and Sub County Offices	Non-Residential Buildings (offices, schools, hospitals e.t.c)		
<div style="border: 1px solid black; padding: 5px;"> <p>SDI LEDGE SECTION</p> <p>A.I.E</p> <p>CONFIRMED BY: Janet</p> <p>SIGNATURE: [Signature]</p> <p>DATE: 8/10/18</p> </div>					

Certified recorded in master Vote Book/AC.No. **JAMES K. KARORI** Folio No.....
Name..... Signature.....
Designation **SAAG** Date **24th September, 2018**

Distribution: Original to A.I.E. holder, Duplicate to District Treasury, Triplicate to Account-General (P.M.G), Treasury and Quadruplicate to Head of Accounting Unit (V.B.C).

**SPECIFICATIONS AND BILLS OF
QUANTITIES
FOR
PROPOSED ERECTION AND
COMPLETION
OF
DCC'S STAFF HOUSE
AT
BUNGOMA WEST SUB-COUNTY HQ
IN
BUNGOMA COUNTY**

TENDER NO.

PREPARED BY.

County Quantity Surveyor
P.O Box 763
Bungoma.

County Architect
P.O Box 763
Bungoma.

County Elect./Mech. Engineer
P.O Box 763
Bungoma.

County structural Engineer
P.O Box 763
Bungoma.

Issued By:

County Works Officer
Department of Public Works
P.O. Box 763
Bungoma

Byet 14/06/2019

Stack 14/06/2019

[Signature] 14/06/19

[Signature] 14/06/2019

[Signature] 14/06/2019

ARSENE AGENCIES LTD.
14 JUN 2019
P. O. BOX 300-50408, KAMURIAI
0722 834 776

000001

GRAND SUMMARY

ITEM	DESCRIPTION	PAGE NO.	For Official Use only	For Tenderer's use only
A	Bill No. 1 Preliminaries	PP/8		344,984.66
B	Bill No. 2 Builder's Works	14		4,893,190
C	Bill No. 3 Electrical Works	E 3		145,600
D	Bill No. 4 Mechanical Works	E 7		236,990
E	Bill No. 5 Prime cost and Provisional sums	Pc1		500,000
SUB-TOTAL				6,120,689.66
F	Add 16% V.A.T to be paid to commissioner of V.A.T as per Legal Notice No. 35& 36 dated 11 th September, 2003			979,310.34
GRAND TOTAL CARRIED TO FORM OF TENDER:KSHS				7,100,000.00

Amount in words: Kenya Shillings SEVEN MILLION ONE HUNDRED THIRTYFOUR THOUSAND SIX HUNDRED AND SIXTY SIX

Tenderer's Signature [Signature]

Address P.O. BOX 300 - 50408

Date 14 - 06 - 2019

Witness Signature [Signature]

Address P.O. BOX 300 - 50408

Date 14th JUNE 2019

[Signature] 14/06/19
[Signature] 14/06/2019
[Signature] 14/06/2019
[Signature] 14/06/2019

Bills of Quantities

000175