**MINUTES FOR KAJIADO SOUTH NGCDFC HELD ON 1ST DECEMBER 2020 AT 10.00AM AT THE NGCDFC CONFERENCE HALL.**

**PRESENT**

1. Mr. Lawrence Kinyua Deputy County Commissioner
2. Mr. Kilelo Kilitia Chairperson
3. Mr. Johnson Karanja Fund Account Manager
4. Mrs. Rosemary Nailantei Secretary
5. Mr. John Muli Milia Member
6. Mr. Joshua Lomunyak Member
7. Mr. Amos Karanja Member
8. Mrs. Esther Seina Member
9. Ms. Marion Matilu Member
10. Mr. Wilson Sayialel Co-opted Member

**PRELIMINARIES**

The meeting was called to order at 10:30am Marion Matilu opened the meeting with a word of prayer. The chairman thanked the members for attending the meeting and shared the agenda of the day.

**AGENDA**

1. Reading and confirmation of previous meeting’s minutes
2. Matters arising from the previous meeting’s minutes
3. Disbursement of funds to the PMCs
4. Adoption of PMC tender committees’ resolutions
5. Emergency at Nasipa primary and Lemasusu primary schools
6. AOB

**MIN/1/12/2020 READING AND CONFIRMATION OF PREVIOUS MEETING’S MINUTES**

The Fund Account Manager took the members through the last meeting’s minutes. They were proposed by Esther Seina and seconded by John Muli as a true record of the day’s deliberations.

**MIN/2/12/2020 MATTERS ARISING FROM THE PREVIOUS MEETING’S MINUTES**

* The project proposal FY 2020/21 was approved by the board
* The ministry of lands valuation team from Ardhi House visited the proposed Korrinko secondary school on 3rd September 2020 and produced the valuation report
* A team from the NGCDF Board visited the constituency on project verification mission
* The project for acquiring the new school (Korrinko Secondary school) was approved by the NGCDF Board

**MIN/3/12/2020 DISBURSEMENT OF FUNDS TO THE PMCS**

The committee recommended disbursement of funds to the Project Management Committees (PMCs) as tabulated.

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| **S/NO.** | **PROJECT NAME** | **PROJECT ACTIVITIES** | **AMOUNT** |
|  | Imisigiyio primary school | Fencing of school land | 800,000 |
|  | Impiron Shapashina primary school | Construction of an administration block | 400,000 |
|  | Kalesirua primary school | Construction of 4 classrooms and supply of 80 metallic desks | 200,000 |
|  | Lemasusu primary school | Construction of an administration block | 300,000 |
|  | Loolakir primary school | Renovations of school infrastructure | 200,000 |
|  | Namelok primary school | Construction of 2 classrooms and supply of 40 metallic desks | 200,000 |
|  | Olorika primary school | Construction of 2 classrooms and supply of 40 metallic desks | 200,000 |
|  | Oloshonyokie primary school | Construction of 2 classrooms and supply of 40 metallic desks | 250,000 |
|  | Ilkisonko secondary school | Construction of 2 classrooms and supply of desks | 400,000 |
|  | Kimana girls secondary school | Construction of a dormitory | 300,000 |
|  | Oloitokitok boys secondary school | Construction of 2 classrooms and supply of desks | 400,000 |
|  | Lenkism secondary school | Fencing of school land | 2,000,000 |
|  | KMTC Loitokitok campus | Supply of 60 lecture hall chairs | 400,000 |
|  | Enkaji-Naibor primary school | Renovations of school infrastructure | 3,000,000 |
|  | Korrinko secondary school | Acquiring of a new school  Completion of the administration block and 2 classrooms | 12,000,000 |

The Fund Account Manager to facilitate the disbursement of funds to the project management committees.

**MIN/4/9/2020 ADOPTION OF PMC TENDER COMMITTEES’ RESOLUTIONS**

The committee discussed the tendering process. The tenders were advertised on 4th November 2020 and opened and evaluated on 25th and 26th November 2020 as per the schools’ tender advertisements. The tender award was done on 30th November 2020 by the project management committees. The tender award report is as tabulated.

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| --- | --- | --- | --- | --- | --- |
| **S/NO** | **TENDER NO.** | **TENDER NAME** | **BIDDER RECOMMENDED FOR AWARD** | **BIDDER SUM RECOMMENDED IN KES** | **NO. OF BIDS RETURNED** |
|  | NGCDF/KJDS/T/01/2020/21 | PROPOSED CONSTRUCTION OF 2-NO CLASSROOM BLOCK  AT OLMAPINU PRIMARY SCHOOL | M/S ENALUSU CONTRACTORS LIMITED  P.O. BOX 55-00209  LOITOKITOK | 1,992,830.00 | 2 |
|  | NGCDF/KJDS/T/02/2020/21 | PROPOSED CONSTRUCTION OF 2-NO CLASSROOM BLOCK  AT OYARATA PRIMARY SCHOOL | M/S BULSUN KENYA LTD  PO BOX 373-00209 LOITOKITOK | 1,996,350.00 | 3 |
|  | NGCDF/KJDS/T/03/2020/21 | PROPOSED CONSTRUCTION OF 2-NO CLASSROOM BLOCK  AT INKOISUK PRIMARY SCHOOL | M/S OLCHORO ENTERPRISES  P.O BOX 84-00209,  LOITOKITOK | 1,998,305.00 | 4 |
|  | NGCDF/KJDS/T/04/2020/21 | PROPOSED CONSTRUCTION OF 5-NO CLASSROOM BLOCK AT KIKELELWA PRIMARY SCHOOL | M/S CHEKA ELECTRO-MECHANICAL AND BUILDING SERVICES  PO BOX 190-00209 LOITOKITOK | 4,977,805.00 | 7 |
|  | NGCDF/KJDS/T/05/2020/21 | PROPOSED CONSTRUCTION OF 4-NO CLASSROOM BLOCK  AT OLTIASIKA PRIMARY SCHOOL | M/S OLOIREN CONTRACTORS  PO BOX 63-00209  LOITOKITOK | 3,996,651.00 | 4 |
|  | NGCDF/KJDS/T/06/2020/21 | PROPOSED CONSTRUCTION OFADMINISTRATION BLOCK AT MATEPESI PRIMARY SCHOOL | M/S LANDALE LIMITED  PO BOX 5300-00506 NAIROBI | 2,497,850.00 | 3 |
|  | NGCDF/KJDS/T/07/2020/21 | PROPOSED CONSTRUCTION OFADMINISTRATION BLOCK AT OLGIRRA PRIMARY SCHOOL | M/S AFIQ CONSTRUCTION LOGISTICS LTD  P.O. BOX 101-80302  TAVETA | 2,494,600.00 | 3 |
|  | NGCDF/KJDS/T/08/2020/21 | PROPOSED CONSTRUCTION OF ADMINISTRATION BLOCK AT ILOIRERO PRIMARY SCHOOL | M/S RAJADEN CONSTRUCTION LTD  P.O BOX 14066-00100  NAIROBI | 2,495,455.00 | 3 |
|  | NGCDF/KJDS/T/09/2020/21 | PROPOSED CONSTRUCTION OFADMINISTRATION BLOCK AT EMUKUTANI PRIMARY SCHOOL | M/S ENALUSU CONTRACTORS LIMITED  P.O. BOX 55-00209  LOITOKITOK | 2,495,520.00 | 4 |
|  | NGCDF/KJDS/T/10/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 15 ACRES CHAINLINK FENCE AT  INKISANJANI PRIMARY SCHOOL | M/S ESISINET INVESTMEMENTS  PO BOX 34-00209  LOITOKITOK | 2,694,310.00 | 3 |
|  | NGCDF/KJDS/T/11/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 15 ACRES CHAINLINK FENCE AT  KUKU MIXED SECONDARY SCHOOL | M/S ESISINET INVESTMEMENTS  PO BOX 34-00209  LOITOKITOK | 2,698,430.00 | 4 |
|  | NGCDF/KJDS/T/12/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 15 ACRES CHAINLINK FENCE AT  OLOIRIEN SECONDARY SCHOOL | M/S SENTROY VENTURES LTD  PO BOX 66-00209  LOITOKITOK | 2,696,680.00 | 3 |
|  | NGCDF/KJDS/T/13/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 15 ACRES CHAINLINK FENCE AT  OLCHORRO SECONDARY SCHOOL | M/S JASMAYK ENTERPRISE LIMITED  P.O. BOX 912,  NAIROBI | 2,693,860.00 | 3 |
|  | NGCDF/KJDS/T/14/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 10 ACRES CHAINLINK FENCE AT  ENKUSERO PRIMARY SCHOOL | M/S EITI INVESTMENT  PO BOX 11-00209  LOITOKITOK | 2,198,370.00 | 4 |
|  | NGCDF/KJDS/T/15/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 10 ACRES CHAINLINK FENCE AT  ENCHORRO-ENKAI PRIMARY SCHOOL | M/S CHEKA ELECTRO-MECHANICAL AND BUILDING SERVICES  PO BOX 190-00209 LOITOKITOK | 2,196,613.00 | 3 |
|  | NGCDF/KJDS/T/16/2020/21 | PROPOSED CONSTRUCTION AND ERECTION OF 30 ACRES CHAINLINK FENCE AT  MAISUYATI PRIMARY SCHOOL | M/S SAKINI GENERAL CONSTRUCTION  P.O BOX 246-00209  LOITOKITOK | 3,595,870.00 | 3 |
|  | NGCDF/KJDS/T/17/2020/21 | PROPOSED RENOVATION OF SCHOOL INFRASTRUCTURE AT  SOMPET PRIMARY SCHOOL | M/S SAKINI GENERAL CONSTRUCTION  P.O BOX 246-00209  LOITOKITOK | 3,496,075.00 | 3 |
|  | NGCDF/KJDS/T/18/2020/21 | PROPOSED RENOVATION OF SCHOOL INFRASTRUCTURE AT OLGULULUI PRIMARY SCHOOL | M/S OLOIREN CONTRACTORS  PO BOX 63-00209  LOITOKITOK | 2,994,620.00 | 3 |
|  | NGCDF/KJDS/T/20/2020/21 | PROPOSED CONSTRUCTION OFADMINISTRATION BLOCK AT NAMELOK SECONDARY SCHOOL | M/S MWIRI MART LIMITED  PO BOX 321-00209  LOITOKITOK | 4,499,480.00 | 3 |
|  | NGCDF/KJDS/T/21/2020/21 | PROPOSED CONSTRUCTION OF 2 BLOCKS OF PIT LATRINE AT OLCHORRO SECONDARY SCHOOL | M/S JASMAYK ENTERPRISE LIMITED of P.O. BOX 912, NAIROBI | 1,194,390.00 | 3 |
|  | NGCDF/KJDS/T/22/2020/21 | PROPOSED RENOVATION OF DEPUTY COUNTY COMMISSIONERS’ RESIDENCE AT LOITOKITOK | M/S OLOIREN CONTRACTORS  PO BOX 63-00209  LOITOKITOK | 997,110.00 | 3 |
|  | NGCDF/KJDS/T/23/2020/21 | PROPOSED CONSTRUCTION OF 2-NO CLASSROOM BLOCK  AT SHILISHILI PRIMARY SCHOOL | M/S EMAOI INVESTMENTS  P.O BOX 165-00209,  LOITOKITOK | 1,994,795.00 | 3 |

**MIN/5/12/2020 EMERGENCY AT NASIPA PRIMARY AND LEMASUSU PRIMARY SCHOOLS.**

* The committee discussed the issue of emergency at Nasipa primary and Lemasusu primary schools. At Nasipa primary school, two classrooms were destroyed by strong winds and rains and were going down. The roof, walls and floor were destroyed. The community around the school through the school chairperson and the Headteacher approached the committee for assistance and rescue.
* At Lemasusu primary school, a block of girls’ pit latrines sank due to severe weather in the area (rains and winds) and considering the type of soil, the block of pit latrines was unusable. The school was left with just one block of 3door boys pit latrines (constructed with iron sheets) to be shared by all students
* The committee found the two cases to be emergency in nature and therefore approved funding the two projects from the emergency reserve as tabulated;

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| --- | --- | --- | --- |
| **S/NO.** | **Project Name** | **Project Activities** | **Amount** |
|  | Nasipa primary school | Renovation of two classrooms | 900,000 |
|  | Lemasusu primary school | Construction of a block of 3door girls pit-latrines | 600,000 |

**MIN/6/12/2020 ANY OTHER BUSINESS.**

* NGCDFC Matuga constituency visited our constituency on 18th and 19th November 2020 on a benchmarking exercise. The NGCDFC hosted them in the office and the Fund Account Manager took them to the field to visit projects.
* Matuga NGCDFC thanked the committee for hospitality and the good processes of project identification, planning and implementation. They also applauded the committee for the good work they are doing.
* A team from the NGCDF Board Risk Management department are in the constituency for advisory mission
* The team was on a project sites visit and will also train the committee on risk management

The meeting came to an end at 12:30pm with a word of prayer from Marion Matilu

**CONFIRMATION**

**SIGN………………………DATE………………..**

**ROSEMARY NAILANTEI.**

**SECRETARY KAJIADO SOUTH NG-CDFC.**

**SIGN………………………………DATE………………..**

**KILELO KILITIA CHAIRPERSON KAJIADO SOUTH NG-CDFC.**