

**MINUTES OF NG-CDF HELD ON 2ND JUNE 2024 AT THE NG-CDFC BOARD ROOM
AT 2:00 PM**

MEMBERS PRESENT

- | | | |
|-------------------|---|-------------|
| 1. Ali Bafundi | - | Chairperson |
| 2. Serah Maingi | - | Secretary |
| 3. Raweeh Shamsan | - | Member |
| 4. Ruth Akinyi | - | Member |
| 5. Abdulhakim Ali | - | Acting FAM |
| 6. Khadija Kassim | - | Member |
| 7. Ann Nyambura | - | Member |
| 8. Ronald Mwiwawi | - | DCC |
| 9. Hassan Hersi | - | Member |

AGENDA

1. Preliminaries
2. Reading and confirmation of previous minutes
3. Declaration of interest.
4. Introduction of the Acting FAM
5. Code list
6. Payment to Strategic plan
7. Advertisement of the new projects
8. KPLC payment
9. NHIF payment
10. Stale cheques
11. Condition Approved Project
12. DFAC committee

MIN: NG-CDFC/MVITA/01/2ND JUNE 2024: PRELIMINARIES

The chairman called the meeting to order at 2.10 pm with word of prayers by Mr. Raweh Shamsan.

MIN. NG-CDFC/MVITA/02/2ND JUNE 2024: READING AND CONFIRMATION OF THE PREVIOUS MINUTES

The minutes of the previous meeting were read by M/S. Serah Maingi which was accepted as true records of the proceedings. The minutes were confirmed by Mr. Hassan Hersi and seconded by Ms Khadija Kassim.

MIN NO: NG-CDFC/MVITA/03 /2ND JUNE 2024: DECLARATION OF INTEREST

The Chairman informed the members to declare their interest and no one had conflict of interest in any of the projects.

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Chairman



Date

24/06/2024

Secretary



Date

24/06/2024

MIN NO: NG-CDFC/MVITA/04/ 2ND JUNE 2024: INTRODUCTION OF THE ACTING FAM

The chairman introduced Abdulhakim Ali as the Acting Fund Account Manager and that he will assume all responsibilities of Madam Fatma Abubakar until she resumes.

MIN NO: NG-CDFC/MVITA/05 /2ND JUNE 2024: CODELIST

The fund account manager informed the members that the AIE has been received AIE no B233705 of Ksh. 40,000,000 and AIE no. B214850 of Ksh. 32,317,525 and that the project codelist has been approved. Members deliberated and resolved to allocate the funds as follows:

INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (NG-CDF MATCHING FUND)		
Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267	12,605,659.00
PRIMARY SCHOOL PROJECTS		
Bahari Primary School	Purchase and supply of 100 three-seater desks at Kshs.8,000 each	800,000.00
Ronald Ngala Primary school	Purchase and supply of 50 lockers and chairs, each set at Ksh.10,000	500,000.00
Mvita Primary School	Construction to completion of 3No. Classrooms on an existing building, installation of access ramp and an ablution block	15,065,434.00
Tom Mboya Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on second (2 nd) floor and an access ramp Unsigned BQ submitted estimates the project at Kshs.8,979,513.00	8,979,513.00
Serani Special School	Purchase and supply of 35 special tables, each at Kshs.15,000 and purchase of special chairs, each at Kshs.13,572 for students with special needs	1,000,000.00
Ziwani School For The Deaf	Purchase and supply of 50 lockers and chairs, each at Kshs.10,000	500,000.00
Ziwani School For The Deaf	Construction to completion of 2No. classrooms and 8No. door toilets, four for each gender with 2 cubicles to cater to Persons with Disabilities	7,336,730.00
SECURITY PROJECT PROJECTS		
Mvita Sub- County DCC Office	Renovation of DCC's office block: Re-roofing , floor screed and plaster, ceiling finishes and repainting	1,500,000.00
OTHER PROJECT		
NG-CDF Office Motorcycle	Purchase of Motor cycle trail, 101-130CC Yamaha (YBR 125G)	414,000.00
NG-CDF Office	Installation of 32 channels IP CCTV Cameras of 2Megapixels	600,000
INFRASTRUCTURE DEVELOPMENT FOR JUNIOR SECONDARY SCHOOLS (M.O.E FUNDING)		
Sparki Primary and Junior Secondary school	Construction to completion of a 45-capacity laboratory	7,159,333.00

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MIN NO: NG-CDFC/MVITA/06/ 2ND JUNE 2024: PAYMENT OF STRATEGIC PLAN

The Fund Account Manager informed the members that the final draft has been amended and that the payment is due. Members deliberated and unanimously agreed to pay Dayow consultant Ksh. 1,050,000 immediately he brings the E-tims receipt.

MIN NO: NG-CDFC/MVITA/07 /2ND JUNE 2024: ADVERTISEMENT OF THE NEW PROJECT

Members deliberated that the following approved project to be advertised immediately

Sparki Primary and Junior Secondary school	Construction to completion of 2No. classrooms at Kshs.7,227,392 and Ablution block for both boys and girls (8 No. door toilets with 2 cubicles for Persons with Disabilities) at Ksh.5,378,267
Bahari Primary School	Purchase and supply of 100 three-seater desks at Kshs.8,000 each
Ronald Ngala Primary school	Purchase and supply of 50 lockers and chairs.
Mvita Primary School	Construction to completion of 3No. Classrooms on an existing building, installation of access ramp and an ablution block
Tom Mboya Primary school and Junior Secondary school	Construction to completion of 2No. classrooms on second (2 nd) floor and an access ramp Unsigned BQ submitted estimates the project at Kshs.8,979,513.00
Serani Special School	Purchase and supply of 35 special tables, and purchase of special chairs,for students with special needs
Ziwani School For The Deaf	Purchase and supply of 50 lockers and chairs.
Ziwani School For The Deaf	Construction to completion of 2No. classrooms and 8No. door toilets, four for each gender with 2 cubicles to cater to Persons with Disabilities
Mvita Sub- County DCC Office	Renovation of DCC's office block: Re-roofing , floor screed and plaster, ceiling finishes and repainting
NG-CDF Office Motorcycle	Purchase of Motor cycle trail, 101-130CC Yamaha (YBR 125G)
NG-CDF Office	Installation of 32 channels IP CCTV Cameras of 2Megapixels
Sparki Primary and Junior Secondary school	Construction to completion of a 45-capacity laboratory

MIN NO: NG-CDFC/MVITA/08 /2ND JUNE 2024: KPLC PAYMENT

The FAM informed the members that the electricity bill is due and that members deliberated and approved the payment of Ksh. 21,610 to be paid immediately

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Date 24/06/2024

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MIN NO: NG-CDFC/MVITA/09 /2ND JUNE 2024: NHIF PAYMENT

The chairman informed the members that the NHIF payment is due and members unanimously agreed to pay for the month of June Ksh. 1,000,000

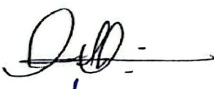
MIN NO: NG-CDFC/MVITA/10 /2ND JUNE 2024: STALE CHEQUES

The FAM informed the members that there are cheques that have not yet been collected and that they are already stale already. Members agreed to change them to those who brought in complains


MIN NO: NG-CDFC/MVITA/11 /2ND JUNE 2024: CONDITION APPROVED PROJECT

The FAM informed the members that there are Projects that have not been approved which include

	PROJECT NAME	ACTIVITIES	ALLOCATED AMOUNT (KSH)	REQUIRED	CLARIFICATION
1	Central Girls Primary school	Construction to completion of 2 classrooms on the first (1st) floor, 2 classrooms on second (2nd) floor and a staircase	10,012,185.00	NG-CDFC to factor in a ramp for the building. NG-CDFC to submit Bills of Quantities signed by the relevant Government Officer.	Bill of Quantities submitted in soft copy. the construction of ramp will be allocated for the next financial year 2024/2025
2	NG-CDF Office	Purchase of NGCDF vehicle 14 seater. KDH 223R-LEMDYJ 1KD 2982 2982 diesel TOYOTA Hiace 3.0L CKD.	6,000,000.00	NG-CDFC to initiate the disposal process of the old vehicle	The NG CDF Mvita does not have an old vehicle. This is the first vehicle that is being purchased.
3	CONSTITUENCY INNOVATION HUB	Installation of ICT Hub on 2nd floor of RG Ngala Social Hall (NG-CDF Office) Partitioning at Kshs.1,500,000	3,000,000.00	NG-CDFC to await further guidelines from the ministry of ICT	The committee has resolved to use option four of using the existing building to come up with the ICT hub

Chairman 

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		and purchase of furniture (workstation) for 50 students including fixing of cables and fittings			
4	NG-CDF OFFICE	purchase of 2 Air condition 24BTU & 18BTU each Kshs.380,000 two staff tables each Kshs.30,000 and 2 executive chairs each Kshs.20,000 storage facilities (shelves) Kshs.210,433	691,433.00	NGCDFC to resubmit the amount to other viable projects and use the Administration Vote funds to buy the air conditioners	The committee has decided to purchase of 76 banquet chairs at kshs.5,000 each. instead of 2 air conditions kshs. 380,000
5	Sheikh Abdalla	Purchase of semi luxury 46 seater isuzu bus, model FTR90P with 2 seats which will cater for Persons with Disability.	10,500,000.00	NG-CDFC to submit a quotation/ pro-forma invoice from an authorized motor vehicle dealer	Quotation submitted in soft copy. The cost of the bus is Kshs 11,480,000 The remaining balance will be allocated in the next FY2024/2025

Members unanimously authorized FAM to resubmit NG CDF Office project of purchase of 2 Air condition 24BTU & 18BTU each Kshs.380,000 to purchasing 76 banquet chairs at kshs.5,000 each, two staff tables each Kshs.30,000 and 2 executive chairs each Kshs.20,000 storage facilities (shelves) Kshs.210,433 total to Kshs 691,433.00.

Central Girls primary -Construction to completion of 2 classrooms on the first (1st) floor, 2 classrooms on second (2nd) floor and a staircase and a access ramp totaling to Ksh. 12,012,185.00 members agreed the remaining amount Ksh 2,000,000 will be allocated in the next FY 2024/2025.

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Sheikh Abdalla- Purchase of semi luxury 46 seater isuzu bus, model FTR90P with 2 seats which will cater for Persons with Disability The cost of the bus is Kshs 11,480,000. Members agreed the remaining amount will be allocated in the next FY2024/2025

MIN NO: NG-CDFC/MVITA/11 /2ND JUNE 2024: DFAC COMMITTEE

The FAM informed the members that he has received a letter from the CEO to appear before the DFAC committee, members agreed to facilitate him per diem for 3 days and transport to and from totaling to Kshs 50,800

A.O.B

There being no other business the meeting was closed by prayer from Hassan Hersi at 3:30 pm

CONFIRMED BY:



CHAIRMAN.....DATE: 24/06/2024.....



SECRETARY.....DATE: 24/06/2024.....

Chairman 

Date 24/06/2024.....

Secretary 

Date 24/06/2024.....