



National Government Constituencies Development Fund
Githunguri constituency
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**MINUTES OF NGCDFC COMMITTEE MEETING HELD ON WEDNESDAY 12TH
MARCH 2021 AT NGCDF OFFICE BOARDROOM AT 10.30AM**

Members present;

- | | |
|---------------------------|--------------------|
| 1. Joseph Wanganga Kabari | – NGCDFC Chairman |
| 2. Serah Nyambura Mbugua | – NGCDFC Secretary |
| 3. Bernard Odinoh | – ACC Githunguri |
| 4. Jenaide Wangechi Nyamu | – Fund Manager |
| 5. Judy Nyambura Kimani | – NGCDFC Member |
| 6. Teresia Wairimu Ngatha | – NGCDFC Member |
| 7. Moses Njenga Njoroge | – NGCDFC Member |
| 8. Tom Githire Njau | – NGCDFC Member |
| 9. Regina Muthoni | – NGCDFC Member |
| 10. William Ngotho Wango | – NGCDFC Member |

In attendance

- | | |
|---------------------|-------------------------|
| 1. Hon Gabriel Kago | – MP Githunguri |
| 2. John Njenga | – MP Personal Assistant |
| 3. Daniel Kamau | – Clerk of works |

Agenda

1. Preliminaries
2. Reading and Confirmation of Previous meeting Minutes
3. Matters Arising
4. Review of Driving Course Graduation
5. NGCDF tournament Finals
6. Prequalification of Contractors report

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7. Reallocation of Project funds for 2020/2021 FY
8. Payment of Postal Corporation courier services
9. Transfer of Funds from main Account to Project Account
10. AOB
11. Adjournment

MIN: 1/12/03/2021: PRELIMINARIES

The meeting was called to order at exactly 10.30am after establishment of quorum of members present. In his brief remarks the NGCDFC chairman welcomed the Hon Member of Parliament and the NGCDFC Committee members and thanked them for their punctuality and commitment to serve the people of Githunguri Constituency.

Thereafter the NGCDFC secretary Mrs.Serah Mbugua opened the meeting with a word of devotion from the book of John 19:16-17. She also took members through the agenda of the days meeting as highlighted above.

MIN: 2/12/03/2021: READING AND CONFIRMATION OF PREVIOUS MEETING MINUTES


The minutes of the last NGCDFC Meeting held on Tuesday 9th February 2021 were read out by the NGCDFC Secretary and were confirmed as true deliberations on the material day by being proposed by Mr. Tom Githire and seconded by Mrs.Judy Kimani.

MIN: 3/12/03/2021: MATTERS ARISING

On Min: 5/09/02/2021: The fund Account Manager reported that the funds were transferred from main Account to Project Account and all the pending bills to the contractors have been paid so far.

MIN: 4/12/03/2021: REVIEW OF DRIVING COURSE GRADUATION

The bursary subcommittee chairman informed the members that out of 533 students who completed the driving course, Rocky driving School presented the following documents; 138

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complete certificates and interims, 9 complete interims with no certificates and a number of 406 duplicated interims. He also said that a number of certificates had spelling mistakes that need to be rectified. In response the fund manager said that the graduates who did not receive their documents are been assisted at NGCDF office to acquire them. Despite the challenges, members appreciated the fact that the graduation ceremony was colourful and the impact of the NGCDF funds have been felt at the grassroots level through youth empowerment.

MIN: 5/12/03/2021: NGCDF SPORT TOURNMENT FINALS

The Male Youth representative informed members that the constituency knock outs is still ongoing and are being held on Saturdays because of other ongoing premier leagues taking place on Sundays. Members after deliberations agreed to hold the constituency finals on 18th April, 2021 at Githunguri stadium. In preparation of the day, members mandated the office to tender for supply of sports uniform for the (64teams) and full attire for the winning teams. Members also agreed that the coaches for the 16 qualifying teams will be awarded with track suits together with office staff.

MIN: 6/12/03/2021: PREQUALIFICATION OF CONTRACTORS/SUPPLIERS REPORT

The Clerk of works informed members that bidders were invited through open advert on 27th January 2021 as per requirements of Public Procurement and Assets disposal Act 2015. He thus took members through the Tender opening minutes done on 12th February 2021. He said that out of fourteen (14) tenders, three (3) were not tendered for namely:

- ❖ Prequalification for provision of conference and training services (Open)
- ❖ Prequalification for provision of internet services(Open)
- ❖ Prequalification for disposal of sanitary towels service(Y/PWDs)

He further said that a total of ninety two (92) bid documents were received and only one (1) tender was rejected due to late delivery. The NGCDFC members after lengthy deliberation adopted the report by being proposed by Mrs.Judy Kimani and seconded by Mr.William Ngotho.

The clerk of works also took members through the tender evaluation report carried from 23rd February 2021 to 3rd March 2021. The rigous work of the committee was to check validity of the documents attached by using KRA AND NCA online platform and most of contractors failed

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due to invalid tax compliance certificate and fake NCA Certificates. The summary of the report is as here below;

NO	TENDER DESCRIPTION	NO.OF BIDS	NO.OF RESPONSIVE BIDS	NO. OF NON-RESPONSIVE BIDS
1.	Prequalification for supply of general stationeries	5	5	Nil
2.	Prequalification for maintenance of office equipment and accessories	3	3	Nil
3.	Prequalification for supply of office furniture and fittings	1	1	Nil
4.	Prequalification for printing of magazines, marketing and promotional materials for publicity	3	2	1
5.	Prequalification for event planning and supply of chairs, tents and public system address	4	4	Nil
6.	Prequalification for provision of conference and training services	Nil	Nil	Nil
7.	Prequalification for supply of desks,lockers,tables and chairs	5	5	Nil
8.	Prequalification for building,construction, rehabilitation and associated works	62	37	25
9.	Prequalification for provision of internet services	Nil	Nil	Nil
10.	Prequalification for disposal of sanitary towels service	Nil	Nil	Nil
11.	Prequalification for supply of sport attires and equipment's	3	3	1
12.	Prequalification for provision of tree seedlings and landscaping services	2	2	Nil
13.	Prequalification for provision of consultancy services in preparation of bill of quantities	3	3	Nil
14.	Prequalification for provision of safety equipment and fire extinguishers	2	2	Nil

Members after lengthy deliberation adopted the report and unanimously agreed to use the list of prequalified contractors/suppliers for 2020/2021 and 2021/2022 financial years.

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MIN: 7/12/03/2021: REALLOCATION OF PROJECT FUNDS FOR 2020/21 FY

Members were presented with a proposal for Ngewa Primary School for rehabilitation of school infrastructure which are in deplorable state and thus cannot await 2021/2022 FY allocation since it requires immediate attention.

Members discussed at length and unanimously agreed to reallocate funds allocated to Kihuririo Primary School in the financial year 2020/2021 amounting to Kshs, 6,100,000 since the school had earlier benefited with NGCDF funds in the financial year 2016/2017 and thus the classrooms are far much better and thus can await future allocation in order to carry out a complete face lift of the school as was the intended. The activity of the new proposed project will be as follows;

NO	PROJECT NAME	PROJECT ACTIVITY	AMOUNT
1.	Ngewa Primary School	<p>- Renovation of 5 classrooms both internally and externally i.e painting both internally and externally, tiling inside, roof repairs, replacement of broken windows and verandah works, installation for drainage and gutters.(2,000,000)</p> <p>-Renovation of 3 classrooms & computer lab external works i.e painting and replacement of broken windows and constructing a proper drainage and installation of gutters.(700,000)</p> <p>-Rehabilitation of a multi-purpose hall i.e tiling, painting replacement of broken windows, replacement of wooden doors with steel doors, roof repairs ,construction of verandah, stair case and a rump and installation of grills (1,400,000)</p> <p>-Rehabilitation of administration block(head teacher, deputy, senior teacher and staffroom i.e painting both internally and externally, tiling inside, roof repairs, replacement of broken windows and verandah works, installation of drainage system and gutters (1,600,000)</p> <p>-Purchase of office furniture for the admin block i.e 1 boardroom table,30 chairs,3 office tables,15 lockable desks for the teachers (400,000)</p>	6,100,00.00

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MIN: 8/12/03/2021: PAYMENT OF POSTA CORPORATION COURIER SERVICES

The fund manager informed members that Posta corporation have presented their invoice amounting to **Kshs, 50,692(fifty thousand six hundred and ninety two only)** being cost of delivery of bursary cheques to 44 faraway learning institutions. Members appreciated their work and approved the payment as per their invoice.

Members also approved payment of **Kshs, 9,450(Nine thousand four hundred and fifty only)** to postal corporation of Kenya as annual rental fee for the year 2021.

MIN: 9/12/03/2021: TRANSFER OF FUNDS FROM MAIN ACCOUNT TO PROJECT ACCOUNT

Members approved transfer of project funds for Kiairia Primary school amounting to Kshs, 879,116(eight hundred seventy nine thousand one hundred and sixteen) from main Account to project account to facilitate payment of pending bill to the contractor.

MIN: 10/12/03/2021: ADJOURNMENT

There being no other business the meeting ended with a word of prayer said by Mrs Judy Nyambura Kimani.

Minutes compiled by:



Serah Nyambura Mbugua
NGCDFC Secretary

Minutes confirmed by:



Joseph Wanganga Kabari
NGCDFC Chairman

Date: ...12/3/2021.....

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