

MINUTES OF NG-CDFC MEETING HELD ON 31<sup>ST</sup> AUGUST, 2020 AT NG-CDF  
BOARD ROOM MUKUYUNI

MEMBERS PRESENT

- |                        |   |                            |
|------------------------|---|----------------------------|
| 1. Maurice Changelwa   | ~ | Chairman                   |
| 2. Christopher Simiyu  | ~ | Secretary                  |
| 3. Paul Adome          | ~ | Fund Account Manager       |
| 4. Alfred Makau        | ~ | Deputy County Commissioner |
| 5. Andrew Muhanji      | ~ | Member                     |
| 6. Priscilla Chereti   | ~ | Member                     |
| 7. David Juma Wanyonyi | ~ | Member                     |
| 8. Japhether Wanyonyi  | ~ | Member                     |
| 9. Jacklyne Mutoro     | ~ | Member                     |
| 10. Carolyne Edebe     | ~ | Member                     |

AGENDA

1. Opening prayer.
2. Reading and confirmation of previous minutes and matters arising.
3. Receipts from the board 5M and 20M.
4. Transfers to PMC a/c.
5. Formation, vetting, tendering of PMC and tender advert requirements.
6. Tender award committee/members.
7. Bursary.
8. KMTC Tongaren.
9. Budget allocation and project proposals for the financial year 2020/2021.
10. Approved payments.
11. Any Other Business.



The meeting started with a prayer from David Juma at 11.23 am. The chairman welcomed members to the meeting. The Fund account manager said Covid-19 had affected the order of the meetings.

**MIN. NG-CDFC/TONG/41/08/2020.2020READING AND CONFIRMATION OF PREVIOUS MINUTES AND MATTERS ARISING.**

The chairman requested the secretary to read the previous minutes. The minutes were proposed by Alfred Kamau and seconded by David Juma.

**MATTERS ARISING**

1. The contractor of Nabing'eng'e AP Camp has to replace the iron sheets and also pay the suppliers.
2. Mukuyuni Girls Secondary school project stalled though the contractor promised to embark on work again.
3. Kananachi primary school was allocated kshs. 100,000 from the emergency kitty to complete the project.
4. Electrification to be done at Mukuyuni chief's office.

**MIN. NG-CDFC/TONG /42/08/2020RECEIPTS FROM THE BOARD**

The Fund account manager informed members that the board had disbursed kshs. 5Million and released kshs. 20million recently, up to date Tongaren NG-CDF has received kshs. 123million.

The Fund account manager requested the committee to distribute kshs. 20million to the following projects as shown in the list below:- The funds will be wired immediately to the PMC accounts.

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## PRIMARY SCHOOLS

S/NO.	PROJECT NAME	ACTIVITY	AMOUNT
	Arch Bishop WabukalaPri School	Construction of 2 classrooms	1,200,000.00
2	Matisi CEB Pri School	Construction of 2 classrooms	1,200,000.00
3	Mbakalo DEB Pri School	Construction of 2 classrooms	1,200,000.00
4	MukhuyuPri School	Construction of 2 classrooms	1,200,000.00
5	MukomariPri School	Construction of 2 classrooms	1,200,000.00
6	Sango PAG Pri School	Construction of 2 classrooms	1,200,000.00

	<b>SUB TOTAL</b>		<b>7,200,000.00</b>
	<b>SECONDARY SCHOOLS</b>		
1	Bishop Atundo Sec. School	Construction of Dinning hall and Kitchen	1,000,000.00
2	Mitua Girls Sec School	Construction of storeyed twin lab	1,500,000.00
	<b>SUB TOTAL</b>		<b>2,500,000.00</b>
	<b>SECURITY</b>		
1	Makhanga Assistant Chief's Office	Construction of police Patrol base office/Construction of Ass. Chiefs office	700,000.00
2	Tongaren DCCs office	Renovation of DCC office and residence	1,500,000.00
	<b>SUB TOTAL</b>		<b>2,200,000.00</b>
	<b>GRAND TOTAL</b>		<b>11,900,000.00</b>

### MIN. NG-CDFC/TONG /43/08/2020TRANSFERS TO PMC A/C

The Fund account manager requested members to approve the wiring of funds to PMC accounts. This was proposed by Priscilla Chereti and seconded by Japhether Wanyonyi.

### MIN. NG-CDFC/TONG /44/08/2020FORMATION, VETTING, TENDERING OF PMC AND TENDER ADVERT REQUIREMENTS

1. The FAM asked the area representatives to form PMCs for new projects.
2. The PMCs will be vetted.
3. The clerk of works will prepare tender bids documents.



4. The standardized tender advert requirements is as below:-

- Certificate of incorporation/Registration/Single Business Permit.
- List of directors for the company and position held
- NCA certificate of registration.
- NCA Practicing license category 8 and category 6 and below for (storeyed building)
- Company's PIN certificate
- CR12 and CR13
- Valid Tax compliance certificate
- Copy of a current Bank Statement in the company name (must not be beyond 3 months)
- List of projects handled in the last three years and at least three completion certificates for projects carried out in the past three years
- CVs of one top employee of the company plus copies of their technical certificates
- Write up on how you will uphold the 30% rule of engaging the youth, women and or people with disabilities in your works. If you are a youth, attach national ID as proof.
- Avail both original and copy of the tender document which must be filled in non-erasable ink and dully signed at the required places.
- List of company tools and equipment.
- List of projects funded by Tongaren NG -CDF being undertaken by your company in the current year and previous years.

**NB:**In order to ensure equity and fairness a company shall not handle more than **THREE** projects from **TONGAREN NG CDF** in the same year.

5. The new PMCs will be required to open Bank accounts.

6. Tender bid documents to be issued at the NG-CDF office before any advert is made public.

**MIN. NG-CDFC/TONG /45/08/2020TENDER AWARD/ COMMITTEE**

The Fund account manager constituted the tender award/ committee as follows:-

1. PMC Secretary
2. PMC Chairman
3. NG-CDF Representative
4. Office Administrator
5. Fund Account Manager

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**MIN. NG-CDFC/TONG /46/08/2020: BURSARY**

Members were informed that as per now about 200 applications have been received for first years university students. There are also a few KMTC applications.

Vetting will start soon. Priority will be given to total orphans and needy students.

**MIN. NG-CDFC/TONG /47/08/2020: KMTC TONGAREN**

The Adhoc committee of 5 members was formed to negotiate for the purchase of land. The government valuer gave out a valuation of kshs. 42,600,000.

After negotiation both parties agreed at a cost of ksh. 43,000,000 for 10 acres and all developments thereon.

The First payment of kshs. 10 million is already paid and the balance to be paid in installments of kshs. 20 million and 13 million respectively.

**MIN. NG-CDFC/TONG /48/08/2020 BUDGET ALLOCATION AND PROJECT PROPOSALS FOR THE FINANCIAL YEAR 2020/2021**

The Fund account manager read to the members the circular from the board dated 10<sup>th</sup> August 2020 on call for submission of Constituency project proposals for the 2020/2021 financial year. The budget ceiling is **Ksh. 137,088,879.31/=**  
In line with the circular the following projects were identified and have to be completed before 2022. See attached list of projects.

PROJECT NAME	ACTIVITY	AMOUNT ALOCATED	STATUS	WARD
ADMIN				
Employees' salaries	Payment of staff salaries and gratuity	2,380,636.00	Ongoing	
NHIF	Payment of NHIF Employer's Deductions	89,250.00		



NSSF	Payment of NSSF Employer's Deductions	214,280.00	Ongoing	
Goods and Services	Purchase of fuel, repairs and maintenance, vehicle insurance, stationery, telephone, travel and subsistence, hospitality and sanitation	2,926,837.50	Ongoing	
Committee expenses	Payment of Committee sitting allowances.	1,969,837.50	Ongoing	
<b>SUB TOTAL</b>		<b>7,580,841.00</b>		
Goods and Services	Purchase of fuel, repairs and maintenance, stationery, airtime, telephone, travel and subsistence and hospitality	800,000.00	Ongoing	
Committee expenses	Payment of Committee sitting allowances	1,200,000.00	Ongoing	
Training of PMCs/NGCDFCs	Undertake Training of the PMCs/NG-CDFCs on NG-CDF Related issues	315,324.31	Ongoing	
<b>SUB TOTAL</b>		<b>2,315,324.31</b>		
<b>EMERGENCY</b>				
Emergency 5%	To cater for any unforeseen occurrences in the constituency during the financial year		New	
<b>SUB TOTAL</b>		<b>7,192,206.00</b>		
<b>SPORTS</b>				
Sports Activities 2%	Purchase of sports kits - balls, Nets and uniforms for Twenty schools @ sh. 100,000/= each: Mbakalo Girls Sec Sch, Namawanga RGC Sec Sch, Friends Sec Sch Kiminini, Nyange PAG Sec Sch, Sango SA Sec Sch, Musangura Pri Sch, Nzoia Pri Sch, Mfupi Pri Sch, Bishop Atundo Sec Sch Mabusu, Sikulu Pri Sch, Milima Boarding Pri Sch, Milima Sec Sch, Maina PAG Pri Sch, Lukhuna Boarding Pri Sch, St. Augustine Girls Sec Sch, Mukomari Pri School, Ndengelwa Pri Sch, Pwani Pri Sch, Riverside Pri Sch, Makhanga SA Pri Sch	2,000,000.00	New	
<b>SUB TOTAL</b>		<b>2,000,000.00</b>		
<b>ENVIRONMENT</b>				



Environmental Activities 2%	Planting of 400 trees to 20 schools @ sh. 100,000/= each: MaperaPriSch, Mabusi Boarding PriSch, Milima Chiefs Office, Makhanga Patrol Base, MilelePriSch, MilimaniPriSch, LunyuPriSch, BirundaPriSch, St.Juliana Sec SchNarati, NdalupriSch, Lungai Sec Sch, Manyasa Sec Sch, Arch BshopWabukalaPriSch, Muliro Sec Sch, Kiminini Police Station, LusokhoPriSch, NandoroboPriSch, SiangalamwePriSch, HafolandPri Sch.	2,000,000.00	New	
<b>SUB TOTAL</b>		<b>2,000,000.00</b>		
<b>BURSARY</b>				
Bursary Secondary Schools	Payment of bursary to needy students	12,000,000.00	Ongoing	
Bursary Tertiary/Universities Schools	Payment of bursary to needy students	16,000,000.00	Ongoing	
Bursary Special Institutions	Payment of bursary to needy students	2,000,000.00	Ongoing	
<b>SUB TOTAL</b>		<b>30,000,000.00</b>		
Digital Schools Aid	Supply of 400 desk top computers to 50 secondary school: Bilibili Friends Sec school, Maliki Mixed Sec school, Maliki Boys Sec school, Mukuyuni Girls Sec school, Milima Friends Sec school, Nabing'enge Friends sec school, St. MouriceNamboko Sec school, Makunga S.A Sec school, Eluuya Friends Girls sec school, Sango S.A Sec school, Nakoba Friends Sec school, St. KizitoSirende sec school, Lungai Sec school, Kewa Secondary School, Naitiri Friends sec school, St. Bridgid'sSiumbwa Sec School, Sirakaru S.A Sec school, Pwani Friends Sec school, D.E.B Lunyu Sec School, Friends Sec School Musembe, Friends Secondary School Kibisi, Namawanga RGC Sec School, Mbakalo Friends Sec School, Mbakalo Friends Girls' Sec School, Nabiswa Sec School, St. Johns Karima Sec School, St. PatricksNaitiri High School, Birunda P.A.G Sec School,	5,500,000.00	New	

	Manyasa Friends Sec school, Bishop Atundo Girls Sec Sch- Mabusi, St. Augustine Girls' High Sch-Lukhuna, Lukhuna Friends Sec School, Milimani S.A Sec school, Makololwe P.A.G Sec School, St. Joseph Binyenya Sec School, Bishop Philip Anyolo Sec Sch-Kakamwe, Milele Friends Sec School, Tongaren D.E.B Sec School, Bunambo Sec school, Tabani Friends Sec school, Kiminini Friends Sec School, Muliro Friends Sec school, St. Peters Sec School- Ndalul, A.I.C James Mwei Sec school, Mitua Girls Sec school, St. Juliana Sec School Narati, St. PaulsNarati Sec School, St. Mary's Mwikhupo sec school, RCEA Namunyiri Girls Sec School &Nyange P.A.G Sec school			
<b>SUB TOTAL</b>		<b>5,500,000.00</b>		
<b>SECONDARY</b>				
Milimani Secondary School	Completion works from first floor, walling and casting column, roofing and fittings	3,000,000.00	Ongoing	Tongaren/ Kiminini
Maliki Mixed Secondary School	Completion of Twin Lab; Internal and external plastering, wiring, painting	300,000.00	Ongoing	Milima
Mukuyuni Friends Girls Secondary School	Completion of Dormitory; Roofing, internal and external plastering, painting, plumbing and shutters	900,000.00	Ongoing	Milima
RCEA Namunyiri Girls Secondary School	Completion of Twin Lab; Internal and external plastering, wiring, painting and plumbing	300,000.00	Ongoing	Mitua/ Soysambu
Bishop Atundo Sec School Mabusi	Completion of 300 capacity dinning hall/Kitchen; completion works from slab, walling, roofing and fitting of shutters	3,000,000.00	Ongoing	Tongaren/ Kiminini
Mitua Girls Sec School	Completion of 80 capacity storeyed Lab to second floor; completion works from lintel, casting first floor up to roofing	4,000,000.00	Ongoing	Mitua/ Soysambu
Kiminini Friends Sec School	Completion of 80 capacity storeyed Lab to second floor; completion works from ground, columns, shutter casting upto roofing	3,650,000.00	Ongoing	Ndalul/ Tabani
St.PatricksNaitiri Boys High Sch	Renovation of 10 Classrooms @200,000; Flooring, internal and external plastering and painting	2,000,000.00	New	Mbakalo



Maliki Sec School	Completion of principals House; Flooring, internal plastering, painting and shutters	350,000.00	Ongoing	Milima
Bunambo Sec School	Purchase of 5 acre of Land @ 1000,000 and processing of title deed	5,000,000.00	New	Ndalu/ Tabani
Lunyu Sec Sch	Purchase of 1 acre of Land	1,000,000.00	New	Mbakalo
St Kizito Sec SchSirende	Completion of 80 capacity Twin Lab; internal and external plastering, flooring, plumbing and gas fitting	1,000,000.00	New	Naiiri/ Kabuyefwe
Nyange Sec Sch	Construction of 80 capacity twin Lab from foundation to the lintel	1,500,000.00	New	Mitua/ Soysambu
Lungai Sec School	Construction of 80 capacity twin Lab to the lintel	1,500,000.00	New	Naiiri/ Kabuyefwe
Milima Sec School	Construction of Single Lab and from foundation renovation of existing Lab to completion; flooring, gas fitting and painting	2,500,000.00	New	Milima
Nabiswa Sec School	Construction of 80 capacity twin Lab from foundation to the lintel	1,500,000.00	New	Mbakalo
RGC Namawanga Sec Sch	Construction of 80 capacity twin Lab from foundation to the lintel	1,500,000.00	New	Mbakalo
Kibisi Sec School	Construction of Single Lab from foundation to completion	2,000,000.00	New	Mbakalo
<b>SUB TOTAL</b>		<b>35,000,000.00</b>		
MilimaPriSch	Renovation of 5 Classrooms @ 300,000; Re-roofing, internal and external plastering, flooring, window panes and painting	1,500,000.00	New	Milima
MituaPri School	Renovation of 5 Classrooms @ 300,000; Re-roofing, internal and external plastering, flooring, window panes and painting	1,500,000.00	New	Mitua/ Soysambu
NdaluPriSch	Renovation of 5 Classrooms @ 300,000; Re-roofing, internal and external plastering, flooring, window panes and painting	1,500,000.00	New	Ndalu
Tongaren DEB PriSch	Renovation of 5 Classrooms @ 300,000; Re-roofing, internal and external plastering, flooring, window panes and painting	1,500,000.00	New	Tongaren/ Kiminini
KakamwePriSch	Renovation of 5 Classrooms @ 300,000; Re-roofing, internal and external plastering, flooring, window panes and painting	1,500,000.00	New	Tongaren/ Kiminini
<b>SUB TOTAL</b>		<b>7,500,000.00</b>		
<b>KMTC Tongaren</b>	Purchase of 10 acres of Land	20,000,000.00	Ongoing	Ndalu

	second phase			
	Renovation of Buildings; Dinning/kitchen, computer lab/library, 1 Administration block, 6 lecture halls, 4 hostels.	15,000,000.00		
<b>SUB TOTAL</b>		<b>35,000,000.00</b>		
<b>SECURITY</b>				
Mukuyuni Police Station	Construction of 6 roomed Admin Block from foundation to completion	2,000,000.00	New	Milima
Mukuyuni Chiefs Office-Patrol Base	Purchase of 1/2 an acre of Land	500,000.00	New	Milima
Milima Chiefs Office	Completion of 2 roomed office; External plastering, flooring, painting	500,000.00	Ongoing	Milima
<b>SUB TOTAL</b>		<b>3,000,000.00</b>		
<b>Projects</b>		<b>120,000,000.00</b>		
<b>Statutory Votes</b>		<b>17,088,371.31</b>		
<b>BUDGET BCEILING</b>		<b>137,088,371.31</b>		

**MIN. NG-CDFC/TONG /49/08/2020: APPROVED PAYMENTS.**

The committee approved the following payments:-

- KMTC Tongaren land was paid as a part payment of Ksh. 10,000,000/=
- Bursary was allocated Ksh. 2,000,000/= for first year students joining University and KMTC.
- St. Juliana secondary school bus insurance -Kshs. 435,090/=.
- The NG-CDFC allowance was - Ksh. 62,000.
- Milima Primary to be allocated sh. 190,000 from emergency to cater for the renovation of blown library roof due to heavy rainfall
- Nyange Primary School to be allocated sh. 900,000/= for the purchase of one acre of land
- Service and repair of GK B 166F with Central Farmers Garage – sh. 183,036/=



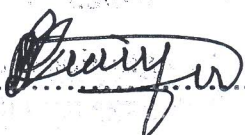
- FAM and Driver travels to Nairobi – Ksh. 70,000/=
- Committee allowances for verification and sorting of bursary for the first years students joining Kenya Medical Training College and University- sh.300,000/=
- PMC training and capacity building on new projects for FY 2019/20- sh.300,000/=
- Shadema Construction Co. Ltd – Ksh. 150,000/=.

This was proposed by Japhether Wanyonyi and seconded by Andrew Muhanji.

MIN. NG-CDFC/TONG /50/08/2020: ANY OTHER BUSINESS


Milima FYM boarding primary school requested for funds to repair 2 classrooms and school library which was destroyed by heavy rains.

There being no other business the meeting ended at 14.30 pm with a prayer from Carolyne Edebe.

Signed.....

Date.....16/9/2020

Christopher Simiyu – Secretary

Signed.....

Date.....16/9/2020

Maurice Chagalwa - Chairman

