



Kitui Central National Government Constituencies Development Fund  
Offices Near District Commissioners offices  
Off KwaNgindu Road,  
Opposite Kitui Sports Club  
P.O Box 732-90200  
Kitui, Kenya  
| Cell: 0734909303  
Email: [ngcdfkituicentral@ngcdf.go.ke](mailto:ngcdfkituicentral@ngcdf.go.ke) / [info@ngcdf.go.ke](mailto:info@ngcdf.go.ke) |  
Website: [www.ngcdf.go.ke](http://www.ngcdf.go.ke)

29<sup>th</sup> November, 2024

### TENDER NOTICE

The National Government Constituency Development Fund (NG-CDF) Kitui Central Constituency Invites Tenders from Kitui Central NGCDF registered contractors List for the following:-

| NO. | TENDER NUMBER              | TENDER NAME                       | TENDER DESCRIPTION                          | CATEGORY |
|-----|----------------------------|-----------------------------------|---------------------------------------------|----------|
| 1   | NGCDF KC TIV PR 2023 2 024 | Tiva Primary School NGCDF Project | Construction to completion of one classroom | Open     |

Interested contractors may obtain tender documents from the Kitui central NGCDF offices located at Kitui Town off Kwa Ngindu road near the DCC offices and provide the following mandatory requirements

- KRA Pin Registration
- Copy of Valid Tax Compliance Certificate
- Copy of Certificate of Incorporation
- Valid NCA registration certificate – building works

B. Prices quoted should be inclusive of all taxes and delivery costs, must be expressed in Kenya Shillings and all remain valid for a period of 120 days from the closing date of the tender.

Any form of canvassing or influence peddling will lead to automatic disqualification and blacklisting of such bidders Supplier.

Tenders in plain sealed envelopes, marked tender number(s) and bearing an indication of the tender should be addressed to the Fund Account Manager P.O. Box 732-90200 Kitui and deposited in tender box located at NGCDF Kitui Central office on or before 13<sup>th</sup> December, 2024 at 10:00am.

Tenders shall be opened immediately thereafter in the presence of tenderers or their representatives who choose to attend.

THE FUND ACCOUNT MANAGER  
KITUI CENTRAL NATIONAL GOVERNMENT CONSTITUENCY DEVELOPMENT FUND  
P.O BOX 732-90200  
KITUI

# TIVA PRIMARY SCHOOL

Date: 06/12/2024

To,

Evans Ngau

Tiva Primary School

Kitui.

## RE: TENDER SUB-COMMITTEE MEETING

You are invited to attend a tender Opening committee meeting for Tiva Primary School NGCDF project to be held on 13/12/2024 at 10.00 am at Tiva Primary School.

  
DUNCAN MUATHA  
HEAD TEACHER  
TIVA PRIMARY SCHOOL

---

Vision: Equitable social-economic development countrywide

# TIVA PRIMARY SCHOOL

Date: 06/12/2024

To,

Esther Ogechi

Tiva Primary School

Kitui.

## RE: TENDER SUB-COMMITTEE MEETING

You are invited to attend a tender Opening committee meeting for Tiva Primary School NGCDF project to be held on 13/12/2024 at 10.00 am at Tiva Primary School.



DUNCAN MUATHA  
HEAD TEACHER  
TIVA PRIMARY SCHOOL

---

Vision: Sustainable social-economic development countrywide

# TIVA PRIMARY SCHOOL

Date: 06/12/2024

To,

Mutie Kimanzi

Tiva Primary School

Kitui.

## RE: TENDER SUB-COMMITTEE MEETING

You are invited to attend a tender Evaluation committee meeting for Tiva Primary School NGCDF project to be held on 16/12/2024 at 10.00 am at Tiva Primary School.



DUNCAN MUATHA  
HEAD TEACHER  
TIVA PRIMARY SCHOOL

---

Vision: Equitable social-economic development countrywide



## TIVA PRIMARY SCHOOL

Date: 06/12/2024

10.

### Case Study: Microsoft

**Yara Primary School**

K. S. S.

RE: TENDER NO. COMMITTEE MEETING

You are invited to attend a Gender Evaluation Committee meeting for This Primary School WCCOF project to be held on 16/12/2024 at 10.00 am at This Primary School.

DUNCAN MUATHA  
HEAD TEACHER  
IN A PRIMARY SCHOOL.

**NG-CDF PMC MEETING HELD ON 13<sup>TH</sup> DECEMBER 2024 AT TIVA  
PRIMARY**

The meeting started by a word of prayer from Esther Ogechi

**Present members.**

1. Esther Ogechi
2. Mr. Muatha Dancan
3. Evans Ngau

**AGENDAS.**

1. Tender opening
2. AOB

**Min 001/13/12/2024 – TENDER OPENING.**

There were five companies which applied:

- a) PANGAJOMWA ENTERPRICES  
P.O.BOX 2304100100  
Amount quoted = ksh 1,010,234.00
- b) JOPAE LOGISTICS LIMITED  
P.O.BOX 219, KITUI  
Amount quoted = ksh. 1,004,874.00
- c) SANGETA GENERAL SUPPLIES LTD  
P.O BOX 495800100  
Amount quoted = ksh 1,044,864.00
- d) M/S SCENIC STRATEGIST COMPANY LIMITED  
P.O BOX 5790200, KITUI  
Amount quoted = ksh 1,019,204.00
- e) CANYTIME CONTRACTORS LIMITED  
P.O BOX 4990200  
Amount quoted = ksh 1,022,374.00

MIN 002/13/12/2024- AOB.

Minutes were taken by:

Name

Sign

Date

1. Duncan Mutua Muatha

.....

..... 13/12/2024

Confirmed by

Name

Sign

Date

1. Evans Ngau

.....

..... 13/12/2024

2. Esther Ogechi

.....

..... 13/12/2024

**THE HEADTEACHER**

**TIVA PRI SCHOOL**

P O Box 853-90200, KIIII

Date: 13/12/2024 Sign: .....

**NG-CDF PMC MEETING HELD ON 16<sup>TH</sup> DECEMBER**  
**AT TIVA PRIMARY.**

2024

**MEMBERS PRESENT.**

1. Dancan muatha
2. Mutie kimanzi
3. Catherine mbindo

**AGENDAS.**

**1. TENDER EVALUATION/ AWARDING.**

Members evaluated all the five companies based on:

- a) Certificate of incorporation
- b) KRA PIN registration
- c) NCA certificate building works valid
- d) Tax compliance valid
- e) Amount quoted

Members analyzed companies as follows-

**1. CANYTIME CONTRACTORS LTD**

P.O BOX 49-90200- KITIU

- i. Kenya revenue authority (KRA) pin certificate - available valid
- ii. National construction authority building works - available not valid
- iii. Tax compliance - available not valid
- iv. Amount quoted - ksh. 1,022,374.00
- v. Remarks - 5

**2. M/S SCENIC STRATEGIST COMPANY LTD**

P.O BOX 57-90200- KITIU

- i. Kenya revenue authority (KRA) pin certificate - available valid
- ii. National construction authority building works - available not valid
- iii. Tax compliance - available not valid
- iv. Amount quoted - ksh. 1,019,204.00
- v. Remarks - 4

**3. SANGETA GENERAL SUPPLIES LTD P.O BOX 495800100 KITUI**

- i. Kenya revenue authority (KRA) pin certificate - available valid

- ii National construction authority building works - available valid
- iii Tax compliance - available not valid
- iv Amount quoted - ksh. 1,014,864.00
- Remarks - 3

4 JOPAE LOGISTICS LTD P.O BOX 219 KITUI

- i Kenya revenue authority (KRA) pin certificate - available valid
- ii National construction authority building works - available valid
- iii Tax compliance - available valid
- iv Amount quoted - ksh. 1,004,874.00
- v Remarks -1

5 PANGAJOHMWA ENTERPRICES P. O BOX 2304100100

- i Kenya revenue authority (KRA) pin certificate - available valid
- ii National construction authority building works - available valid
- iii Tax compliance - available not valid
- iv Amount quoted - ksh. 1,010,234.00
- v Remarks -2

SUMMARY

| NO. | COMPANY NAME                                            | KRA | NCA           | TAX COMPLIANCE | AMOUNT QUOTED | REMARKS |
|-----|---------------------------------------------------------|-----|---------------|----------------|---------------|---------|
| 1   | CANYTIME CONTRACTORS LTD P.O BOX 49-90200 KITUI         | ✓   | X             | NOT VALID      | 1022374       | 5       |
| 2   | M/S SCENIC STRATEGIST COMPANY LTD P.O BOX 5790200 KITUI | ✓   | X             | NOT VALID      | 1019204       | 4       |
| 3   | SANGETA GENERAL SUPPLIES LTD P.O BOX 495800100 KITUI    | ✓   | NOT UPTO DATE | NOT VALID      | 1014864       | 3       |

|   |                                                      |   |   |              |         |   |
|---|------------------------------------------------------|---|---|--------------|---------|---|
|   | JOPAE<br>LOGISTICS LTD<br>P.O BOX 219<br>KITUI       | ✓ | ✓ | ✓            | 1004874 | 1 |
| 5 | PANGAJOHMWA<br>ENTERPRICES<br>P. O BOX<br>2304100100 | ✓ | ✓ | NOT<br>VALID | 1010234 | 2 |

Finally, members picked the best three companies as:

1. PANGAJOHMWA ENTERPRICES  
P. O BOX 2304100100  
Amount quoted = ksh 1,010,234.00
2. SANGETA GENERAL SUPPLIES LTD  
P.O BOX 495800100  
Amount quoted = ksh 1,044,864.00
3. JOPAE LOGISTICS LIMITED  
P.O.BOX 219, KITUI  
Amount quoted = ksh. 1,004,874.00

Following the requirements pan

PANGAJOMWA

- i. Had no valid tax compliance

SANGETA GENERAL SUPPLIES

- I. Kra pin not updated
- II. Tax compliance not valid

JOPAE LOGISTICS LIMITED

- Had all the requirements.

Members finally picked JOPAE LOGISTICS LIMITED as the best with

- i. Kra pin registration available and valid
- ii. NCA certificate available/ valid

iii Tax compliance available valid  
iv Amount quoted - lowest bidder – ksh. 1,004,874.00  
v Certificate of incorporation available and valid

Minutes were taken by

NAME

SIGN

DATE

1 Duncan Muatha -

.....

.....16/12/2024

Minutes confirmed by

NAME

SIGN

DATE

1 Mutie Kimanzi

.....

.....16/12/2024

2 Catherine Mbindo

.....

.....16/12/2024

THE  
MINISTRY OF INTERIOR  
GOVERNMENT



PRESIDENCY  
AND COORDINATION OF NATIONAL

E-mail: [cckitui@gmail.com](mailto:cckitui@gmail.com)

When calling or telephoning please ask for

Date: 16/12/2024

OFFICE OF THE  
COUNTY COMMISSIONER  
KITUI COUNTY  
P.O. BOX 1 - 90200  
**KITUI**

**PROCUREMENT PROFESSIONAL OPINION**

TO: FUND ACCOUNT MANAGER KITUI CENTRAL NGCDF

FROM: SUPPLY CHAIN MANAGEMENT OFFICER

**RE: TENDER NO. NGCDF/KC/TIV/PR/2023/2024 – FOR CONSTRUCTION OF ONE CLASSROOM AT TIVA PRIMARY SCHOOL.**

The allocation for Construction of 1 classroom at Tiva Primary School was estimated at a cost of Ksh 950,000/= (Nine hundred and fifty thousand Kenya Shillings only).

The tenders were issued to 8 bidders and only 5 bidders responded and returned their bids on or before 13<sup>th</sup> December, 2024 at 10:00 am and they were opened same day at Tiva Primary School by committee appointed by the Head teacher Tiva Primary School.

Tender evaluation committee members were appointed by the Head Teacher Tiva Primary School on 2<sup>nd</sup> December 2024. The members of the Evaluation Committee met on 16<sup>th</sup> December 2024 and as per the evaluation report the committee fully complied with the set criteria for evaluation.

Following the evaluation report, I Dennis Kitheka being a member of KISM No. 65034 recommend that the contract be awarded to the bidder who was the lowest responsive evaluated bidders for having met all the conditions as outlined Jopae Logistics Limited of P.O. Box 219 – 90200-Kitui at a contract sum of Ksh 950,000/= (Nine hundred and fifty thousand Kenya Shillings only) being the technically responsive and lowest evaluated bidder.

You are therefore advised to take necessary action in relation to the approved request.

  
DENNIS K. KITHEKA

Supply Chain Management Assistant

**KITUI COUNTY**



NG-CDF KITUI CENTRAL  
CONSTITUENCY

Kitui Central National Government Constituencies Development  
Fund

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Off Kwa Ngindu Road,  
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Kitui, Kenya

Email: [ngcdfkituicentral@ngcdf.go.ke](mailto:ngcdfkituicentral@ngcdf.go.ke) / [info@cdf.go.ke](mailto:info@cdf.go.ke) | Website:  
[www.ngcdf.go.ke](http://www.ngcdf.go.ke)

## NOTIFICATION OF TENDER OUTCOME

SANGETA GENERAL SUPPLIES LTD  
P.O. BOX 4958-00100  
NAIROBI

17<sup>th</sup> December, 2024

Dear Sir/ Madam

**RE: TENDER NO. NGCDF/KC/TIV/PRS/2023/2024: CONSTRUCTION OF 1 NO. CLASSROOM  
AT TIVA PRIMARY SCHOOL.**

This is to notify you that your application for consideration for the above tender was unsuccessful.

Your tender was unsuccessful because;

- You were not the lowest financially evaluated bidder
- You had invalid Tax Compliance Certificate
- You had invalid National Construction Authority certificate

Pursuant to section 87(3) of the PPADA 2015 take note that the winning bidder for the tender was Jopae Logistics Limited at a total cost of Ksh 950,000/- (nine hundred and fifty thousand Kenya shillings).

I take this opportunity on behalf of NGCDF Kitui Central to thank you most sincerely for your willingness to work with us and look forward to your success next time you bid. NGCDF Kitui central encourages you to continue participating in all our future tenders.

Thank you.

JOSEPHINE MUTUA  
FUND ACCOUNT MANAGER  
KITUI CENTRAL CONSTITUENCY

Vision. Equitable social-economic development countrywide



ISO 9001:2008 Certified



NG-CDF KITUI CENTRAL  
CONSTITUENCY

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[www.ngcdf.go.ke](http://www.ngcdf.go.ke)

### NOTIFICATION OF TENDER OUTCOME

SCENIC STRATEGIST COMPANY LIMITED  
P.O. BOX 57-90200  
KITUI

17<sup>th</sup> December, 2024

Dear Sir/ Madam

RE: TENDER NO. NGCDF/KC/TIV/PRS/2023/2024: CONSTRUCTION OF 1 NO. CLASSROOM  
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- You had invalid Tax Compliance Certificate
- You did not have the National Construction Authority certificate

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Thank you.

JOSEPHINE MUTUA  
FUND ACCOUNT MANAGER  
KITUI CENTRAL CONSTITUENCY

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[www.ngcdf.go.ke](http://www.ngcdf.go.ke)

## NOTIFICATION OF TENDER OUTCOME

PANGAJOHMWA ENTERPRISES  
P.O. BOX 23041-00100  
NAIROBI

17<sup>th</sup> December, 2024

Dear Sir/ Madam

RE: TENDER NO. NGCDF/KC/TIV/PRS/2023/2024: CONSTRUCTION OF 1NO. CLASSROOM  
AT TIVA PRIMARY SCHOOL.

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Thank you.

**JOSEPHINE MUTUA**  
**FUND ACCOUNT MANAGER**  
**KITUI CENTRAL CONSTITUENCY**

Vision: Equitable social-economic development countrywide





NG-CDF KITUI CENTRAL  
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[www.ngcdf.go.ke](http://www.ngcdf.go.ke)

## NOTIFICATION OF TENDER OUTCOME

17<sup>th</sup> December, 2024

CANYTIME CONTRACTORS LIMITED  
P.O. BOX 49-90200  
KITUI

Dear Sir/ Madam

RE: TENDER NO. NGCDF/KC/TIV/PRS/2023/2024: CONSTRUCTION OF 1 NO. CLASSROOM  
AT TIVA PRIMARY SCHOOL.

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Thank you.

**JOSEPHINE MUTUA**  
**FUND ACCOUNT MANAGER**  
**KITUI CENTRAL CONSTITUENCY**

Vision: Equitable social-economic development countrywide





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Email: [ngcdf@ngcdf.go.ke](mailto:ngcdf@ngcdf.go.ke) / [info@ngcdf.go.ke](mailto:info@ngcdf.go.ke)

Our Ref:

17<sup>th</sup> December, 2024

Input Logistics Limited

P.O. Box 219-90200

Kitui

### LETTER OF NOTIFICATION OF AWARD

RE: QUOTATION No. NGCDF/KC/ TIV/PR/2023/2024

This is to notify you that you have been awarded a contract to:

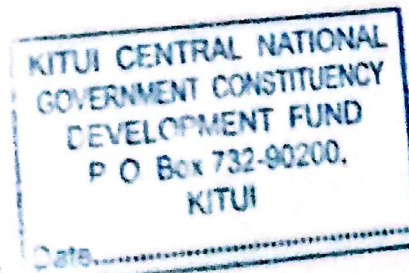
Construction of 1 classroom at a cost of Kshs 950,000/- for Kitui Central NGCDF.

Please acknowledge receipt of this letter of notification by signing your acceptance within 14 days from the date of this letter.

#### NOTE:

The contract shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days of the date of this letter.

  
JOSEPHINE NJIRU  
FUND ACCOUNT MANAGER  
KITUI CENTRAL CONSTITUENCY



# **JOPAE LOGISTICS LTD, P.O BOX 219-90200, KITUI.**

19<sup>th</sup> December, 2024

**THE FUND ACCOUNT MANAGER,  
NGCDF KITUI CENTRAL CONSTITUENCY,  
P.O BOX 732-90200,  
KITUI.**

Dear Sir/Madam,

**REF: ACCEPTANCE FOR CONTRACT NGCDF/KC/TIV/PR/2023/2024**

Above subject matter refers.

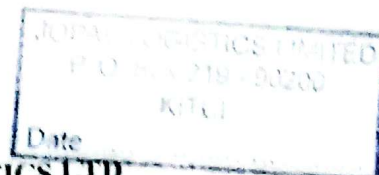
We write to accept the above contract of construction of one classroom. We promise to execute the works with due professionalism and within the stipulated time frame.

Thanks for the Award

Yours Faithfully,

  
**J. MATHEKA TONY**

**FOR JOPAE LOGISTICS LTD**



## CONTRACT AGREEMENT

This agreement made on the 2/01/2025 between the ...KITUI CENTRAL...CDF... employer"), on one part and Jopco Logistics Ltd on the other part:

WHERE AS the Employer is desirous that the Contractor qualifies to execute contracts under Tender No. NGRAF/KC  
to completion before 02/04/2025 on order basis during 11/11/2023/2024  
2023/2024 financial year and the Employer has accepted a tender submitted by the Contractor to execute such works and remedying of any defects therein;  
The contract sum is Kshs 9,500,000 a withholding VAT of 6% and 3% withholding Tax is applicable.

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have same meaning as are respectively assigned to them in the conditions of contract.
2. The following documents shall be deemed to form, and be read and construed as part of this Agreement, viz;
  - a) The tender form and the price schedule to be submitted by the Tenderer;
  - b) The conditions of the contract;
  - c) Letter of Acceptance ref. No. ....
  - d) Specifications
3. In consideration of the payment to be made by the Employer to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Employer to execute and complete the works when contracted during the financial year 2023/2024 and to remedy any defects therein to conformity in all respects with the provisions of the contract.
4. The Employer hereby covenants to pay the Contractor in considerations of the execution and completion of the works so contracted and remedying of the defects therein, the contract price or such other sum as may become payable under the provision of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed the day and the first above written.

Signed and stamp: [Signature] (For the Employer)

In the Presence of: Joyce Mumbo (For the Contractor)

Signed and stamp: [Signature] (For the Contractor)

In the presence of: Joyce Mumbo

**IVA PROJECT MANAGEMENT COMMITTEE MEETING HELD ON 02/1/2025**  
**FROM 10:00 AM TO 12 NOON AT SCHOOL GROUNDS.**

Members present

1. Duncan Muatha
2. Evans Ngau
3. Esther Ogechi
4. Jackson Mulei
5. Munyao Mwaki
6. Mutie Kimanzi
7. Catherine Mbindo

In attendance

1. Eng. Munyao Joseph Mutua
2. Kavila David -contractor.
3. Augustine Musyoka- ward CDF rep

The items of agenda were:

1. Introduction of contractor to PMC
2. Taking members through BQ
3. A.O.B.

The meeting began with a prayer led by Pastor Jackson Mulei, followed by the headteacher welcoming members and conducting general introductions.

**MIN 1/02/1/2025, INTRODUCTION OF THE CONTRACTOR TO PMC**

the Engineer introduced the contractor as Kavila David of Jopae Logistics Limited to PMC members. he was accompanied by engineer Joseph Munyao Mutua. He was introduced as contractor to the project.

**MIN 2/02/1/2025, TAKING MEMBERS THROUGH BQ bill of quantities)**

The engineer Mr. Joseph Munyao Mutua took members through the bill of quantities for proposed construction of one classroom at our school ( as per the attached BQ)

Allocation of ksh. 1,00,0000 ( one million kenya shillings), 5 % of this amount was to cater for PMC expenses and oversite till the project will be over.

MIN 3/02/1/2025, AOB

Having no other business members agreed to be giving ksh 1000 as siting allowance and ksh. 1000 for any transaction at town as transport. Members agreed to get their allowance immediately after project handover.

Having no other business the meeting ended with a word of prayer from Esther Ongechi.

Minutes prepared by :

1. Duncan Muatha

.....

Minutes confirmed by

1. Evans Ngau

.....

2. Esther ongechi

.....

THE HEADTEACHER  
TIVA PRI SCHOOL  
P O Box 853-90200, KILIM  
Date.....22/1/2025..........

**IIVA PROJECT MANAGEMENT COMMITTEE MEETING HELD ON 22/1/2025**  
**FROM 10:00 AM TO 12 NOON AT SCHOOL GROUNDS.**

Members present

1. Duncan Muatha
2. Evans Ngau
3. Esther Ogechi
4. Jackson Mulei
5. Munyao Mwaki
6. Mutie Kimanzi
7. Catherine Mbindo

In attendance

1. Eng. Munyao Joseph Mutua
2. Kavila David -contractor.

ITEMS OF AGENDA

1. Monitoring and evaluation
2. Payment of contractor
3. AOB

Preliminaries

The meeting opened with a word of prayer from Jackson Mulei, and there after the head teacher called meeting into order.

**MIN 1/22/1/2025: MONITORING AND EVALUATION**

Members in unison went through the construction process as stated and recommended as good work done as per BQ (bill of quantities).

Members were fully satisfied with the work and had no complain.

**MIN 222/1/2025: PAYMENT OF THE CONTRACTOR AND PMC ALLOWANCES**

Having been satisfied with the work done by the contractor members agreed to pay the contractor with ksh. 950,000 (nine hundred and fifty thousand shillings only) as per the BQ and fifty thousand shillings to pay PMC allowances making a total of ksh, 1000,000 (one million kenya shillings).

**MIN 3/22/1/2025: AOB**

Having no other business, the meeting ended at 1:00 pm with a word of prayer from pastor Jackson Mulei.

The minutes was taken by

Duncan M Muatha PMC sec

.....

Minutes confirmed by

Evans Ngau PMC Chair

.....

Esther Ogechi PMC Treasurer

.....

**THE HEADTEACHER**

**TIVA PRI SCHOOL**

**P O Box 853-90200, KITIJI**

Date 22/1/2025 Sign .....

**REPUBLIC OF KENYA  
PAYMENT VOUCHER  
(VOTED PROVISION)**

Donor's Name and Address ... AS BELOW

Proposed Construction of Classroom at Tiva Primary School

V.No. ....

Final payment on account in respect of above contract as per attached documents and records held in support thereof

1. M/s. Topae Logistics Limited

2. 10% Retention to be held in clients account (being 10% of the gross)

3. 3% advance Withholding Tax to be paid to K.R.A. being 3% of the gross

4. State V.A.T paid to K.R.A. being 2% of the gross but net of 16%

**COUNT**  
**STATE OF**  
**KITUI**

Amount payable (in words) ...

LPO/ISO  
No.

Invoice  
No.

Amount

Sh.

Cts.

810,120

00

95,000

00

28,500

00

16,380

00

TOTAL

Sh.

950,000

00

Kenya Shillings **Nine Hundred and Fifty Hundred Thousand Only**

Authority Reference No.

**EXAMINATION**

**Internal Audit**

Voucher Examined by .....

Date .....

**VBC CERTIFICATE**

I certify that the expenditure has been entered in the vote book and that adequate funds to cover it are available against the chargeable item as shown here below.

Approved estimates / Allocation -

Item No. .... Ksh. ....

Less: Total expenditure plus commitments Ksh. ....

Balance - Ksh. ....

Less: This ENTRY - Vch

No. .... Ksh. ....

Balance - Ksh. ....

Date ..... Signature .....

Accountant i/c VBC

Vote ..... Head .....

A.I.E. No. .... Account No. .... Dept. Vch. No. .... Station .....

**AIE HOLDER CERTIFICATE**

I certify that the expenditure detailed above has been charged to the item shown here below

Signature .....

Designation of AIE Holder .....

Date .....

**AUTHORIZATION**

I certify that the rate/price charged is/are according to regulation/contract, fair and reasonable, that the expenditure has been incurred on proper authority and should be charged as under. Where appropriate a certificate has been completed. I hereby **AUTHORIZE** payment of the amount shown above without any alteration.

Signature .....

Accounting Officer/District Accountant\*

Date .....

Sub-Head .....

Item .....

CASH BOOK

AMOUNT

Vch. No. ....

Date .....

Sh.

Cts.

950,000. 00

\* Delete inapplicable title.

## ON AVAILABILITY

I certify that stores/stationery could not be obtained from the supplies Branch/Government printer vide their

Designation

## RECEIPT OF GOODS/STORES/CONTAINERS

I certify that the items have been taken on charge and entered in stores Ledger/Inventory Folio No. \_\_\_\_\_ and recorded and issued for immediate use.

Designation

## PURCHASE OF PETROL, ETC

I certify that petrol/oil/tyres/batteries have been received and entered in the vehicle log-book of GK \_\_\_\_\_ and/or in the bulk petrol register, Folio No. \_\_\_\_\_

Designation

## SERVICES

I certify that the services have been rendered properly and in accordance with regulations/terms of the contract.

Signature

Designation

KITHU  
P.O. Box 33-5

## OTHER CERTIFICATES

## REPAIRS TO MOTOR VEHICLES

I certify that the repairs have been completed and/or spares fitted and entered in the vehicle Log book of GK

Signature

Designation

## TRANSPORT HIRE

I certify that no Government transport was available and that the charges are reasonable and correct.

Signature

Designation

## TELEPHONE ACCOUNTS

I certify that the cost of any private call has been/will be recovered from the persons concerned and the charge may be accepted against public funds.

Signature

Designation

## HOSPITALITY CLAIMS

I certify that the officer availed himself of my hospitality/I Enjoyed the hospitality of the officer to the extent shown on this claim while visiting on official duty.

Signature

Designation

Signature

Designation

Receipt not required when payment is made by cheque with form of receipts on reverse.

Received in payment of the account stated on the face hereof the sum of

Shs. \_\_\_\_\_ Cts. \_\_\_\_\_

(sh. \_\_\_\_\_ cts \_\_\_\_\_)

Witness \_\_\_\_\_

Date \_\_\_\_\_

Signature or thumbprint

# SUMMARY OF STATEMENT FOR PAYMENT ON ACCOUNT

NAME OF WORKS: Proposed construction of Classroom at Kwa Mboo Primary School

CONTRACT No. \_\_\_\_\_

CERTIFICATE NO. 1st and FinalDated 22/01/2025AMOUNT OF CONTRACT: Ksh 950,000.00 /=-

Cts.

|                                                                                          |                     |            |
|------------------------------------------------------------------------------------------|---------------------|------------|
| Value of Permanent Work done including extra work if any. From page... <u>CGOKTI 121</u> | KShs.<br>950,000.00 | KShs.      |
| Value of Materials on site. From page. <u>CGOKTI 121</u>                                 |                     |            |
| GROSS VALUE PAYABLE..... Sh.                                                             | 950,000.00          |            |
| LESS 16% V . A . T                                                                       |                     |            |
| Less 10% Retention Money (Net of VAT) (see F.o 20)                                       |                     |            |
| NET TOTAL .. Sh.                                                                         |                     | 950,000.00 |
| Less previous payments on account as follows:                                            | Sh.                 |            |
| 1st Payment dated ..... Vr. No. 01                                                       | -                   |            |
| 2nd Payment dated..... Vr. No.                                                           |                     |            |
| 3rd Payment dated..... Vr. No. ....                                                      | N/A                 |            |
| 4th payment dated .....                                                                  |                     |            |
| RETENTION STATEMENT                                                                      |                     |            |
| 10% of gross                                                                             | 95,000.00           |            |
| 2% advance V.A.T (being 6% of the gross net 16% V.A.T)                                   | 16,379.31           |            |
| 3% Advance withholding tax( of gross)                                                    | 28,500.00           |            |
| amount due                                                                               | 810,120.69          |            |
|                                                                                          | 950,000.00          |            |
| TOTAL PAYMENTS ON ACCOUNT.. .. Sh.                                                       |                     | 950,000.00 |
| AMOUNT OF 1ST PAYMENT ON ACCOUNT .. .. Sh.                                               |                     | -          |
| NOW DUE TO THE CONTRACTOR .. .. Sh.                                                      |                     | 950,000.00 |

Eric Musyoki CS/works officer

STATE OF

Project Manager

Date

KITUI

P. O. Box 33 - 20

Contractor

Date

## MINISTRY OF PUBLIC WORKS

## STATEMENT FOR PAYMENT ON ACCOUNT

CERTIFICATE No. 1st and Final

CONTRACT No AND DATE

NAME OF THE WORKS

Proposed Construction of Classroom at Tiva Primary School

NAME OF CONTRACTOR

M/s Jopae Logistics Limited

**Note** - In preparation of certificates for payment on account the valuation of work done should be arrived at by abstracting such items as wholly or partially completed from the Bills of Quantities, or, in the absence of the latter, by taking detail measurement of complete works priced out at rates proportional to the contract amount. These detail measurements must be recorded in the books provided for the purpose, which shall be kept at the office dealing with the work, and carefully checked totals of the various items shall be entered on this Form. The valuation appearing herein shall be the work done from the commencement, not from the date of the last preceding payment on account, and, when the work is more than half completed is best arrived at by deducting the value of the work **remaining to be done** from the Contract Amount. Such procedure greatly minimizes the risk of overpayment.

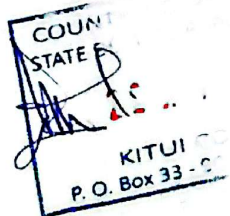
The valuation of materials on site shall follow that of the work but shall be entered and transferred under a separate heading.

A copy of this statement must be sent to the Chief Accountant M.O.P.W., for transmission to the Auditor.

Valuation for work done and materials on site for the.....1st and Final  
Payment on Account up to.....

22/01/2025

| Item | Description                                                  | Kshs.      |
|------|--------------------------------------------------------------|------------|
| 1    | <u>Work done</u><br>Builders work as contract(to commitment) | 950,000.00 |
|      |                                                              | 950,000.00 |



Carried to collection on Page CGOKTI 123



## PRACTICAL COMPLETION CERTIFICATE.

ANNEX 8 R

From: Project Manager

Ref:

Date: 22/01/2025

To:

CHIEF ARCHITECT

STATE DEPARTMENT OF PUBLIC WORKS

P.O. BOX 30743-00100

NAIROBI

### Details of Work

|                 |                                                           |                     |
|-----------------|-----------------------------------------------------------|---------------------|
| WP Item Number  | Description of Work                                       | Ministry/Agency     |
|                 | Proposed Construction of Classroom at Tiva Primary School | NGCDF-KITUI CENTRAL |
| Vote            | Prov                                                      | No.                 |
| Contract Number | Name/Address of Contractor                                |                     |
|                 | M/s Jopae Logistics Limited                               |                     |
|                 | P.O.Box                                                   |                     |
|                 | KITUI.                                                    |                     |

### COMPLETION OF

Delete (a) or (b)

- (a) The contract works  
(b) The parts of the works here listed

ALL

are now complete to my satisfaction, subject to the items noted overleaf and are ready to be handed over to the client

22/1/2025

Date

Supervisor (MOW or Consultant)

### Completion of mechanical/electrical works.

The Mechanical/electrical installation on the above works have been completed and tested to my satisfaction

N/A

Supervisor (MOW or Consultant)

### Release of Retention

At Job QS and Contracts Register office  
The first Moiety of the retention and the surety bond may now be released

22.1.2025

Date

KITUI  
P.O. Box 33 - 90000

Copies: Building Supervisor and M/E Supervisors