

**MOI UNIVERSITY**  
**INTERNAL AUDIT DEPARTMENT**  
**INTERNAL MEMO**

**FROM:** Ag. Chief Internal Auditor

**DATE:** 13<sup>th</sup> December, 2017

**TO:** Ag. Vice Chancellor

**REF:** MU/IA/VC/22/17/18

**RE: AUDIT OF AFRICA CENTER OF EXCELLENCE (ACE II) IN PHYTOCHEMICALS, TEXTILE AND RENEWABLE ENERGY (PTRE)**

**BACKGROUND**

The Eastern and Southern Africa Higher Education Centres of Excellence (ACE II) Project supports the governments of eight countries-Kenya, Ethiopia, Malawi, Mozambique, Rwanda, Tanzania, Uganda and Zambia to collectively address key development challenges facing Eastern and Southern region through interventions in developing critically needed science and technology capacity.

African Centre of Excellence in Phytochemicals, Textile and Renewable Energy (ACE II PTRE) of Moi University is one of the African Centre's of Excellence project selected.

The Project Development Objective for the ACE II is to strengthen selected Eastern and Southern African higher education institutions to deliver quality post graduate education and build collaborative research capacity in the regional priority areas.

The project's duration is July 2017 to June 2021 and the total project financing is 6 million US Dollars. The disbursement of funds for the International Development Agency (IDA) credit and Grant that finances the ACE II project activities is based on the achievement of agreed upon Disbursement Linked Indicators (DLIs)/ Disbursement Linked Results (DLRs).

Disbursement Linked indicators and allocated amounts; DLR#1 on institutional readiness resulted to an amount USD 1,100,000 being received. Funds were disbursed when all conditions for effectiveness outlined in the legal agreements signed between the ACE hosting government and the World Bank were met and detailed implementation plan of ACE was approved by the Ministry in charge of Higher Education as part of the performance agreement.

**AUDITORS RESPONSIBILITY**

We conducted this audit in accordance with the International Standards for the Professional Practice of Internal Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the project financial statements are free from material misstatement.



An audit involves performing procedures to obtain evidence about the amounts and disclosures in the project financial statements. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the project financial statements, whether due to fraud or error.

In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the project financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the project's internal controls.

An audit also includes evaluating the appropriateness of accounting policies used by the management, as well as evaluating the overall presentation of the project's financial statement.

In presenting our audit findings and observations; Criteria means what should be (policy references, statutory requirements, best practices), Condition means what was found/observed, and Risk means potential risk to the project , that is, risk if condition continues as it is.

#### **AUDIT OBJECTIVES**

1. To ascertain if financial records, reports and statements are prepared according to acceptable accounting standards and guidelines;
2. To establish if Procurement of Goods, Works, and Services financed have been procured in accordance with the World Bank Procurement Policies and Procedures and Public Procurement and Asset Disposal Act, 2015;

#### **SCOPE OF THE AUDIT**

The audit of the project was conducted in conformance with the International Standards for the Professional Practice of Internal Auditing and included tests and auditing procedures considered necessary.

Our audit covered financial statements/transactions and procurement activities for the period July to November 2017.



## **AUDIT FINDINGS AND OBSERVATIONS**

### **1.0 FINANCIAL AUDIT**

#### **1.1 PROJECT BANK ACCOUNT**

**Objective:** To ensure that the project operates a bank account as per the International Development Agency and University financial procedures.

**Criteria:** A project bank account be opened at a commercial bank acceptable to International Development Agency.

**Condition:**

The project operates a commercial bank account whose details are;

Bank: Kenya Commercial Bank

Branch: Eldoret

Account name: Moi University ACE II World Bank Project

Account Number: 1202447163

The account has three categories of signatories:

- i. Category A:  
Prof. Laban P. Ayiro – Ag. Vice Chancellor  
Prof. Daniel K. Tarus – Ag. Deputy Vice Chancellor - Finance
- ii. Category B:  
Mr. George Aduda – Ag. Finance Officer  
Mr. Joshua C. Koech – Ag. Chief Accountant
- iii. Category C:  
Prof. Ambrose Kiprop – Center Leader.

One signature in category A and B is valid at any time, and category C is mandatory.

The account has been opened as per the International Development Agency and University financial procedures, and the signatories also comply since one category comprises of project's management and the second the staff accounting for the project's funds.

#### **1.2 PROJECT FINANCIAL RECORDS AND STATEMENTS**

**Objective:** To establish whether the financial records and statements are prepared in accordance with the financial reporting requirements of the World Bank procedures and guidelines, and revenue and expenditure posted is supported and eligible.

##### **A. Statement of Sources and Uses of Funds (Doc.I)**

**Criteria:** Preparation of a Statement of Funds received, showing funds from the World Bank, project funds from other donors and counterpart funds separately, and of expenditure incurred.



**Condition:**

The Statement of Sources and Uses of Funds for the period ending November 2017 was audited.

Revenue received and expenditure incurred was verified to the bank statement and payment vouchers for the period.

Presentation on expenditure classification as per Project Implementation Plan was analysed and it was correctly presented.

**B. Statement of Uses of Funds (DOC II and DOC III)**

**Criteria:** Preparation of Uses of Funds, giving a breakdown of expenditure for the period as per the expenditure classification in project implementation plan.

**Condition:**

Statement of Uses of Funds was prepared as per the project implementation plan and each expense was vouched to relevant source documents.

**C. List of Non-Current Assets procured to date using projects funds.**

**Objective:** To confirm that purchases of fixed assets have been recorded in the Property, Plant and Equipment register and in the correct general ledger account.

**Criteria:** Asset register is maintained and up to date and posted to the general ledger.

**Condition:**

The Asset register is maintained but yet to be posted to the general ledger account.

The assets were physically confirmed and vouched to the goods received notes GRNs, Invoices, Local purchase orders.

**Risk:** Misappropriation of assets.

**Recommendation:** An assets register should be maintained and expenditure posted to the general ledger account.

CENTER RESPONSE:

We are in the process of posting all the fixed assets to the Fixed Assets Register in the FMIS and undertake that this will be completed before 15<sup>th</sup> December 2017. A copy of the assets posted to the FMIS will be availed to you for audit verification.

All the assets that have been purchased have been tagged and marked with MU identification codes. This is to avoid misappropriation and also to ensure that the assets can easily be traced and identified as University assets.

**D. Cash Book and Bank Reconciliation**

**Objective:** To ensure that the revenues received and expenditures incurred for the project are correctly reflected in the cash book, and bank reconciliation prepared.

**Criteria:** Revenues received and expenditures incurred are supported with relevant documents and correctly posted in the cashbook for the relevant period and bank reconciliations prepared.



**Condition:**

Revenues received and expenditures incurred for the period had been correctly posted in the cash book.

**E. Total funds utilised to 30<sup>th</sup> November 2017 is Ksh. 184,143,760**

**2.0 PROCUREMENT AUDIT****A. Purchase of a vehicle for ACE II Project: DOC IV**

Heavy duty Single cab Pick Up- 4200cc Diesel with super structure Toyota Land Cruiser HZJ 79R-CJMRS converted to a 9 seater station wagon.

**Objective:** To determine if Procurement of Goods, Works, and Services financed have been procured in accordance with the World Bank Procurement policies and Procedures and Public Procurement and Asset Disposal (PPAD) Act, 2015.

**Criteria:** Public Procurement and Asset Disposal Act PPAD 91(1) and (2) Open tendering shall be the preferred procurement method for procurement of goods, works and services. The procuring entity may use an alternative procurement procedure only if that procedure is allowed and satisfies the conditions under this Act for use of that method. While 56(1) states that to identify qualified persons, a state organ or public entity may seek, in writing, to use another State organ's, public entity's registration list of all registered persons in the category provided that the list is valid and developed through a competitive process.

**Condition:**

Procurement method used was tender process adopted from the Contract Agreement between Ministry of Transport, Infrastructure, Housing and Urban Development, (State Department for Public Works-Supplies branch) and M/S Toyota Kenya Ltd for Supply of Pick-ups (Diesel Propelled)-Tender No. SB/4/2016-2017 for Ksh. 7,541,000

There was neither a Circular from Ministry of Transport, Infrastructure, Housing and Urban Development to State Corporations to use Contract Agreements nor any communication by the procuring entity requesting the use of the list as per the Act.

Toyota Kenya invoice indicates an amount of Ksh. 7,400,000 after negotiation by a team in project office.

**Risk:** Noncompliance/contravention to the PPAD Act, 2015 which may attract penalties.

**Recommendations:**

Strict adherence to the PPAD Act, 2015; consider other methods of procurement in order to get value for money such as Direct procurement where applicable.

**CENTER RESPONSE:**

The contract No. SB/028/2017 was entered into on 20th Day of January, 2017 by and between Ministry of Transport, Infrastructure, Housing and Urban Development, (State Department for Public Works-Supplies branch) P.O. BOX 30743 – 00100 NAIROBI and M/S TOYOTA KENYA LTD P.O. BOX 3391-00506 NAIROBI.

The said Copy of Contract used in procuring the above mentioned vehicle was endorsed by Principal Secretary State Department of Public Works. The said contract reads: To Government



Departments and Institutions as and when required for the period of Two (2) years effective from the date of AGREEMENT.

We requested for the circular and were given a copy of contract and informed that a copy of the circular was to follow later as we proceed with the contract.

Since the Procurement was an Open Tender by a Parent Ministry, there was no Non-compliance/Contravention to the PPAD Act, 2015. The University will report to the Public Procurement Regulatory Authority (PPRA) on this procurement and the method used in the procurement to ensure that they are satisfied with the said Procurement process. In addition, we are following up on receipt of the circular from the Ministry.

#### **B. Record keeping and documentation.**

**Objective:** To determine if procurement records are kept in compliance with PPAD Act, 2015; Section. 68

**Criteria:** Proper records are kept and retrievable.

**Condition:**

Records are not easily retrievable and Local Purchase Orders are not filed in sequence.

**Risk:** Noncompliance to the PPAD Act, 2015 Section.68.

**Recommendations:**

Procurement records relating to ACE II PTRE should be kept at the Project's office and proper filing system maintained.

**CENTER RESPONSE:**

The Procurement Unit has improved in the filing and retrieval of documents. Procurement records relating to ACE II PTRE will be transferred to the Projects Office by 22<sup>nd</sup> December 2017.

#### **C. Procurement using Request For Quotations method**

**Objective:** To establish that request for quotations was given to as many persons as necessary to ensure effective competition and at least three persons submitted their quotations prior to evaluation in compliance with PPAD Act, 2015; Sec. 106.

**Criteria:** At least three persons submit their quotations prior to evaluation.

**Condition:** Quotations for procurement of air tickets for MU ACE II PTRE launch visitors, quotation number Q/AIR/ACEII/2017-18/03 was sent to four bidders as per the Procurement Quotation Register. Only one quotation from Elgeyo Travel and Tours Ltd who was awarded was availed. The quotation evaluation and award minutes were availed indicating only one bidder responded.

**Risk:** Budget overrun, by spending more than the budgeted amount and lack of competitive prices.

**Recommendation:**

Strict adherence to the provisions of Section 106 of the Act and consider the purchase of air tickets directly from the airlines when the market rates are lower than what the Travel agents are quoting.



CENTER RESPONSE:

We invited four (4) Pre-qualified firms, but three firms did not return the quotations due to delayed payment due to them.

We ensured that the quotation that we received was reasonable and that the University was not paying inordinately higher prices.

To ensure that the University obtains the price ticket prices, especially for local travels, we are exploring the possibility of entering into Memorandum of Understanding (MOU) with the Airlines. This will enable the University to obtain the tickets directly from the airlines and pay reasonably low fares.

**D. Procurement plan in place, and is being followed**

**Objective:** To verify that all procurement processes were within the approved budget and planned through an annual procurement plan in compliance with Section 45(3)(a).

**Criteria:** Procurement plan has been developed and procurement of goods, works and services is within the approved budget.

**Condition:** An established procurement plan has been developed and procurement of goods, works and services are within the approved budget.

**3.0 Conclusion and Opinion**

We have audited the projects financial statements, transactions and procurement activities. The records presented are true and fair reflection of the project operations for the period reviewed.

Accelerated training of individuals handling finances and procurement of the project should be carried out in order to comply fully with the World Banks guidelines.

Audit on implementation to determine whether the project is running on schedule as per the standard operating manual will be covered in the next quarterly audit.



**CPA MARGARET K. GIMAIYO**  
**AG. CHIEF INTERNAL AUDITOR**

CC

Centre leader, ACE II PTRE

DVC, Finance



Doc 1

DOC.I

Accounting  
II  
Chen  
12/2/17

12/2/17

MOI UNIVERSITY  
AFRICA HIGHER EDUCATION CENTERS OF EXCELLENCE PROJECT (151847)  
Statement of Sources and Uses of Funds  
for the semi-annual period ending.....November 2017

Sources of Fund	\$ Semi-Annual Period ending...NOV 17...	\$ Cumulative for Financial Year End
<b>Opening Cash Balance</b>		
Government Funds	-	
World Bank IDA Funds	1,070,763.35	
Student Fees	865.13	
Others	-	
<b>Total</b>	<b>1,071,628.48</b>	
<b>Add Receipts</b>		
Government Funds	-	
World Bank IDA Funds	-	
Student Fees	-	
Others	-	
<b>Total Financing</b>	<b>1,071,628.48</b>	
<b>Less: ACE Expenditure as per Project Implementation Plan</b>		
1.0 Set-up institutional framework for commencement of the ACE	89,588.36	
2.0 Strengthen education capacity excellence - quality and productivity	10,959.00	
3.0 Education Capacity & Development Impact	877.00	
4.0 Strengthen Research Capacity excellence - quality and productivity	82,714	
5.0 Strengthen education and research capacity (through increased financ	-	
6.0 Observation of best practices in ACE financial operation	-	
7.0 Observation of best practices in ACE procurement operation	-	
<b>Other Expenses</b>	<b>6</b>	
<b>Total Uses of Funds by Components</b>	<b>184,143.76</b>	
<b>Closing Balances</b>	<b>887,484.72</b>	
Government Funds	-	
World Bank IDA Funds	886,619.59	
Student Fees	865.13	
Others	-	
<b>Total Closing Cash Balance</b>	<b>887,484.72</b>	



DOC 2.

DOC II.

**MOI UNIVERSITY**  
**AFRICA HIGHER EDUCATION CENTERS OF EXCELLENCE PROJECT**  
**Uses of Funds (Breakdown)**  
**for the semi-annual period ending November 2017**

USD

Expenditure	Semi-Annual Period ending ... NOV 17		Cumulative for Financial Year End		Explanation of Variance	PAD /Life of Project	Revised PAD
	Actual \$	Planned \$	Variance \$	Actual \$	Planned \$		
<b>Expenditure Classification as per Project Implementation Plan</b>							
1 1.0 Set-up institutional framework for commencement of the ACE	89,588	221,500	131,912				
2 2.0 Strengthen education capacity excellence - quality and productivity	10,959	137,350	126,391				
3 3.0 Education Capacity & Development Impact	877	5,000	4,123				
4 4.0 Strengthen Research Capacity excellence - quality and productivity	82,714	450,356	367,642				
5 5.0 Strengthen education and research capacity (through increased financial)	-	-	-				
6 6.0 Observation of best practices in ACE financial operation	-	-	-				
7 7.0 Observation of best practices in ACE procurement operation	-	-	-				
<b>Total</b>	<b>184,138</b>	<b>814,206</b>	<b>630,068</b>				
<b>1.0 Set-up institutional framework for commencement of the ACE</b>							
1.2.1 Drafting financial and procurement plans	-	2,000.00	2,000				
1.2.2 Drafting all standard operating procedures	2,091	3,000	909				
1.3.1 Project inception workshop and official launch	11,562	15,000	3,438				
1.3.2 Partners support to inception workshop	5,180	6,200	1,020				
1.4 Stakeholders workshop (community sensitization on project)	2,279	3,000	721				
1.5.1 Refurbishing centre buildings	-	110,000	110,000				
1.5.2 Purchasing centre's facilities and High performance Desktop PC (Apple iMac)	23,750	50,000	26,250				
1.6.3 Needs assessment for short courses, MSc course development in phytochemistry and one (1) baseline survey within Moi University	7,340	8,200	860				
1.6.4 Graduate tracer studies	7,340	8,000	660				
1.7.2 Progress report writing	-	100	100				
1.8.1 ACE meetings	386	1,000	614				
1.10 Cost for running ACE and other legible exercises not planned	29,660	15,000	(14,660)				
<b>Sub Total</b>	<b>89,588</b>	<b>221,500</b>	<b>131,912</b>				
<b>2.0 Strengthen education capacity excellence - quality and productivity</b>							
2.3.1 Lead partner support scholarships for national MSc students	1,950	10,000	8,050				
2.3.2 Lead partner support scholarships for regional MSc students	-	5,000	5,000				

12/12/17  
 ACE II  
 Accounts



DOC 2ii

DOC II<sub>2</sub>

2.3.3 National and Regional Partners support for MSc fellowships		33,920	33,920						
2.4.1 Lead partner support scholarships for national PhD students		14,000	14,000						
2.4.2 Lead partner support scholarships for regional PhD students		4,000	4,000						
2.4.3 Support of partners towards PhD fellowships		35,000	35,000						
2.6.1 Cost of material for training	-	500	500						
2.62 Logistics, venue, catering services	-	7,000	7,000						
2.63 Transport, accommodation & per diem of training facilitators for 3 days	-	3,000	3,000						
2.6.4 support partners to retool workshop	-	3,500	3,500						
2.7.2 Travel, accommodation, per diem, catering services on development of at least two (2) short courses	-	3,000	3,000						
2.9.1 Material for use during short courses offering	-	500	500						
2.9.2 Travel, accommodation, per diem, catering services on development of at least two (2) short courses	-	4,500	4,500						
2.11.1 Catering services, logistics, venues, stationery, etc., for holding train	788	2,300	1,511						
2.11.2 Travel, accommodation, per diem for five facilitators/ consultants holding 3 days training	6,000	6,000	-						
2.11.3 support partners to leadership and management workshop	2,220	1 5,030	2,810						
2.11.4 stationary	-	100	100						
<b>Sub Total</b>	<b>10,959</b>	<b>137,350</b>	<b>126,391</b>						
<b>3.0 Education Capacity &amp; Development Impact</b>									
3.1.1 Orientation /cultural seminars expense in terms of meals, transport, perdiem	877	1,000	123						
3.5.1 Support of professors/external expertise to PTRE (Travelling cost and Perdiem)									
3.6.1 Travel, accommodation, per diem, catering services on development of at least 1 curriculum	-	3,000	3,000						
<b>Sub Total</b>	<b>877</b>	<b>5,000</b>	<b>4,123</b>						
<b>4.0 Strengthen Research Capacity excellence - quality and productivity</b>									
4.1 Upgrade of of Textile laboratory and Phytochemical research laboratory ,renewable energy and generator back up		328,656	328,656						
4.4.1 Laboratory consumables (textile materials, chemicals reagents, safety	5,012	10,000	4,988						
4.7.1 Support of faculty and ACE team to establish Memorandum of Understandings with partners (Travelling cost and Perdiem)		10,000	10,000						
4.8.1 Support of staff mobility to public and private sector institutions of higher learning and industry (Travelling cost and Perdiem)		10,000	10,000						
4.9.1 Grant application logistics (Travel, Perdiem, communication, stationeries, venues, consultancy cost)		3,000	3,000						

2  
 11/12/17  
 ACE  
 15/12/17  
 ACE



DOC 2<sub>(11)</sub>

4.12.1 Professional skills training and conference attendance logistics (Travel, Perdiem, communication, stationeries, publication, visas, insurance )		5,000	5,000						
4.12.2 Support partners to seminar workshop, conference and short courses									
4.14.3 Vehicle Insurance - 4x4 extended land cruiser		1,200	1,200						
4.14.4 Vehicle service and maintenance - 4x4 land cruiser		2,000	2,000						
4.14.5 Local and regional travel (Fuel and Perdiem)		500	500						
4.16.1 Purchase of one 4x4 extended double cabin pick-up		2,000	2,000						
	74,000	74,000	-						
4.18.1 Support for training i.e fees for course, perdiem, transport, air ticket)	3,702	4,000	298						
<b>Sub Total</b>	<b>82,714</b>	<b>450,356</b>	<b>367,642</b>						
<b>Grand Total Uses of Funds</b>	<b>184,138</b>	<b>814,206</b>	<b>630,068</b>						

NOTE: CURRENCY CONVERSION RATE USED IS 1USD = KSH. 100

Set by donor

DOC II<sub>3</sub>

Approved  
19/11/11

3.



DUC 20

DOC III

MOI UNIVERSITY AFRICA CENTRE OF EXCELLENCE (ACE II) BUDGET FOR JULY TO DECEMBER 2017				
NO.	ITEM/SERVICE  DESCRIPTION	FUNDS  ALLOCATED  IN USD.	TIMING OF A	
			2017/2018 1ST QUARTER JUL-SEP	2017/2018 2ND QUARTER OCT-DEC
1.0	Set-up institutional framework for commencement of the ACE			
1.1	Put in place operational manual for ACE administration, procurement, financial management, independent evaluation committee for award of scholarships and research grants, monitoring and evaluation (standard operating procedures)			
1.2.1	Drafting financial and procurement plans	2,000	2,000	0
1.2.2	Drafting all standard operating procedures	3,000	3,000	0
	<b>SUB-TOTALS</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>
1.3	ACE Implementation team meeting on world bank procedures			
1.3.1	Project inception workshop and official launch	15,000	15,000	0
1.3.2	Partners support to inception workshop	6,200	6,200	0
	<b>SUB-TOTALS</b>	<b>21,200</b>	<b>21,200</b>	<b>-</b>
1.4	Community and stakeholders sensitization			
1.4.2	Stakeholders workshop (community sensitization on project)	3,000		3000
	<b>SUB-TOTAL</b>	<b>3,000</b>	<b>-</b>	<b>3000</b>
1.5	Refurbish Centre Office Building			
1.5.1	Refurbishing centre buildings	110,000	-	110,000
1.5.2	Purchasing centre facilities and High performance Desktop PC (Apple iMac)	50,000	-	50,000
	<b>SUB-TOTAL</b>	<b>160,000</b>	<b>-</b>	<b>160,000</b>
1.6	Conduct seminars for self evaluation of project progress and industrial linkage committee meeting			
1.6.1	Self-evaluation seminars	10,000	0	0
1.6.2	Industrial committee meeting	2,000	0	0
1.6.3	Needs assessment for short courses, MSc course development in phytochemistry and one (1) baseline survey within Moi University	8,200	0	8200
1.6.4	Graduate tracer studies	8,000	0	8000
	<b>SUB-TOTAL</b>	<b>28,200</b>	<b>-</b>	<b>16,200</b>
1.7	Collecting and analyzing data for technical reporting and M&E on education and research			
1.7.1	Course Evaluation and data analysis	100	0	0
1.7.2	Progress report writing	200	50	50
	<b>SUB-TOTAL</b>	<b>300</b>	<b>50</b>	<b>50</b>
1.8	Plan and hold ACE implementation meetings			
1.8.1	ACE meetings	2,000	500	500
	<b>SUB-TOTAL</b>	<b>2,000</b>	<b>500</b>	<b>500</b>
1.10	ACE Operation Cost			
1.11	Cost for running ACE and other legible exercises not planned	44,000	5000	10000
	<b>SUB-TOTAL</b>	<b>44,000</b>	<b>5000</b>	<b>10000</b>
	<b>TOTAL ACTIVITY I</b>	<b>263,700</b>	<b>11,750</b>	<b>189,750</b>
2.0	Strengthen education capacity excellence - quality and productivity			

ACE II  
Accountant  
13/12/17



DOC III 2

<b>2.1 Gender sensitization on postgraduate training in the areas of stem</b>				
2.1.1	Travel, accommodation, per diem for three facilitators holding two career /open days		0	0
2.1.2	Catering services, logistics, venues, stationery, etc., for holding career/open days and information campaigns		0	0
	<b>SUB-TOTAL</b>		0	0
<b>2.2 Advertisement of activities</b>				
2.2.1	Advertisement of ACE postgraduate programs in print media (i.e., local newspapers, brochures, posters, etc.)	5,000	0	0
	<b>SUB-TOTAL</b>	<b>5,000</b>	<b>0</b>	<b>0</b>
<b>2.3 MSc Fellowships</b>				
2.3.1	Lead partner support scholarships for national MSc students	16,600	0	16,000
2.3.2	Lead partner support scholarships for regional MSc students	5,325	0	5,000
2.3.3	National and Regional Partners support for MSc fellowships	53,920	0	33,920
	<b>SUB-TOTAL</b>	<b>75,845</b>	<b>0</b>	<b>48,920</b>
<b>2.4 PhD Fellowships</b>				
2.4.1	Lead partner support scholarships for national PhD students	13,800	0	14,000
2.4.2	Lead partner support scholarships for regional PhD students	-	0	4,000
2.4.3	Support of partners towards PhD fellowships	80,100	0	35,000
	<b>SUB-TOTAL</b>	<b>93,900</b>	<b>0</b>	<b>53,000</b>
<b>2.5 ICT Upgrading: , E-platforms establishment</b>				
2.5.1	Installation of projectors in teaching rooms, Smart/Interactive white boards, & development of a teleconferencing room	21,000	0	-
2.5.2	Development/Adoption of E-learning Platform	1,000	0	-
2.5.3	Provision of Internet connectivity (Accessories for linking to the university backbone)	2,000	0	-
2.5.4	Setting up a Local Area Network (LAN) in offices (2) and one ICT/Computer lab, & Wi-Fi connectivity within the Center	3,400	0	-
2.5.5	Increase Internet Bandwidth (20 Mbps)	7,000	0	-
2.5.6	Purchase projectors, laptops, scanners, printers, & photocopiers with scanning and network printing facility	14,600	0	-
2.5.7	Interactive Website for research dissemination	1,000	0	-
2.5.8	Training users on use of e-learning platform	-	0	-
	<b>SUB-TOTAL</b>	<b>50,000</b>	<b>0</b>	<b>-</b>
<b>2.6 Re-tool faculty in areas relevant to the ACE curriculum delivery and supervision</b>				
2.6.1	Cost of material for training	500	-	500
2.6.2	Logistics, venue, catering services	3,000	-	3,000
2.6.3	Transport, accommodation & per diem of training facilitators for 3 days	7,000	-	7,000
2.6.4	support partners to retool workshop	3,500	-	3,500
	<b>SUB-TOTAL</b>	<b>14,000</b>	<b>-</b>	<b>14,000</b>
<b>2.7 Develop short courses curriculum</b>				
2.7.1	Material for development of short courses	-	-	-
2.7.2	Travel, accommodation, per diem, catering services on development of at least two (2) short courses	6,500	-	3,000
	<b>SUB-TOTAL</b>	<b>6,500</b>	<b>-</b>	<b>3,000</b>
<b>2.9 Offer short courses and seminars</b>				
2.9.1	Material for use during short courses offering	1,500	-	500

2

13/12/17



2.9.2	Travel, accommodation, per diem, catering services on development of at least two (2) short courses	13,500	-	4,500
	<b>SUB-TOTAL</b>	<b>15,000</b>	<b>-</b>	<b>5,000</b>
<b>2.11 Institutional capacity development in governance, data system, leadership and monitoring and evaluation (le</b>				
2.11.1	Catering services, logistics, venues, stationery, etc., for holding training	2,300	-	2,300
2.11.2	Travel, accommodation, per diem for five facilitators/ consultants holding 3 days training	6,000	-	6,000
2.11.3	support partners to leadership and management workshop	5,030	-	5,030
2.11.4	stationery	100	-	100
	<b>SUB-TOTAL</b>	<b>13,430</b>	<b>-</b>	<b>13,430</b>
	<b>TOTAL ACTIVITY 2</b>	<b>273,675</b>	<b>-</b>	<b>137,350</b>
<b>3.0 Education Capacity &amp; Development Impact</b>				
<b>3.1 Cultural Seminars and language training</b>				
3.1.1	Orientation /cultural seminars expense in terms of meals, transport, per diem	1,000	-	1,000
3.1.2	Language training	-	-	-
	<b>SUB-TOTAL</b>	<b>1,000</b>	<b>-</b>	<b>1,000</b>
<b>3.5 Visiting professors/external expertise</b>				
3.5.1	Support of professors/external expertise to P17AC (Traveling cost and Per diem)	10,000	-	3,000
	<b>SUB-TOTAL</b>	<b>10,000</b>	<b>-</b>	<b>3,000</b>
<b>3.6(b) Development of a new MSc program in phytochemistry</b>				
3.6.1b	Travel, accommodation, per diem, catering services on development of at least 1 curriculum	2,000	-	1,000
3.6.2b	Accreditation cost	2,000	-	-
	<b>SUB-TOTAL</b>	<b>4,000</b>	<b>-</b>	<b>1,000</b>
<b>3.7 Benchmarking with partnership of Applied Sciences, Engineering and Technology (PASET) and partner</b>				
3.7.1	Benchmarking seminars /workshop for the relevant thematic areas	1,000	-	-
3.7.2	Peer review with partners for accreditation of programs offered at the center and for development of new programs	11,000	-	-
3.7.3	Cost of materials for benchmarking (stationary)	100	-	-
	<b>SUB-TOTAL</b>	<b>12,100</b>	<b>-</b>	<b>-</b>
	<b>TOTAL ACTIVITY 3</b>	<b>27,100</b>	<b>-</b>	<b>5,000</b>
<b>4.0 Strengthen Research Capacity excellence – quality and productivity</b>				
<b>4.1 Upgrade of of Textile laboratory and Phytochemical research laboratory ,renewable energy and generatio</b>				
4.1.1	Dyeing machines	40,000	-	40,000
4.1.2	Textile HP-IJT Kier boiler	25,000	-	25,000
4.1.3	IDRaman mini Handheld Raman Spectrometer	25,000	-	25,000
4.1.4	Desktop SEM (JEOL JCM-6000 Neoscope)	20,000	-	20,000
4.1.5	Electrical Muffle Furnace	1,500	-	1,500
4.1.6	Auto hot press machine (Hotonix STX20) –controlled pressure	1,005	-	1,005
4.1.7	Powdering/grinding machine	800	-	800
4.1.8	Forced Ventilation Oven	730	-	730
4.1.9	Absorbance tester – Lamotte	600	-	600



<b>2.1 Gender sensitization on postgraduate training in the areas of stem</b>			
2.1.1	Travel, accommodation, per diem for three facilitators holding two career/open days	0	0
2.1.2	Catering services, logistics, venues, stationery, etc., for holding career/open days and information campaigns	0	0
<b>SUB-TOTAL</b>		<b>0</b>	<b>0</b>
<b>2.2 Advertisement of activities</b>			
2.2.1	Advertisement of ACE postgraduate programs in print media (i.e., local newspapers, brochures, posters, etc.)	5,000	0
<b>SUB-TOTAL</b>		<b>5,000</b>	<b>0</b>
<b>2.3 MSc Fellowships</b>			
2.3.1	Lead partner support scholarships for national MSc students	16,600	0
2.3.2	Lead partner support scholarships for regional MSc students	5,325	0
2.3.3	National and Regional Partners support for MSc fellowships	53,920	0
<b>SUB-TOTAL</b>		<b>75,845</b>	<b>0</b>
<b>2.4 PhD Fellowships</b>			
2.4.1	Lead partner support scholarships for national PhD students	13,800	0
2.4.2	Lead partner support scholarships for regional PhD students	-	0
2.4.3	Support of partners towards PhD fellowships	80,100	0
<b>SUB-TOTAL</b>		<b>93,900</b>	<b>0</b>
<b>2.5 ICT Upgrading: , E-platforms establishment</b>			
2.5.1	Installation of projectors in teaching rooms, Smart/Interactive white boards, & development of a teleconferencing room	21,000	0
2.5.2	Development/Adoption of E-learning Platform	1,000	0
2.5.3	Provision of Internet connectivity (Accessories for linking to the university backbone)	2,000	0
2.5.4	Setting up a Local Area Network (LAN) in offices (2) and one ICT/Computer lab, & Wi-Fi connectivity within the Center	3,400	0
2.5.5	Increase Internet Bandwidth (20 Mbps)	7,000	0
2.5.6	Purchase projectors, laptops, scanners, printers, & photocopiers with scanning and network printing facility	14,600	0
2.5.7	Interactive Website for research dissemination	1,000	0
2.5.8	Training users on use of e-learning platform	-	0
<b>SUB-TOTAL</b>		<b>50,000</b>	<b>0</b>
<b>2.6 Re-tool faculty in areas relevant to the ACE curriculum delivery and supervision</b>			
2.6.1	Cost of material for training	500	-
2.6.2	Logistics, venue, catering services	3,000	-
2.6.3	Transport, accommodation & per diem of training facilitators for 3 days	7,000	-
2.6.4	support partners to retool workshop	3,500	-
<b>SUB-TOTAL</b>		<b>14,000</b>	<b>-</b>
<b>2.7 Develop short courses curriculum</b>			
2.7.1	Material for development of short courses	-	-
2.7.2	Travel, accommodation, per diem, catering services on development of at least two (2) short courses	6,500	-
<b>SUB-TOTAL</b>		<b>6,500</b>	<b>-</b>
<b>2.9 Offer short courses and seminars</b>			
2.9.1	Material for use during short courses offering	1,500	500



VOL 3 (w)

DOC III 4

4.1.10	Electronic thermometer	500	-	500
4.1.11	Digital vernier caliper	500	-	500
4.1.12	Strain gauges	300	-	300
4.1.13	High pressure stainless steel boiler	400	-	400
4.1.14	Cutting machine - Octo Round Knife	750	-	750
4.1.15	Solar module quantum efficiency measurement system (with all accessories)	60,000	-	60,000
4.1.16	THERMOCOJET NEXUS 870 FTIR ESP FT-IR Spectrometer	12,000	-	12,000
4.1.17	Shimadzu LC-2010 CHT HPLC	58,421	-	58,421
4.1.18	Heidolph™ Hei-Vap™ Rotary Evaporator	9,450	-	9,450
4.1.19	compound microscope with CAMERA	15,000	-	15,000
4.1.20	Flash point module	7,000	-	7,000
4.1.21	PECVD split tube furnace systems	15,000	-	15,000
4.1.22	2000 PV Modules	5,000	-	5,000
4.1.23	Diesel / LPG burner system	8,000	-	8,000
4.1.24	PV Array Combiner Boxes	1,500	-	1,500
4.1.25	Fuses and Breakers	200	-	200
4.1.26	Automatic biodiesel oil oxidation stability analyzer, oil laboratory testing equipment.	10,000	-	10,000
4.1.27	Support of partners to upgrade laboratories	10,000	-	10,000
	<b>SUB-TOTAL</b>	<b>328,656</b>	<b>-</b>	<b>328,656</b>

**Laboratory equipment installation, commissioning and training**

4.2.1	Installation of laboratory equipment	4,000	-	-
4.2.2	Commissioning of laboratory equipment	4,000	-	-
4.2.3	Training of Technicians on use of new equipment's	2,000	-	-
	<b>SUB-TOTAL</b>	<b>10,000</b>	<b>-</b>	<b>-</b>

**4.4 Purchase of laboratory consumables and softwares**

4.4.1	Laboratory consumables (textile materials, chemicals reagents, safety clothing, glassware)	15,000	-	10,000
4.4.2	VASP code	3,000	-	-
4.4.3	Atomistic Tool Kit-Virtual Nano Lab licence	4,000	-	-
	<b>SUB-TOTAL</b>	<b>22,000</b>	<b>-</b>	<b>10,000</b>

**4.7 Establish new partnerships (MOUs) and strengthen existing ones in the area of teaching & research**

4.7.1	Support of faculty and ACE team to establish Memorandum of Understandings with partners (Travelling cost and Perdiem)	20,000	-	10,000
	<b>SUB-TOTAL</b>	<b>20,000</b>	<b>0</b>	<b>10,000</b>

**4.8 Faculty / PhD student Mentorship on specialised skills (internships, mobility)**

4.8.1	Support of staff mobility to public and private sector institutions of higher learning and industry (Travelling cost and Perdiem)	30,000	-	10,000
4.8.2	Support partners to mentorship logistics/mobility (Travelling, Perdiem, communication, stationeries, venues, consultancy cost, training cost)	3,500	-	-
	<b>SUB-TOTAL</b>	<b>33,500</b>	<b>-</b>	<b>10,000</b>

**4.9 Support faculty to submit Grant proposals**

4.9.1	Grant application logistics (Travel, Perdiem, communication, stationeries, venues, consultancy cost)	5,000	1,000	2,000
	<b>SUB-TOTAL</b>	<b>5,000</b>	<b>1,000</b>	<b>2,000</b>

4

13/12/17

ACE II Accountant  
CHANCE



DOC 3 (v)

DOC III 5

<b>4.11 Faculty/Students collaborative research</b>				
4.11.1	Research activities logistics (Travel, Perdiem, communication, stationeries, venues, consultancy cost, materials, insurance )	10,000	-	-
4.11.2	Support partners students in research	2,000	-	-
	<b>SUB-TOTAL</b>	<b>12,000</b>	<b>-</b>	<b>-</b>
<b>4.12 Participation in external seminar workshop, conference and short courses</b>				
4.12.1	Professional skills training and conference attendance: logistics (Travel, Perdiem, communication, stationeries, publication, visas, insurance )	10,000	-	5,000
4.12.2	Support partners to seminar workshop, conference and short courses	3,200	-	1,200
	<b>SUB-TOTAL</b>	<b>13,200</b>	<b>-</b>	<b>6,200</b>
<b>4.14 Maintain, insurance and service research vehicles (4X4 vehicles, Minibus)</b>				
4.14.1	Vehicle Insurance - Mini bus	-	-	-
4.14.2	Vehicle service and maintenance - Mini bus	-	-	-
4.14.3	Vehicle Insurance - 4x4 extended land cruiser	2,000	-	2,000
4.14.4	Vehicle service and maintenance - 4x4 land cruiser	1,500	-	500
4.14.5	Local and regional travel (Fuel and Perdiem)	6,500	-	2,000
	<b>SUB-TOTAL</b>	<b>10,000</b>	<b>-</b>	<b>4,500</b>
<b>4.16 Procurement of 4X4 extended land cruiser vehicle for ACE centre field activities and meetings</b>				
4.16.1	Purchase of one 4x4 extended double cabin pick-up	74,000	-	74,000
	<b>SUB-TOTAL</b>	<b>74,000</b>	<b>-</b>	<b>74,000</b>
<b>4.18 Trainings, benchmarks and exchange for Center accountant, procurement, administrator, social and environmental safeguard officer and support staff working under ACE</b>				
<b>Support for training i.e fees for course, perdiem, transport, air ticket)</b>				
4.18.1		5,000	-	4,000
	<b>SUB-TOTAL</b>	<b>5,000</b>	<b>-</b>	<b>4,000</b>
	<b>TOTAL ACTIVITY 4</b>	<b>533,356</b>	<b>1,000</b>	<b>449,356</b>
<b>6.0 Observation of best practices in ACE financial operation</b>				
6.1.0	Financial reporting	-	-	-
6.2.0	Financial audit	500	-	-
6.3.0	Transparent financial management enhancement	-	-	-
6.4.0	Students sponsors refunds processing	-	-	-
	<b>TOTAL ACTIVITY 6</b>	<b>500</b>	<b>-</b>	<b>-</b>
<b>7.0 Observation of best practices in ACE procurement operation</b>				
7.1.0	Procurement audit	500	-	-
7.2.0	Ensuring transparent procurement process	-	-	-
	<b>TOTAL ACTIVITY 7</b>	<b>500</b>	<b>-</b>	<b>-</b>
	<b>TOTAL ALL ACTIVITIES</b>	<b>1,098,831</b>	<b>32,750</b>	<b>762,456</b>
	<b>1% CONTINGENCY</b>	<b>10,988</b>	<b>328</b>	<b>7,625</b>
	<b>GRAND TOTAL</b>	<b>1,109,819</b>	<b>33,078</b>	<b>770,081</b>

5

13/12/17  
ACE II ACCOUNTANT  
CONTRACTOR



VUC 11 10

DOC IV,

REPUBLIC OF KENYA



Contract No. SB/028/2017

**CONTRACT AGREEMENT**

THIS AGREEMENT, [hereinafter called "the CONTRACT"] is entered into this 20<sup>th</sup> Day of January, 2017, by and between the Ministry of Transport, Infrastructure, Housing and Urban Development, (State Department For Public Works - Supplies Branch) of [or whose registered office is situated at], Works Building, 1<sup>st</sup> Ngong' Avenue, P. O. Box 30743 – 00100, Nairobi [hereinafter called "the Client / Procuring entity"] of the one part and M/S TOYOTA KENYA LIMITED, P.O. BOX 3391 – 00506, NAIROBI [hereinafter called "the Tenderer / Contractor", on the other part:

WHEREAS the Procuring entity invited tenders for certain goods,  
SUPPLY OF PICK-UPS (DIESEL PROPELLED) - (Tender No. SB/4/2016-2017), to Government Departments and Institutions as and when required for the period of Two (2) Years effective from the date of this AGREEMENT and has accepted a tender by the tenderer for the supply of those goods in the sum of: [hereinafter called "the Contract Price"] (Bid) as follows:

S/NO.	ITEM DESCRIPTION	MODEL/MAKES/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	DUTY FREE PRICE(KSH)
1.	ITEM 1: MTD 1476-045-16 /MTD 1760-045-16 DOUBLE CABIN P/UP, 4X4, 2700-3200cc DIESEL	Toyota Hilux KUN126R-DNMFYN(XF) JAPAN	6,380,000	3,960,000.00
		Toyota Hilux KUN126R-DNMAYN(XG) Automatic JAPAN	7,018,000	4,330,000.00
		Toyota Hilux GUN126R-DNTMHN Manual ( JAPAN)	6,699,000	4,158,000.00
		Toyota Hilux GUN126R-DNTMHN(GG) Automatic - JAPAN	7,368,900	4,546,500.00

DTM  
23/1/17



Doc IV b

DOC IV 2.

S/NO.	ITEM DESCRIPTION	MODEL/MAKES/ COUNTRY OF ORIGIN	UNIT PRICE (KSHS.)	DUTY FREE PRICE(KSH)
	045-16 HEAVY DUTY SINGLE CAB PICK UP, 4000- 4200cc, DIESEL WITH SUPER STRUCTURE	Steel structure Canvas (Kenya)		
		Toyota Land cruiser HZJ79R-TJMRS with fibre glass body (Kenya)	6,292,000.00	5,394,000.00
		Toyota Land cruiser HZJ79R-TJMRS converted to a 9 seater station wagon (Kenya) *	7,541,000.00	6,468,000.00
5.	ITEM 7: MTD-1299- 045-16 DOUBLE CABIN PICK UP, 4X4, 2000-2500cc, DIESEL	Toyota Hilux KUN125R- DNFYN(XC) Manual JAPAN	5,591,000.00	3,510,000.00
6.	ITEM 8: MTD-2139- 045-16 DOUBLE CABIN PICK UP; 4X4, 2000-2500cc, DIESEL 120 HP	Toyota Hilux GUN125 DNFXHN- GH (STD) Manual- JAPAN	5,870,000.00	3,685,500.00
		Toyota Hilux GUN125-DNFXHN- GS (STD) Manual (JAPAN)	5,663,000.00	3,549,000.00
		Toyota Hilux KUN125R- DNFSYN-XI Deluxe- Manual (JAPAN)	5,823,000.00	3,630,000.00
		Toyota Hilux GUN125R- DNFSHN-GI Deluxe Manual (JAPAN)	6,114,150.00	3,811,500.00
		Toyota Hilux GUN125-DNFSHN- G6 Deluxe Manual (JAPAN)	6,114,150.00	3,811,500.00
7.	ITEM 10: MTD-1300- 045-16 HEAVY DUTY DOUBLE CABIN PICK UP, 4X4, 1-1.5 TON, 4000-4200cc, DIESEL	Toyota Land Cruiser Double Cabin P/UP HZJ79R DK MRS (Japan assembled in Kenya)	9,506,000.00	5,929,000.00

23/11/17



Doc IV<sub>3</sub>**MOI UNIVERSITY**

P.O. BOX 3900 - 30100, Eldoret

LPO. NO.

Tel: (053) 43620, 43001/8, Fax: (053) 43047

000000020044

No: 030918

**LOCAL PURCHASE ORDER**

TO:  
TOYOTA KENYA LIMITED  
P.O. BOX 3391  
NAIROBI, RIFT VALLEY 00506  
KENYA

Date: 04-Aug-2017

CENTRAL EXPENSES / ACEII

Dept:

Date required: 2/11/2017

Tender/Quotation No: SB/4/2016:2017

Req Note No: PRN024111

Please supply the following goods/ services subject to the conditions below:

DESCRIPTION	QUANTITY	UNIT PRICE		TOTAL	
		Shs.	Cts	Shs.	Cts
DIRECT TOYOTA LAND CRUISER HZJ79R TJMRS	1.0000	7,541,000.00		7,541,000.00	
CONVERTED TO A 9 SEATER STATION WAGON (KENYA) 045-16 HEAVY DUTY SINGLE					
SAB PICK UP 4000 1200CC, DIESEL WITH SUPER STRUCTURE					
*** Last Item ***					

Account To Commit:

Amount in words SEVEN MILLION FIVE HUNDRED FORTY-ONE  
THOUSAND AND ZERO CENTS ONLY

Account To Commit

COUNTER SIGNED:

DVC/ Administration, Planning &amp; Development

Purchasing/ Finance

**PLEASE NOTE:**

- 1) This order is not valid unless serially numbered and officially stamped
- 2) Goods must be delivered as specified. Goods collected will be given at supplier's own risk.
- 3) Alteration of whatever nature must be authorised, in writing, by the purchasing officer or the Finance Officer
- 4) Invoice must cover only the items ordered which must correspond with our specifications.
- 5) All invoices must be addressed to the Finance Officer, Moi University, P.O. Box 3900, Eldoret and must quote our order number.
- 6) Delivery must be done within seven days from the date of receipt of LPO



(ISO 9001:2008 Certified Institution)

Prepared by KHIR KIRWA

Examined by

TOTAL



TOYOTA



HINO



YAMAHA

CASE III  
AGRICULTURE

Office: Uhuru Highway, P. O. Box 3391 - 00506 Nairobi, Kenya. Tel: +254 -20- 6967000, 651444 Fax: +254 -20- 651458, 651403 GSM: 0719 029 000, 0734 333 271  
Email: enquiries@toyotakenya.com, 0724 256 594 Website: www.toyotakenya.com

PIN No. P051126254X  
VAT No. 0111432U

## INVOICE

Date: 21-Nov-17

Moi University  
P.O. Box 3900-30100  
ELDORET  
TEL 053 43620

INV/2017-003

VAT No. 0111432U  
PIN No. P051126254X  
LPO No. 30720

Unit Price KES Total Price KES

- 1 NEW TOYOTA LAND CRUISER HZJ79R-TJMRS [P/UP]  
9 SEATER AND ACCESSORIES

6,379,310.34

Reg.  
Chassis No.  
Engine No.  
Year Of Man  
Color

TBC

TEL 0711307726056

07240880695

2017

WHITE

Net Total

6,379,310.3

16% VAT

1,020,689.65

Total for 1 unit [KES]

7,400,000.0

7,400,000.0

Deposit paid by Customer

Balance payable

7,400,000.0

## Account Details

Standard Chartered Bank Kenya Ltd.  
Branch: Maritime Hse Mombasa  
KES A/c: 01020 920457 00  
Swift code: SCBLKENXAXXX

Yours faithfully,  
for Eldoret Toyota,

Lilian Bowen

Sales Executive/Administrator  
0727 673512



Gilbert Chebil  
Branch Manager



Branches:

Nairobi Toyota: Uhuru Highway; Westlands Toyota: Waiyaki Way; Kirinyaga Road Toyota: Kirinyaga Road;  
Mombasa Toyota: Moi Avenue; Eldoret Toyota: Sirikwa Street; Lodwar Toyota: Lodwar; Bodycare: Kampala Road  
Nairobi Hino: Popo Road; Toyota Kisumu: Busia Road

6230-11

116 x 7400.00 = 3827592  
net = 7,017,241