



ANNUAL PROCUREMENT PLAN

Ministry/ Parastatal : THE MINISTRY OF NATIONAL TREASURY AND PLANNING
 Procuring Entity's Name : KENYA DEVELOPMENT CORPORATION LIMITED
 Financial Year : 2022/2023

No.	Description (Department/ Section)	Unit	Qty	Procurement Method	Source of Funds/ Budget Line	Estimated Cost Kshs.	Time Process	Invite/ Advertise Tender	Bid Open	Bid Evaluation	Tender Award	Notification of Award	Contract Signing	Total time to contract signature	Date for Completion of contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1	Human Resource Devt. & Training <i>(as per approved training program for FY 2022/2023)</i>	Quarterly	4	DP	Budget	34,020,000	Planned Days	Recurrent Expenditure for FY 2022/2023							
							Actual Days								
							Variance								
2	Staff Welfare Expenses <i>Provision of staff tea, water and others</i>	Quarterly	4	RFQ	Budget	12,600,000	Planned Days	Recurrent Expenditure for FY 2022/2023							
							Actual Days								
							Variance								
3	Staff Group Life Insurance	No	No	OT	Budget	4,487,014	Planned Days	01-Jul-22	08-Jul-22	07-Aug-22	21-Aug-22	23-Aug-22	30-Aug-22	61	
							Actual Days	1	7	30	14	2	7		
							Variance								
4	Team Building for Quarter 2 (2022/2023 FY) <i>Reserved for Youth</i>	No	Lot	RFQ	Budget	2,300,000	Planned Days	01-Nov-22	08-Nov-22	15-Nov-22	22-Nov-22	24-Nov-22	01-Dec-22		
							Actual Days	1	7	7	7	2	7	31	
							Variance								
	<i>Reserved for Women</i>					920,000									
5	Team Building for quarter 4 (2022/2023 FY) <i>Reserved for Youth</i>	No	Lot	RFQ	Budget	4,000,000	Planned Days	29-May-23	05-Jun-23	12-Jun-23	19-Jun-23	21-Jun-23	28-Jun-23		
							Actual Days	1	7	7	7	2	7	31	
							Variance								
	<i>Reserved for Women</i>					1,600,000									
6	Staff and Board Medical Insurance	No	No	OT	Budget	35,220,682	Planned Days	01-Jul-22	08-Jul-22	07-Aug-22	21-Aug-22	23-Aug-22	30-Aug-22	61	
							Actual Days	1	7	30	14	2	7		
							Variance								
7	Long Services Award (<i>Reserved for AGPO</i>)	No	1	RFQ	Budget	2,730,000	Planned Days	02-Dec-22	05-Dec-22	08-Dec-22	15-Dec-22	17-Dec-22	24-Dec-22		



	Reserved for PWD'S							54,600			Actual Days	1	3	3	7	2	7		23	
	Reserved for Youth							2,675,400			Variance									
8	Recruitment Expenses	Quarterly	2	RT		Budget		2,100,000				Recurrent Expenditure for FY 2022/2023								
9	HR CONSULTANCY & CULTURE TRANSFORMATION	Quarterly	4	RFP		Budget		6,000,000			Planned Days									
											Actual Days									
											Variance									
10	Oceania Apartment ADM. Expenses	Quarterly	4	RFQ		Budget		2,475,000			Planned Days									
	Reserved for AGPO Women							1,237,500			Actual Days									
	Reserved for AGPO Youth							1,237,500			Variance									
11	Zamia Heights Apartment ADM. Expenses	Quarterly	2	RFQ		Budget		1,814,568			Planned Days									
	Reserved for AGPO - Youth										Actual Days									
											Variance									
12	REPAIRS AND MAINTENANCE-FURNITURE AND FITTINGS (Reserved for AGPO - PWD'S)	Quarterly	4	RFQ		Budget		1,260,000			Planned Days									
											Actual Days									
											Variance									
13	INSURANCE - GENERAL	No	1	OT		Budget		9,569,796			Planned Days	01-Jul-21	22-Jul-21	21-Aug-21	04-Sep-21	06-Sep-21	13-Sep-21			
											Actual Days	1	21	30	14	2	7	75		
											Variance									
14	INSURANCE -MOTOR VEHICLES	No	1	OT		Budget		2,234,387			Planned Days	01-Jul-21	08-Jul-21	07-Aug-21	21-Aug-21	23-Aug-21	30-Aug-21			
											Actual Days	1	7	30	14	2	7	61		
											Variance									
15	PRINT AND STATIONERY (Reserved for AGPO)	Various	Lot	RFQ		Budget		6,300,000			Planned Days	Recurrent Expenditure for 2022/2023								
	Reserved for AGPO PWD'S							126,000			Actual Days									

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	Reserved for AGPO Women					6,174,000		Variance										
16	PUBLIC RELATIONS & COMMUNICATION/BRANDING	No	1	RFP	Budget	55,500,000		Planned Days	Recurrent Expenditure for FY 2022/2023									
	(Marketing Merchandise Reserved for AGPO - Youth 40%)					22,200,000		Actual Days										
								Variance										
17	DISASTER RECOVERY PLAN (@Jamhuri park) - (Reserved for AGPO - Youth)	No	1	RFQ	Budget	5,000,000		Planned Days	03-Oct-21	10-Oct-21	09-Nov-21	23-Nov-21	25-Nov-21	02-Dec-21				
								Actual Days	1	7	30	14	2	7				61
								Variance										
18	CORPORATE SOCIAL RESPONSIBILITY (Reserved for AGPO)		2	RFQ	Budget	5,000,000		Planned Days	Recurrent Expenditure for Q3 & Q4 FY 2022/2023									
	Reserved for AGPO Youth							Actual Days										
								Variance										
19	TELEPHONE CHARGES-	Monthly	1	RFQ	Budget	10,080,000		Planned Days	Recurrent Expenditure for 2022/2023									
	Reserved for AGPO Youth (Calling Cards)					8,412,000.00		Actual Days										
	Direct Office Lines					1,668,000.00		Variance										
20	POSTAGE AND COURIER	No	1	Direct	Budget	420,000		Planned Days	Recurrent Expenditure for 2022/2023									
								Actual Days										
								Variance										
21	TRAVELLING AND SUBSISTENCE COSTS-LOCAL (Reserved for AGPO)	Quarterly	4	RFQ	Budget	40,374,400		Planned Days	Recurrent Expenditure for FY 2022/2023									
	Reserved for AGPO Women					23,977,800		Actual Days										
	Reserved for AGPO Youth					12,112,320		Variance										
22	TRAVELLING AND SUBSISTENCE COSTS-ABROAD (Reserved for AGPO)	Quarterly	4	RFQ	Budget	13,948,000		Planned Days	Recurrent Expenditure for FY 2022/2023									
	Reserved for AGPO Women					6,944,950		Actual Days										
	Reserved for AGPO Youth					4,003,050		Variance										
23	VEHICLE RUNNING EXPENSES (Fuel)	Quarterly	4	Direct	Budget	3,159,200		Planned Days	Recurrent Expenditure for FY 2022/2023									
	VEHICLE REPAIR EXPENSES (Garage)	Quarterly	4	Direct	Budget	3,660,800		Actual Days										
								Variance										

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24	CONSULTANCY PROFESSIONAL FEES EXPENSES FOR THE CORPORATION	Quarterly	4	RFP	Budget	25,200,000	Planned Days			Actual Days			Variance			Recurrent Expenditure for FY 2022/2023			
							Planned Days	Actual Days	Variance	Planned Days	Actual Days	Variance	Planned Days	Actual Days	Variance	Planned Days	Actual Days	Variance	
25	ELDORET SME PARK ADMINISTRATION COSTS (security, Cleaning etc)	Quarterly	4	RFQ	Budget	2,746,800													
26	ADVERTISEMENTS EXPENSES (On My GOV & Newspapers of wide circulation)	Quarterly	4	Direct	Budget	6,300,000													
27	ICT EXPENSES (Navision Licenses & Other Software licenses)	Quarterly	4	RFQ	Budget	30,660,000													
28	LEGAL COSTS	Quarterly	4	RFQ	Budget	16,884,000													
29	LIBRARY EXPENSES	No	Lot	RFQ	Budget	2,100,000													
30	LAUNDRY AND UNIFORM EXP (Reserved AGPO - Women)	No	8	RFQ	Budget	630,000													
31	ISO CERTIFICATION(QMS)	No	1	RFQ	Budget	2,520,000													
32	CORRUPTION PREVENTION COMMITTEE EXPENSES	Quarterly	4	RFQ	Budget	1,575,000													

THIRD SCHEDULE (42)



						Actual Days								
						Variance								
33	HIV AIDS COMMITTEE EXPENSES (Reserved for AGPO - PWD'S)	Quarterly	4	RFQ	Budget	1,575,000	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2022/20223						
						Actual Days								
						Variance								
34	DISABILITY MAINSTREAMING EXPENSES (Reserved for AGPO - PWD'S)	Quarterly	4	RFQ	Budget	1,575,000	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2022/20223						
						Actual Days								
						Variance								
35	DRUGS & ALCOHOL ABUSE MAINSTREAMING EXPENSES - (Reserved for AGPO - Youth)	Quarterly	4	RFQ	Budget	1,575,000	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2022/20223						
						Actual Days								
						Variance								
36	ROAD SAFETY MAINSTREAMING EXPENSES	Quarterly	4	RFQ	Budget	1,575,000	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2022/20223						
						Actual Days								
						Variance								
37	HEALTH , SAFETY & ENVIRONMENT COMMITTEE EXPENSES	Quarterly	4	RFQ	Budget	1,575,000	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2022/20223						
						Actual Days								
						Variance								
38	SCIENCE, TECHNOLOGY & INNOVATION MAINSTREAMING (STI)	Quarterly	4	Direct	Budget	28,999,084	Planned Days	Recurrent Expenditure for Q2, Q3 & Q4 FY 2021/2022						
						Actual Days								
						Variance								
39	GENERAL EXPENSES(Reserved for AGPO)	Quarterly	4	RFQ/LV	Budget	2,835,000	Planned Days	Recurrent Expenditure for FY 2022/2023						
						Actual Days								
						Variance								
	Reserved for AGPO Women					1,417,500								
40	FEASIBILITY STUDIES COSTS	Quarterly	4	RFQ	Budget	9,000,000	Planned Days	Recurrent Expenditure for FY 2021/2022						

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									Variance											
41	REPAIRS AND MAINTENANCE(BUILDINGS)	No	Various	RFQ	Budget	4,550,000			Planned Days	Recurrent Expenditure for FY 2022/2023										
	(Reserved for AGPO Youth)								Actual Days											
									Variance											
42	UCHUMI HSE - CLEANING EXPENSES	LOT	1	OT	Budget	8,634,780			Planned Days	ongoing contracts										
	(Reserved for AGPO - Women)								Actual Days											
									Variance											
43	UCHUMI HSE - OTHER ADMN. EXPENSES	LOT	1	OT	Budget	4,200,000			Planned Days	ongoing contracts										
									Actual Days											
									Variance											
44	UCHUMI HSE - BUILDING INSURANCE GENERAL	No	1	RFQ	Budget	1,575,000			Planned Days	03-Oct-22	10-Oct-22	17-Oct-22	24-Oct-22	26-Oct-22	02-Nov-22					
									Actual Days	1	7	7	7	2	7					31
									Variance											
45	UCHUMI HSE - REPAIRS & MAINTENANCE (MACHINES) - LIFT & GENERATOR	No	Various	RFQ	Budget	2,038,750			Planned Days	ongoing contracts										
									Actual Days											
									Variance											
46	UCHUMI HSE - SECURITY	No	1	OT	Budget	9,707,040			Planned Days	ongoing contracts										
									Actual Days											
									Variance											
47	UTALI HOUSE REPAIRS AND MAINTENANCE(BUILDINGS)	Quarterly	4	RFQ	Budget	4,550,000			Planned Days	Recurrent Expenditure for FY 2022/2023										
	Reserved for AGPO PWD'S					91,000			Actual Days											
	Reserved for AGPO Youth					4,459,000			Variance											
48	UTALI HSE - CLEANING EXPENSES	Quarterly	4	OT	Budget	7,068,600			Planned Days	ongoing contracts										
	(Reserved for AGPO - Women)								Actual Days											
									Variance											

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49	UTALLI HSE - OTHER ADMN. EXPENSES - (Reserved for AGPO)	Quarterly	4	OT	Budget	7,612,500	Planned Days	ongoing contracts								
							Actual Days									
	Reserved for AGPO PWD's				128,400		Actual Days									
	Reserved for AGPO Youth				7,484,100		Variance									
50	UTALLI HSE - REPAIRS & MAINTENANCE (MACHINES) _ LIFTS & GENERATOR	Quarterly	4	RFQ	Budget	7,278,250	Planned Days	ongoing contracts								
							Actual Days									
							Variance									
51	UTALLI HSE - BUILDING INSURANCE GENERAL	No	1	RFQ	Budget	1,575,000	Planned Days	03-Sep-22	10-Sep-22	17-Sep-22	24-Sep-22	26-Sep-22	03-Oct-22			
							Actual Days	1	7	7	7	2	7			31
							Variance									
52	UTALLI HSE -SECURITY	Quarterly	4	OT	Budget	8,400,000	Planned Days	ongoing contracts								
							Actual Days									
							Variance									
53	Renovations at Utalii House	LOT	1	OT	Budget	15,000,000	Planned Days	03-Oct-22	24-Oct-22	23-Nov-22	07-Dec-22	09-Dec-22	16-Dec-22			75
	Reserved for AGPO - PWD's				300,000		Actual Days	1	21	30	14	2	7			
	Reserved for AGPO - Women				14,700,000		Variance									
54	Laptops for Staff Members	No	20	RFQ	Budget	3,000,000	Planned Days	01-Jul-22	08-Jul-22	15-Jul-22	22-Jul-22	24-Jul-22	31-Jul-22			31
	Reserved for AGPO - Youth						Actual Days	1	7	7	7	2	7			
							Variance									
55	IPADS & TABLETS	No	10	RFQ	Budget	2,000,000	Planned Days	01-Jul-22	08-Jul-22	15-Jul-22	22-Jul-22	24-Jul-22	31-Jul-22			31
							Actual Days	1	7	7	7	2	7			
							Variance									
56	General Automation Internet Installation, ICT office network & servers	LOT	1	RFQ	Budget	10,000,000	Planned Days	Recurrent Expenditure for FY 2022/2023								
							Actual Days									
							Variance									
57	Purchase of Motor Vehicles (Quarter One - FY 2022/2023)	No	1	No	Direct	10,000,000	Planned Days	01-Jul-22	08-Jul-22	15-Jul-22	22-Jul-22	24-Jul-22	31-Jul-22			

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58	Purchase of Motor Vehicles (Quarter three - FY 2022/2023)	No	1	No	Direct	10,000,000	Actual Days	1	7	7	2	7	31	Variance	Planned Days	03-Jan-22	10-Jan-22	17-Jan-22	24-Jan-22	26-Jan-22	02-Feb-22	Actual Days	1	7	7	2	7	31	Variance
<p>Prepared by Head of Procurement Unit: . Patricia Gachungi Sign  Date <u>Thu. 23/06/2022</u></p> <p>Approved by Head of Procuring Entity: Mr. Christopher Huka Sign  Date <u>23/06/2022</u></p>																													

Key:
 OT- Request for Tender
 RFQ- Request for Quotation
 DP- Direct Procurement
 LV - Low Value
 RT - Restricted Tender
 AGPO-Access to Government Opportunities

NOTES TO TABLE:

TABLE 1 - TOTAL PROCURABLE - KSH 000'

1	PWD'S AGPO RESERVATION	3,144,000.00
3	WOMEN/YOUTH AGPO RESERVATION	152,556,000.00
2	OTHER PROCUREMENTS	363,068,658.00
	TOTAL - KSH	518,768,658.00

TABLE 2 - TOTAL AGPO RESERVED PROCUREMENT - KSH 000'

1	WOMEN AGPO - RESERVATIONS	72,067,630.00
2	YOUTH AGPO - RESERVATIONS	80,488,370.00
3	PWD'S AGPO RESERVATIONS	3,144,000.00
	TOTAL - KSH	155,700,000.00