

PARLIAMENT
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KENYA NATIONAL ASSEMBLY

TENTH PARLIAMENT – FOURTH SESSION - 2012

REPORT OF THE
JOINT COMMITTEE ON ENERGY, COMMUNICATIONS AND INFORMATION AND
HOUSE BROADCASTING COMMITTEE

ON THE
PUBLIC PETITION ON THE STATE OF AFFAIRS AT THE KENYA BROADCASTING
CORPORATION

ANNEXURES

CLERK'S CHAMBERS,
PARLIAMENT BUILDINGS,
NAIROBI

MAY, 2012

TABLE OF CONTENTS

ANNEX

K.B.C's Staff (Petitioners) Submissions.....	1
Job Advertisements for the Managing Director and Human Resource Manager's Positions.....	2
Curriculum Vitae of Mr. Walter Mong'are.....	3
Federation of Kenya Employers Report on K.B.C.....	4
Job Description of the Radio Programmes Manager.....	5
Information Concerning Companies that Transact Business With K.B.C.....	7
K.B.C's Utilization Of Funds Paid By K.N.A.....	8
Wealth Declaration of Assets, Income and Liabilities of Messrs Tom Buluku and Robert Wekesa.....	9
List All the Artists and Casuals including their Details.....	10
Correspondence between Mr. Milton Nyakundi and K.B.C's management.....	11
Public Procurement Oversight Authority's (PPOA) Letter to K.B.C.....	12
Pre-qualification list of K.B.C's Suppliers- for the years 2011-2013.....	13
List of Companies that Collected Tender Documents from K.B.C (2010- 2011).....	14
Correspondence between K.B.C and Kenya Auto Electrical Ltd.....	15
Receipts, Vouchers and Delivery Notes of Broadcast Solutions Ltd's Transactions with K.B.C.....	16
Letter from Mr. Ben Gituku to the Joint Committee.....	17
Letter from the Parliamentary Broadcasting Unit Staff (P.B.U) to the Joint Committee.....	18

ANNEX 1:

KBC STAFF (PETITIONERS) SUBMISSIONS

KBC Staff Submissions

to

**The joint Parliamentary Select committees –
House Broadcast and Energy and Information
committees**

Investigating

**Alleged mismanagement and malpractices at
the**

National Broadcaster

1. HISTORICAL BACKGROUND

KBC is the public media organization in Kenya. It broadcasts in both English and Swahili, as well as in most local languages of Kenya. The corporation started in 1928 when Kenya was a British colony. In 1964, when Kenya became an independent country, the corporation's name was changed to Voice of Kenya (VOK). In 1989, it reverted to Kenya Broadcasting Corporation (KBC). The same year KBC signed a contract with Japan Telecommunication Engineering Consultancy Service (JTEC) for improvement and expansion of the national medium wave frequency radio broadcasting network. In 1991, another contract was signed between KBC and Marubeni Corporation of Tokyo Japan for upgrading of medium wave transmitting stations and construction of new ones. In 1993, KBC embarked on a major modernization project to upgrade its transmitting stations, construct new ones and improve on switching and routing network. In 1996, Metro FM was commissioned as a 90% 24 hours entertainment radio channel. However in 2006 it was transformed to a full time reggae channel. In September 2000, KBC commissioned Metro Television as a sports and entertainment channel. December same year Coro FM was launched to transmit in Kikuyu language to Nairobi and Mount Kenya Region. In 2001, Pwani FM was started to cater for the coast region. In 2009 the government licensed KBC to spearhead the migration from analogue to digital. Later same year, President Mwai Kibaki opened the DVB-T centre at Broadcasting House.

The corporation has helped to mould most of Kenya's notable journalists especially before the liberalization of the airwaves in Kenya. Some of the forefront pioneer broadcasters on KBC radio's Idhaa ya Kiswahili (Swahili Service) are Leonard Mambo Mbotela, Amina Fakhii and Khadija Ali. In the English service prominent broadcasters who pioneered the service were Hassan Mazoa, Sammy Lui, Peter Njoroge, Abdulhaq and Elizabeth Omolo among others.

All through KBC had laid down procedure of recruiting staff, this procedure is no longer followed. When Engineer Philip Okundi was appointed the managing director of KBC in the early 1990s, he improved the salaries of the staff. However, his successors have done very little to address staff welfare. They instead conspired with the Board of directors to increase the gap between the lowly paid and the highly paid officers in the corporation. The situation is worse now whereby; new managers are recruited contrary to the laid down procedures and many of them are without relevant academic certificates and yet are paid handsomely at the expense of the staff. The board of directors is heavily compromised because of their personal interests with some in direct conflict of interest to the extent of doing business with the corporation. Negative ethnicity and nepotism are majorly at play.

3. MALPRACTICES IN HUMAN RESOURCES CAPACITY CREATION

- 3.1. Lack of Scheme of service leading to stagnation in same job group for years and skewed recruitment exercises
- 3.2. Nepotism in recruitments and promotions

3.2.1. Company Secretary Recruitment

The KBC company secretary Paul Jilani was reportedly retrenched from the Telkom Kenya for non performance and other ills. He was hired by KBC in November 2010 through the alleged assistance of the board chairman Muoki after searching for a job for several years. The board initially declined confirming his appointment in the August 2011 sitting for alleged incompetence. However, Jilani was confirmed in employment last December. We invite the committee to interrogate his suitability because we believe his underperformance has caused the corporation to lose huge sums of money through poorly drawn contracts and court cases against KBC.

Board meetings

It is our submission that the board of directors' calendar has been amended to increase the frequency of its meetings. Sometimes the board holds two meetings in a day and the members who attend the morning session sit in the afternoon session too. Each sitting should have seven members. Each member is paid 22,000 shillings per sitting which translates to 44,000 shillings per head on the days they have two sessions. In addition they are paid 2,000 shillings each as lunch allowance yet they are bought food. The office of the company secretary can furnish your committee with the board calendar, attendance register and payment vouchers.

Court cases –

The case of Elyna Wanyika Sifuna - She was cleared by the court of allegations of sending abusive text messages to former CEO David Waweru and the current CEO Charles Waithaka Waihenya. However, the corporation refused to lift her suspension. She moved to the industrial court and was awarded damages apart from issuing orders to reinstate her. Interestingly, the company secretary belatedly filed an appeal against the ruling. The corporation enlisted the services of Kinyua Muriithi and company advocates. Ms. Sifuna has sued Waihenya in his personal capacity for defamation, but KBC is paying for the legal fee to Kinyua Muriithi. The company secretary's office and that of finance can furnish you with the details.

2. STAFF WELFARE DESCRIPANCIES

SUBMISSIONS

- 2.1. **Skewed and indiscriminate implementation of the Corporation's Code of Regulations with regards to salaries and allowances.**
- 2.2. **Staff employed as casuals for much longer than the stipulated labour laws requirement period of three months.** **Annex - A**
- 2.3. **Staff pension amounting to KES 700,000,000.00 missing!**
- 2.4. **Managers awarded themselves commuter allowance long before the same was spread to the entire workforce** **Annex - P6**
- 2.5. Indiscriminate award of commissions to different cadre of staff involved in the same assignments; case in point - marketers and members of finance departments are awarded commissions for work collectively undertaken by KBC staff
- 2.6. Poor and substandard working tools and systems
- 2.7. Hazardous mosquito infected working areas especially for shifts on night duty
- 2.8. Poor and unhygienic toilet facilities
- 2.9. **Plea**
 - 2.9.1. **Compel corporation via all line ministries to immediately pay workers the accrued arrears and bonuses as per the COR same as the senior managers who are currently enjoying the benefits of the revised salaries.**
 - 2.9.2. **Ensure the several years of service in KBC by casual workers don't go to waste!**

4. SKEWED PROCUREMENT PROCEDURES AND GRAND CORRUPTION

SUBMISSION

4.1. THERE IS GROSS IMPROPRIETY IN PROCUREMENT THAT URGENTLY DEMANDS A PROBE ON SUSPECT SUPPLIERS WITH SPECIAL FOCUS ON THE FOLLOWING COMPANIES ALLEGEDLY OWNED BY THE SAME PERSON:

- a. YORK INVESTMENTS LTD.
- b. GRAND PHOTOLAB E.A LTD.
- c. ROYAL BUSINESS TECHNOLOGIES
- d. LEON INSURANCE COMPANY.
- e. CENTRAL WORKS COMPANY

4.2. INVESTIGATE PROCUREMENT IRREGULARITIES LISTED BELOW INVOLVING THE OWNER OF THE ABOVE COMPANIES A MR. J.K.MWANGI

4.2.1. Tender for TV Virtual Set – Awarded to **Grand PHOTOLAB**-varied (through additional requirements) from Shs 16m to about Shs. 50m without competitive bidding. **Annex - C3**

4.2.2. Tender for FM Transmitters (Kuria, Webuye, Kisumu and Kisii) separated into Transmitters and Antennas-Awarded to **Grand PHOTOLAB** and **YORK Investments** for about Shs. 50m.

4.2.3. FM Transmitters for Vernacular stations (Luo, Luhya, Kisii, Kalenjin, etc.) awarded to the **same two firms** without competitive tendering. Additional procurement ongoing **Annex - C9**

4.2.4. Tender for Analogue TV Transmitters awarded to the **same firms** at a cost of about Shs. 100m **Annex - C4**

4.2.5. Tender for Digital TV Transmitters, awarded to **Central Works Company** (also associated to the same MD) at a cost of about Shs. 280m. A down payment of Shs. 88m was paid out during the strike.

4.3. It is important to note that evaluation for most of the above was done with the assistance of two University of Nairobi Lecturers, Prof M.K. Wamang'oli and Dr. Elijah Mwangi yet KBC has the capacity to carry out the evaluation. The teams were appointed directly and unprocedurally by the Procurement Manager. In view of the above, the Source of specifications and evaluation criteria are suspect.

3.2.2. Marketing Manager appointed before expiry of contract Annex = P2,P6

3.2.3. TV Programmes Manager Annex = A3

3.2.4. Radio Programmes Manager

(it is alleged that Mr. Mong'are the radio manager is a nephew to the permanent secretary Dr. Bitange Ndemo please investigate this allegation)

3.3. Unfair transfers and retirements that are not based on due process example

3.3.1. The sacking of senior sports editor Milton Nyakundi

3.3.2. Agnes Njambi Migwi transferred arbitrarily Annex = P5

3.3.3. Reginah Muriuki, and Philip Obare – Edged out or 11 to pave way for allocation of positions

3.3.4. Tony Juma – Artiste unfairly sacked after a plane mishap in Eldoret

3.3.5. Praxedes A. Otieno unfairly retired on citation of the 50 year rule

3.3.6. Geoffrey Mwakio – Dismissed from service by human resource citing a criminal offence which the officer had however been acquitted of Annex = P7a, P7b

3.3.7. Unprocedural sacking of a long time serving contracted ICT officer Sylvester Legewa by refusal to sign his document which should have been used to pay him after working for a month. This officer was neither given a termination letter nor notice. In his last month, he worked for a month and when others were paid he was not paid.

3.3.8. Refusal to fill the position of the assistant IT manager and that of the Systems administrator. The officer, who is currently officially left acting when the MICTTS is away, Hydah Muthuri, is 3 grades below the MICCTTs who should advertise for the filling of these positions. There was an attempt to sack this officer in October last year and the harassment charges are in the staff welfare committee discussions.

3.3.9. Communication with the MICTTS and the supervision of ICT personnel is currently done through a proxy, Patrick Museme, who chairs meetings for the ICCTTs and it appears to be the only duty of this officer. Among the officers supervised by this officer are 3 of his senior.

3.3.10. Refusal to give majority of ICT officers job descriptions which has left the officers vulnerable to harassment and malpractice in appraisal target setting where you find duplication of effort. Only selected individuals have been given job descriptions.

3.3.11. There are major anomalies in procurement of ICT equipment and services. Investigate and establish that such equipment and services have been indeed procedurally procured. *IT services* and *Internet services* files from the KBC secret registry could shed light on this.

Electrical Ltd dated 5th March 2012 - (REF: KAEL/KBC/12/029) (when KBC members were on strike) should be probed.

KINDLY NOTE THAT THE COMPANY IS NOT PREQUALIFIED TO SUPPLY EQUIPMENT OR ANY MATERIAL TO THE KENYA BROADCASTING CORPORATION.

Annex - C6

In view of the above,

- a. The conduct of the AMTS Mr. Tom Buluku should be investigated further. The scope of investigations should be expanded to include:
- b. The justification for his imprest and that of one Rigger (a Mr. Murage) on 24th and 25th November 2011 to install a Transmitter for the signal for the Somali Service at the Limuru Transmitter; the service is yet to go on air,
- c. **More importantly - why were the two involved in the said installation and many installations countrywide using KBC resources whereas the installations in question were tendered installations to be undertaken on supply, install and commission basis as per tender documents.**

Annex - C9

4.4.10. ONE WAY CLEANING SERVICES LTD is not pre-qualified to supply services to KBC on the contrary to a contract signed by the Managing Director of KBC whose details are scanty. The same can however be traced through payments to the company vide Chq. No. 008744. Supplies and Marketing Inspector Samson Ondieki should explain what he knows about all these transactions.

Annex - C1

4.4.11. Services that can be undertaken inhouse are contracted and tenders awarded at exorbitant rates for instance Turnkey services was paid colossal amounts of money for a TV programme that could have been produced by highly qualified personnel in KBC.

Annex - C2

4.4.12. Contrary to claims by the Acting Finance Manager before the joint Committee of Parliament on 8th March 2012 that the Corporation has been paying the Parliamentary Broadcasting Unit (PBU) staff monthly allowances, investigate and establish who has been benefitting from the allowances since 2008. Take note of some of the beneficiaries from the parliamentary coverage.

Annex - C10

4.4.13. Plea

- a. Compel KBC to pay all the KBC PBU staff all the requisite allowances backdated to the commencement of the parliamentary live proceedings in 2008.

4.4. **INVESTIGATE**

- 4.4.1. **Receipt and Inspection Committee has not been operational for over two years.**
- 4.4.2. Mr. Fred Akoko is not involved in the Inspection and Acceptance of equipments by suppliers despite a Memo from the CEO appointing him to the membership of the Inspection and Acceptance Committee dated 28th July, 2011(REF: KBC/MD/12/6/C).
- 4.4.3. **A COMPANY OWNED BY A BOARD MEMBER, MR. STEVE AREBA WAS PRE-QUALIFIED TO SUPPLY EQUIPMENT FOR THE 2011-2013! The Company name is Broadcast Solutions International Limited (BSI)**
- 4.4.4. BSI is hosting the second licensed multiplex company at their Gatimu site in Limuru despite the company - Pan Africa Media network having expressed interest to be hosted by KBC at the Limuru Transmission. There is a letter to this effect.
- 4.4.5. Hope FM removed their transmission equipment from KBC Limuru Transmitter station to the BSI site between 4th and 6th August 2011. This was done via verbal instructions to the Engineer-In-Charge Limuru Transmitter by AMTS Mr. Tom Buluku.
- 4.4.6. Ghetto Radio installed its signal on 22nd December, 2007 against the instructions by Parliament that KBC withdraws its partnership with Ghetto Radio.
- 4.4.7. K24 installed its signal on 23rd December, 2007.
- 4.4.8. Another Board member **Mr. Ben Gituku** also sits in the board of the Radio Africa Group which constitutes a conflict of interest. This may have a bearing on the controversial deal between KBC and Radio Africa on the 2010 World Cup saga that is a subject of litigation.(Former MD David Waweru and former Company Secretary Hezekiah Oira have since been sacked and arraigned in court over the matter)
- 4.4.9. **The irregular approval of request by the Kenya Auto Electrical Ltd to the Procurement Manager for extension of the closing date for tenders in its letter dated 5th March 2012.**The letter by Kenya Auto

5. MISMANAGEMENT

- 5.1. Creation of units from the Marketing department that don't add value to the core business of KBC yet headed by personnel on huge salary perks
- 5.2. Merger of the ICT and Technical departments giving rise to an amorphous unit headed by an ICT person with no requisite background in broadcast engineering, **Annex – A5a**
- 5.3. Creation of units in radio department without following due process and with heads of the created units without defined roles.
- 5.4. The workshop intended for preventive maintenance, repair and testing of KBC transmission and production equipment; the workshop that was to be equipped with standard repair tools, repair kits and instruments to undertake the said works in an international standard, has been abandoned and neglected, is recluse and carries out piecemeal works
- 5.5. **Unceremonious closure of Metro FM which at the time of closure had the highest listenership of all the KBC radio stations.**

6. CONCLUSION

There are gross malpractices in KBC which call for immediate action. There is urgent need to stop processes that would interference with investigations. This includes and not limited to

- a. Stepping aside of officers implicated in the dubious deals which have brought the organization into disrepute and
- b. Suspension of all contracts as we reliably informed that more payments continue to be made in favor of suppliers suspected to be involved in procurement malpractices.

- b. The said payments should be made immediately from the next remittances from Parliament.**

4.5. PROPOSAL:

Since some documents cannot be traced in view of the publicity the matter has generated, it will be of great help if:

- 4.5.1. Payment Voucher S/No.KBC/10-11/000112 can be scanned to the last digit in that Voucher Book.
- 4.5.2. Deputy Procurement Manager David Adalla who was transferred to Mombasa under suspicious circumstances is recalled to shed light into some issues. He may have been a stumbling block to some corrupt individuals to achieve their objectives.
- 4.5.3. Reports that the IT System in KBC is being upgraded should be probed as it may be intended to destroy evidence; the Manager ICT & Technical Services (MICTTS) Mr. Imbira should be made to explain this development.
- 4.5.4. The Assistant Manager Technical Services (AMTS) Mr. Tom Buluku and Procurement Manager Robert Wekesa should be suspended pending investigations and their Bank Accounts frozen to prevent them from interfering with investigations.
- 4.5.5. It is noteworthy that the Procurement Manager Mr. Robert M. Wekesa's social status has changed greatly in the short period he has been in the Department.
In view of this, a probe should be instituted on how he acquired his wealth, especially three motor vehicles and properties in Syokimau and Trans Nzoia, notwithstanding the fact that a loan or loans can always be used to camouflage corrupt deals.**

Annex – A1

1. MANAGERS

KBC SCHEME OF SERVICE

PRODUCTION MANAGER – SALARY SCALE BE 3

In the KBC scheme of service, the title Production Manager refers to the head of Radio and Television Departments combined. The two areas have since been elevated to independent departments led by the Radio Service Manager and Television Programmes Managers respectively. However, the records have not been updated to reflect the present status. The salary scales for the managers of these two departments have also been reviewed to Salary Scale BE 2.

2. Duties and Responsibilities

Overall in charge of the production department which consists of the following sections:-

- a. Radio Production and Operations
- b. Television Production and Operations.
- c. Design
- d. Library
- e. Programme Research.

The duties here involve, planning, controlling and directing programmes produced and broadcast, interpreting and implementing National policies through programmes, organizing co-productions with other organizations as may be necessary, formulation of programme policy. The officer will ensure that productions meet government policy. The Production Manager is responsible for all broadcasts within the corporation besides being the adviser of the corporation on all programme matters. He also has an overall responsibility for control of finance, stores and staff management in the department.

Requirements for Appointment

For appointment to the grade of Production Manager, an officer must have the following:-

- a. Must have served in the grade of Assistant Production Manager for at least three years.
- b. Have demonstrated outstanding professional ability in programme production.
- c. Have a relevant degree or diploma and certificate from a recognized university or institution.
- d. Have demonstrated a high degree of integrity and competence required for effective management of production.

7. List of Annexes

Annex	Content
A1	Managers
A2	Housing Scheme
A3	Artistes
A4	TV Programming
A5	ICTTS Submissions
C1	Contract Document KBC/One way cleaning services
C2	Payment voucher Turnkey production services
C3	Payment voucher Grand photo lab 30% virtual set back up
C4	Contract Document KBC/Grand Photo Lab – Installation of DVB-T2 ready Analogue TX
C5	Extension of tender closing – Kenya Auto Electrical
C6	List of Prequalification Suppliers 2011-2013
C7	List of procured Items
C8	List of procured Items
C9	Payment voucher Grand photo lab 7 No 3KW FM Transmitters
C10	Business Lunch with Parliamentary Accounts Staff
P1	Salary Advance TPM
P2	Appointment of Marketing Manager
P3	Appointment of Marketing Manager
P4	Transfer Agnes Njambi Migwi
P5	Retirement Praxedes Otieno
P6	Transport Allowance -Managers
P7-a	Dismissal Geoffrey Mwakio
P7-b	Dismissal Geoffrey Mwakio
P8	Retirement Benefit Scheme AGM minutes

6. RECOMMENDATIONS

- a. There should be strict adherence to the KBC recruitment policy and procedures that take into consideration gender mainstreaming.
- b. The last time the Radio Department had an effective manager is about six years ago. There is need for Radio and Television experts on the KBC Board of Directors to effectively assess applicants for Radio and Television jobs. Radio department has fallen victim of incompetent managers because of lack of board members who are well versed on radio matters and favoritism/nepotism (it is alleged that Mr. Mong'are the radio manager is a nephew to the permanent secretary Mr. Bitange Ndemo please investigate this allegation)
- c. KBC should update its scheme of service to be more specific and target the right candidates. For instance point (ii) of "requirements for appointment" which reads applicant should "Have attended approved management courses from a recognized institution/university is too general. The duties are also too general.

3. IRREGULARITIES IN THE APPOINTMENT OF THE FOLLOWING:-

- i. Radio Services Manager
- ii. Television Services Manager.

Irregularities

- a. There is no proof that any of them had served as assistant managers in their previous jobs.
- b. They have no certificates to prove that they have relevant training in the area of the discipline that they are serving (Journalism, Communication or Broadcasting).
- c. Although Mr. Walter Mong'are is the radio manager the management pays his deputy Mr. Henry Makokha a special duty allowance of Kshs. 10,000 to perform the radio manager's administrative duties. If indeed the radio manager was competent would management pay someone else to do some of his duties
- d. The two managers were not hired through a competitive process; they did not go through an interview.

4. Remarks:

It is clear that the two managers were hired in total disregard of the KBC recruitment policy and procedures. Their performance as managers in the two departments reflects incompetence in the radio department for instance decisions made by the manager of closing down Metro FM and starting up of Venus FM is not consistent with professional standards. He has also set up units that are not in the radio establishment and deployed staff in total disregard of their competencies laying emphasis on music transmission and neglected development content which is core to our performance targets.

5. FLAWS IN THE KBC RECRUITMENT PROCESS

- a. Some advertisements are designed to suit certain individuals
- b. Sometimes interviews are carried out as a formality and results withheld, the position ends up being filled by someone who never applied and never attended an interview
- c. Some senior positions such as department heads have been filled quietly without an advertisements, for instance the current Radio Services Manager.
- d. The KBC scheme of service has not been updated to give detailed qualification on specific jobs and in view of current academic trends e.g. a relevant degree should be the minimum academic requirement and not a certificate or diploma.

Annex – A3

THE DEPLORABLE STATE OF ARTISTES IN KENYA BROADCASTING CORPORATION

Quoting the Kenya broadcasting corporation code of regulations of 2009

A3 Definitions and interpretations:

A. Definitions

“ ARTISTE” means a public performer or entertainer whose such services are employed by the Corporation.

Section B: Staff appointments and obligations.

1. In order to perform its obligations of broadcasting activities fully, the corporation shall have program and performing artistes who will include actors and presenters with skills to serve in television programs, radio and news departments on terms as set by the board from time to time.
2. The corporation shall develop a talent policy on order to identify program and performing artistes who may be utilized by the relevant programs departments. Where special talent has been identified, the corporation may consider and recruit qualifications notwithstanding, at competitive rates.
3. Terms for artistes shall be spelt out in the artistes policy

(V) Casual Terms

Employees on casual terms shall be engaged strictly in circumstances of relieving and unforeseen work. Such employees shall not be engaged for a continuous period exceeding one month at any given time and they will not be entitled to any leave, gratuity, medical and other benefits.

B. TRUE STATE OF AFFAIRS

Contrary to the above description of artistes in KBC, the term has been used to infringe and discriminate upon these workers; whereas the Kenya Broadcasting Corporation is a state corporation and should not be seen to discriminate against a section of its human resource

C. Employment

Over the years artistes (who are accomplished professionals going by sample documents presented) have served and slaved for the corporation for more than the six month stipulated period, extending to even seven years in temporary state. Thus evidently contravening the constitution in the bill of rights section cap(41)labour relations and also the labour laws .

HOUSING SCHEME

1. Sometime back, a KBC driver was killed by armed bandits as he dropped staff on shift to their residences. Other members of staff have also suffered the same fate but survived as testified by a member of staff before the joint committee on 8th March 2012. This brings to question the issue of KBC Housing scheme which was conceived among other reasons, to cater for staff members particularly those on shift. This would enable the Corporation to pick them from a central place not only for security reasons but also for ease of transportation.
2. KBC's Shauri Moyo Flats along Jogoo Road were bought by funds from the staff Pension Scheme. This means that KBC staffs are stakeholders in the scheme and therefore deserve to participate in any decision regarding the Flats.
3. The staff was not consulted when KBC Management entered into an agreement with Tysons Limited and Interlink on the management of the Housing scheme. The Agents without justification increased the House Rent from KES 7,500 to KES 11,000 in order to make it unaffordable for members of staff. This would then give the management an excuse to rent the 72 Housing units to non staff members.
4. Investigations should establish why KBC entered into an agreement with a private entity to manage the scheme, when it can comfortably recover rent from the staff through the pay roll.
5. An audit should be carried out to establish the safety of money which the firm raises from the scheme. This would put to rest claims that the firm cannot account for thousands of shillings it collects from tenants.
6. The management should explain why the houses are not made affordable to the staff yet their money was used in the construction of the units.
7. The Houses to revert back to members of staff at affordable rates.

F. CORRUPTION

Artistes' monthly wages are taxed as PAYE yet the moneys are not remitted to KRA. Such that when one is employed, they are asked to apply for a KRA pin number so where do the moneys go?

In some departments artistes assign contracts, are even appraised but this is not the standard procedure for all departments.

In addition some artistes for in stance in the IT department and marketing earn a cool 30,000 Kenya shillings and have medical and house allowance yet the same artistes with them same credentials earn as little as 17,00kshs as gross earnings.

G. RECOMMENDATIONS

In view of these facts and irregularities, it is in all fairness to employ artistes on permanent and pensionable terms based on their credentials, work done over the years and their roles played within the corporation.

It is evident that Kenya Broadcasting Corporation has the capacity to employ these artistes either on permanent terms to fill the current vacancies or have them on 3 year contracts with better pay, medical and house allowance

Academic qualifications notwithstanding artistes are underpaid, with the highest earning ksh 21,000 only as a degree holder and low as ksh 16,000 for diploma holders.

Moreover promotions to permanent positions are not carried out in a transparent manner, sighting nepotism and sexual favors for assurances of better working conditions and secured work status.

D. DISCRIMINATION

Artistes within the corporation are discriminated on the basis of being young and versatile, such that all night shift assignments and weekend duties are assigned to artistes and not employees who are deemed more qualified.

In addition to this artistes are often locked out of assignments that generate allowances and commission in favor of the employees and the excuse given is that they are not employees or the fact that they don't have risk allowance. This discriminating behavior is carried on into training camps and scholarships, thus sidelining the artistes.

More so artistes are paid inconsistently i.e. the date of pay vary from the 5th, 10th and even the 18th at the whim of the signatories i.e. the Managing Director and the Finance Manager. Yet, they are expected to meet their needs and still diligent appear and work like the employees, their fellow counterparts.

E. INHUMANE WORKING CONDITIONS

In their service to Kenya Broadcasting Corporation, artistes are not entitled to any form of leave whether annual or even offs; thus subjecting them to long hours in the office with no break or compensation.

More so, the women are not entitled to maternity leave, are if lucky are given two week s off on humanitarian grounds. This is an outright infringement of basic rights, labour relations and the labour laws, resulting to discrimination on basis of gender and pregnancy, and most importantly having no regard to the right to life.

Consequently artistes are denied medical benefits and risk allowance. Several have incurred injuries in their line of duty, only to be abandoned at the accidents sites or hospital to fend for themselves on their meager wages. Such is the case of on Tony Juma a camera person involved in the Eldoret air crash in May 2009, Rebecca Masinde an editor stabbed on her way from work late last year 2011 and Maryanne Wanjiku a producer got into car accident from work.

Artistes working on night shift are locked out form night transport on basis that they don't have risk allowance and even while out on location no water or food is provided for them.

- d. Youtube : Some Channel 1 clips and programs are sold to YouTube; the money is adding up to 320millions. It is suspected that this money has been remitted to some individual in KBC. This also calls for an investigation.
- e. Kivunja Mbavu: The performers are paid at performance venue after the show. They then collude with the producer and TPM and earn another amount paid by KBC despite the fact that KBC equipment and crew are used in the production at the venue.
- f. Good Morning Kenya (GMK); All guests forced to pay to appear on this program. It is a fact that guest are supposed to be paid by KBC or appear for free program.
- g. The producer and the TPM are the beneficiaries of these corrupt dealings.
- h. They should be investigated and punished according with the laws of Kenya.

3. Mismanagement:

- a. Academic qualification and experience: The TPM has a BA (communication) only; she has very little experience in TV production and management. In KBC production there are producers with better qualifications, some with MA (Communication) and/or Postgraduate diplomas and more experience, better track record of performance and international awards. How was she picked for the job?
- b. There is need for investigation and proper vetting for this post done.
- c. She lacks professionalism in her approach to work: The operations are run on a confused inefficient system lacking defined and specific roles. Skills and experience of key personnel goes to waste because the existing set up does not recognize nor tap full potential.
- d. Her appointments are done informally by word of mouth to her in-group. The out-group is usually the subject of humiliation and limited accessibility to her audience. She uses inappropriately disciplinary measures and ignores majority of her employees until there is a problem.
- e. Appointments should be done formally according to the law and the KBC COR. Anything short of this should be invalid.

CORRUPTION IN TV PROGRAMMING

Embezzlement through out - sourced programs: KBC pays millions of shillings for these dubious and substandard programs

1. Outsourced Programmes

- | | | |
|----|--------------------------|---|
| a. | Udhalimu..... | 200,000.00 per episode or 1,825,600/- per month |
| b. | Rosa..... | 200,000.00 per episode or 1,825,600/- per month |
| c. | Nyundo Utosini..... | 200,000.00 per episode or 1,825,600/- per month |
| d. | Classmate..... | 200,000.00 per episode or 1,825,600/- per month |
| e. | Roiko/Vyakula vyetu..... | 200,000.00 per episode or 1,825,600/- per month |
| f. | Chakula Bora..... | 200,000.00 per episode or 1,825,600/- per month |

NOTE: KBC cameras, editing suites and crew are used in production of this programs yet it is paid as if it is purely an out sourced program.

- | | | |
|----|-----------------------|---|
| a. | On the Move..... | 200,000.00 per episode or 1, 825,600/- per month |
| b. | Vijana in action..... | 200, 000.00 per episode or 1, 825,600/- per month |
| c. | Pasua..... | 200,000.00 per episode or 1, 825,600/- per month |
| d. | Home Boys..... | 50,000 per episode |
| e. | Rumba..... | 200,000 per episode or 1, 825,600/- per month |

2. Other Grand Anomalies

- a. Exodus to Stardom: KBC put in millions of shillings as a co production, but the partners were companies where Monica Wacege Ndung'u –the Television Program Manager had some interests. In other words the money was shared amongst those involved. The co-production of KBC Channel 1, Lampstand and Amplified Ltd. The TPM was the senior manager involved for KBC. In this co-production KBC pumped in over Kshs.30million and the returns were zero. This production should be probed and those involved investigated.
- b. The Phone in program 3131 generates millions every week. This money is said to be going into some individuals pocket save the amount awarded to winners. Who gets the money? This MUST also be investigated thoroughly
- c. Scroll 3223 is a sms program again also generating millions per week but the money generated is believed to go into individuals pockets. This also needs probing and investigation.

We blame her because according to COR she was supposed to recommend officers to be promoted.

- b. Designers should be promoted and compensated for the two terms they have been denied promotions. Then an accurate system which does not favor anyone be put in place to ensure proper and fair promotions in the future.
- c. In 2011 the TPM recommended more producers to more promotions. Designers were once more left out.
- d. This is contrary to the labor laws and of to the Code of Regulations.
- e. Promotions should be recommended to all deserving cases without favor or malice towards no one.

- f. She does not respect or understand professionalism - she slights and interferes with professional areas in the department. Scholarships have been directed to specific sections with bias. Design and Programming have always been left out.
- g. The Library is in a horrible state. No improvement up grading or maintenance has ever been applied there since 1962.
- h. KBC Needs an up to date state of the art Library and archive which can facilitate research and production materials readily to the producers and news people.
- i. Preview equipment and room is insufficient in view of demand and the work load. The type of equipment there are obsolete and restricted previewer only. Previewers need protective equipment such as spectacles and anti-radiation screens for the previewers.
- j. The previewers should be modern as the cameras and computers used in production, editing etc. obsolete machines are wasteful and humiliating working on.
- k. Design staff work long hours to see all production operations are successively completed. Some work up to 14 hours seven days a week. This goes beyond the limit of 42 hours input per week required by labor laws. All extra hours put in should be paid for in form of overtime according to the COR and labor laws but this has been frustrated by the TPM.
- l. Overtime must be paid to all designers who work late after working hours.
- m. Design is one of the very versatile and ever-changing professions. It therefore requires constant training and up grading based on new developments in software and styles. No such provisions are available for KBC TV design.
- n. Proper training should be given to all Designers whenever a new machine or software is introduced. The training should be consistent and regularly to keep designers abreast with the fast changing digital world of computers.

4. Promotions:

- a. The TPM office has favored production section more than the other departments namely Design and Programming. In 2005, March all producers were promoted under the recommendation of the TPM. All designers and some Programmers were left out.

- i. **The Synergy System in Radio**
 - ii. **B Gan in the News Room**
 - iii. **ERP in Human Resource Supplies**
 - iv. **Voip and WAN**
 - v. **Orad system**
 - vi. **Virtual set in TV**
8. Laborious cumbersome and sometimes unsuccessful procurement procedures for acquisition of very urgent yet simple and cheap stores and spares leading to lengthy delays in corrective and preventive maintenance. Such stores and spares include Solder wires, Cleaning detergents, Light bulbs, fuses etc
9. There is a glaring lack of ICT and technical maintenance tools in key operation areas coupled with lack of well equipped workshops for equipment testing, preventive and corrective maintenance. Some of these include;
- i. Hardware in terms of computer, printing services, scanners etc which are hardly sufficient
 - ii. Workstations for all staff members
 - iii. Licensed Software for recovery, software tools
 - iv. Proper server rooms with efficient backups

c. Changing Technologies

KBC as the implementing agency of the Task force on Digital migration has not provided leadership nor created capacity for a comprehensive migration plan. It has in total disregard to its national mandate abdicated the responsibility of migration to foreign companies. Some glaring anomalies that create even more confusion include;

- i. Lack of direction and impetus in the formation of a Signal distribution company,
- ii. Purchase of Analogue TV transmitters despite the stipulated analogue switch off date being slated for the 30th of June this year and awarding of tender to a local company to supply Digital TV transmitters that are untested with no local or international reference for proof of Quality of Service.

D. Welfare, Facilitation and Remuneration

- 1. Officers in some of the units in the department are not remunerated the same way as their counterparts of the same cadre in other departments. Case in point; while the Chief accountant , Chief Security officer, Chief Revenue officer etc are all in SS BE4, the Chief electrician is in SS BA1
- 2. Staffs on out of station duties and on special assignments are adversely discriminated upon and are actually excluded from allowances statutorily provided for by the corporation.

ICTTS submissions

A. Leadership and Human Resource Capacity creation

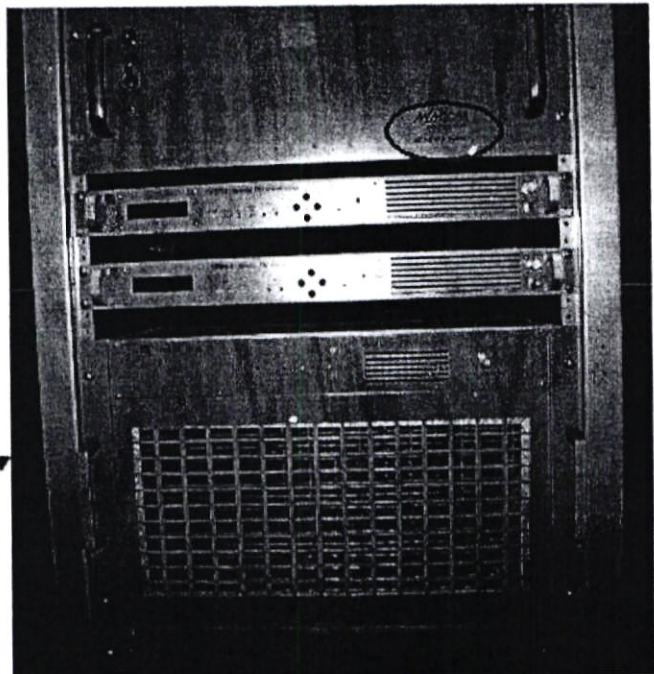
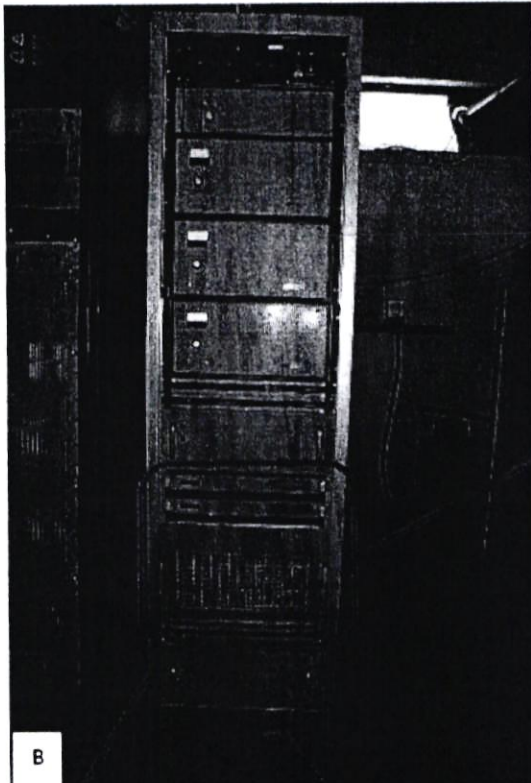
1. Unstructured and uninformed merger of Technical Services and IT departments giving rise to an amorphous unit. Technical services unit is now headed by a non - broadcast engineer who is not versed with emerging broadcast engineering trends.
2. Lack of a comprehensive and workable scheme of service. Many members of the department have stagnated in the same job group for so long yet the department has very many positions not filled. Positions arising from resignations and natural attrition have never been filled either.
3. Quite a number of appointees in the department are yet to be confirmed after a long duration of engagement.
4. There is lack of structured training and follow up on training needs to meet and address the challenges of the ever changing technologies in Broadcasting. This is coupled with erratic and secretive award of local and international scholarships.

B. Acquisitions and disposals

1. Purchase of substandard equipment in disregard to the users specifications and in disregard to best practice where technical evaluation is key in procuring tendered equipment.
2. Alteration within the line departments of provided equipment specifications to favor certain equipment bidders resulting in acquisition of equipment that have no history of success.
3. Unorthodox installation of equipment in disregard to procurement procedures of Supply, Install and Commission. Transmitter units are bought and assembled in used racks. Case in point the Somali FM transmitter (Opera family from Italy) assembled in a Macom Video Systems rack Annex T 1
4. Installation and maintenance of transmitter equipment and accessories is one man affair; a KBC manager who does factory commissioning, Installation and signs acceptance certificate.
5. Arbitrary disposition of corporation land especially at transmitter sites with disregard to due process and to future expansion needs.
6. Tendering and awarding of works which with facilitation can be competently and professionally done in-house. Case in point Electrical works in HR and Accounts offices and cable trunking.
7. Acquired systems and equipment are not supported in order that they may provide optimum performance. This has lead to non-utilization of expensively procured equipment and in some cases a hindrance to transparency and accountability. Some of the culprits are;

Annex - A5b

Anomalies on procured 3Kw FM Transmitter for Somali transmission at Limuru Transmitter station



Clockwise

A - Rear view of the installed units (note how units protrude from the "borrowed" rack. Note also the cabling

B- Front view of installed units -

C-Installed units inset (note the original equipment & make of rack)

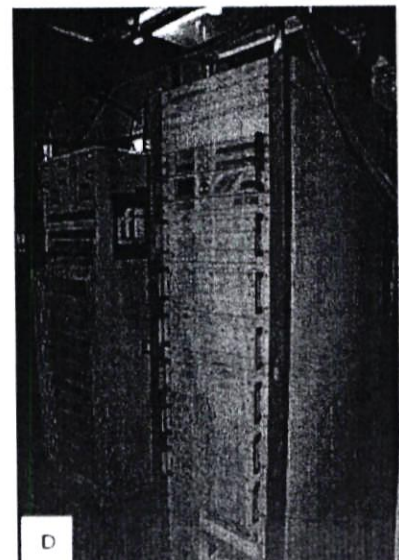
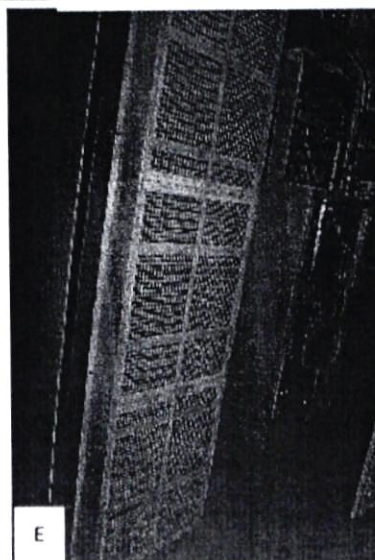
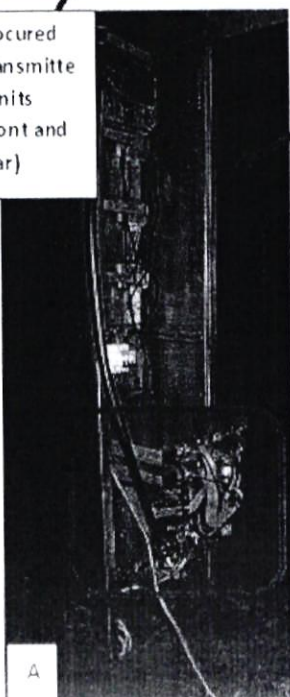
D-Front view of DVB-T2 and RFI Transmitters

E-Rear view of DVB-T2 and RFI Transmitters

Note the standard completeness of the installation

Procured Transmitter units (front and rear)

Existing (old) KBC equipment rack



3. Transmitter stations and operation areas are dilapidated and in inhuman working conditions with no regards to health and environmental issues to staff.
4. Staff in hazardous assignments like those in the rigging unit lack protective clothing and rigging gears and while all other allowances of corporation employees have been honored, they are not provided with their requisite "danger" allowance
5. Simple amenities like tea are provided selectively and discriminately and a staff canteen which could be managed to offer meals on subsidized rates is mortgaged to sell foodstuff to staff exorbitantly while staff on night late shift, night shift and early shift have to make laborious arrangements for meals.
6. Whereas the reason for withdrawing transport to staff on nightshift was based on insecurity as a result of the Post election violence, four years down the line after the post poll chaos the service is yet to be re-instated and commuter allowance is based on job group despite cost of travel being the same for the low and high irrespective of the job group cadre.

E. Demands

1. Separation of the ICT and Technical Departments with both departments headed by competent heads on competitive appointment
2. Immediate institution of a scheme of service with priority given on progression of staff that've been on the same job group for years.
3. An audit of all broadcasting and ICT installations in the corporation. The exercise should be carried out by an independent audit firm versed in broadcast engineering collecting and collating information from **End Users**.
4. On the mandate of KBC Being the implementing agent of the Digital task force the following are demanded;
 - i. Operationalization of (Signet) KBC Subsidiary Signal distribution Company within 45 days with the sole mandate of fast tracking Digital migration.
 - ii. Complete halt of procurement of equipment that don't advance Digital migration notably the so called T2 ready analogue TV transmitters and
 - iii. Fresh technical Re-evaluation of tenders awarded for provision of DVB-T2 Transmitters based on History of performance.

ANNEX2:

JOB ADVERTISEMENT FOR THE MANAGING DIRECTOR'S AND
HUMAN RESOURCE MANAGER'S POSITIONS.



VACANCIES

INTERNATIONAL MEDICAL CORPS

TB RESEARCH COAST PROVINCE

Monday, September 6, 2010 / THE STANDARD

Kenya Broadcasting Corporation is a Public Broadcaster created by an act of Parliament (Cap 221 Laws of Kenya). Its statutory mandate is to inform, educate and entertain the public on matters of national interest.

The Corporation seeks to recruit suitable candidates of Kenyan Nationality to fill the following posts:

(1) MANAGING DIRECTOR

The Managing Director is the Chief Executive Officer of the Corporation and is also a member of the Board of Directors. He/She is expected to implement the strategic goals and objectives of the Corporation. In conjunction with the Board of Directors, he/she is expected to steer the Corporation in the highly dynamic and competitive media industry and also enable the Board to fulfill its governance function.

He/She will be required to give direction and leadership towards achievements of the Corporation's philosophy, mission and strategy. In addition, he/she will be required to enhance the image of the Corporation and improve its profitability by embracing modern and innovative solutions.

The ideal candidate must possess the following:

- Not more than 45 years of age.
- A university degree in Social Sciences from a recognized university.
- Must have worked at a senior position in the media industry.
- Must have at least ten years experience in the media industry.
- Must have extensive knowledge in the emerging trends in the media industry.
- Must have excellent interpersonal and negotiation skills.
- In addition, he/she must demonstrate sound leadership and management skills both locally and globally.

The appointment will be for an initial contract of three years which may be renewable on the basis of satisfactory performance.

An attractive remuneration package will be offered to the successful candidate.

(2) CORPORATION SECRETARY

The Corporation Secretary is the principal legal advisor to the Corporation. In this position he is also the secretary to the Board of Directors.

He is responsible for performing the following tasks:

- Provide in-house legal advice to the Corporation.
- Ensure compliance with all relevant legislation and legal requirements.
- Preparation and signing of contracts and other in-house documents.
- Guide the legal department in carrying out legal audits.
- Liaison with external lawyers on Corporation's legal matters.
- Uphold matters in litigation.
- Be conversant in Commercial, Labour and Copyright Laws.

For appointment to this post, the candidate must:

- Have a Bachelor of Laws (LLB) degree from a recognized university.
- Be admitted as an Advocate of the High Court of Kenya of not less than 7 years standing in a busy and reputable law firm or organization.
- Have a current Practising Certificate.
- Must be a qualified Chartered Public Secretary (K), (CPS) (K).
- While not a requirement, Master of Laws (LLM) degree holders will have added advantage.
- Must be of high integrity and professionalism with a clean record with Advocates Complaints Commission.
- Previous experience in corporate would be an added advantage.

Remuneration

An attractive package will be offered to the successful candidate.

Application procedure

Your applications and CV should be emailed to chairman@kbc.co.ke as such not later than **28th September 2010**. Only shortlisted candidates will be invited. Any canvassing will lead to automatic disqualification.



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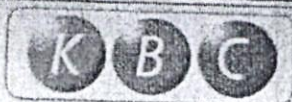
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The Leading National Broadcaster

CAREER LINK (K) LTD

Our client, Kenya Broadcasting Corporation (KBC) is the Leading National broadcaster with a mandate to inform, educate and entertain. The Corporation broadcasts in both English, Kiswahili, as well as in most local languages of Kenya. In order to position itself in a competitive broadcasting and ICT environment, the Corporation is looking for young, dynamic, energetic and high calibre candidate to fill the following positions:

HUMAN RESOURCE MANAGER

Main Purpose of the Job

The main role of the Head of Human Resource is to direct and manage all areas of human resource management functions to include human resource strategic planning and organizational development for the Corporation.

- Design, plan, and develop HR strategy and policies for the Corporation. This includes: performance management, organizational development and cultural transformation etc.
- Design, plan, and develop talent acquisition and management through placements, development and retention strategy.
- Implement and manage strategic HR projects and initiatives.
- Initiate, facilitate and coordinate change management.
- Lead the Ethics Committee in ensuring that our staff know the Corporation's code and live by it.
- Facilitate and coordinate all coaching and mentoring programs and training activities and ensure all departments pursue the philosophy of continuous improvement.
- Facilitate and coordinate HR solutions (policy, process, product and information).
- Capital planning which includes forecasting the Corporation's current and future needs.
- Lead organizational assessments and develop strategies and tactics to address current issues and future needs.
- Aligning the business and people strategies to drive business growth and performance.

Requirements

- Bachelor degree in Human Resource Management/degree in Social Sciences with a post graduate diploma in Human Resource Management.
- Masters of Business Administration degree in Human Resource Management/ Strategic Management field will be an added advantage.
- A result driven and dynamic person with a minimum of 8 years experience in senior management position in a large organization.
- Ideally aged between 35-45 years.
- Exposed to working with a Human Resource Information System (HRIS).
- Proven skills in Human Resource management of huge workforce.
- Demonstrated ability to effectively evaluate current HR practices and procedures and make recommendations and benchmark best practices for change.
- Demonstrated ability to creatively execute against the strategy and drive results.

CHIEF SUPPLIES OFFICER

Main Purpose of the Job

The main role of the Chief Supplies Officer is to assist the Procurement Manager in efficient and transparent management of procurement functions of the organization. Ensure compliance with all the relevant procurement legislation and procedures.

- Assist the Procurement Manager in preparing the yearly procurement plan.
- Planning, implementing and controlling the efficient and effective forward and reverse flow and storage of goods and services.
- Follow up and ensure that procured goods and services are delivered on time.
- Assist in procuring goods and services timely and cost effective as per the procurement plan.
- Prepare reports and correspondence (such as status of requisitions, purchase orders, shipments and complaints) related to the assigned products.
- Assisting in the review and acceptance of simple contract documents (such as maintenance agreements etc.).
- Providing oral and written interpretation of policies and procedures, rules and regulations, revised statutes and internal guidelines to personnel and vendors.
- Preparing requests for a quotation/bid for review by the Procurement Manager and making recommendations for the award of purchase orders to the winning bidder.
- Selecting telephone bids and maintaining commodity bid lists.
- Performing other related duties as assigned.

Requirements

- Bachelor degree in Purchasing and Supply Management with a post graduate diploma in Purchasing and Supply Management or an equivalent degree from a recognized institution.
- A result driven and dynamic person with a minimum of 5 years experience in purchasing management acquired in a reputable organization.
- Ideally aged between 30-40 years.
- Demonstrated ability to manage and supervise a staff team.
- Unquestionable integrity and ability to use computers (MS Excel, MS Word and MS PowerPoint) for detailed analysis.
- Exposure in both private and public institutions will be an added advantage.

Applicants must submit (1) detailed and current CV (2) cover letter demonstrating why you qualify for this position (3) contact information for 3 referees; and (4) indicate current remuneration package. Only candidates short-listed for interview will be contacted.

If you meet the requirements for the positions above, please submit your application and CV electronically to hr@careerlink.co.ke

Deadline for application submission is 5:00pm Friday 4th June 2020

Kenya Broadcasting Corporation is an equal opportunity employer



Kenya

Position Vacant: De

Kenya Land Alliance (KLA) is an umbrella organization that coordinates the activities of member organizations and implements national land policies and programs. As the Network's body, the Network's role is to create an enabling environment for their respective constituencies in developing and recommendations to accomplish positive

Kenya Land Alliance seeks to recruit a dynamic Coordinator to be based at the secretariat of

Reporting to the National Coordinator, the overall management of projects at KLA representing the organization at local, regional

Key Respons

- Guiding the development and implementation of Budgets
- Providing leadership and operational management of staff as required to achieve the network's
- Presenting operational and progress reports to the Committee
- Leading regular programme meetings
- Facilitating issues networking and info globally
- Promoting team work among staff members network
- Identifying and promoting key policy issues
- Commissioning and overseeing research influencing opportunities
- Organizing workshops, seminars and other as platforms for networking and lobbying
- Assisting in the review and updating of the agreements
- Ensuring that the network operational and members to achieve their common goal

Minimum requ

The ideal candidate should have:

- A university degree in social sciences or related programmes conceptualization, management
- At least three years experience in the field level.
- Proven leadership and good interpersonal skills management and ability to inspire and motivate
- Acceptable financial and physical resources in advocacy in relation to external stakeholders
- Highly developed networking ability and excellent sensitivity across cultures, institutions.
- Excellent communication and presentation skills in Kiswahili languages.
- Working knowledge of MS Office computer
- Willingness to be based in Nakuru and able

The position is on contractual terms. If you are a qualified person for the position, submit your curriculum vitae including full details of experience, academic transcripts and other relevant documents to be received by May 31,

CURRICULUM VITAE OF WALTER MONG'ARE

WALTER MONGARE, Resume

Offering proven skills in Public Relations
Administration, Product Development,
Advertising, advocacy and Communication

EDUCATIONAL BACKGROUND

Kenyatta University School of Visual and Performing Arts

FINE ART major (Graphics and multi media Crafts) On going

Kul Graphics, Diploma (Desk Top Publishing)

Advanced Graphics (Adobe CS Suite, Photoshop, Illustrator,
Premiere, Indesign, Corel Draw, Adobe audition, **Microsoft Office**
Packages

Lenana School O level, KCSE

WORK EXPERIENCE

PREVIOUS EMPLOYMENT

NATION MEDIA GROUP

DURATION

Slightly over 1 year

Roles and responsibilities

Breakfast Presenter (QFM)

Creating and hosting the Breakfast show

Involved in the conceptualizing and creating the station
look and feel

Developing Content and concepts for the show and the
station

PREVIOUS EMPLOYMENT

RADIO AFRICA LIMITED

DURATION

7 Years

Breakfast Presenter (KISS 100)

Events and Ground Activations Manager

(**RADIO AFRICA GROUP**, Kiss 100, Classic 105, East FM,
and Nairobi Star)

Creating and co-presenting the Breakfast show

Character development for the on air radio entertainment and information

Developing on air promotional campaigns for clients

Working with the promotions team in developing on-ground activations for clients

Conceptualizing and managing station events

OTHER CAREER ENGAGEMENTS

And CONSULTANCY

REDYKYULASS LIMITED

Developing advertising concepts for agencies such as Scanad, Ogilvy and mather; clients such as Kenol Kobil, PSI, Western Union, Moneygram, Postapay, Equity,

ADVERTISING BRANDS (VOICE AND TV)

Mumias Sugar, Ritcher and Ricket (Harpic), PSI (Water Guard and Trust Condoms)

SOCIAL MESSAGING

UNICEF (Communicating through Theatre, Ethiopia)

OPEN SOCIETY, INSTITUTE OF EDUCATION IN DEMOCRACY-Civic education countrywide, Kenya)

US Embassy (Uwezo Soccer Tournament, coastal region for three months) Documentaries (Small arms and Drugs)

PSI, ground activations to mobilize target audiences such as University Students and the general public on Jitambule leo

MINISTRY OF SOCIAL JUSTICE, developing messaging for the show ground stand

MINISTRY OF HEALTH AND SANITATION, currently working on a national campaign as Creative & media expert in the National Committee on the Jitambue Leo campaign, REP 2010 (NASCOP)

CORPORATE EVENTS

Opening and officiating Banking and retail services for Equity, Family Bank, Nakumatt

Developing a marketing strategy for money transfer services for MoneyGram, Western Union, Postapay in Diaspora market

Developing Credit card campaigns for Barclays Bank and KCB

• Conceptualizing and co-ordinating Corporate events
and Family fun days;

Postbank, Coca Cola, EABL, safaricom, Zain, Coop Bank,
National Bank, Barclays Bank, Total, Kenol Kobil, Mobil, BAT,
KPLC, KRA, Britak, NHIF, CIC Insurance, AIG Insurance,
Vision 2030, Government of Kenya, NMG, NSE, EAPI, NHIF
among others

DEVELOPING TELEVISION SHOWS

The Redykyulass Show on NTV and KTN

The red Korna Show on NTV

Zawadi promotional Show for safaricom on NTV

REGULAR THEME NIGHT PERFORMANCES

Rekyulass Comedy nights at the carnivore and Pan Afric
Hotel (comedy)

Redkorna Comedy nites at carnivore Restaurant (Comedy)

Swipe niter performances at rangers Restaurant (Music)

Kisii cultural nites (Carnivore and Pan Afric Hotel)

Annual Redykyulass US Tour since 2001(USA)

Weekly live performance with the band at selected
venues

ALTIMATE MANAGEMENT LTD

Artist Management (Recording Artists)

Music Jingles and Videos, developing music themes for
performing artists

Proposal and Product development for clients e.g. Kenyatta
University Cultural and career Weeks, Mount Kenya
University, HELB

General Events Management and consultation.

ADDITIONAL INFORMATION

Date of Birth 26th March 1975

Gender MALE

Marital status MARRIED

Nationality KENYAN

REFERENCES

MR. PATRICK QUARCOO,
MANAGING DIRECTOR
RADIO AFRICA LIMITED
Lion Place Nairobi
Telephone: 254 020 4447403

DR JAMES MWANGI
CEO and Managing Director
EQUITY BANK, NHIF Building
Nairobi, telephone: 254 020 2737328

TONY NJUGUNA
Director, Redykyulass Limited
Lowe Scanad, Chancery Building
Nairobi Kenya tel. 254 020 3673670

JOHN WILKINS
HEAD OF RADIO,
Nation media Group
Nation Centre, Kimathi Street
Telephone: 254 721 413262

DR. NDUKU KILONZO, PhD
Director, LVCT
Chairperson, HENNET
(Health NGO Network, Kenya)
+254 20 2711590

ANNEX 4:

FEDERATION OF KENYA EMPLOYERS (FKE) CONSULTANTS
REPORT ON IMPLEMENTATION OF KBC'S ORGANOGRAM.



1. THE FEDERATION OF KENYA EMPLOYERS (FKE)
CONSULTANTS REPORT ON IMPLEMENTATION OF KBC
ORGANOGRAM

Attached is a copy of the FKE report, their terms of reference, copies of a letter and minutes of the adhoc management committee which was appointed to finalize the document for implementation, and the Board's resolution Ref. No. KBC/PERS/1/40, dated 8th November, 2010 which was as a result of the FKE recommendation.

KENYA BROADCASTING CORPORATION

Organization Review and Job Evaluation Report

BY:

Federation of Kenya Employers
P.O. Box 48311 - 00100 NAIROBI, GPO
Tel: 2721020/49/52, 2720242/62
Fax: 2721990, 2720295
E-mail: fke@wananchi.com
Website: <http://www.fke.kenya.org>
November 2007

TABLE OF CONTENTS

	<u>Page</u>
1. Introduction	2
1.1. Terms of Reference	2
1.2. Approach of the Consultancy	3
2. Consultants' Findings	4
3. Consultants' Recommendations	11
3.1. Core functions	12
3.1.1. KBC News & Programs	13
3.1.2. Directorate	18
3.1.3. Commercial Services	22
3.1.4. Technical Services	23
3.1.5. Finance	24
3.1.6. Support Services	25
3.1.7. HR	25
3.1.8. Audit	26
3.1.9. IT	26
4. Conclusions	27

1. Introduction

The Federation of Kenya Employers was recently commissioned to carry out an Organizational Review and Job Evaluation exercise for the Kenya Broadcasting Corporation. The key objective of the exercise was to examine whether existing work structures and jobs offer a competent institutional capacity in the form of requisite knowledge, skills, competencies to meet the competitive challenge in core mandate. The core business of the Kenya Broadcasting Corporation as a public broadcaster is to educate, entertain and inform the public.

It was expected that the Consultant (FKE) would interrogate the relevance or value added of each functional area/department to the KBC mandate and mission as a public broadcaster. The subsequent job analysis exercise was then to determine the key/benchmark jobs to drive core functions, clarify their roles and establish the minimum qualifications to facilitate placement or subsequent recruitment to various posts.

2. Terms of Reference

The terms of reference were;

- (a) To review current work/organizational structures and determine suitability and adequacy to serve the core mandate of broadcasting;
- (b) To carry out job analysis of all jobs;
- (c) To evaluate all jobs at all levels.

In addition, the Consultant was to establish if the current staff establishment is sufficient, in terms of qualifications and complement, and optimally utilized to deliver service value.

Deliverables

- Results-oriented organogram/functional structures;
- Comprehensive job descriptions for all jobs;
- Job grading;
- Ideal Establishment.

3. Approach of the consultancy

An initial meeting was held between Senior Officers of the Kenya Broadcasting Corporation and the team from the Federation of Kenya Employers under the leadership of the Head, Management Consultancy Group. The purpose of the meeting was to announce the commencement of the exercise and to allocate responsibilities. Subsequently, the KBC furnished the consultants with all relevant documentation including its Strategic Plan, HR Policy, Schemes of Service and other information regarding human resource practices.

Full information regarding key aspects of the Corporation's business, activities and forward plans was necessary to inform the consultants on KBC's strategic thrusts. As part of this initial familiarization on the Corporation's activities, the consultants spent 3 days (23rd, 24th and 31st of May, 2007) touring various departments and sharing with staff on aspects of the exercise. On the week commencing 4th June, 2007, one Consultant and Senior Human Resource staff visited the Mombasa Station at Sauti House to learn local operations and explain how the job evaluation questionnaire was to be filled. Mazaras and Nyali transmission stations were also visited on 5th and 6th June, 2007.

On the 7th and 8th of June, 2007, one Consultant and Senior Human Resource staff visited the Kisumu offices and Yala transmission station.

At some point during the familiarization programme, an internal Job Evaluation Committee, consisting of 28 KBC staff chosen from all departments, was set up and trained on job analysis by the consultants. The Committee was tasked to collect filled job evaluation questionnaires and formulate Job and Task Descriptions under the supervision of the consultants. This was a deliberate strategy to transfer skills to the internal team. The Committee was divided into 5 groups of, on average, 6 members of staff. A smaller team was selected later and after being trained on job evaluation, participated in assessing and weighting all jobs under review. The evaluation process continued to the latter part of July 2007 due to the large number of jobs under review.

Consequent to the conclusion of all the elements of the assignment, FKE consolidated all information, benchmarked results against market practices and compiled a Zero draft report which was presented to the Top Management Team.

FKE incorporated the input and comments of Management into the report and thereafter, KBC organized an Away Board Meeting to receive the draft report.

After consolidating the proceedings and workshop outputs, FKE has put together a second draft report presented here-below.

4. Consultant's findings of the exercise

4.1. Organizational review

In line with the data collection protocols, information availed to the consultants was collated, benchmarked and utilized to;

- Propose opportunities for maximizing internal synergies and to enhance organizational outputs,
- Suggest options for containing variable costs, especially staff payroll.

The thrust of the organizational review was to develop a competent operational structure for the core business of broadcasting and to identify key roles and responsibilities for a team of capable and committed individuals to drive performance. The findings of the organizational review were to provide a basis for future process re-engineering, productivity benchmarking and inculcation of best practice in operations.

The Consultants were to learn that the Corporation broadcasts through:

- Channel 1 Television
- Metro Television
- Kiswahili Radio National Service
- English Radio National Service

- Metro FM Radio
- Coro FM Radio
- Pwani FM Radio

- Regional Services
 - Central
 - Kimeru
 - Kiambu
 - Kimasai
 - Kikamba
 - Eastern
 - Turkana
 - Bulji
 - Rendile
 - Somali
 - Borana
 - Kisumu
 - Suba
 - Kuria
 - Teso
 - Pokot
 - Luhya
 - Kisii
 - Luo
 - Kalenjin

Broadcasting is done at Nairobi head office, Sauti House in Mombasa and Kisumu.

At the commencement of the organizational review, KBC had the following key departments or functional areas i.e

- News
- Directorate
- Administration
- Television Programmes

- Radio Programmes
- Technical Services
- Marketing
- Finance
- Purchasing
- IT (in formation)
- Human Resource
- Audit

In addition, the following were operating as the commercial outfits of the Corporation:

- Coro
- Metro/Pwani Radio FM

These outfits are alternative broadcast channels competing with commercial stations operating in Nairobi and periphery, Mombasa and periphery.

Based on the current set up, KBC has about 1300 employees.

Key findings on functional structures include those cited below.

4.1.1. Duplication of job titles

There are unnecessarily many job titles without clear and distinct responsibilities. It would appear some jobs have been split into small tasks to fit persons. This is a duplication of effort, justified in some cases, by dependence on manual operations especially at the lower cadres. This gives rise to the bloated staff and untenable payroll cited in other KBC reports.

This would require:

- a) merging of tasks and expunging of unnecessary levels in the organizational structure to conform to contemporary practices i.e maintaining fewer layers and lean staffing. Towards this end, the consultants together with the Job Evaluation

Committee evolved appropriate Job Descriptions for key jobs that are multitasked.

- b) automation of processes and investment in information technology is inevitable and worth the cost in the long run. Installation of appropriate hard/software is a must to enhance efficiency and contain staff numbers
- c) staff training to raise computer literacy levels is necessary to raise staff and organizational outputs

There are other salient findings that are specific to departments. These are cited below and reveal key issues to be addressed by the review.

1. FINANCE DEPARTMENT

The Finance department, headed by a Finance Manager, has 2 key functions namely, financial accounting and revenue collection. The heads of these functions are the Chief Accountant and Chief Revenue Officer respectively.

On closer examination, it is evident that the tasks for the Finance Manager's position are very similar to those of the Assistant Finance Manager.

The Revenue arm of finance has as many as 8 levels below the Chief Revenue Officer's position. There was task duplication noted in jobs after the third level of the hierarchy. It thus became necessary for the consultancy team to multitask a number of jobs to provide for sufficient content. A good case is the job of the Revenue Officer in Kisumu performing both the functions of revenue and financial accounting, where due to low volumes the jobholder can cope with both responsibilities.

Due to the multitasking of jobs and the need for KBC to attract and retain quality human resource, the Consultants are of the opinion that the lowest title for the finance department should be the Accounts/Revenue Assistant.

The job content of the other the job titles in finance department are described in the job profiles bound in a separate document.

ii HUMAN RESOURCE

This department has about 8 levels of management, which are too many. Some positions in the Human Resource department:-

- HRA Clearance
- HCO - Salaries
- Asst HRO
- Snr HR Asst Payroll were all merged so as to give HR Assistant - Payroll a better job.

Among the jobs multitasked are the following;

- Medical and Welfare HR Assistants were merged to form HR Assistant Welfare so as to give the job enough content.

It was also noted that the Higher Clerical Officer in Mombasa performs the duties of a Supplies Assistant. However, it should be noted that after the restructuring exercise in 2006, some staff there were released and duties were distributed to other staff.

Relationship between new duties and current job may not have been taken into consideration.

It is apparent that much duplicity in current jobs will be eliminated through the process of multitasking. This will improve job content, reduce the vertical ladder, thus the need for renaming or eliminating a number of job titles as seen under the Consultant's recommendations.

iii. SALES & MARKETING

The Marketing structure needs to be clearly defined in terms of the strategic thrusts of the Corporation. It appears to have both the Sales and Marketing functions. The

corporation currently has only one Brand Manager, which is overwhelming considering all the brands that one will have to handle.

In terms of job responsibilities, there is a large gap between the Brand Manager and the Brand Marketing Executive, which means that, there is uneven distribution of responsibilities or a missing position.

However, the responsibilities of sales and marketing are clearly defined in the Consultant's recommendations, including renaming the function to enable the Corporation reap the full benefits of these functions.

IV. ADMINISTRATION

Supplies:

The Supplies function is currently in the Administration department, however, the newly created position of Procurement Manager reports to the office of the Managing Director. The rest of the other functions remain under Administration department.

It was also noted that some employees have little duty to be performed throughout a normal day. As such, the Consultants suggested recommendations below.

- The Chief Supplies Officer and the Senior Supplies Officer were merged to give one job since the roles are the same.
- The Assistant Supplies Officer – Inspection was changed to a full Supplies Officer.
- The Senior Supplies Assistant was changed to Supplies Officer in charge of Transport.

v. PROGRAMMES

Design:

The Design section which is quite a critical one falls in this department, while its head, who is the Principal Designer, reports to the Managing Director's office. This does not reflect the real nature of the job as functionally it should report in TV Programming, It supports this function.

It is not clear in terms of reporting relationship for some of the jobs in Design, as some Officers and Assistants report to the Senior Design Officer while others report to the Chief Design Officer.

RADIO

The Chief Programme Officer and the Controller Operations appear to have similar job roles.

Library:

Library falls under the Radio department. The Chief Librarian is only in charge of the Audio aspect. It would also make it more efficient and modern if it were computerized.

vi. TECHNICAL SERVICES

There are 3 Assistant Managers. As is the case with the other departments, there is a lot of task duplication. The difference is indicated using I, II, III or with even slightly different job titles. The first method only indicates length of service and therefore a slightly higher salary for the individual but invariably the jobs' overall purpose is the same. The Senior Inspector and Senior Superintendent are also doing similar jobs but the titles indicate seniority by virtue of service.

vii. FM STATIONS

Coro and Metro stations have different work structures. For example, for Coro FM, the departmental head is called a Chief Producer while at Metro FM it is a Senior Programme Executive. This does not give a clear definition of what is expected of the job. The Chief Producers in turn report to the Controller.

These are some of the few examples of duplicity. Besides these flaws in the functional areas, it appears that the span of control under the purview of the Managing Director is wide. Through process and job redesign recommended below, the reporting lines are reduced to realistic levels even as the core functions are repositioned according to their purpose in fulfilling the mandate of KBC.

5. Consultant's recommendations

Following the series of meetings with Management and the Board mentioned heretofore, FKE has incorporated a number necessary revisions to the first draft report presented in September 2007.

Using the results of the network analysis of existing functional structures for suitability, efficacy and usefulness, the Consultants have evolved;

- The organization structure and key jobs which are the best fit' to drive the business competitively;
- Job descriptions with roles that stretch the human capital at KBC and optimize capabilities. Qualifications i.e knowledge, skills and competencies for each key job have been established.
- Ideal staff numbers to drive efficient operations.

5.1. Core functions

KBC is a public broadcaster of news. In line with its core business of entertaining the public, the Corporation presents various programmes targeting different clientele. Together with support services the following have been recognized as the key functions of KBC:

- News
- Programmes (Television, Radio)
- Directorate
- Marketing
- Technical Services
- Finance

To enhance resource synergy, the Consultants have recommended certain consolidations among the services as will be explained below.

The first area where consolidation has been found to be useful and the Corporation is likely to gain substantial cost economies is in broadcasting and programmes. To enhance editorial content, service quality and efficient resource utilization especially HR, it will make a lot of business sense to twin News and Programmes (TV and Radio) into one focal point. Though there is much complementarity in the skills bank of the two operational areas, there is still considerable duplication of effort in the execution of assignments.

The same case can be argued for the Directorate. The division has been allotted the responsibility of protecting the interests and legal rights of KBC in its dealings with the outside world. It makes sense then to pool tasks that deal with transactions of contractual nature under the same leadership for effective marshalling of legal and logistical support to other service areas.

The Marketing function is destined to become the cash cow for the Corporation as financial support from the central government dwindles. The department has the greatest potential in revenue growth and requires to be strengthened.

It is the recommendation of the Consultants that the core functions should be repositioned in order for KBC to obtain desirable results.

To this extent, the recommendation is to upgrade these core functions to Divisional level and the job titles of their heads to be re-designated according to market practice. Herebelow, the Consultants have progressed the case for structural realignment of the Corporation.

5.1.1. News & Programmes Division

Good news content will obviously attract good listenership across the divide since KBC commands a comparatively wide outreach in both television and radio broadcasts. Though the technology is wanting, KBC news is the main source of information for most Kenyans, especially in the rural areas. The division should be appropriately revamped to collect, process and deliver quality and realtime news that is rich in content and relevant to the point of time.

On the hand, offering credible programs in both TV and Radio will uplift the image of KBC and attract increasing business traffic, especially the lucrative advertising revenues.

Due to the significance of **News and Programmes (TV & Radio)** and complementarity in resource use, the Consultants have recommended a revamping of services **into one bigger KBC division**. By pooling the capacity domiciled among the fairly qualified staff and facilities, KBC will gain through operational synergy and cost savings. Besides, this consolidation will optimize the unexploited potential within the News, TV and Radio Programmes in terms of visibility and business.

a. Recommendation 1

It is recommended that the Head of the News & Programmes Division is to bear the title of General Manager, Editorial & Programmes. This title is in line with market practice for such senior responsibility in similar trades and peer organizations in the country.

Three key departments fall under this division and are shown below with respective heads.

<u>Dept</u>	<u>Head</u>
News	Editor-in-Chief
Radio	Radio Programmes Manager
Television	Television Programmes Manager

For efficient administration of performance, each one of these departments have identifiable sections and respective supervisors as elaborated below .

i. News

The sections of the News department are;

- Radio
- Kiswahili
- TV News and Current Affairs
- Sports

The recommended key jobs in each one of these sections and establishment are produced in Table 1 below. Respective job descriptions have been developed and are bound in a separate document. The head of News is to be the Editor -in- Chief

Table 1 below contains the key jobs and establishment of the News department.

Table 1: News Department establishment

	JOB TITLE	STAFF
1	General Manager, Editorial & Programmes	1
2	Editor-in Chief	1
3	Managing Editors	
	TV News & Current Affairs	1
	Radio	1
	Sports	1
	Kiswahili	1
4	Political Editor	1
5	Features Editor	1
6	Regional Editors -	
	Mombasa,	1
	Kisumu,	1
	Nyeri,	1
	Nakuru,	1
	Eldoret	1
7	Sub Editors	4
8	Reporters (News-16, Sports-8)	24
9 TV	News Producers	6
	News Anchors	
	Prime Time	4
	Weekend	2
	Taarifa	2
	Business News	2
	Sports News	2
	Translators	12
10	News Anchors	
Radio	Kiswahili-5, English-5	10
	Total	81

ii. Television Programmes

Television programs entertain the viewers and reach the farthest corners of the country.

The head is to be the Television Programmes Manager

The three recognizable sections are;

- Production-Nairobi
- Production-Mombasa
- Programs Design

The staff complement is indicated in table 2 below whereas the departmental organogram and job descriptions for each of the key jobs have been developed and bound in a separate document.

Table 2: TV Programs Establishment

								Total
1	TV Programs Manager	1						1
2	Assistant TV Programs Manager	1						1
3	Controller - Production (Nrb)	1						1
4	Controller - Production (Msa)	1						1
5	Principal Design Officer	1						1
			Drama	Current Affair	Education / Child	Mombasa	Kisumu	
6	Chief Producer		1	1	1	1	1	5
7	Senior Producers		2	2	2	2	1	9
8	Producers		2	2	4	2	2	12
9	Chief Design Officer	1						1
10	Senior Design Officer	3						3
11	Design Officer	4						4
12	Assistant Design Officer	6						6
13	Controller-Programming	1						1
			Traffic	Library				
14	Chief Program Officer		1	1				2
15	Senior Program Officer		1	1				2
16	Program Officer 1		2	2				4
17	Program Officer 2		2	2				4
18	Program Officer 3		2	2				4
	Total	20	13	13	7	5	4	62

iii. Radio Programmes

Radio programs are diverse and with a wide outreach. The Consultants propose to consolidate all radio programmes (Idha, English, Coro, Metro and Pwani FM Radio) under one Manager i.e Radio Programmes Manager.

The complement is shown in table 3 below and organogram and job descriptions are bound in a separate document.

Coro, Metro and Pwani FM Radio

Coro, Metro and Pwani FM as an alternative commercial broadcasting service is a good idea to optimize on the lucrative business opportunities existing within the nationwide coverage of KBC. However, the enterprise section should be aligned to the Radio Department and be part of the larger suggested division of KBC Programs to gain operational synergies.

Table 3: Radio Programs Establishment

		Kiswa	Central	East	Kisumu	Library	Op	Res	Prod	English	Coro	Metro	Pwani	Total
1	Radio Programs Manager													1
2	Assistant Radio Programs Manager													1
3	Controller/ Principal Librarian	1	1	1	1	1	1		1	1	1	1	1	10
4	Chief Producer/ Chief Librarian	1	1	1	1	1	1	1	4	1	1	1	1	14
5	Senior Producer	2	2	2	2	2	3	2	4	2	1	1	1	24
6	Producer	9	8	7	13	7	9	6	16	9				84
7	Program Producers										5	5	5	15
8	Reporters										3	-	3	6
9	News Producer										1	1	1	3
10	Program Presenters										7	7	7	21
11	News Readers										3	-	3	6
	Total	13	12	11	17	11	14	9	25	13	22	16	22	185

The detailed information on the complement within the Enterprise section is shown separately in table 4 below for information only. The total staff strength is however included in table 3 above.

Table 4: Enterprises Establishment

	JOB TITLE	Coro	Metro	Pwani	Total
1	Controller	1	1	1	3
2	Chief Producer	1	1	1	3
3	Senior Producer	1	1	1	3
4	Producers-program	5	5	5	15
5	Reporters	3	-	3	6
6	News Producer	1	1	1	3
7	Programs Presenters	7	7	7	21
8	News Readers	3	-	3	6
	Totals	22	16	22	60

5.1.2. Directorate

The Directorate is a division entrusted with the protection of the KBC business interests and legal rights. The Directorate is headed by the Corporation Secretary whose responsibilities are well defined in the Act. The division also houses the office of the Managing Director.

To maximize synergy in resources use, it is suggested that all logistical and support services are pooled under the division. One characteristic common to these departments is the facilitative nature of services. The following departments are to be under the purview of the Corporation Secretary:

- Legal services
- Administration
- Procurement

The complement is shown in table 5 below and organogram and job descriptions are bound in a separate document.

Table 5: Directorate Establishment

	JOB TITLE	STAFF
1	Managing Director	1
2	Corporation Secretary	1
3	Senior Legal Officers	2
4	Court Clerks	2
5	Administration Manager	1
6	Assistant Administration Officer	1
7	Administration Officer (2 Nbi transport & 1 off services, Ksm. Mombasa)	5
8	Senior Administration Assistants (3 registry, off serv, 2 night transp,	6
	Corporate Affairs & Communications	
9	Corporate Affairs Manager	1
10	Corporate Communications Officer	1
	Customer Service Officers	
11	Main Gate/Main Office	6
12	Kisumu	2
13	Mombasa	2
	Strategy & Planning	
14	Corporate Strategy Manager	1
15	Planning Officer	1
	Telephone Services	
16	Coordinator	1
17	Supervisors	2
18	Senior Tel Operators (3 Nbi, 1 Msa, 1 Ksm)	5
19	Telephone Operators (7 Nbi, 1 Msa, 1 Ksm)	9
	Workshop	
20	Supervisor	1
21	Senior Mechanic	1
22	Mechanics (2 Nbi, Msa, Ksm)	4
23	Welder	1
24	Auto Electrician	1
25	Carpenter	1
26	Plumber	1
27	Machine Operator	2
28	Transport: Drivers, cyclists	45
29	Office Assistants	36
	Security	
30	Chief Security Officer	1
31	Senior Security Officer	2
32	Security Officers	14
33	Security Assistants	54
	Procurement	
34	Procurement Manager	1
35	Assistant Procurement Manager	
36	Senior Procurement Officers	4
37	Procurement Officers	7
38	Procurement Assistants	4
	Total	230

5.1.3. Commercial services

Due to potential income gain to the Corporation, it is suggested that the scope of the current Marketing be expanded. The department is poised to become the cash cow for the Corporation as the central government's financial support dwindles.

In an increasingly competitive marketplace, the function ought to be appropriately staffed and resourced to penetrate the market and gain an increasing share of the lucrative advertising business. Besides, there is need for the Corporation to keep an eye on the marketplace to spot new or upcoming opportunities. To this extent, consideration should be given to the importance of business development in the larger department.

c. Recommendation 3

It is recommended that the expanded function be renamed the Commercial Services in line market practice and the Head be the General Manager, Commercial Services. Three key departments stand out and are:-

- i. **Marketing**
- ii. **Advertising**
- iii. **Business Development**

The establishment in table 6 is deemed sufficient to cover all aspects of customer service, marketing, advertising and commercial aspects of the corporate

Table 6: Commercial Services Establishment

	JOB TITLE	STAFF
1	General Manager, Commercial Services	1
2	Marketing Manager	1
3	Business Development Manager	1
4	Advertising Manager	1
5	Sales Managers	
5a	Agency	1
5b	TV	1
5c	Radios	1
5d	Value-Added products	1
6	Senior Sales Executives	
6a	Nakuru	1
6b	Nyeri	1
6c	Kisumu	1
6d	Mombasa	1
7	Senior Brand Executives	
7a	Radio	1
7b	TV	1
8	Brand Executives	
8a	Research	1
8b	Events	1
9	Sales Executives	26
10	Customer Care Assistants	
10a	Clients	2
	Total	44

5.1.4. Technical services

This is the largest division commanding considerable technical capacity in terms of facilities and people. Transmission facilities are spread across the country and are maintained by the complement shown in table 7 below. Despite the state of technology, KBC broadcasts reach out to the farthest corners of the country. The Corporation plans to expand further its network in the near future.

d. Recommendation 4

It is recommended that the Head of technical services be the General Manager, **Technical Services**. The incumbent must be in possession of IT proficiency.

Three key departments are identified with division:

- i. **Technical Operations**
- ii. **Transmission**
- iii. **Planning, Research & Development**

The departmental managers will be the heads. The organogram and job descriptions are bound in a separate document.

Table 7: Technical Services Establishment

	JOB TITLE	STAFF
1	General Manager, Technical Services	1
2	Manager-Technical Operations	1
3	Manager-Transmission	1
4	Manager- Planning, Research & Development	1
5	Technicians (principal level)-transmission	8
6	Technicians (chief/senior & other levels)-transmission	108
7	Technicians (principal level)-production	5
8	Technicians (chief/senior & other levels)-production	63
9	Technical Operators (principal level) - TV	1
10	Technical Operators (chief/senior & others) - TV	87
11	Technical Operators (principal level) - Radio	1
12	Technical Operators (chief/senior & others) - Radio	26
13	Diesel Engine Technician (principal level)	1
14	Diesel Engine Technician (chief/senior & others level)	3
15	Electrician (principal level)	1
16	Electrician (chief/senior & others)	4
17	Mechanical Rigger (principal level)	1
18	Mechanical Rigger (chief/senior & other levels)	7
19	Engineers (senior & other levels)	4
20	Architectural Assistant (senior & other levels)	2
	Total	326

5.1.5. Finance

Finance consists of revenue collection and financial accounting departments. Revenue collected in offices across the country. The Finance department has been revamped especially at the clerical level by multitasking and upscaling the lowest jobs to Accounts Assistant level. This is to enable the department to attract and retain competent staff possessing the accounting qualifications at different levels in the profession.

e. Recommendation 5

It is recommended the division be headed by the General Manager, **Finance**. Three important departments have been suggested and are:

- i. Revenue-headed y Chief Accountant
- ii. Accounts-headed by Chief Accountant
- iii. Management Accounting-headed by Management Accountant

The key jobs and ideal establishment of the division are indicated in table 8 below.

The organogram and job descriptions are bound in a separate document.

Table 8: Finance Establishment

	JOB TITLE		STAFF	
		Financial	Revenue	TOTAL
		Accounting		
1	General Manager-Finance			1
2	Management Accountant	1		1
3	Chief Accountant-Accountant	1	-	1
4	Chief Accountant Revenue	-	1	1
5	Senior Accountant	2	3	5
6	Accountant	4	6	10
7	Assistant accountant	4	6	10
8	Senior Accounts Assistant	4	6	10
9	Accounts Assistant	4	31	35
	Total	20	53	74

5.2. Support departments

5.2.1. Human Resource

People are the key resource at KBC. To deliver organizational outputs efficiently, sufficient working tools and other forms of facilitation is a basic right of the employee.

The HR division is a strategic partner supporting the business lines by sourcing, placing and developing the talent to drive performance. It should be lean by necessity.

f. Recommendation 6

It is recommended the division be headed by the General Manager, Human Resource

The division has been designed around three key roles of:

- i. Employee Relations
- ii. Training & Development
- iii. HR Administration.

The key jobs and ideal establishment of the division are indicated in table 9 below.

Table 9 HR ESTABLISHMENT

	JOB TITLE	STAFF
1	General Manager, Human Resource	1
	Training & Development Manager	1
2	Employee Relations Manager	1
3	Assistant Manager -Employee Relations (1 Nairobi, 1 Msa, 1 Ksm)	3
4	Manager, HR Administration	1
5	Human Resource Assistant (2welfare,2 registry,2 payroll information, 2 salary admin, 1 ksm, 1 msa)	10
6	Secretarial staff	21
7	Executive Secretaries	2
	Total	40

5.2.2. Audit

The Audit department is to remain lean and staffed by qualified personnel to ensure conformity to tested systems and processes on one hand to provide technical support to other divisions/departments. The staff complement is shown in table 10 below. The organogram and job descriptions are bound in a separate document.

Table 10. Audit Establishment

	JOB TITLE	STAFF
1	Audit Manager	1
2	Assistant Audit Manager	2
3	Auditor	3
4	Auditor - Information Systems	1
5	Audit Assistants	2
	Total	9

5.2.3. IT

KBC must innovate its systems or evaporate in the face of the competitive pressure.

IT enhances operational efficiency and unless KBC invests in people IT skills, the Corporation may not achieve lean staffing objective.

Considering that broadcasting lies in digital technology, the Consultants gave serious thought to the required operational realignments to meet the competitive challenge. Having catered for the job skills requirements and establishment, the human capital indicated in table 11 below is deemed sufficient as the Corporation prepares for the technology leap into the digital era. The organogram and job descriptions are bound in a separate document.

Table 11: IT Establishment

	JOB TITLE	STAFF
1	ICT Manager	1
2	Multi Media/Web Administrator	1
3	Business Support Engineer - ICT Systems Security	1
4	Business Support Engineer -Network Infrastructure	2
5	Business Systems Engineer (1 msa, 1 ksm, 5 Nairobi)	7
6	Hardware Technician	2
7	Help Desk	3
8	Head of Systems support	1
9	Head of Network infrastructure	1
10	Service Delivery Officer	1
11	Database Administrator	2
	Total	22

6. CONCLUSIONS

From the foregoing organizational review, the consultants have proposed workable functional structures that will deliver on KBC promises in its strategic plan. Indeed, KBC has the potential to become the premier media house in the country if the Corporation can flex its muscle and convert its long history, nationwide outreach and large listenership into opportunities for doing good business.

The summary information on the recommended staff strength is presented in table 12 below. The establishment is premised on the need to;

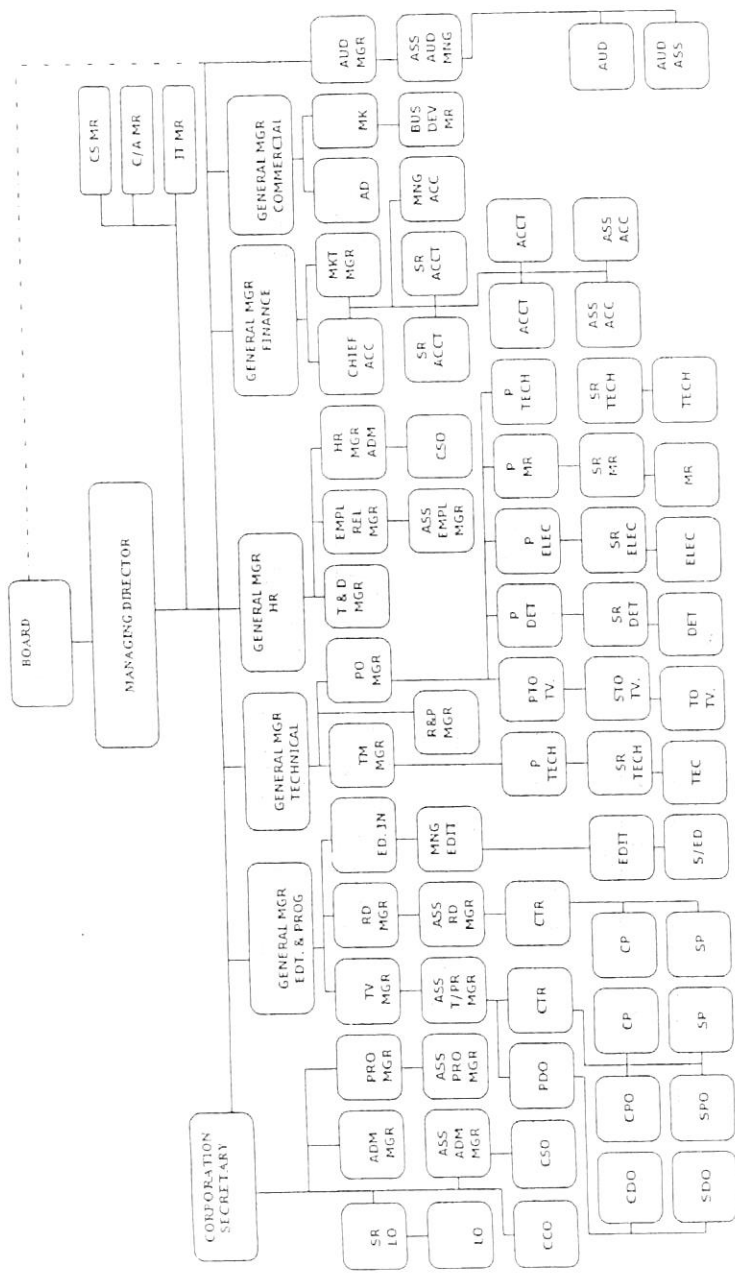
- Optimize on capabilities and advantages,
- Treat casuals as part of the establishment (about 300 used most of the time),
- Maintain lean staffing in line with market practice,
- Invest resources at point of highest return,
- Prepare the Corporation for sustainable growth.

The optimum staff establishment is 1072, down from 1350 in 2005. After automation of manual processes, the Corporation can deliver services competitively with less, (especially) clerical staff. When that time comes, a fresh recount will be necessary.

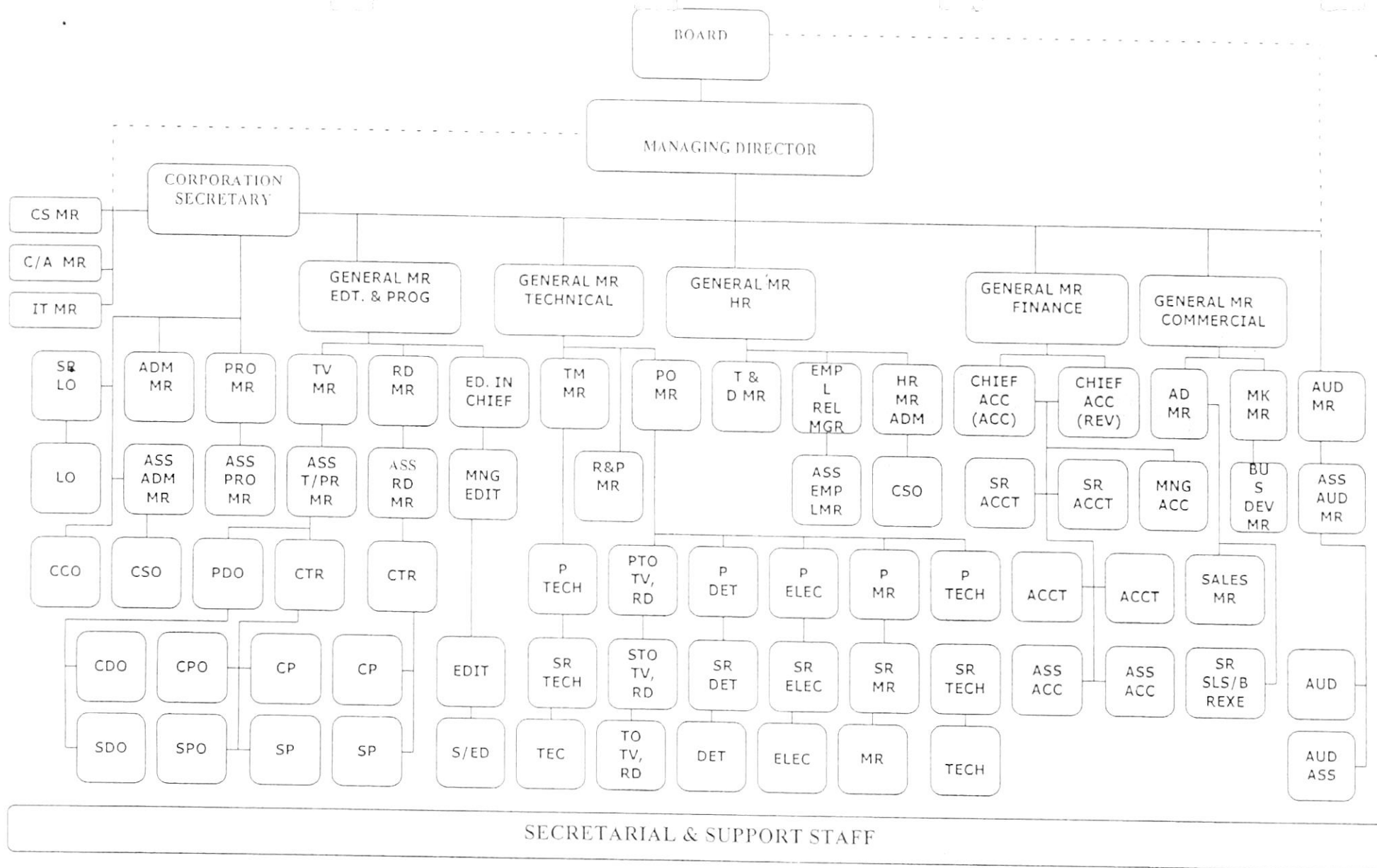
Table 12: RECOMMENDED ESTABLISHMENT

	FUNCTION	ESTABLISHMENT
1	News & Programmes	328
2	Directorate	229
3	Commercial Services	44
4	Technical Services	326
5	Finance	74
6	HR	40
7	Audit	9
8	IT	22
	Total	1072

STAFF ORGANOGRAM



SECRETARIAL & SUPPORT STAFF



NB

Salary Grades

Management:

BE1-BE7

Support Staff:

BA1-BA6

FKE November, 2007

KENYA BROADCASTING CORPORATION



INTERNAL MEMO

FROM : Human Resource Manager	TO:
REF : KBC/MD/1/40/C Vol. VIII/(38)	DATE: 28th September, 2009

TO:

- 1) Editor In Chief
- 2) Administration Manager
- 3) IT Manager
- 4) Radio Programme Manager

RE: AD HOC COMMITTEE - HARMONIZATION OF ORGANIZATION STRUCTURES

Following the Workshop for Heads of Department/Division at Utalii Hotel, on 25th September 2009 presided over by the Managing Director, you were appointed to the above Ad Hoc Committee.

This Committee is expected to liaise with respective Heads of Department and Division before preparing a suitable Organization Structure for the Corporation and work out the resultant costs within two (2) weeks. The same will be discussed by the Senior Management Committee before submission to the Board for approval.

You are therefore invited for the first meeting tomorrow from 9.00am in the Boardroom.


A.O. MAILO

HUMAN RESOURCE MANAGER

SECRETARY

- cc. - Managing Director - to note on file
- Manager Technical Services - Chairman

MINUTES OF THE AD-HOC COMMITTEE ON HARMONIZATION OF ORGANIZATION STRUCTURES HELD IN MANAGER TECHNICAL SERVICE'S OFFICE ON 29TH SEPTEMBER 2009

PRESENT

- | | |
|--------------------------|---|
| 1) Mr. Thomas Onduso | – Manager Technical Services (Chairing) |
| 2) Mr. Zachary Ochako | – Administration Manager |
| 3) Mr. Waithaka Waihenya | – Editor-In-Chief |
| 4) Mr. Anthony Wafula | – Radio Programmes Manager |
| 5) Mr. Ayub Imbira | – IT Manager |
| 6) Mr. Arthur Mailo | – Human Resource Manager (Secretary) |

Min: 1.0 – Introduction

- 1.1 The meeting was opened at 9.15am by a word of prayer from the Administration Manager.
- 1.2 The Chairman welcomed and congratulated members for having been appointed to this Ad-hoc Committee.
- 1.3 He requested members to reciprocate the Management's confidence in them by maintaining confidentiality and giving the exercise, before them, priority over their routine duties.
- 1.4 The Chairman informed members that the day's business was to lay ground rules and strategize for the exercise.

Min: 2.0 – Terms of Reference

- 2.1 Members were informed that, this Ad-Hoc Committee was selected during Heads of Department's Workshop at Utalii Hotel on 25th September 2009, to look at the Corporation's Organization Structure approved by the Board on 25th August 2004 and compare with the recommended one by FKE adopted by the Board on 17th December 2007 then develop a harmonized Organization Structure based on the existing Policy Documents for the Corporation, and in line with current trends and realities in the industry.
- 2.2 Members were further informed that the Ad-Hoc Committee's mandate includes computation of financial implication relative to the recommended harmonized Organization Structure.
- 2.3 Members were therefore advised to ensure that the recommended structure should provide for clear career progression paths, clearly define functions of the

key posts in each Department/Division and at the same time address the equity issues that have brought about the current disparities in view of two parallel structures operating simultaneously.

- 2.4 Members resolved that all Heads of Department/Division, in the Corporation, will be notified in good time to submit their proposed structures for discussion and consideration by the Committee and where necessary each will be given an opportunity to appear before the Committee to present and defend the proposal.

Min: 3.0 – Facilitation

- 3.1 Members resolved that, for the Committee to be able to concentrate and move with speed, it should be enabled to carry out most of this exercise outside Broadcasting House.
- 3.2 They further requested to be assigned a competent and confidential Secretary with the necessary tools and other resources.

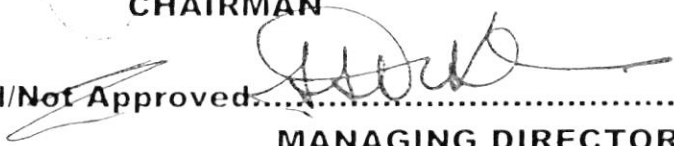
Min: 4.0 – Conclusion

- 4.2 Members undertook to strictly observe time and confidentiality.
- 4.3 They further undertook to divorce themselves from their current positions, in their departments, in the discharge of duty to this Ad-Hoc Committee.
- 4.4 They promised to meet from 9.00am upto 4.00pm every day on 30th September, 1st October, and from 5th October 2009 so as to be able to finalize on the zero draft and Organogram by Friday 10th October 2009.
- 4.0 Any Other Business

There being no other business the meeting ended at 11.00am.

Signed:  Date: 29/9/2009
SECRETARY

Confirmed:  Date: 29/09/09
CHAIRMAN

Approved/Not Approved:  Date: 30/9/09
MANAGING DIRECTOR

KENYA BROADCASTING CORPORATION



KENYA
BROADCASTING
CORPORATION

INTERNAL MEMO

FROM : Managing Director

REF : KBC/PERS/1/40/C

TO: All Staff Members

DATE: 8th November 2010

KENYA BROADCASTING NEW ORGANOGRAM

I wish to advise that the Board approved a Corporation Organogram as follows:

1.0 Full Departments and Establishment

	Department	Staff Establishment
1	Directorate	57
2	Editorial Services	81
3	Television Services	62
4	Radio Services	174
5	Technical Services	309
6	Finance & Administration	267
7	Human Resources	40
8	Sales & Marketing	42
9	Information Technology Communication	32
10	Internal Audit	11
	Total	1075

Harmonization of Management Salary Scales as follows:-

Heads of Departments		Salary Scale	
	Department	Position	
1	Directorate	Corporation Secretary	BE 1
2	Editorial Services	Editor In Chief	BE 1
3	Television Services	Manager TV Programs	BE 1
4	Radio Services	Manager Radio Programs	BE 1
5	Technical Services	Manager Technical Services	BE 1
6	Finance & Administration	Manager Finance & Administration	BE 1
7	Human Resources	Manager Human Resources	BE 1
8	Sales & Marketing	Manager Sales and Marketing	BE 1
9	Inform Comm & Techn	Manager ICT	BE 1
10	Internal Audit	Internal Audit Manager	BE 1
Assistant Managers		Salary Scale	
	Department	Position	
1	Directorate	Manager Corporate Communication	BE 2
2	Directorate	Senior Legal Officer	BE 2
3	Directorate	Manager Corporate Strategy	BE 2
4	Editorial Services	Assistant Editor In Chief	BE 2
5	Technical Services	Asst Technical Services Manager - Transmission	BE 2
6	Technical Services	Asst Technical Services Manager - Production	BE 2
7	Television Services	Asst TV Programmes Manager	BE 2
8	Radio Services	Asst Radio Programmes Manager	BE 2
9	Finance & Administration	Finance Manager	BE 2
10	Finance &	Administration Manager	BE 2

4.0 Other Changes

1. The Internal Audit unit has been upgraded to a full department to be headed by an Internal Audit Manager at Salary Scale BE 1 reporting to the Managing Director administratively but functionally to the Audit Committee of the Board
2. The current Salary Scale BE 1 has been scrapped and Salary Scale BE 2 renamed BE 1 together with its salary scale

The application of the new approved corporation structure and establishment will be effective 1 November 2010 with no financial implication. The positions that have been upgraded will not be filled automatically by any job holder.

The Board reiterated its commitment to transform the corporation into a lean and vibrant media house in an effort to achieve our vision of being the leading broadcaster.



WAITHAKA WAIHENYA
MANAGING DIRECTOR

ESTABLISHMENT

Function		No
1	News	81
2	Commercial	43
3	Directorate	22
4	Technical	326
5	HR	40
6	Administration	194
7	Programs (Radio-143, TV-67, Metro/Pwani-18, Coro-29	248
8	Audit	9
9	Finance	74
10	IT	22
11	Procurement	16
11	Total	1075

ANNEX 5:

JOB DESCRIPTION OF THE RADIO PROGRAMMES MANAGER.



4. THE JOB DESCRIPTION OF THE RADIO PROGRAMMES MANAGER.

JOB DESCRIPTION FOR A RADIO PROGRAMMES MANAGER

Job Title: Radio Services Manager

Overall Purpose for the job

- Developing, directing and controlling the vision, mission, goals, policies, strategies and processes for Radio department in line with radio market dynamics and KBC Corporate strategies, targets, obligations, regulations and approved procedures.

Key Responsibilities

- Setting departmental goals, performance targets, positioning strategies and work plans for the department in line with Corporate strategic plan, Board and management resolutions and other public interest, commercial and listener strategic considerations
- Interpreting and enforcing corporate goals and strategies within the department
- Principal accounting and advising officer on all radio matters within the department and the organization
- Principal custodian of radio airtime, content, talents, audio facilities and equipment

Daily Responsibilities

- Formulating and approving all programme and station strategic plans, rosters, duty allocation and delegation
- Processing all approvals for departmental requests, applications, imprests, procurement and payments within the department and with other departments and stakeholders
- Channeling incoming and out-bound radio Services communication and tasks
- Vetting and approving Radio Services concepts, proposals, pilots and properties based on budget projections, value and relevance of the idea, its conformity to editorial policy and station style as well as availability of required resources
- Principal recruiting and deploying officer for radio personnel and talent

Qualifications

- A degree in Communication or
- A degree in Social Science with a diploma or its equivalent in Mass Communication or broadcast Journalism
- Up to 3 years of tracked-training in Broadcast Media Management
- At least Seven years experience in a responsible management position in a recognized broadcast media organization
- Conversant with contemporary and future trends and dynamics of broadcast media industry
- A Masters in Communication or related field is an added advantage.

ANNEX 7:

INFORMATION CONCERNING SOME COMPANIES THAT
TRANSACTIONED BUSINESS WITH K.B.C.



The following documents are attached under separate cover due to the volumes involved:

13. Details and Information concerning Broadcast Solutions International Ltd (BSI), York Investments Ltd, Grand Photolab E. A. Ltd, Royal Business Technologies and Leon Insurance company in particular: -

- (a) Names of their Directors;
- (b) Shareholders of these Companies;
- (c) All the tenders awarded to these Companies in the last 2 years;
- (d) All the payments made to these Companies;

14. Reports and minutes of the Receipt and Inspection Committee for 2012, 2011 and 2010.

15. All the contract documents signed between KBC and Broadcast Solutions International Ltd (BSI), including a schedule of all the payments made to the company and the relationship between BSI and the Chinese Digital Broadcasting Company that was to co-site with KBC at the Limuru Transmission Mast.

ANNEX 1

RE: 5N0.COMPANIES AND BUSINESS TRANSACTIONS WITH KBC FOR 2010-11

As requested to forward names of the Directors, Shareholders, tenders awarded and payment made to these companies for the last two years, kindly receive as indicated in the table below:

NO	COMPANY NAME	NAME OF DIRECTORS AND SHAREHOLDERS	TENDER AWARDED	AMOUNT OF BUSINESS
1	M/s. Broadcast Solution International Ltd	STEPHEN AREBA, GEORGE MBURU NJENGA	LPO.036590 DATED 1/12/10 PROF. FM TUNERS MIN.5/7/MPC/10-11	109,620.00
2	M/s. York Investments Ltd	JOHN MWANGI KINGORI, JAMES GITAU MURICHU BETHY MUMBI NJENGA	TENDER NO.2/KBC/2010-11 Supply of RF Antenna Systems for Kisii, Vuria and Kapenguria	43,257,531.00
			TENDER NO.10/KBC/2010-11 Supply of RF Antenna Systems for Kitui, Narok, Nyambene, and Webuye	41,999,000.00
3	M/s. Grandphotolab E. A. Ltd	JOHN MWANGI KINGORI, FRANCIS WANJOHI MWANGI	TENDER NO.13/KBC/2010-11 Supply of Virtual Set	17,801,000.00
			TENDER NO.5/KBC/2011-12 Analogue DVB-T2 Ready Transmitters	149,166,844.00
4	M/s. Royal Technologies Ltd	ANN W. KIHU	1.LPO 018461 DATED 4/6/10 MIN7/18/SCTC/09-10	1,544,000.00
			2.LPO.036793 DATED 30/6/11 MIN4/17/SCTC/10-11	2,023,500.00
			3.LPO.036850 DATED 15/3/11 MIN.4/10/SCTC/10-11	1,663,250.00
			4. LPO.036654 DATED 4/1/11 MIN.6/4/SCTC/10-11	1,663,250.00
			5.LPO.034011 DATED 31/10/11 MIN.4/6/SCTC/11-12	1,318,500.00
5	M/s. Leon Insurance Company Ltd	JOHN MWANGI KINGORI, JAMES GITAU MURICHU	TENDER NO.15/KBC/2010-11 Motor Vehicle Insurance	3,770,811.00
			TENDER NO.16/KBC/2010-11 Fixed Assets Insurance	7,590,714.00

NOTE

The records of the Directors and shareholders are from the tender documents available in our office.

ANNEX 8:

K.B.C'S UTILIZATION OF FUNDS PAID BY THE KENYA
NATIONAL ASSEMBLY FOR THE LIVE TELECASTS OF ITS
PROCEEDINGS



6. Clarifications and response on the following: -

- (a) How KBC has utilized funds paid by the Kenya National Assembly for the live telecast of parliamentary proceedings.
- (b) Details of all the commissions paid to KBC staff from the proceeds of the live telecast of Parliamentary proceedings and names of the recipients' thereof.
- (c) Payments made to companies associated with KBC Directors:

1. How Parliamentary live coverage revenue is utilized

In June 2009 the Corporation acquired 3 OB/TV cameras to facilitate live coverage of Parliamentary proceedings.

The cameras were procured at a total cost of Kshs.7.8 million as evidenced by copies of payment voucher attached.

Thereafter, National Assembly procured its own cameras that are now being used to cover proceedings. We withdrew our cameras and currently they are being used in our OB Van.

Other than the above capital expenditure, the Kshs.15 million the Corporation receives from parliament is lumped together with the Corporation's other revenues and used in paying our operating expenses.

2. Commission paid to staff on Parliamentary live coverage revenue.

Parliament pays the Corporation Kshs.15 million for live coverage of proceedings per month. Whenever parliament is on recess the Corporation does not get the stated revenue. The paid revenue is receipted as evidenced by the attached copies of receipt numbers 506469 and 506470 and properly accounted for in the Corporation's books of accounts.

In an effort to increase sales and revenue collection, the Corporation employs the strategy of paying sales commission to marketing staff and revenue collection commission to Finance staff doing revenue collection on attaining set targets. The Board of Directors approved the commission structure (copy attached) and assigned marketing department a monthly sales target of Kshs.80m and Finance department a monthly revenue collection target of Kshs.90m. Non-selling staff working in all other departments are also entitled to earn a

sales commission of 1.5% on securing a sale of Kshs.200,000/- and above.

To motivate marketing staff to sell our products aggressively the department is given a bonus of Kshs.160,000/- on attaining total sales worth Kshs.100 million per month.

To motivate Finance staff to collect revenue aggressively the department is given a bonus of Kshs.150,000/- on attaining total revenue collection of Kshs.100 million per month. The bonus is shared among all Finance department staff as evidenced by the attached copy of payment voucher.

The Finance department's Kshs.90 million revenue collection target per month comprises of advertising revenue, cositing revenue and parliament live coverage revenue.

Collecting parliament live coverage revenue starts with the process of ensuring the contract is signed, preparing the daily transmission report, raising an invoice and delivering it in parliament and following up for the payment. It is not automatic that the payment just comes on time. For instance, the invoice for live coverage of the month of October 2011 was paid partly on 25th November 2011 and 20th December 2011 after lengthy follow-up by the Finance Manager.

As depicted in the approved commission structure, Revenue collectors earn commission at the rate of 0.35% on achieving 75% - 100% of their individual targets of Kshs.22.5m each per month and 0.45% on achieving more than 100% of their individual targets. We have four officers' assigned duties of revenue collection.

Senior revenue officer earns commission at the rate of 0.20% on achieving 75% - 100% of Kshs.90m target per month and 0.25% on attaining more than 100% of the same target. The Finance Manager earns commission at the rate of 0.25% on achieving 75% - 100% of Kshs.90m target per month and 0.30% on attaining more than 100% of the same target.

Finally, we have attached herewith a sample of copies of vouchers showing commissions paid to Marketing staff, Revenue collectors and Finance Manager.

3. Payments made to companies associated with KBC Directors:

Broadcasting Solutions International Limited was paid Kshs.373,948.45 by cheque No.535716 on 27th October 2010 for the supply of studio equipments (copy of payment voucher attached).

On 27th May, 2011 the Company was paid Kshs.94,500/- by cheque No. 770127 for the supply of FM tuners (copy of payment voucher attached).

We have attached copies of bank reports showing details of the said payments.

5 copies
each



KENYA BROADCASTING CORPORATION
INTERNAL MEMO

FROM: Marketing Manager	TO:
My Ref: KBC/MKTG/158	
Date: 17 th September 2010	

To: Principle Internal Auditor
Finance Manager
Advertising Manager

RE: NEW COMMISSION STRUCTURE

Attached please find the new approved commission structure for implementation from 1st October 2010.

for FLORENCE MIGUNDE
MARKETING MANAGER

SAT
A note and deal
appropriately
from
20/9/10

27
16-9



27

KENYA BROADCASTING CORPORATION
INTERNAL MEMO

FROM: Marketing Manager

TO: Ag. Managing Director

My Ref: KBC/MKTG/158

Date: 14th September 2010

RE: COMMISSION STRUCTURE

The committee formed to work on the commission structure for Marketing and Finance departments has completed its work. Attached please find the proposed commission structure to take effect from 1st October 2010.

Submitted for your approval.

FLORENCE MIGUNDE

G. MARKETING MANAGER

APPROVED.
MANAGING DIRECTOR
KENYA BROADCASTING CORPORATION
DATE 16/09/10
SIGN. [Signature]

[Signature]
15/09/10

6489

KBC COMMISSION STRUCTURE WEF 1st Oct 2010		
MARKETING AND FINANCE DEPARTMENT		
SALES COMMISSIONS		
MARKETING EXECUTIVES - Permanent	Achievement	Commission %
Agency - Ch 1, Idhaa, E/S, R/S	70%-80%	0.750%
	81%-100%	1.200%
	100% plus	1.750%
Commercial Radio (Direct & Agency)	70%-80%	2.000%
	81%-100%	3.000%
	100% plus	4.000%
Direct & Govt - Ch 1, Idhaa, E/S, R/S	70%-80%	1.200%
	81%-100%	1.500%
	100% plus	2.400%
MARKETING EXECUTIVES - Freelance		
Channel 1 TV	1-1,500,000	5.000%
	1,500,001-3,000,000	6.000%
	Above 3,000,000	7.000%
Idhaa Ya Taifa	1-500,000	6.000%
	500,000-1,000,000	9.000%
	Above 1,000,000	10.000%
Commercial Radios (Coro, Metro, Pwani)	1-500,000	10.000%
	500,000-700,000	13.000%
	Above 700,000	16.000%
Regionals, E/S		
CHIEF MARKETING EXECUTIVE		
Agency (32.5m) - Ch 1, Idhaa, E/S, R/S	70%-100%	0.250%
	100% plus	0.500%
Direct 23.8m, Govt 27.8m, Comm 15.9m	70%-100%	0.500%
	100% plus	1.000%
ADVERTISING MANAGER - 80m	70%-100%	0.300%
	100% plus	0.500%
MARKETING MANAGER - 80m	70%-100%	0.400%
	100% plus	0.600%
BUSINESS DEVT MANAGER	70%-100%	0.100%
	100% plus	0.200%
(Based on initial target of Ksh5m per month)		
NON SALES STAFF	Minimum Ksh200,000	1.50%
TECHNICAL SERVICES, ETC		
PERMANENT	75-100%	1.00%
	100% plus	1.50%
FREELANCE		5%
COMMISSION ON PRODUCTION		1%

Quarterly Reward schemes		
Best Salesman		20,000
Best New Business		20,000
Most Creative Radio (Best idea sold to client)		15,000 (Can be individual or shared)
Most Creative TV (Best idea sold to client)		15,000 (among the creative team)
Most Improved Salesman		15,000
Best Salesman (1)		
a) Must achieve at least 85% of quarterly target		
b) In addition to the above, must sell at least 50% across 3 brands in their allocated category		
New business (1)		
a) Must bring in at least five new clients that have not advertised with KBC in the last 2 years		
b) In addition to the above, must achieve at least 75% of the quarterly target		
Most Improved (1)		
a) Must realize 30% growth based on previous quarter		
b) Highest percentage growth among those who achieve a above		
TEAM BONUS On achievement of 100m		
CMES	20,000	
Grand Executives	20,000	
Grand Manager	30,000	
Advertising Manager	40,000	
Marketing Manager	50,000	
FINANCE DEPARTMENT		
COLLECTION COMMISSIONS - Based on 90m collection target		
REVENUE COLLECTORS X	75-100%	0.35%
Commissions based on individual target	100% plus	0.45%
CRO and SRO	75-100%	0.20%
Commissions based on 90m target	100% plus	0.25%
ATM and FAM	75-100%	0.25%
Commissions based on 90m target	100% plus	0.30%
Team bonus on achieving over 100m		150,000
QUARTERLY REWARD SCHEME		
BEST REVENUE COLLECTOR		20,000
Consistently achieved target for 3mths and achieved highest collection among those who met target in the quarter		
BEST REVENUE OFFICER - client a/c reconciliation		20,000
Reconcile and resolve 90% of disputes/discrepancies by 31st of preceding quarter		
Secured repalcement/makegood of bounced cheques in past quarter		
Updated clients' accounts monthly		
BEST INVOICING OFFICER		20,000
Completed invoicing of previous month by 1st of every following month in the past quarter		
Invoiced highest sales volume in the past quarter		
Attained negligible computation errors in the past quarter		
Filed client's orders and copies of invoices properly		
BEST MONITORING & RECONCILIATION OFFICER		20,000
Manage to resolve queries by 31st of every month in the past quarter		
Resolved the highest number of queries in the past quarter		

10x/10

21/06/10

COMMISSIONS FOR FREELANCERS SELLING TO ADVERTISING AGENCIES

Channel 1	16,300,000	1.5%
Minimum (Kshs 300,000)	6,300,001-10,500,000	1.8%
	Above 10,500,000	2.0%
Idhaa Ya Tara	11,400,000	2.0%
Minimum (Kshs 100,000)	11,400,001-4,000,000	2.5%
	Above 4,000,000	3.0%
Commercial Services	11,400,000	4.0%
Minimum (Kshs 100,000)	11,400,001-1,750,000	5.0%
	Above 1,750,000	6.4%

PROGRAMMES TEAM BONUSSES - on 100% Achievement of monthly Sales target

(Excludes major events with separate targets such as World Cup, Cup of Nations etc)

CHANNEL 1 TELEVISION	52 Kshs 150,000
RADIO	48 Kshs 150,000

TERMS AND CONDITIONS

For a permanent ME to earn full commission one must achieve at least 40% of target for 2 brands otherwise 30% is deducted from his total commission. Applicable to those selling more than 2 brands.
 For a CME to earn full commission one must achieve at least 40% of target for 2 brands otherwise 30% is deducted from his total commission. Applicable to those selling more than 2 brands.
 Freelancers shall strictly sell within allocated brands.

When a Permanent ME achieves allocated category target and also sells outside the category, add the figures to the total sales and pay commission at the rate achieved in allocated category.
 When a Freelancer sells outside allocated category, you get only 30% of the commission for that category you have sold. However if you meet your category target, you earn full commission.
 Any credit notes to be deducted from sales of current month as may be appropriate.

All commissions are payable on collection.

Full commission is payable if collection is made within 90days of invoice.

If collection is done between 90-120days of invoice, only 50% of sales commission is payable.

No sales commission is payable after 120days of invoice except for government after 150days.

Payment of commissions is applicable to the net figure which does not include VAT and agency commission.

The management reserves the right to change the target and the structure. This includes taking into consideration market dynamics such as major events.

Freelancers shall earn commissions for running orders for upto one month after exit. Thereafter, the client shall be allocated to permanent staff for servicing but not for commission purposes.

Retainer shall be paid to newly recruited freelancers for a maximum of 3months. They shall however earn commission at the same rates as above.

Sales targets to be based on net revenue (net of agency commissions and VAT).

Revenue collectors shall earn collection commission after 120days of invoice. Government 150days.

Non sales staff must sell a minimum of Kshs200,000 per month in order to earn a commission at a flat rate set for any service sold.

Selected freelancers may sell to the Advertising Agencies at special commission rates above.

Agency freelancers shall be restricted to bringing on board new business which have not advertised with the corporation for the last six(6) months.

In order to qualify for commission, agency freelancer must bring in minimum sales of Kshs300,000 for TV and Kshs100,000 for radio.

KBC COMMISSION STRUCTURE WEF 1st Oct 2010

MARKETING AND FINANCE DEPARTMENT

SALES COMMISSIONS

	Achievement	Commission %age
MARKETING EXECUTIVES - Permanent		
Agency - Ch 1, Idhaa, E/S, R/S	70%-80%	0.750%
	81%-100%	1.200%
	100% plus	1.750%
Commercial Radio (Direct & Agency)	70%-80%	2.000%
	81%-100%	3.000%
	100% plus	4.000%
Direct & Govt - Ch 1, Idhaa, E/S, R/S	70%-80%	1.200%
	81%-100%	1.500%
	100% plus	2.400%
MARKETING EXECUTIVES - Freelance		
Channel 1 TV	1-1,500,000	5.000%
	1,500,000-3,000,000	6.000%
	Above 3,000,000	7.000%
Idhaa Ya Taifa	1-500,000	6.000%
	500,000-1,000,000	9.000%
	Above 1,000,000	10.000%
Commercial Radios (Coro, Metro, Pwani)	1-500,000	10.000%
	500,000-700,000	13.000%
	Above 700,000	16.000%
REGIONAL SALES		
CHIEF MARKETING EXECUTIVE		
Agency (32 Sm) - Ch 1, Idhaa, E/S, R/S	70%-100%	0.250%
	100% plus	0.500%
Direct 23 Sm, Govt 27 Sm, Comm 15 Sm	70%-100%	0.500%
	100% plus	1.000%
ADVERTISING MANAGER - 80m		
	70%-100%	0.300%
	100% plus	0.500%
MARKETING MANAGER - 80m		
	70%-100%	0.400%
	100% plus	0.600%
BUSINESS DEVEL. MANAGER		
	70%-100%	0.100%
	100% plus	0.200%
(Based on initial target of Kshs5m per month)		
NON SALES STAFF		
Minimum Kshs200,000		1.50%
TECHNICAL SERVICES, ETC		
PERMANENT	75-100%	1.00%
	100% plus	1.50%
FREELANCE		5%
COMMISSION ON PRODUCTION		1%

Quarterly Reward schemes

Best salesman	20,000	
Best New Business	20,000	
Most Creative Radio (Best idea sold to client)	15,000	(Can be individual or shared among the creative team)
Most Creative TV (Best idea sold to client)	15,000	
Most Improved Salesman	15,000	

Best Salesman (1)

- a) Must achieve at least 85% of quarterly target
b) In addition to the above, must sell at least 50% across 3 brands in their allocated category

New business (1)

- a) Must bring in at least five new clients that have not advertised with KBC in the last 2 years
b) In addition to the above, must achieve at least 75% of the quarterly target

Most Improved (1)

- a) Must realize 30% growth based on previous quarter
b) Highest percentage growth among those who achieve a above

TEAM BONUS On achievement of 100m

CME's	20,000
Brand Executives	20,000
Brand Manager	30,000
Advertising Manager	40,000
Marketing Manager	50,000

FINANCE DEPARTMENT

COLLECTION COMMISSIONS (Based on 90m collection target)

REVENUE COLLECTORS	75-100%	0.35%
Commissions based on individual target	100% plus	0.45%
CRO and SRO	75-100%	0.20%
Commissions based on 90m target	100% plus	0.25%
AFM and FAM	75-100%	0.25%
Commissions based on 90m target	100% plus	0.30%

Team bonus on achieving over 100m

150,000

QUARTERLY REWARD SCHEME

BEST REVENUE COLLECTOR	20,000
Consistently achieved target for 3mths and achieved highest collection among those who met target in the quarter	
BEST REVENUE OFFICER - client a/c reconciliation	20,000
Reconcile and resolve 90% of disputes/discrepancies by 31st of preceding quarter	
Secured replacement/makegood of bounced cheques in past quarter	
Updated clients' accounts monthly	
BEST INVOICING OFFICER	20,000
Completed invoicing of previous month by 1st of every following month in the past quarter	
Invoiced highest sales volume in the past quarter	
Attained negligible computation errors in the past quarter	
Filed client's orders and copies of invoices properly	
BEST MONITORING & RECONCILIATION OFFICER	20,000
Managed to resolve queries by 31st of every month in the past quarter	
Resolved the highest number of queries in the past quarter	

COMMISSIONS FOR FREELANCERS SELLING TO ADVERTISING AGENCIES

Channel 1	1 6 300 000	1 5%
(Minimum Kshs300 000)	6 300 000-10 500 000	1 8%
	Above 10 500 000	2 0%
Idhaa Ya Taifa	1 1 400 000	2 0%
(Minimum Kshs100 000)	1 400 000-4 000 000	2 5%
	Above 4 000 000	3 0%
Commercial Services	1 1 400 000	4 0%
(Minimum Kshs100 000)	1 400 000-1 760 000	5 0%
	Above 1 760 000	6 4%

PROGRAMMES TEAM BONUSES - on 100% Achievement of monthly Sales target
(Excludes major events with separate targets such as World Cup, Cup of Nations etc)

CHANNEL 1 TELEVISION	52	Kshs 150 000
RADIO	48	Kshs 150 000

TERMS AND CONDITIONS

- 1 For a permanent ME to earn full commission one must achieve at least 40% of target for 2 brands otherwise 30% is deducted from his total commission. Applicable to those selling more than 2 brands.
- 2 For a CME to earn full commission one must achieve at least 40% of target for 2 brands otherwise 30% is deducted from his total commission.
- 3 Freelancers shall strictly sell within allocated brands.
- 4 When a permanent ME achieves allocated category target and also sells outside the category add the figures to the total sales and pay commission at the rate achieved in allocated category
- 5 When a Freelancer sells outside allocated category you get only 30% of the commission for that category you have sold. However if you meet your category target, you earn full commission
- 6 Invoicing to be done by latest 10th of next month
- 7 Any credit notes to be deducted from sales of current month as may be appropriate
- 8 All commissions are payable on collection
- 9 Full commission is payable if collection is made within 90days of invoice
- 10 If collection is done between 90-120days of invoice, only 50% of sales commission is payable
- 11 No sales commission is payable after 120days of invoice except for government after 150days
- 12 Payment of commissions is applicable to the net figure which does not include VAT and agency commission
- 13 The management reserves the right to change the target and the structure. This includes taking into consideration market dynamics such as major events
- 14 Freelancers shall earn commissions for running orders for upto one month after exit. Thereafter, the client shall be allocated to permanent staff for servicing but not for commission purposes
- 15 If there is no running order, the client shall be re-allocated by supervisor to existing staff members to negotiate for new business.
- 16 Retainer shall be paid to newly recruited freelancers for a maximum of 3months. They shall however earn commission at the same rates as above
- 17 Sales targets to be based on net revenue (nett of agency commissions and VAT)
- 18 Revenue collectors shall not earn collection commission after 120days of invoice. Government 150days
- 19 Non sales staff must sell a minimum of Kshs200,000 per month in order to earn a commission at a flat rate set for any service sold
- 20 Selected freelancers may sell to the Advertising Agencies at special commission rates above
- 21 Agency freelancers shall be restricted to bringing on board new business which have not advertised with the corporation for the last six(6) months.
- 22 In order to qualify for commission, agency freelancer must bring in minimum sales of Kshs300,000 for TV and Kshs100,000 for radio.

ANNEX 9:

WEALTH DECLARATION OF ASSETS, INCOME AND LIABILITIES
FOR MESSRS TOM BULUKU AND ROBERT WEKESA (FOR THE
LAST 3 YEARS)



KENYA
BROADCASTING
CORPORATION

11. Copies of the Declaration of Income, Assets and Liabilities for Messrs Tom Buluku and Robert Wekesa for the last three years.



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION OF KENYA

Declaration of Income, Assets & Liabilities
(The Public Officer Ethics Act, 2003)

1. Name of the Public Officer

(Surname)

(First Name)

(Other Names)

MAUNO

ROBERT

WELLES

2. Birth Information

a. Date of Birth:

28/9/67

b. Place of Birth:

BUNGOMA

3. Marital Status:

MARRIED

4. Address

a. Postal Address:

P.O BOX 62257 - NAIROBI

b. Physical Address:

BUSTANI YILAS

5. Employment Information

a. Employment No.

006710

b. Designation

PROCUREMENT MANAGER

c. Name of Employer

KENYA BROADCASTING CORPORATION

d. Nature of Employment (Permanent, temporary, contract, etc)

PERMANENT

6. Name of Spouse or Spouses

	(Surname)	(First Name)	(Other Names)
(i)	orelio	fern	Heriberto
(ii)			
(iii)			
(iv)			
(v)			

7. Names of dependent children under the age of 18 years

	(Surname)	(First Name)	(Other Names)
(i)	RODRIGUEZ	BRUNO	Wesley
(ii)	Norfin	Sandra	Wesley
(iii)			
(iv)			
(v)			
(vi)			
(vii)			
(viii)			
(ix)			
(x)			



KENYA BROADCASTING CORPORATION

Payslip Period Feb/2012
STAFF NAME ROBERT WEKESA MAUMO
STAFF NO 006710
DESIGNATION Procurement Manager
WRK STATION HEADQUARTERS
COST CENTER

Department INDEPENDENT UNIT
Sections Procurement
Grade BE 2 Level BE 2-L4

DESCRIPTION	AMT(KSH)	QTY/BAL
-------------	----------	---------

EARNINGS

Basic Pay	94 540 00	
House Allowance	50 000 00	
Medical Allowance	10 000 00	
Commuter Allowance	14 000 00	
Entertainment Allowance	8 000 00	
Telephone Allowance	7 500 00	
Basic Salary Arrears	54 635 00	
Responsibility Allowance	10 000 00	

GROSS SALARY	248,675 00	
--------------	------------	--

PAYE CALCULATIONS

RELIEF On TAXABLE

Pension	12 680 00	
NSSI	200 00	

TOTAL RELIEF	12,880 00	
--------------	-----------	--

TAXABLE	235 795 00	
---------	------------	--

TAX Charged	65 832 90	
-------------	-----------	--

RELIEF On PAYE

Personal Relief	1 162 00	
-----------------	----------	--

TOTAL PAYE RELIEF	1,162 00	
-------------------	----------	--

DEDUCTIONS

PfPR	64 670 90	
NHIF	320 00	
KBC Medical Scheme	4 727 00	
NSSI	200 00	
Pension	12 680 00	
Car Advance	9 211 00	534 233 50
National Bank Loan	34 903 00	570 635 00
Mtongazi Risk Fund	100 00	4 400 00
Hatina Risk Fund	100 00	2 500 00
Hatina Shares	10 000 00	250 000 00

TOTAL DEDUCTIONS	136,911 90	
------------------	------------	--

NET PAY	111,763 10	
---------	------------	--

PERSONAL INFO Paymode Bank Trans

Branch NATIONAL BANK OF KENYA - HILL BRANCH

IP MESSAGES

BE WISE KNOW YOUR HIV STATUS

Financial Statement for _____
(A separate statement is required for the officer and each spouse and dependent child under the age of 18 years. Additional sheets should be added as required.)

a. Statement Date: _____

b Income, including emoluments, for period from 1/1/1980 to 12/31/1980.

(including, but not limited to, salary and emoluments and income from investments. The period is from the previous statement date to the current statement date. For an initial declaration, the period is the year ending on the statement date.)

Description	Approximate Amount
Cross Salary	4,320.000
Substance Forming	800.000
Sacco Dividends	60.000

c. Assets (as of the statement date)

(including, but not limited to, land, buildings, vehicles, investments and financial obligations owed to the person for whom the statement is made)

[illegible]

d Liabilities (as of the statement date)

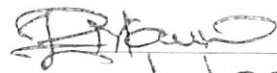
Description	Approximate Amount
CAR LOAN NATIONAL BANC	2,000.000
CAR LOAN - KBC	600.000

9. Other information that may be useful or relevant.

SUBSISTANCE FARMING DONE ON MY
PARENTS FARM

I solemnly declare that the information I have given in this declaration is, to the best of my knowledge, true and complete:

Signature of officer:



Date:

14/3/2012

Witness:

Signature:



Name:

James Andrew

Address:

20456-10/00



REPUBLIC OF KENYA

PUBLIC SERVICE COMMISSION OF KENYA

Declaration of Income, Assets & Liabilities
(The Public Officer Ethics Act, 2003)

1. Name of the Public Officer

(Surname)

(First Name)

(Other Names)

KIMMALIKI

TOM

BUTIKU

2. Birth Information

a. Date of Birth:

13 Nov 1955

b. Place of Birth:

KAKAMEGA

3. Marital Status:

MARRIED

4. Address

a. Postal Address:

BOYSE 00100

b. Physical Address:

Komo Rock (sl. ph I) Hse no 750

5. Employment Information

a. Employment No.

003036

b. Designation

ANITS TX

c. Name of Employer

Kenya Broadcasting Corporation

d. Nature of Employment (Permanent, temporary, contract, etc)

6. Name of Spouse or Spouses

- | | (Surname) | (First Name) | (Other Names) |
|-------|-----------|--------------|---------------|
| (i) | Bilulu | JOHN | MIRYO |
| (ii) | | | |
| (iii) | | | |
| (iv) | | | |
| (v) | | | |

7. Names of dependent children under the age of 18 years

- | | (Surname) | (First Name) | (Other Names) |
|--------|-----------|--------------|---------------|
| (i) | Bilulu | TERLYN | EMIRE |
| (ii) | Bilulu | Moses | KAMUKI |
| (iii) | Bilulu | WILSON | KIMARI |
| (iv) | | | |
| (v) | | | |
| (vi) | | | |
| (vii) | | | |
| (viii) | | | |
| (ix) | | | |
| (x) | | | |

KENYA BROADCASTING CORPORATION

Payslip Period: Feb/2012

STAFF NAME TOM BULUKU KAMALIKI
 STAFF NO 003036
 DESIGNATION AMIS (TX)
 WRK STATION III ADQUATILRS
 COST CENTER

Department II CLINICAL SERVICES

Sections Transmission

Grade BI 2 Level: BI 213

DESCRIPTION AMT(KSH) QTY/BAL

EARNINGS

Basic Pay 90 620 00
 House Allowance 90 000 00
 Medical Allowance 10 000 00
 Commuter Allowance 14 000 00
 Entertainment Allowance 8 000 00
 Telephone Allowance 7 500 00
 Basic Salary Arrears 52 395 00
 Responsibility Allowance 5 000 00

GROSS SALARY 237,515 00

PAYE CALCULATIONS

RELIEF On TAXABLE

Pension 12 156 00
 NSSF 200 00
 TOTAL RELIEF 12 356 00

TAXABLE 225 159 00

TAX Charged 62 642 10

RELIEF On PAYE

Personal Relief 1 162 00

TOTAL PAYE RELIEF 1,162 00

DEDUCTIONS

PAYE 61 189 10
 NSSF 320 00
 KBC Medical Scheme 4 531 00
 NSSF 200 00
 Pension 12 156 00
 Benevolent Fund 200 00 19,600 00
 Mtungazi Shares 1 000 00 152,000 00
 Car Advance 6 141 00 417,561 00
 National Bank Loan 58 374 00 1,809,594 00
 Mtungazi Risk Fund 100 00 13,300 00

TOTAL DEDUCTIONS 144,502 10

NET PAY 93,012 90

PERSONAL INFO Paymode Bank Trans

Bank Branch NATIONAL BANK OF KENYA III BRANCH

PAYSIP MESSAGES

1 BE WISE KNOW YOUR HIV STATUS!

2

3

4

5

PLOT NO. 1016

14/5/2011

MABATAND YA KUHIZA SHAMBA

KED TAREHE 14/5/2011 MIMI BWANA ELIUD
CHEBBI ID. 21227295 NIMEKUBALI KUHUSI
BWANA TOM BUKUKU KAMAMUKU ID. 1816206
SHAMBA LENYEME NI 1.7HA KWA BEI
YA KESHILLINGI 595,000. (SHILLINGI KLEFU
MIKIANO TISANI NA TANO).

PERA ZENYE BWANA ELIUD CHEBBI
AMEPOKEA NI 450,000. (KLEFU MIKIANO NA
HATUSIANI). BALANCE IMEPATIA NI
SHILLINGI 145,000. (KLEFU MIKIANO NA
HATUSIANI TANO. PERA ZENYE
ZIMOPAKIA ZITAKIWA WAKATI WA
KUPOKEA CHETI CHA SHAMBA).

21227295 MUKHIZAJI — ELIUD CHEBBI

1816206 MUKHIZAJI — TOM BUKUKU

x 227349574 SHAHIDI — WIFE PENINA CHERKEMEI

x 9161060 SHAHIDI — SISTER ESTHER CHEMAYO

x 20742458 SHAHIDI — SISTER TERESA CHEBCHUMBE

25799250 SHAHIDI — EVANS MUSERA

ID. 8513107 MWANDISHI — SAMUEL ORANKI OMAYIO

Confirmed
on 14th May 2011

14/05/2011

from the sale Agreement of plot
no 1016 between Elmer Chebor - seller
and Tom Blaker - buyer today 4/6/2011
a sum of \$4,000/- being part payment
has been paid to the seller
Elmer Chebor - sign *Elmer*
Buyer Tom Blaker - sign *Tom* 4/6/2011
Rouach Chapkani - witness *Rouach*
Evans Muzen - witness *Evans*

19/5/2011

Plot no. 1016

MARSHLAND 4A KUHARA SHAMBA
AND THREE 14/5/2011 MIM BANA KUHARA
CHERCI ID 21227295 NIMEKUBALI KUHARA
BANA TOM BUKUKU KMAAKU ID 181226
SHAMBA KENYUWE NI 17TH KWA BEN
YA KESHAMALI 595,000. (SHAMALI RLFU
MIMMO TISHINI NA TANO)
(PSA ZIMWE Bwana ELUD CHORO
BMEPORE NI 450,000. (RLFU MIMMO NI
HMSHAI). BAME INEPARA NI
SHAMALI 145,000. (RLFU MIMMO NI
HMSHAI TANO. PSA ZIMWE
ZIMPARA 212111000 (NARAI) NI
KUPKERA CHGT, CHA SHAMBA)

21227295 MIMMO 2nd - ELUD CHORO
181226 MIMMO 2nd - tom BUKUKU
22734574 SHAMALI - WIRE PENINA CHERKARA
916106 SHAMALI - NISTER NISTER CHERKARA
20742458 SHAMALI - NISTER - TASA CHERKARA
25799250 SHAMALI - KUHNS MURER
ID 8513107 MIMMO 1st - SHAMALI DRAK DRAK

14/5/2011
or
14/5/2011
or
14/5/2011

Our Ref: BKR/swm/ADV/44/287

2nd February, 2011
P.O. BOX 59497-00200
NAIROBI

Dear Sir,

RE: BANKING FACILITIES - PERSONAL LOAN KSHS 2,000,000=00
We refer to your application for facilities detailed in the PERSONAL LOAN APPLICATION FORM dated 20th December 2010 and are pleased to advise that we have sanctioned a loan of Kshs. 2,000,000=00 on the following terms and conditions:

Facility: Personal term loan Kshs. 2,000,000=00 (read Kshs. Two million Shillings only)

Purpose: Purchase a plot

Repayment Period: Forty four (44) months

Repayment amount: Kshs. 58,374=00 every month inclusive of interest

Interest and other

Costs
To be at the rate of 14% per annum on monthly basis for the time being, calculated on daily balances. The Bank however reserves the right to change the rate of interest without notice depending on the cost of funds in the money market. In addition to interest, the Bank is entitled to be paid and may debit your account with all expenses and related to the maintenance and management of your facility. The bank reserves the right to vary the sum of charges without notice to you.

Negotiation Fee

To be at the rate of 2% option on the approved facility

Mode of Repayment

The payment of the instalments will be effected by monthly deductions from your salary through the check-off system until the total loan and interest are repaid in full. The above arrangement notwithstanding you are personally liable to National Bank of Kenya Ltd for the repayment of the entire loan including interest, insurance premium, charges, fees or penalties.

Security Offered

Nil

Lump-sum payment

On lump-sum clearance, 1% shall be charged on outstanding amount

Insurance

You will be required to take Group Credit Life Assurance Policy. In this respect you will be required to complete the attached proposal form in triplicate. The cover to be arranged by the Bank will be in respect of the payment of the outstanding sum in the event of death or total permanent disability. Any monies from the insurance will be payable to National Bank of Kenya Ltd. You will be required to pay a premium of Kshs. 25,567=00 upfront to cover the entire period of the loan before draw down.

Tenancy

The continuance of the facilities is dependent upon the account being conducted to our satisfaction at all times and on the understanding that the loan is always repayable on demand should the Bank deem it necessary to make such demand.

Default: Failure to pay one installment will constitute default. That notwithstanding the loan facility is repayable in full on demand should the Bank deem it advisable to make such demand.

Right of set off: The Bank reserves the right to set off or combine all or any of your accounts whatever their nature. The right to consolidate all securities on any account, as security for all liabilities is also held.

Legal Opinion: In the event that legal opinion or other action is necessary in relation to your account/recovery of debt it is agreed that legal costs and all charges will be for your account.

Draw down: No draw down of the loan will be permitted until all the terms and conditions outlined herein are satisfied and a copy of this letter signed and returned to the Bank.

Special Conditions: Our offer as set out herein above shall remain valid for acceptance by signing and returning to us the duplicate of this letter within thirty (30) days from the date hereof failing which our offer of facilities will lapse and be withdrawn. The Bank shall be at liberty to revoke or amend the terms set out herein above before the expiry of the said period without giving notice.

The Borrower hereby expressly consents and authorizes the Bank to disclose, respond, advise, exchange and communicate the details or information pertaining to the Borrower's account(s) to other Banks, financial institutions, credit card companies, or credit reference bureaus, including authorized agents, representatives, lawyers or debt collection agents for the purposes of any bona fide enquiry or collection of any data or towards recovery of any sums due and outstanding to the Bank.

Loan Account No: The monthly loan repayment cheques should be made payable to National Bank of Kenya Ltd. Account No. 01123-326784-00.

Please return the duplicate copy of this letter of offer to us duly signed thereby acknowledging that you have understood and accept the terms and conditions governing the facility.

Yours faithfully,


C. KATEMBO
CREDIT OFFICER


J. O. OPIATA
BRANCH OPERATIONS MGR


D.K. NGALA (MRS.)
BRANCH MANAGER

ACCEPTANCE:

I hereby confirm that I have read and understood the terms and conditions set out above and append my signature in acceptance thereof -

Name: TOM BULUKU KAMNLIKI DATE: 5/2/2011

Signature:  ID NO: 1816206

In the presence of

Name: Sabina Mwangi Signature: Sabina DATE: 05/02/2011

8. Financial Statement for: Tom Bollen Kimball III
(A separate statement is required for the officer and each spouse and dependent child under the age of 18 years. Additional sheets should be added as required)

- a. Statement Date: 1st Dec 2011
- b. Income, including emoluments, for period from
1st Jan 2011 to 31st Dec 2011
(including, but not limited to, salary and emoluments and income from investments. The period is from the previous statement date to the current statement date. For an initial declaration, the period is the year ending on the statement date.)

Description	Approximate Amount
Gross salary	1,920,000.00
Gross sum of wife's income	1,920,000.259,000
Cash gifts	210,000

- c. Assets (as of the statement date)
(including, but not limited to, land, buildings, vehicles, investments and financial obligations owed to the person for whom the statement is made)

Description (include location of assets where applicable)	Approximate Amount
House at Kumburda Rd Ph I P/O 732	3,000,000
Truck at K20 309	200,000
Car KAH 255T Suburban	200,000
Toyota Town Ace	700,000
Land 75 acres	1,500,000
2 cows at the farm	20,000
1 goat at the farm	3,000.00
Several chickens	300.00
Assorted house hold	500,000
Cash at NBK	100,000

d. Liabilities (as of the statement date)

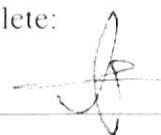
Description	Approximate Amount
NBK Loan	1,426,342.02
Car Loan (Kb) NBK 7085	450,000.00

9. Other information that may be useful or relevant:

I bought 2.5 acres from my neighbour with NBK loan
 paid down payment for KBC loan with NBK loan
 and still and maintain an amount of 500,000/-
 in my account I do buy and sell maize
 and still maintain my account
 Since car broke down in August 2011 have need for
 replacement as it had become uneconomical to
 repair hence not in use.

I solemnly declare that the information I have given in this declaration is, to the best of my knowledge, true and complete:

Signature of officer:

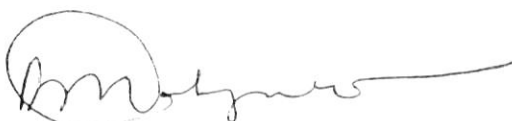


Date:

13/3/2012

Witness:

Signature:



Name:

BENSON OTENO MAKOTO

Address:

Box 30456 NAIROBI

ANNEX 10:

LIST OF ALL THE ARTISTS AND CASUAL STAFF HIRED BY K.B.C,
INCLUDING THEIR DETAILS.



3. List of all the artistes and casual staff who were recently hired by KBC indicating the terms and conditions of their employment and how long they have been working for KBC.

TV PROGRAMMES CONTRACTED AND PROGRAMME ARTISTS

CONTRACTED ARTISTS				
NO	NAME	DATE CONTRACTED	SECTION	DUTY
1.	Mary Decker Ogada	2007	Production	Children, Code 254, Grapevine
2.	Rita Keziah Gathoni	May 2007	Design	
3.	Moses Lee	November 2009	Design	
4.	Morrison Shihemi	February 2010	Design	
5.	Eric Mshila	February 2008	Design	
6.	Joshua Mwangi	May 2010	Design	
7.	Delma Abina	June 2010	Design	
8.	Washington Mwangi	January 2011	Design	
9.	Diana Thiru	February 2008	Programming	
10.	Getrude Kivaya	October 2007	Programming	
11.	Annabigael Wanjiru	2008	Programming	
PROGRAMME ARTISTS				
NO	NAME	DATE OF COMMENCEMENT	SECTION	DUTY
12.	Regina Manyara	2008	Production	Good Morning Kenya, Afternoon Live
13.	Victor Oluoch	2007	Production	Grape Vine, Ultimate Choir
14.	James Ouma	2008	Production	Sunrise Avenue
15.	John Muhika	September 2010	Production	Good Morning Kenya

LIST OF ARTISTES - 2012

NEWS AND EDITORIAL DEPARTMENT

	Name	Department/Section	Date of Birth	Date of Engagement	Current position/duties	Educational Qualification	Professional Qualification
1	Sheila Kayaro	Research & Archives	1982	2007	Archiving, Research & Weather	Diploma	Journalism
2	Christine Muchira	Newsroom	1986	2011	Archiving & Research	Degree	Journalism
3	Mary Njoki	Research & Archives	1984	2007	Archiving & Research	Diploma	Librarian
4	Caroline Karimi	Research & Archives	1983	2009	Online Desk	Degree	Journalism
5	David Cheye	Newsroom	1979	2009	Translation	Degree	Journalism
6	Innocent Ndalo	Newsroom	1984	2008	Translation	Degree	Journalism
7	Tilio Marko	Newsroom	1984	2011	Translator	Diploma	Journalism
8	Charles Otunga	Newsroom	1963	2000	Translator/Reading news	Degree	Journalism
9	Sylvester Kintai	Newsroom	1985	2010	Reporter	Diploma	Journalism
10	Buckley Fetha	Newsroom	1984	2009	Reporter	Diploma	Journalism
11	Hunja Rufus	Newsroom	1983	2010	Reporter	Diploma	Journalism
12	Samwel Mbote	Newsroom	1986	2010	Reporter	Degree	Journalist
13	David Karanja	Newsroom	1982	2009	Reporter	Diploma	Journalism
14	Dzuya Walter	Newsroom	1986	2007	Reporter	Diploma	Journalism
15	Michael Njuguna	Newsroom	1986	2011	Reporter	Diploma	Journalism
16	Lola Nanjala	Newsroom	1984	2009	News Editor	Diploma	Journalism
17	Benson Rioba	Newsroom	1984	2007	Reporter	Diploma	Journalism
18	Michael Gichuki	Newsroom	1986	2010	Reporter/Editor	Diploma	Journalism
19	Mary Nyaguthii	Newsroom	1987	2011	Producer	Diploma	Journalism
20	Ruth Mutegi	Newsroom	1986	2011	Reporter	Diploma	Journalism
21	Marie Yambo	Newsroom	1974	2007	Producer/Weather	Diploma	Journalism
22	Morris Mithamo	Newsroom	1985	2007	Directing news	Diploma	Journalism
23	Bramwel Asewe	Newsroom	1982	2007	Producer	Diploma	Journalism
24	Benard Okumu	Newsroom	1984	2007	Sports reporter	Diploma	Journalism
25	Hellen Nderu	Newsroom	1983	2007	Auto cue	Diploma	Journalism
26	Jackline Wasolo	Newsroom	1988	2007	Auto cue	Diploma	Journalism
27	Sarah Wangari	Newsroom	1988	2008	Auto cue	Diploma	Journalism
28	Maryanne Kariuki	Newsroom	1986	2009	Producer	Diploma	Journalism
29	Kyalo Juma	Newsroom	1981	2002	Translator/News reading	Diploma	Journalism
30	Martin Mwanje	Newsroom	1983	2007	Reporter	Diploma	Journalism

RADIO PROGRAMMES DEPARTMENT: DATA ON CONTRACTED ARTISTS

CONTINUITY STUDIO ARTISTS- RADIO TAIFA

1	Name	Age /date of appt	Qualifications & experience	Daily duties	Amount paid	Name of supervisor	HOD comments
2	Kennedy Ommani Indimuli	27yrs/ 20 th april 2010	8 years experience Diploma in broadcast journalism	Continuity announcer	17,000	Martin King'asia	
3	Jack Gor	35 yrs/ 20 th April 2010	Diploma in Mass communication	Continuity announcer	17,000	Martin King'asia	
4	Cynthia Anyango	26 yrs April 2011	Diploma in Mass communication	Continuity announcer	30,000	Martin King'asia	
5	Asha Juma Mwakuyala	28 yrs/20 th april 2010	3 years experience Diploma in journalism	Continuity announcer	17,000	Martin King'asia	

SPECIAL TALENT ARTISTS- RADIO TAIFA

	Name	Age /date of appt	Qualifications & experience	Daily duties	Amount paid	Name of supervisor	HOD comments
6	Lawrence Gwako	27yrs 20 th April 2010	2 years experience Computer studies	comedian	17,000	Martin King'asia	Left KBC
7	Mambo Mbotela	1964 as staff 2002 as artist	Diploma in Broadcast journalism	Jee huu ni ungwana	60,000	Martin King'asia	
8	James Onyango Joel	1985	Upgraded graduate teacher.	zilizopendwa	2500 per program	Martin King'asia	
9	Khadija Ali	2005	Certificate in broadcast journalism	Continuity announcer	25,000	Martin King'asia	
10	Ali Salim M'manga	1977	Refresher course KIMC	soccer commentaries ulimwengu wa muziki	25,000	Martin King'asia	

CREATIVE ARTISTS- RADIO TAIFA

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
11	Eunice Mchikirwa Ndelejai	26 yrs /20 th april 2010	Degree in Mass communication	Creative Duties	20,000	Martin King'asia	
12	Odhiambo Abwao samson	27 yrs /1 st May 2009	3 years experience Diploma in Mass communication	Creative Duties	17,000	Martin King'asia	Left for Mayienga then Left KBC
13	Lourdes Akello Walusala	27yrs/ 20 th April 2010	Diploma in journalism and media studies	Creative Duties	17,000	Martin King'asia	

ENGLISH SERVICE

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
14	Julia Wanjiku	30 yrs /Mar 2009	Diploma in 2D and 3D animation, graphic design and audio Production. Cert. in Mass Communication and Media Techniques.	Presenter Hosting Weekday Breakfast Show (Mon- Thur) and late date once a week. Presenter Newslime and Our Heritage. Producer, Stepping Out. Newsreader Radio Taifa.	17,000	Loise Wanyoike	
15	Jared Ombui	28 yrs /Mar 2009	BA Degree in Mass Communication,	Presenter Hosting weekend	20,000	Loise Wanyoike	

			Makerere University Certificate in Reporting Government, Southern Illinois University.	Breakfast Show (Fri-Sun) and Beat Time Show on Wednesday. Presenter Newline. Producer, Stepping Out Updating Website.			
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CURRENT AFFAIRS

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
16	Martin Mwanje	28 Years 23 rd Nov 2007	Diploma Radio Production Currently pursuing BA UON	Programme Production Programme presentation News gathering Translation Commentary News reading Story editing	17000	Joseph Cheruiyot	Transferred to Newsroom

SPORTS

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
17	Dismus Otuke	24 yrs /May 2010	Diploma in Radio Programmes Production	News Gathering Researching Editing Programme Voicing	17,000	Omole Asiko	
18	David Nyadera	27 yrs/ Jan 2008	Diploma in Mass Communication. 5 years experience	Editing & writing sports news. Presenting daily sports progs. Field reporting Sports analyst (TV/ Radio)	17,000	Omole Asiko	Left KBC

RELIGIOUS UNIT

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
20	Christine Nkonge	28 yrs /Nov 2007	Bachelor of Arts Degree in Communication from Daystar University	Production of Sunday Worship Production of thoughts of the day. Production of unshackled. Production of tidbits. Production of special programs.	20,000	Sofie Kilei	

21	Anne Wanyeki	25 yrs/ Feb 2008	Diploma in Broadcast Journalism from KIMC	Production of Sunday Worship Production of thoughts of the day. Production of unshackled. Production of tidbits. Production of special programs	17, 000	Sofie Kilei	
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CENTRAL SERVICE

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
22 .	Grace Wawira Nyaga	28 yrs /May 2008	Diploma in Mass Communication and Public Relations.	Continuity News translation and presentation. Current affairs Compiling music playlist and topics for discussion for live shows. Sourcing for guests. Production of child right, business and youth prog. Weekly. Production and presentation of commercial programmes. Production of special programmes e.g. national days and other special event.	17,000	Regina Ntimbu	

23	Anita Kairuthi	30yrs/ Mar 2008	Diploma in Mass Communication and Public Relations	Continuity News translation and presentation. Current affairs Compiling music playlist and topics for discussion for live shows. Sourcing for guests. Production of environment, youth and worship service programmes weekly. Production and presentation of commercial programmes/ content Production of special programmes e.g. national days and other special event.	17,000	Regina Ntimbu	•
24	Ruth Rwamba	27yrs/ May 2008	Diploma in Journalism and Public Relations.	Continuity News translation and presentation. Current affairs Compiling music playlist and topics for discussion for live shows. Sourcing for guests. Production of child	17, 000	Regina Ntimbu	

				right, business and youth prog. Weekly. Production and presentation of commercial programmes. Production of special programmes e.g. national days and other special event.			
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EASTERN SERVICE

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
25	Henry Hirkena	30yrs 2004	DIP in IT Worked in Rendile Sub Service for 6 years	-Producer of health and youth programmes -current affairs -continuity announcer, -news translations and presentations -host talk shows -special programmes Commercial progs	Ksh.17,000.00	-Orle Segelan -Eastern service Rendile sub service	

26	Halima Dawe	25yrs 2004	O level certificate Worked in Burji Sub service for 6 years.	-producer of agriculture prog -current affairs -continuity announcer -news translation and pres- special progs -commercial entation	Ksh.17,000.00	-Orle Segelan -Eastern service Burji sub service	
27	Etheba Adan	-36yrs -2005	DIP in Mass Communication -worked in Somali Sub service for years	-producer of health talk prog, -current affairs -continuity announcer -News translation and presentation -host talk shows- special progs -commercials	Ksh 17,000.00	-Orle Segelan -Eastern service Somali sub service	
28	Paul Oge	27 yrs 2008	Pursuing a Diploma course in Mass communication -worked in burji sub	Producer of youth prog -development prog and current	Ksh 10,000.00	Orle Segelan -Eastern service Burji sub	

			service for 2 yrs	affairs, -continuity announcer, News translation and presentations -host talk shows-special progs -commercials		service	
29	Fatuma Fugicha	25 yrs 2011	Degree in information Science	- Producer of children prog -development prog and current affairs, -continuity announcer, News translation and presentations -host talk shows-special progs -commercials	Ksh 20,000.00	Orle Segelan -Eastern service Boranai sub	
30	Boru Galgalo	24yrs 2011	Diploma course in Mass communication	producer of youth talk prog, -current affairs -continuity	Ksh 10.000.00	Orle Segelan -Eastern service Boranai sub	

				announcer -News translation and presentation -host talk shows-special progs -commercials			
31	Deka Hassan	24 yrs 2011	Diploma course in Mass communication	-Producer of gender programmes -current affairs -continuity announcer, -news translations and presentations -host talk shows -special programmes Commercial progs	Ksh 17,000.00	Orle Segelan -Eastern service Somali sub	
32	Mohamed Elmi	23yrs 2011	Diploma course in Mass communication	Producer health progs -current affairs -continuity announcer	Ksh 17,000.00	Orle Segelan -Eastern service Somali sub	

				-News translation and presentation -host talk shows-special progs -commercials			
33	Mohamed Ibrahim	30yrs 2011	Diploma course in Mass communication	- current affairs, -continuity announcer, - News translation and presentations -host talk shows-special progs -commercials	Ksh 17,000.00	Orle Segelan -Eastern service Somali sub	

RADIO OPERATIONS

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
34	Enock Bosire	26 yrs /Nov 2007	Diploma in Journalism and Mass Communication. Diploma in Public Relations.	Production of daily Coro Logs. Logging of Commercial and Commercial Programmes. Delivering and downloading commercial materials in the live studio. Filling of contracts and used logs.	17,000	Larry Wambua.	

METRO FM

	Name	Age /date of appt	Designation	Job Description	Amount paid	Name of supervisor	HOD comments
35	Chris Wambuno	24 yrs/ 2008	Artiste	Producer/Presenter Lively Up (The breakfast Show) Duty: Mon - Fri 4 - 12 AM The Break off show Sun 4-8PM Creative team developing concepts for station promos and activations	17,000	Bill Odidi	
36	Isaac Lemoka	25yrs/ 2010	Artiste	Producer/Presenter News and Sport/ Big up show Sunday 10am-	17,000	Bill Odidi	

				2pm/ voicing of commercials and stations promo Stand In Presenter The Junction Mon - Fri 1 -4 PM JD Top 40 10 AM - 2 PM Sun 10 AM - 2 PM			
37	Fanuel Odera	35yrs/ 2005	Artiste	Producer/Presenter Mon - Fri The Junction 1- 4 PM JD Top 40 Sat 10 am - 2 PM Sun One Vibe 2 - 4 PM MC for Station events	10,000	Bill Odidi	

CORO FM

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
38	Samuel Chuma Njuguna		Bachelor of Arts in Business Admin, CPA Sect 1, Certificate in Marketing Banking Option	Night show- Midnight 50 5am, morning Titbits, News Bits, Promos and Voicing.	20,000	Jane Mumbi	
39	Leonard Kanyi Munene		P1 Certificate (Primary School Level Teaching qualification)	News translation and formatting. News anchoring as per schedule. Voicing over promos	15, 000	Jane Mumbi	

40	Humphrey Ngoni Thuita	28 yrs/ Feb 2007	Diploma in Journalism and Public Relations from Kenya Polytechnic. Also TV comedian and professional MC	Continuity presentation of the Breakfast show 'Rwiga'. Doubles up as presenter and comedian. Production and presentation of shamba la wanyama a 5 min comedy prog that runs every weekday. MC roles in coro events.	15, 000	Jane Mumbi	
41	John Kiarie Kamiru		Diploma in Broadcast Journalism from KIMC	Co-hosting and producing the Afternoon Reggae show. Translating and presenting news. Translating and presenting business and sports news. Production and voicing of commercials and classified.	17, 000	Jane Mumbi	

NOSIM FM

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
42	JOSEPH SIMEL SENTERO KATANY, 28 YEARS, 9 TH MAY 2011, ID 23727691		DIPLOMA HOLDER IN MASS COMMUNICATION.	CURRENT AFFAIRS AND SPORTS PRODUCER; PRESENTER EVENING DRIVE; BIZZARE TIT BITS; PRODUCER/ PRESENTER KANISA RADIO Voicing of promos	KSHS.1700	DIANA DAIDO.	
43	EMMANUEL NKOIDILA KISEMEI, 25 YEARS OLD, 9 TH MAY, 2011, ID 25497752		DIPLOMA IN PROFESSIONAL JOURNALISM AND MASSCOMMUNICATION TWO YEAR EXPERINCE WORKING IN RADIO.	HOSTING BREAKFAST SHOW MONDAY-FRIDAY; HEALTH TITBITS;Productio n of TAYIOLO BIBILIA; Translating and voicing of commercials and promos	KSH 17,000	NOSIM FM DIANA DAIDO	
44	Sankale Nemarrau		Diploma in mass communication	Produce and present continuity	17,000/-	Diana Daido.	

	Kennedy, ID 23076360			shows for the youth, sports			
	27 years old 09 th -05-2011		Work experience of 4years	programme enkiguran ;Business tibits ; Programme promos; translation and voicing of commercial.			
45	WILLIAM MUTENDE PESHUT, 26 YRS 9.5.2011; 23983153		DIPLOMA; Journalism & Mass communication	News briefs & Bulletins Daily between 8-2pm. News briefs 5min News bulletin 10min. 8 HOURS DAILY	17,000	DIANA DAIDO	
				CONTINUTY SHIFTS on Saturday ; Compiling top ten songs per week as voted by listeners; EMAIGUANATA; CULTURE TIT BITS; Translating and voicing of commercials and			

[illegible]

46	SHAMAMA SAPAYIA, 25 YEARS OLD; 09 TH MAY 2011		DIPLOMA IN MASS COMMUNICATION AND JOURNALISM	News Briefs and Bulletins, CONTINUITY SHIFTS on Saturday 6am- 11pm(Entasupa Nakera) 5 HOURS Production of folk stories 2 hours weekly KATIBA TITBIT Every Tuesday and Thursday 5 MINUTES PRODUCTION 2 HRS PER PROGRAMME Translating and voicing of commercials 6hours weekly Voicing of promos 4hours weekly Attending meetings every fortnight 2hours	17,000	NOSIM FM DIANA DAIDO	
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MINTO FM

	NAME, AGE, DATE OF APP		QUALIFICATION/ EXPERIENCE	DAILY DUTIES & HOURS OF WORK	AMOUNT PAID PER MONTH	STATION	HOD REMARKS
47	MOSE DENNIS OBIRI. 23 YRS ID. 25612092		KCSE C- DIPLOMA IN JOURNALISM & MEDIA STUDIES	NEWS TRANSLATION & READING 2MIN* 4 DAILY 10MINS *2 DAILY YOUTH PROGRAMME 45MIN *1 WEEKLY NEWS ROUND UP 15MIN * 1 DAILY RELIGIOUS PROGRAMME(MAS S SAT) 30MIN *1 WEEKLY	KSHS 17,000	MINTO	
48	ENOCK MOKUA		KCSE C- DIPLOMA IN JOURNALISM & MASS COMMUNICATION	CONTINUITY 5HRS*5	KSHS 17,000	MINTO	
49	DENNIS NYANG'AU 25yrs I.D. 24652765		KCSE C+ PURSUING DIPLOMA IN BROADCAST JOURNALISM	NEWS READING 2MIN*3 DAILY 10MIN* 1 DAILY CONTINUITY 4HRS *1 WEEEEKLY NEWS READING ON SUNDAY BRIEFS * 6, 2 BULLETINS	KSHS 17,000	MINTO	
50	LOLLYPOHP AMENYA JOHN 28yrs I.D. 22493630		KCSE C- DIPLOMA IN MASS COMMUNICATIO & JOURNALISM	CONTINUITY 4HRS * 5 INCHARGE OF MUSIC RELIGIOUS 5HRS	KSHS 17,000	MINTO	

				*1 WEEKLY			
51	POLLYCARP OMARI 24yrs		KCSE C+ DIPLOMA IN JOURNALIM & MASS COMMUNICATION	CONTINUITY 4HRS* 5 RELIGIOUS 5HRS *1 WEEKLY	KSHS 17,000	MINTO	
52	MARION NYANCHERA BOSIRE 24 YRS I.D. 24989425		KCSE C DIPLOMA IN JOURNALISM & MASS COMMUNICATION	NEWS TRANSLATION & READING 2MIN *4 DAILY 10MIN *2 DAILY NEW ROUND UP 15MIN*1 DAILY NEWS ROUND UP 1HR * 1 WEEKLY BUSINESS NEWS YOUTH PROGRAMME 1HR*1 WEEKLY	KSHS 17,000	MINTO	
53	CLARE MOBAGI 28yrs I.D. 22869613		KCSE C- DIPLOMA IN MASS COMMUNICATION & JOURNALISM	CONTINUITY 4HRS* 5 CULTURE TIT BIT 5MINS *1 WEEKLY WOMEN PROGRAMME 1HR *1 WEEKLY	KSHS 17,000	MINTO	.
54	EVANS MAKORI 27yrs I.D. 23370654		KCSE C- DIPLOMA IN MASS COMMUNICATIO & JOURNALISM	CONTINUITY 4HRS * 5 AGRICULTURE 5MIN* 1 DAILY	KSHS 17,000	MINTO	

MAYIENGA FM

	Name	Age /date of Appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
55	Joseph Odongo	27/9/2011	4 years in print media and broadcast; BA Communications and Political Science (UON); Diploma in PR and Journalism (Kenya Polytechnic)	Continuity Announcer	20,000/=	Omole Asiko	
56	Samson Odhiambo Abwao	27 years; April 2010	6 years experience in continuity and Creative work; Diploma in Mass Communication	Continuity Announcer	17,000/=	Omole Asiko	
57	Elizabeth Akinyi Odada	29 years; 27/9/2011	2 years experience at Sifa FM; Diploma in Mass Communication (Mombasa Polytechnic)	Continuity Announcer	17,000/=	Omole Asiko	
58	Millicent Adhiambo Aroka	28 years; 27/9/2011	5 years experience at Radio Victoria; Diploma in Mass Communication (Pago Institute).	Continuity and News	17,000/=	Omole Asiko	

PWANI FM

	Name	Age /date of appt	Qualifications & experience	Daily duties	Amount paid	Name of supervisor	HOD comments
59	Arnold Munga	June 2008	Certificate in Mass Communication, Mombasa Polytechnic University College	Breakfast Show, Production of programmes, station promos, commercials and news features		Maxmillan Walukhu	
60	John Ria	July 2008	Diploma in Mass	News gathering, editing,		Maxmillan	

	Dzomo		Communication, Mombasa Polytechnic University College	production and presentation, host for Lingala and Rhumba musical shows, voices commercials and promos		Walukhu	
61	Joshua Chome	August 2009	Diploma in Mass Communication, Nairobi Aviation college	News gathering, editing, production and presentation, Mijikenda Musical programme with Mijikenda bulletins, Gospel night Show		Maxmillan Walukhu	
62	Billy Miya	August 2009	Certificate in Mass Communication, Mombasa Polytechnic University College	Evening Drive show, Reggae Show, presenter of current affairs "Ukumbi Wa Wiki"		Maxmillan Walukhu	
63	Fathhiya Omar	January 2011	Diploma in Mass Communication, Mombasa Aviation College, pursuing a degree in communication Science and PR at Moi University Mombasa Campus.	Presenter Kwa Raha Zangu tarrab show, Arabic and Indian Musical show, business news, promos and commercials		Maxmillan Walukhu	
64	Lynace Mwashighadi	January 2011	Diploma in Broadcast Journalism, Mombasa Polytechnic University College	News reporter, prime news anchor, sports news coordinator, ngoma Mix show, news features, commercials and promos		Maxmillan Walukhu	

KITWEK FM

	Name	Age /date of Appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
65	Rebecca Cherotich	24yrs \ 8 th aug 2011	diploma	Continuity announcer	17000	Joan Bett	
66	Nahashon Biwott	31yrs \ 8 th aug 2011	Degree	Continuity announcer \news reading	20000	Joan Bett	
67	Gladys Bett	24yrs \ 8 th aug 2011	Degree	Continuity announcer	20000	Joan Bett	
68	Edwin Kwambai	30yrs/ 8 th August 2011	Degree	Continuity announcer/Performing artiste	20000	Joan Bett	

AUDIO LIBRARY

	Name	Age /date of Appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
69	NELLY NGURAITA	25 YEARS/ 3/10/2011	1.Bachelor of Science in Information Sciences, 2.Diploma in information sciences 3.Worked in Moi University library,2007, 4.Worked with Kenya Commercial Bank 2008 5.Attachment: Kenya Broadcasting Corporation library,May-Aug.,2011	1.Designing catalogues for Audio Library. 2.Editing digitized audio material,formatting and updating audio materials 3.General duties as assigned by the Chief Librarian	KSH.20,000.00	Mr. JOSEPH KIRUI-Chief Librarian	

KISUMU STATION

	Name	Age /date of Appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
70	Carolyn Sulumeti			Production of daily Kisumu Stations' Logs. Logging of Commercial and Commercial Programmes. Delivering and downloading commercial materials in the live studio. Filling of contracts and used logs.	17000	Julius Chacha	

CREATIVE PRODUCTION CENTER

	Name	Age /date of appt	Qualifications & experience	Daily Duties	Amount paid	Name of supervisor	HOD comments
71	Cetric Kadenyi						Left KBC

LIST OF ARTISTES – 2012

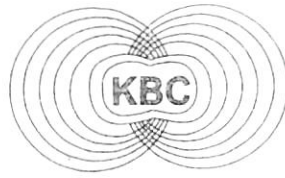
	NAME	DEPARTMENT	Date of Engagement	Educational Qualification
1.	Glorianne Wayua	Human Resource	2008	Diploma
2.	Pamela Nelima	Procurement	2010	Diploma
3.	Caro Nyamboe	Procurement	2010	Diploma
4.	Margaret Wanyoike	Marketing	2009	Diploma
5.	Rose Weru	Marketing	2011	Degree

RECENTLY CONTRACTED ARTISTES FOR VENUS FM - NOVEMBER 2011

	Name	Date of Appt	Terms and condition of employment
1	Diana Kamau	1 st Dec 2011	Contract
2	Vyokesa Nekesa	1 st Dec 2011	Contract
3	Mary Mwikali	1 st Dec 2011	Contract
4	Laura Makhoha	1 st Dec 2011	Contract
5	Ruth Muthoni Kuguru	1 st Dec 2011	Contract

ANNEX 11:

CORRESPONDENCE BETWEEN MR. MILTON NYAKUNDI AND
K.B.C'S MANAGEMENT.



KENYA BROADCASTING CORPORATION

Telegrams : "KBC KE"
Telephone : Nairobi 318803/08, 2223757
Telefax : 25361
When replying please quote KBC/119/006775

P.O. Box 30456, NAIROBI
KENYA

..... 20.....

Ref: No.....
12th Jan 2012

Mr. Milton Nyakundi

Thru'

Ag. Editor In Chief
KBC
Nairobi.

Dear Sir,

RETRANSFER

In order to revitalize the Kisumu Bureau services, it has been decided that you be transferred from Nairobi to Kisumu to head the Bureau with immediate effect.

Your duties will include daily gathering and transmission of news from the region to Broadcasting House, newsroom. You will also be required to compile and read the "Western Spectrum" programme which airs on Sundays.

You will be paid two months basic salary in advance for your transportation and travelling expenses.

Please make arrangements to hand over any facilities in your possession to the Chief News Editor-TV and report to your new office.

I wish you the best of luck in your new station.

Yours faithfully,


P. MOKALU (MRS.)
FOR MANAGING DIRECTOR

P/14

27/01/2012

76

THE HUMAN RESOURCES MANAGER

THRO

THE AG. EDITOR-IN-CHIEF,

KBC,

NAIROBI

Dear Sir,

RE: AWAY FROM DUTY

I am in receipt of a transfer letter dated 12th January 2012, issued to me on 13th January at 4pm, requiring me to report in Kisumu with immediate effect.

However, in the course of preparing to move to the station, I was taken ill and sought medical attention at Kilgus Medical Centre & Laboratory where I was put under medication and advised to take a full bed rest for 14 days. I communicated the same verbally to the office pending delivery of this letter, accompanied by the doctor's sick-off letter.

I wish to request a grant of my annual leave, applied for on 13th January 2012 but delayed consideration until after I report at my new station so that I may fully recuperate before embarking on the challenge of settling in a new Station.

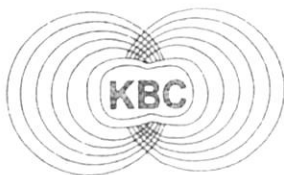
Looking forward to your considerate response.

Thanks in advance.

Yours faithfully



Milton Ntakundi - P/No. 006775



KENYA BROADCASTING CORPORATION

Telegrams : "KBC KE"
Telephone : Nairobi 318803/08, 2223757
Telefax : 25361

When replying please quote

Ref: No. KBC/PERS/000775/(47)

and Date

31st January, 2012

P.O. Box 30456, NAIROBI
KENYA

..... 20.....

Mr. Milton Nyakundi

Thro'

Editor In Chief
KBC
Nairobi

*Forwarded
31/1/2012*

Dear Sir,

RE: REPORTING TO KISUMU

It has been reported to this office that you have not reported to your new station (Kisumu) two weeks after your transfer.

The Management views your action as desertion of duty and severe disciplinary action is being contemplated to be taken against you, but before this is done, you are called upon to explain in writing within seven (7) days from the date of this letter why you have not reported for duty as required.

Please note that failure to respond within the stated period will lead to the intended disciplinary action taken without further reference to you.

Yours faithfully,

P.M. MUEKE

FOR: MANAGING DIRECTOR

1st February, 2012

Human Resource Manager
Kenya Broadcasting Corporation
Nairobi

Thro'

Ag. Editor-In-Chief
Kenya Broadcasting Corporation
Nairobi

Dear Sir

RE: RESIGNATION

I hereby tender my resignation in lieu of notice.

I thank the Corporation for affording me the opportunity to offer my service for the last seven years, first as an artiste and later as a permanent and pensionable employee of KBC.

Thank you in advance.

Yours faithfully


MILTON NYAKUNDI
P/NO. 006775

CC: Managing Director

HR n/a
Please issue P.O. to
stop salary

 Amos release

50
KBC/PERS/006775

3rd February, 2012

Mr. Milton Nyakundi

Thro'

Ag. Editor in Chief

KBC

NAIROBI

Dear Sir,

RE: RESIGNATION

Your letter 1st February 2012 on the above subject matter refers.

This is to inform you that your resignation from the Corporation Service wef 1st February, 2012 has been accepted.

You will however pay the Corporation Kshs. 21,935.00 being one month's basic salary in lieu of notice. You are also required to submit both KBC income Tax Clearance certificates to enable us process your final due if any.

On behalf of the management, I sincerely thank you for the services you have rendered to this Corporation and wish you well in your future endeavors.

Yours faithfully,


P. MOGAKA (MRS.)
FOR MANAGING DIRECTOR

CC: MD to note on file



ANNEX 12:

PUBLIC PROCUREMENT OVERSIGHT AUTHORITY'S (P.P.O.A)
LETTER TO K.B.C.



PUBLIC PROCUREMENT OVERSIGHT AUTHORITY
Transforming Procurement

Telephone: +254(020) 3244000, 2213106, 2213107
Fax: +254(020) 2213105, 3244377, 3244277
E-mail: info@ppoa.go.ke
Website: www.ppoa.go.ke

National Bank Building, 10th Floor
Harambee Avenue
P.O. Box 58535-00200
NAIROBI
KENYA

When replying please quote:

PPOA4/30/39 VOL.III (9)

2nd June, 2011

Mr. Waithaka Waihenya,
Managing Director
Kenya Broadcasting Corporation
P. O. Box 30456-00100
NAIROBI

KENYA BROADCASTING CORPORATION
MANAGING DIRECTOR'S OFFICE

DATE: 6/6/11
RECEIVED

Dear Mr. Waihenya,

**RE: ALLEGATIONS OF IRREGULARITIES IN PROCUREMENT AT
KENYA BROADCASTING CORPORATION**

We have received a complaint letter from Kenya Anti-Corruption Commission against irregularities in the tendering for RF Antenna Systems for Kisii, Kuria and various sites for Kenya Broadcasting Station. It is alleged as follows:

1. That the evaluation committee's report recommending three companies in the technical evaluation was not presented to the tender committee. Instead, another team was formed and recommended to companies to proceed to the financial evaluation;
2. That the second evaluation team dropped one of the companies that had been recommended by the first evaluation and replaced it with a company that had been rejected;
3. That the process had been conducted in a manner that favoured M/S York Investments to win the tender; and
4. M/S York Investments has the same ownership as M/S Grand Photo Lab which recently won two tenders irregularly. It also same ownership as M/S Leon Insurance Brokers.

Grant See this
Per [Signature] per ASAB.
And
6/06/11

In view of the above information, and pursuant to Sections 49 and 101 of the Public Procurement and Disposal Act, 2005, you are required to submit to us your response on the above mentioned allegations. Your response should include a detailed account on how the procurement cited above was processed and the current status of the contract.

In addition, submit to us the documents listed here below for the procurement under reference:

1. Tender advertisement notice;
2. A certified copy of the tender opening minutes;
3. A certified copy of the evaluation (preliminary, technical and financial) report;
4. A certified copy of the tender committee minutes that approved the award of the tender;
5. Copies of notification of award letter
6. Original tender documents submitted by the bidders
7. A blank copy of the tender document issued to the bidders
8. Contract document between your entity and the bidder awarded the contract

Your submissions should reach us not later than 15th June, 2011.

Yours *Sincerely,*



M. J. O. JUMA
DIRECTOR GENERAL

The Managing Director

KBC

We refer to the attached tender announcement which appeared in the newspapers.

Our careful analysis of KBC tenders is that 99.9% of all tenders are awarded to one company: KEMTA AUTO & ELECTRIC.

To a sane, thinking mind, this is more than a coincidence. The natural laws of probability dictate that in a level competitive playing field, one individual cannot win all the time.

Why then are you wasting your meagre resources, and bidders time by pretending to be following the procurement rules, while you are bending the rules in favour of one firm? You announce a tender, you invite strangers to evaluate it, without involving the Technical Department, then you award to your favoured bidder.

A more intelligent and efficient approach would be to sign a "Technical Cooperation Agreement" with Kenya Auto & Electric, and assign them All your projects without taking everyone through a senseless circus.

cc

- 1) PPOA
- 2) KACC

mother Circus for
Monkey business !!! 11/14/43



The Leading National Broadcaster

TENDER NOTICE

Tender No.1/KBC/2011-2012

DESIGN, SUPPLY AND CONSTRUCTION OF 120M SELF SUPPORTING STEEL TOWER AND FOUNDATION AT LIMURU AND MAZERAS TRANSMITTING STATIONS

Detailed tender documents can be obtained from the office of Procurement Manager Broadcasting House on Harry Thuku Road during normal working hours from Monday to Friday (8.00am-4.30Pm) upon payment of non refundable fee of **Kshs.5,000.00** per document in cash or Bankers Cheque payable to the Managing Director, Kenya Broadcasting Corporation.

Completed tender documents Must be submitted in plain sealed envelopes clearly marked Tender NO.1/KBC/11-12 and addressed to;

Managing Director,
Kenya Broadcasting Corporation,
P.O.Box 30456-00100,
NAIROBI

The completed documents must be deposited in the tender box at the Main Gate Broadcasting House on or before **2nd August 2011 at 10.00AM**. Submitted tenders/bids will be opened immediately thereafter in the Grey Studio in the presence of bidders or bidders representatives who wish to attend.

The Corporation reserves the right to accept or reject any application either in part or wholly and is not bound to give reasons for its decision.

MANAGING DIRECTOR

ANNEX 13:

PRE-QUALIFICATION OF K.B.C'S SUPPLIERS FOR THE YEARS
2011- 2013.

TENDER NO.7/KBC/2010-2011 PRE-QUALIFICATION OF SUPPLIERS FOR 2011-2013

CAT. A SUB.CAT.1. SUPPLY OF TRANSMITTERS

No	FIRM NAME	PHYSICAL ADDRESS
1	M/S. GRAND PHOTOLAB E. A LTD	AKIBA HSE, 2 ND FLR OPPOSITE KEWI, BOX 33355-00600. TEL 020-2501910/ 0722-553864 NRB
2	M/S. YORK INVESTMENT LTD	JAN RESCUE, JOGGO RD/RABAI RD JUNCTION. BOX 43597-00100. TEL 0722-914536/0733-674224 NRB
3	M/S. FIDELITY TELECOMMUNICATION SERVICES	UHFURU HIGHWAY, UTALI HSE, 2 ND FLR, RM214, BOX 51230-00200, TEL 0723-122825/0722-730994 NRB
4	M/S. COMPUSWIFT BUSINESS EQUIPMENT LTD	UPPER HILL RD, LOWERHILL DUPLEX BLDING, 2 ND FLR, BOX 15613-00100. TEL. 020-2724852/0723-337511 NRB
5	M/S. ADWEST COMMUNICATION LTD	ADAMS ARCADE, NGONG RD, WEST HSE, BOX 47419-00100. TEL. 020-3877351/2/0726-787041 NRB
6	M/S. WIMCY ELECTRONICS	TOM MBOYA ST. ELIMU SACCO HSE. BOX 13751-00100. TEL 020-2228719/0722-760220 NRB
7	M/S. ROSSY TELECOMMUNICATIONS BROADCAST & IT LTD	MUSEUM HILL/KIPANDE RD. AMBU HSE, BOX 12664-00100. TEL 0720-353976 NRB
8	M/S. BEVOLU COMP. LTD	KONAMGE ST. OLIMPIC HSE, BOX 49970-00100, TEL. 020-8042093/0722-913367 NRB
9	M/S. AFRICAN PERFECTION LTD	NACICO CHAMBERS, MOI AVE. 5 TH FLR, SUITE 5, BOX 19301-00202. TEL 020-2106372 NRB
10	M/S. BROADCAST SOLUTION INTERNATIONAL	ARGWINS KODHEK RD, CHAKA COURT, BOX 5637-00100. TEL. 020-2051624/0729-806881 NRB
11	M/S. ISKEN COMMUNICATIONS LTD	MAMA NGINA ST. TRANSNATIONAL PLAZA, 5 TH FLR. BOX 3818-00506. TEL 020-2241662/0722-529203. NRB
12	M/S. TIMPEX ELECTRONICS LTD	MILIMANI RD, AMBASADER COURTS 2 ND FLR, BOX 61941-00200. TEL. 020-271919/0722-653045. NRB
13	M/S. PATRIM ENTERPRISES	RONALD NGARA, GATATHA HSE, 2 ND FLR, BOX 68313-00622. TEL 020-2317379/0722-669530. NRB

CPD

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14	M/S. BRENNAN LTD	MOI AVE/HARAMBEE AVE. AGRICULTURE HSE, 2 nd FLR. BOX 70847-00100. TEL. 0720-526862/0710-514010. NRB
15	M/S. KONFAM ENTERPRISES	KENYATTA AVE. PHONIX HSE, 3 rd FLR. BOX 9040-00100, TEL. 0720-627577 NRB
16	M/S. SHETECH LTD	JOGOO RD, MOTOR WORKS CENTRE. BOX 12657-00100. TEL. 020-551329/0728-421222. NRB
CAT. A. SUB. CAT.2. SUPPLY OF BROADCASTING TAPES CASSETTEE, VCR, DVD & PLAYERS		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. YORK INVESTMENT LTD	JAM RESCUE, JOGOO RD/RABAI RD JUNCTION. BOX 43997-00100. TEL 0722-914536/0733-674224 NRB
2	M/S. FIDELITY TELECOMMUNICATION SERVICES	UHUURU HIGHWAY, UTALII HSE, 2 nd FLR, RM214, BOX51230-00200, TEL 0723-122825/0722-730994 NRB
3	M/S. COMPUSWIFT BUSINESS EQUIPMENT LTD	UPPER HILL RD. LOWERHILL DUPELEX BLDING, 2 nd FLR, BOX 15618-00100. TEL 020-2724852/0723-337511 NRB
4	M/S. ADWEST COMMUNICATION LTD	ADAMS ARCADE, NGONG RD, WEST HSE, BOX 47419-00100. TEL. 020-3877351/2/0726-787041 NRB
5	M/S. WIMCY ELECTRONICS	TOM MBOYA ST. ELIMU SACCO HSE. BOX 13751-00100. TEL 020-2228719/0722-760220 NRB
6	M/S. ROSSY TELECOMMUNICATIONS BROADCAST & IT LTD	MUSEUM HILL/KIPANDE RD. AMBU HSE, BOX 12664-00100. TEL 0720-353976 NRB
7	M/S. BEVOLU COMP. LTD	KOINAMGE ST. OLIMPIC HSE, BOX 49970-00100, TEL. 020-8042093/0722-913367 NRB
8	M/S. AFRICAN PERFECTION LTD	NACICO CHAMBERS, MOI AVE. 5 th FLR, SUITE 5, BOX 19301-00202. TEL 020-2106372 NRB
9	M/S. BROADCAST SOLUTION INTERNATIONAL	ARGWINS KODHEK RD, CHAKA COURT, BOX5637-00100. TEL. 020-2051624/0729-806881 NRB
10	M/S. ISKEN COMMUNICATIONS LTD	MAMA NGINA ST. TRANSNATIONAL PLAZA, 5 th FLR. BOX 3818-00506. TEL 020-2241662/0722-529203. NRB
11	M/S. TIMPEX ELECTRONICS LTD	MILIMANI RD, AMBASADER COURTS 2 nd FLR. BOX61941-00200. TEL. 020-271919/0722-653045. NRB

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12	M/S. PATRIM ENTERPRISES	RONALD NGARA, GATATHA HSE, 2 nd FLR, BOX 68313-00622. TEL 020-2317379/0722-669530. NRB
13	M/S. BRENNAN LTD	MOI AVE/HARAMBEE AVE. AGRICULTURE HSE, 2 nd FLR. BOX 70847-00100. TEL. 0720-526862/0710-514010. NRB
14	M/S. RONFAM ENTERPRISES	KENYATTA AVE. PHONIX HSE, 3 rd FLR. BOX 9040-00100, TEL. 0720-627577 NRB
15	M/S. MASAKA (K) LTD	MBAGATHI RD, NGUMO 165 HSE, BOX 7997-00100. TEL 0722-240515 NRB
16	M/S. NAIROBI PROJECTORS SERVICES LTD	MOKTAH DADDAH ST. KRISHNA MANSION. BOX 75832-00200. TEL 020-2230509/1314/0722-517554 NRB
17	M/S. CLAWAN BUSINESS SYSTEMS	JOGOO RD, VENUS BUSINESS CENTRE, 1 st FLR. BOX 2094-00100. TEL 0722-914536/0722-981940. NRB
18	M/S. ROYAL BUSINESS TECHNOLOGIES	KIGAM ST. MOI AVE. BOX 60818-00200. TEL 020-3556511/0722-376370. NRB
19	M/S. SAVANNAH TECHNOLOGIES	KIGAM, JAMIA SHOPPING MALL. 1 st FLR. BOX 30120-00200. TEL. 0723-621741. NRB
20	M/S. VED OFFICE SET LTD	KIABE ST. BOX 15470-00100. TEL 0722-366336 NRB
21	M/S. SHETECH LTD	JOGOO RD, MOTOR WORKS CENTRE. BOX 12657-00100. TEL. 020-551329/0728-421222. NRB
CAT A. SUB.CAT.3. SUPPLY OF RADIOS, TVS AND OTHER ELECTRONICS REQUIREMENT		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. FIDELITY TELECOMMUNICATION SERVICES	UHURU HIGHWAY, UTALI HSE, 2 nd FLR, RM214, BOX 51230-00200, TEL 0723-122825/0722-730994 NRB
2	M/S. COMPUSWIFT BUSINESS EQUIPMENT LTD	UPPER HILL RD, LOWERHILL DUPLEX BLDING, 2 nd FLR, BOX 15618-00100. TEL 020-2724852/0723-337511 NRB
3	M/S. ADWEST COMMUNICATION LTD	ADAMS ARCADE, NGONG RD, WEST HSE, BOX 47419-00100. TEL. 020-3877351/2/0726-787041 NRB
4	M/S. WIMCY ELECTRONICS	TOM MBOYA ST. ELIMU SACCO HSE. BOX 13751-00100. TEL 020-2228719/0722-760220 NRB
5	M/S. ROSSY TELECOMMUNICATIONS	MUSEUM HILL/KIPANDE RD. AMBU HSE, BOX 12664-00100. TEL

	BROADCAST & IT LTD	0720-353976 NRB
6	M/S. BEVOLU COMP. LTD	KOINAMGE ST. OLIMPIC HSE, BOX 49970-00100, TEL. 020-8042093/0722-913367 NRB
7	M/S. AFRICAN PERFECTION LTD	NACICO CHAMBERS, MOI AVE. 5 th FLR, SUITE 5, BOX 19301-00202. TEL 020-2106372 NRB
8	M/S. BROADCAST SOLUTION INTERNATIONAL	ARGWINS KODHEK RD, CHAKA COURT, BOX 5637-00100. TEL. 020-2051624/0729-806881 NRB
9	M/S. ISKEN COMMUNICATIONS LTD	MAMA NGINA ST. TRANSNATIONAL PLAZA, 5 th FLR. BOX 3818-00506. TEL 020-2241662/0722-529203. NRB
10	M/S. PATRIM ENTERPRISES	RONALD NGARA, GATATHA HSE, 2 nd FLR, BOX 68313-00622. TEL. 020-2317379/0722-669530. NRB
11	M/S. BRENNAN LTD	MOI AVE/HARAMBEE AVE. AGRICULTURE HSE, 2 nd FLR. BOX 70847-00100. TEL. 0720-526862/0710-514010. NRB
12	M/S. RONFAM ENTERPRISES	KENYATTA AVE. PHONIX HSE, 3 RD FLR. BOX 9040-00100, TEL. 0720-627577 NRB
13	M/S. MASAKA (K) LTD	MBAGATHI RD, NGUMO 165 HSE, BOX 7997-00100. TEL 0722-240515 NRB
14	M/S. NAIROBI PROJECTORS SERVICES LTD	MOKTAH DADDAH ST. KRISHNA MANSION. BOX 75832-00200. TEL 020-2230509/1314/0722-517554 NRB
15	M/S. CLAWAN BUSINESS SYSTEMS	JOGOO RD, VENUS BUSINESS CENTRE, 1 st FLR. BOX 2094-00100. TEL. 0722-914536/0722-981940. NRB
16	M/S. VED OFFICE SET LTD	KIJABE ST. BOX 15470-00100. TEL 0722-366336 NRB
17	M/S. SHETECH LTD	JOGOO RD, MOTOR WORKS CENTRE. BOX 12657-00100. TEL. 020-551329/0728-421222. NRB
18	M/S. HEMU CO. LTD	HAILE SELASSIE AVE. AGIP HSE 1 st FLR. BOX 58633-00200. TEL 020-310342 0727-679881 NRB

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CAT.B.SUB.CAT.1. SUPPLY AND PRINTING OF GENERAL OF STATIONERY		
FIRM NAME	PHYSICAL ADDRESS	
1 M/S. RAMCO PRINTING WORKS LTD	DUNGA RD, RAMCO BLDNG, BOX 27750-00506. TEL 020-6535424-6 NRB	
2 M/S. KENTECH TRADING CO.	MFANGANO ST. MTIHANI HSE, 3 rd FLR, BOX 67405-00200. TEL 020-2053745/0770043107 NRB	
3 M/S. ENDAGANA ENTERPRISES LTD	OLKAJUADO RD, KILELESHWA, GRACELAND TERRACE, BOX 38878-00623. TEL 020-2660306/0736-077758 NRB	
4 M/S. ARTPOINT PRINTING SOLUTIONS	GATKIM COMPLEX, BASEMENT FLR, TEMPLE RD, NEXT TO MUMBI HSE, BEHIND RONALD NGALA POST OFFICE, BOX 4993-00100. TEL 0722-845915 NRB	
5 M/S. PREEMINENT INVESTMENT LTD	TOM MBOYA ST. NYAMBENE HSE, BOX 45661-00100. TEL 020-341386/0722-484311 NRB	
6 M/S. AFRICAN PERFECTION LTD	NACICO CHAMBERS, MOI AVE. 5 th FLR, SUITE 5, BOX 19301-00202. TEL 020-2106372 NRB	
7 M/S. BEYOND HORIZON WAX G. SUPPLIERS	MOI AVE. RAHIMTULLA TRUST BLDNG, 1 st FLR, RM4. BOX 79475-00200. TEL 0723-996178 NRB	
8 M/S. SYSTEMEDIA TECHNOLOGIES LTD	AGIP HSE, HAILE SELLASSIE AVE. BOX 67349-00200. TEL 020-318770/0718-056391 NRB	
9 M/S. IMAGE BUSINESS SOLUTIONS (K) LTD	EAST GATE NATIONAL PARK/OFF MSA RD, PUNCH TOWERS 2 nd FLR. BOX 52210-00200. TEL 020-2713341/0734-040132 NRB	
10 M/S. HORIZON MEDIA SOLUTIONS (K) LTD	MILIMANI RD, K.P FLATS, BOX 18047-00100. TEL 020-2713339/0733-247669 NRB	
11 M/S. MASAKA (K) LTD	MBAGATHI RD, NGUMO 165 HSE, BOX 7997-00100. TEL 0722-240515 NRB	
12 M/S. HEMU CO. LTD	HAILE SELLASSIE AVE. AGIP HSE 1 st FLR. BOX 58633-00200. TEL 020-310342.0727-679881 NRB	
13 M/S. SIAM KING ENTERPRISES LTD	KONNANGE ST. UNIAFRIC HSE, BOX 78455-00507. TEL. 020-341827/0772-455580. NRB	
14 M/S. SASY ENTERPRISES	LUTHULI AVE. KAISI BLDNG 1 st FLR, BOX 28746-00200. TEL 020-	

		2630577/0722-328720. NRB
15	M/S. HILL CONVERTERS (K) LTD	MASAI RD, OFF MSA RD. HILL CONVERTERS GODOWN, BOX 2990-00200. TEL 020-2311755/0727-960696 NRB
16	M/S. PELSOM ENTERPRISES LTD	UTALI LANE, MAENDELEO HSE, BOX 16973-00620. TEL 020-2240655/0722-791785 NRB
17	M/S. GREENWOOD PRINTERS & STATIONERS LTD	KIRINYAGA RD OFF KILOME RD, BALAJI HSE 1 st FLR, BOX 16973-00620. TEL 020-2245010/0722-259769 NRB
18	M/S. IKUMU STATIONERY SUPPLIES & ACCESSORIES LTD	AGA KHAN WALK, UCHUMI HSE, 10 th FLR, BOX 16791-00100. TEL 020-538013684/0721-398682. NRB
19	M/S. ALFIDA ENTERPRISES LTD	LUTHULI AVE. THANDE HSE 2 nd FLR. BOX 5320-00200. TEL 020-316641/0721-822315. NRB
20	M/S. NIIMKEN ENTERPRISES LTD	MAMA NGINA ST. TRANSNATIONAL PLAZA, 5 th FLR. BOX 74855-00200. TEL 020-2243390/0725-345035. NRB
21	M/S. SOLOH WORLDWIDE INTERNATIONAL LTD	KIJIABE ST. LONGONOT PLACE, BOX 1868-00100. TEL 020-2247191/0722-671643. NRB
22	M/S. COMTECH EQUIPMENT & SUPPLIES AGENCIES LTD	SHEIKH KARUME RD, SHYAM COURT BLDNG. BOX 62497-00200. TEL. 020-2229210/0722-686729/0721-822315. NRB
23	M/S. CAPRICORN STATIONERS & GENERAL SUPPLIES.	DUBOIS RD, OFF ACCRA RD. MBIO MASSION BLDNG. BOX 11271-00100. TEL.020-2242449/0722-801633. NRB
24	M/S. CARTIER INTERNATIONAL	NGARA RD, ANPEMU BLDNG, 2 nd FLR. BOX ... TEL 020-2150124/0774-074339. NRB
25	M/S. AZAM OFFICE EQUIPMENT AGENCIES	RIVER RD, JUDTH WAMAITHA HSE, 3 rd FLR. BOX 5398-00200. TEL.020-2248093/0720-298186. NRB
26	M/S. MWOT AGENCIES	KOMAROCK ESTATE PHASE 3A, BOX64476-00620. TEL. 020-2424974/0722-600650. NRB
27	M/S. SKY-JEMIK ENTERPRISES	TOM MBOYA ST. NIENGI HSE, 6 th FLR. BOX 102421-00101. TEL020-2486320/0721-774903. NRB
28	M/S. TAIMANGE MANAGEMENT LTD	KIMATHI ST. REHEMA HSE, 6 th FLR. BOX 104335-00101. TEL 0722-839766. NRB
30	M/S. FAIRLINE SUPPLIES LTD	MAMA NGINA ST. VEDIC HSE. 4 th FLR, RM409, BOX 69881-00100,

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		TEL.0722-785352 NRB
31	M/S.MICROPOWER COMPUTER AND SUPPLIES LTD	WESTLANDS, OFF CHIROMO LANE, BOX 61207-00200. TEL.0721-618178. NRB
32	M/S. VENEZUELA CLEAN-FAST SERVICES LTD	TOM MBOYA ST. NJENGI HSE, 2 ND FLR BOX 20094-00200, TEL 0726-982736 NRB
33	M/S. VED OFFICE SET LTD	KIABE ST. BOX 15470-00100. TEL 0722-366336 NRB
34	M/S. MANGUYA INVESTMENT LTD	MOI AVE. LAKHANI BLDING, BOX73837-00200. TEL.020-317870 NRB.
35	MS. PANCY PAN ENTERPRISES	RONALD NGARA ST. NIMI HSE, BOX 8310-00300, TEL 0722-791088 NRB
36	M/S. GENESSEE UNIVERSAL SERVICES	CONSOLIDATED BANK HSE, KOINANGE ST. BOX 43930-00100, TEL.0722-808 909 NRB
CAT.B.SUB.CAT. 2. PRINTING OF SECURITY ITEMS eg IDS, CARDS & RECEIPT BOOKS		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. PIXEL AGENCIES LTD	ARGWINS KODHEK RD, NYAKU HSE, BOX 9245-00200. TEL 020-2713779/0721-666000. NRB
2	M/S. RAMCO PRINTING WORKS LTD	DUNGA RD, RAMCO BLDING, BOX 27750-00506. TEL 020-6535424-6 NRB
3	M/S. HILL CONVERTERS (K) LTD	MASAI RD, OFF MSA RD. HILL CONVERTERS GODOWN, BOX 2990-00200, TEL 020-2311755/0727-960696 NRB
4	M/S. NIMKEN ENTERPRISES LTD	MAMA NGINA ST. TRANSNATIONAL PLAZA, 5 th FLR. BOX 74855-00200. TEL 020-2243390/0725-345035. NRB
5	M/S. CARTIER INTERNATIONAL	NGARA RD, ANPEMU BLDING, 2 nd FLR. BOX ... TEL 020-2150124/0774-074339. NRB
6	M/S. SYSTEMEDIA TECHNOLOGIES LTD	AGIP HSE, HAILE SELLASSIE AVE. BOX 67349-00200. TEL 020-318770/0718-056391 NRB
CAT.B. SUB. CAT3. SUPPLY OF OFFICE FURNITURE		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. HILL CONVERTERS (K) LTD	MASAI RD, OFF MSA RD. HILL CONVERTERS GODOWN, BOX 2990-00200, TEL 020-2311755/0727-960696 NRB
2	M/S. HEMU CO. LTD	HAILE SELLASSIE AVE. AGIP HSE 1 st FLR. BOX 58633-00200. TEL 020-310342.0727-679881 NRB
3	M/S. FAIRDEAL SUPERSTORES LTD	MSA RD. OP. AIRTEL OFFICES, KELLICO COMPLEX. BOX 15309-00509.

		TEL 020-829051-3/0723-411381 NRB
4	M/S. BELL-ATLANTIC COMMUNICATIONS LTD	GLOBE CINEMA, PARAMOUNT PLAZA. BOX 20747-00200. TEL. 020-3750188/3750121/0722-732815. NRB
5	M/S. AFIA COMMODITIES (K) LTD	HOBAY RD, INDUSTRIAL AREA, GATHANI HSE.. BOX 18538-00500. TEL. 020-556210/20/0722-887007. NRB
6	M/S. COMPUSWIFT BUSINESS EQUIPMENT LTD	UPPER HILL RD, LOWERHILL DUPLEX BLDING, 2 nd FLR, BOX 15618-00100. TEL 020-2724852/0723-337511 NRB
7	M/S. OFFICE TECHNOLOGIES LTD	RAMCO GROUP INDUSTRIAL PARK, MSA RD, BOX 27574-00506. TEL 020-8042780. NRB
8	M/S. MANGUYA INVESTMENT LTD	MOI AVE. LAKHANI BLDING, BOX73837-00200. TEL.020-317870 NRB.
CAT.B. SUB. CAT4. SUPPLY OF STAFF UNIFORMS		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. KENTECH TRADING CO.	MFANGANO ST. MTHANI HSE, 3 rd FLR, BOX 67405-00200. TEL 020-2053745/0770043107 NRB
2	M/S. HORIZON MEDIA SOLUTIONS (K) LTD	MILIMANI RD, K.P FLATS, BOX 18047-00100. TEL 020-2713339/0733-247669 NRB
3	M/S. MWOT AGENCIES	KOMAROCK ESTATE PHASE 3A, BOX64476-00620. TEL. 020-2424974/0722-600650. NRB
4	M/S ONSET DESIGNERS LTD	KAMBU DRIVE OFF NGONG RD. AFYA MAISONETTES, BOX 55212-00200. TEL 020-3506500/0723-238812 NRB
CAT.B. SUB. CAT5. SUPPLY OF BRANDED PROMOTIONALITEMS & MATERIALS BANNERS, FLAGS, T-SHIRTS, CAPS UMBRELLASA		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. BILLARD MARK LTD	KOINANGE ST, CAXTON HSE, 2 nd FLR, BOX 4804-00200, TEL. 0722-596880 NRB
2	M/S. MALAVA GENERAL SUPPLIES LTD	LOITA/KOINANGE ST, UNIAFRIC HSE,3 rd FLR, RM 357, BOX 18691-00100. TEL. 020-2215857/ 0725-989233 NRB
3	M/S. HORIZON MEDIA SOLUTIONS (K) LTD	MILIMANI RD, K.P FLATS, BOX 18047-00100. TEL 020-2713339/0733-247669 NRB
4	M/S ONSET DESIGNERS LTD	KAMBU DRIVE OFF NGONG RD. AFYA MAISONETTES, BOX 55212-00200.

5	M/S. RAMCO PRINTING WORKS LTD	DUNGA RD, RAMCO BLDING, BOX 27750-00506. TEL 020-6535424-6 NRB
6	M/S. ENDAGANA ENTERPRISES LTD	OLKAJUADO RD, KILELESHWA, GRACELAND TERRACE, BOX 38878-00623. TEL 020-2660306/0736-077758 NRB
7	M/S. ARTPOINT PRINTING SOLUTIONS	GATKIM COMPLEX, BASEMENT FLR, TEMPLE RD, NEXT TO MUMBI HSE, BEHIND RONALD NGALA POST OFFICE, BOX 4993-00100. TEL 0722-845915 NRB
8	M/S. AFRICAN PERFECTION LTD	NACICO CHAMBERS, MOI AVE. 5 th FLR, SUITE 5, BOX 19301-00202. TEL 020-2106372 NRB
9	M/S. BEYOND HORIZON WAX G. SUPPLIERS	MOI AVE. RAHIMTULLA TRUST BLDING, 1 st FLR, RM4. BOX 79475-00200. TEL 0723-996178 NRB
10	M/S. SYSTEMEDIA TECHNOLOGIES LTD	AGIP HSE, HAILE SELASSIE AVE. BOX 67349-00200. TEL 020-318770/0718-056391 NRB
11	M/S. SIAM KING ENTERPRISES LTD	KOINANGE ST. UNIAFRIC HSE, BOX 78455-00507. TEL. 020-341827/0772-455580. NRB
12	M/S. PELSOM ENTERPRISES LTD	UTALIIL LANE, MAENDELEO HSE, BOX 16973-00620. TEL 020-2240655/0722-791785 NRB
13	M/S. IKUMU STATIONERY SUPPLIES & ACCESSORIES LTD	AGA KHAN WALK, UCHUMI HSE, 10 th FLR, BOX 16791-00100. TEL 020-538013684/0721-398682. NRB
14	M/S. SOLOH WORLDWIDE INTERNATIONAL LTD	KIABE ST. LONGONOT PLACE, BOX 1868-00100. TEL 020-2247191/0722-671643. NRB
15	M/S. CAPRICORN STATIONERS & GENERAL SUPPLIES.	DUBOIS RD. OFF ACCRA RD. MBIO MASSION BLDING. BOX 11271-00100. TEL.020-2242449/0722-801633. NRB
16	M/S. CARTIER INTERNATIONAL	NGARA RD, ANPEMU BLDING, 2 nd FLR. BOX ... TEL 020-2150124/0774-074339. NRB
17	M/S. MWOT AGENCIES	KOMAROCK ESTATE PHASE 3A, BOX 64476-00620. TEL. 020-2424974/0722-600650. NRB
18	M/S. SKY-JEMIK ENTERPRISES	TOM MBOYA ST. NJENGI HSE, 6 th FLR. BOX 102421-00101. TEL 020-2486320/0721-774903. NRB
19	M/S FAIRLINE SUPPLIES LTD	MAMA NGINA ST. VEDIC HSE, 4 th FLR, RM409. BOX 69881-00100,

5	M/S. BEYOND HORIZON WAX G. SUPPLIERS	MOI AVE. RAHIMTULLA TRUST BLDING, 1 st FLR, RM4, BOX 79475-00200. TEL 0723-996178 NRB
6	M/S. IMAGE BUSINESS SOLUTIONS (K) LTD	EAST GATE NATIONAL PARK/OFF MSA RD, PUNCH TOWERS 2 nd FLR, BOX 52210-00200. TEL 020-2713341/0734-040132 NRB
7	M/S. MASAKA (K) LTD	MBAGATHI RD, NGUMO 165 HSE, BOX 7997-00100. TEL 0722-240515 NRB
8	M/S. SIAM KING ENTERPRISES LTD	KOINANGE ST. UNIAFRIC HSE, BOX 78455-00507. TEL. 020-341827/0772-455580. NRB
9	M/S. PELSOM ENTERPRISES LTD	UTALLI LANE, MAENDELEO HSE, BOX 16973-00620. TEL 020-2240655/0722-791785 NRB
10	M/S. IKUMU STATIONERY SUPPLIES & ACCESSORIES LTD	AGA KHAN WALK, UCHUMI HSE, 10 th FLR, BOX 16791-00100. TEL 020-538013684/0721-398682. NRB
11	M/S. ALFIDA ENTERPRISES LTD	LUTHULI AVE. THANDE HSE 2 nd FLR. BOX 5320-00200. TEL 020-316641/0721-822315. NRB
12	M/S. COMTECH EQUIPMENT & SUPPLIES AGENCIES LTD	SHEIKH KARUME RD, SHYAM COURT BLDING. BOX 62497-00200. TEL. 020-2229210/0722-686729/0721-822315. NRB
13	M/S. CAPRICORN STATIONERS & GENERAL SUPPLIES.	DUBOIS RD, OFF ACCRA RD. MBIO MASSION BLDING. BOX 11271-00100. TEL.020-2242449/0722-801633. NRB
14	M/S. AZAM OFFICE EQUIPMENT AGENCIES	RIVER RD, JUDITH WAMAITHA HSE, 3 rd FLR. BOX 5398-00200. TEL.020-2248093/0720-298186. NRB
15	M/S. SKY-JEMIK ENTERPRISES	TOM MBOYA ST. NJENGI HSE, 6 th FLR. BOX 102421-00101. TEL020-2486320/0721-774903. NRB
16	M/S. FAIRLINE SUPPLIES LTD	MAMA NGINA ST. VEDIC HSE, 4 th FLR. RM409, BOX 69881-00100, TEL.0722-785352 NRB
17	M/S.MICROPOWER COMPUTER AND SUPPLIES LTD	WESTLANDS, OFF CHIROMO LANE, BOX 61207-00200. TEL.0721-618178. NRB
18	M/S. VENEZUELA CLEAN-FAST SERVICES LTD	TOM MBOYA ST. NJENGI HSE, 2 nd FLR BOX 20094-00200, TEL 0726-982736 NRB
19	M/S. PIXEL AGENCIES LTD	ARGWINS KODHEK RD, NYAKU HSE, BOX 9245-00200. TEL 020-2713779/0721-666000. NRB

20	M/S. BELL-ATLANTIC COMMUNICATIONS LTD	GLOBE CINEMA, PARAMOUNT PLAZA, BOX 20747-00200, TEL. 020-3750188/3750121/0722-732815, NRB
21	M/S. COMPUSWIFT BUSINESS EQUIPMENT LTD	UPPER HILL RD, LOWERHILL DUPLEX BLDING, 2 nd FLR, BOX 15618-00100, TEL 020-2724852/0723-337511 NRB
22	M/S. MFI OFFICE SOLUTIONS LTD	ARYAN CENTRE, A1, BEHIND SUBARU (K) MSA RD, BOX 49160-00100, TEL 020-3251000/333, TEL 0733-600331 NRB
23	M/S. SHATI LOGISTIC ENTERPRISES LTD	HAILESELLASSIE ST. LOTUS HSE, 2 nd FLR, RM21E, BOX 26666-00504, TEL 0721-205118/0722-707074 NRB
24	M/S. WINCOMP SERVICES LTD	TSAVO RD, OFF ACCRA RD, BENJOE HSE, GRD FLR BOX 8783-00100, TEL 020-2220732/0722-378067 NRB
25	M/S. NEXT TECHNOLOGIES LTD	APPLEWOOD PARK, WOOD AVE. KILIMANI, BOX 10579-00100, TEL 020-2324119/0725-772288 NRB
26	M/S. ALLIANCE TECHNICAL SERVICES LTD	MSA RD, RAMCO COURTS HSE, BOX 16480-00100 TEL 0722-679400 NRB
27	M/S. ZAMATEC INTERNATIONAL CO.	HAILE SELLASSIE AVE. AGIP HSE 1 st FLR, BOX 19832-00100, TEL 020-310342/0727-679881 NRB
28	M/S. NIEGICHA ENTERPRISES LTD	NGARIAMA RD, EPCOM HSE, 1 st FLR, BOX 8917-00200, TEL 020-250814/0722-528765, NRB
29	M/S. APOTACH TECHNOLOGIES LTD	KIMATHI ST. OLD MUTUAL BLDING, BOX 28269-00100, TEL 020-2247417/0722-713918 NRB
30	M/S. INTERMECH SALES & SERVICES LTD	MAKANDARA RD, WAMI HSE, 2 nd FLR, BOX 7600-00100, TEL 020-2013523/0722-462935, NRB
31	M/S. THE COPY CAT LTD	BUNYALA RD/ UHURU HIGHWAY JN, OCCIDENTAL HSE, 1 st FLR, BOX 49872-00100, TEL. 020-534008-16, NRB
32	M/S. NETWORK SOURCE LTD	CHAKA RD, HURLINGHAM, BOX 48998-00100, TEL. 020-2712977/2719427
33	M/S. PRINTCON TECHNOLOGIES & SUPPLIES LTD	NGONG RD, KILIMANI, PRAISE PLACE, BOX 26459-00100, TEL. 020-2608661/2/0721-860282, /0713-855483, NRB
34	M/S. VED OFFICE SET LTD	KIJIABE ST. BOX 15470-00100, TEL 0722-366336 NRB
35	M/S. MICROBASE SYSTEMS	TOM MBOYA ST. NYOTA BLDING, BOX 7639-00200, TEL 0712-511303
36	M/S. GENESSEE UNIVERSAL SERVICES	CONSOLIDATED BANK HSE, KOINANGE ST. BOX 43930-00100, TEL. 0722-

CAT. D. SUB. CAT.1. SUPPLY, INSTALLATION & MAINTENANCE OF TRANSMITTERS	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. GRAND PHOTOLAB E. A LTD	AKIBA HSE, 2 ND FLR OPPOSITE KEWI, BOX 33355-00600. TEL 020-2501910/0722-553864 NRB
2 M/S. YORK INVESTMENT LTD	JAM RESCUE, JOGOO RD/RABAI RD JUNCTION. BOX 43997-00100. TEL 0722-914536 NRB
3 M/S. TIMPEX ELECTRONICS LTD	MILIMANI RD, AMBASADER COURTS 2 ND FLR, BOX 61941-00200. TEL. 020-271919/0722-653045. NRB
CAT. D. SUB. CAT.2. SUPPLY AND INSTALLATION OF AIR CONDITIONERS	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. HARMONY PROPERTIES LTD	MUTHITHI RD WESTLANDS, OCCIDENTAL PLAZA,, 2 ND FLR, BOX 16871-00620. TEL 020-3750325/0722-704536 NRB
2 M/S. CENTRAL WORKS LTD	OFF MSA RD. AKIBA HSE, BOX 2094-00100 TEL 020-2416385/0722-914536 NRB
3 M/S. NEW WEDGE TECHNOLOGIES LTD	OUTER RING RD, OFF GSU ROUNDABOUT, TOP BRASS BLDING, BOX 5322-00200. TEL 0720-829363. NRB
4 M/S. JUEROAH INTERNATIONAL LTD	VENUS BUSINESS CENTRE, JOGOO RD, BOX 60818-00100. TEL 020-2501910/0722-516697. NRB
5 M/S. HES MARKETING & CONSULTING	LIKONI RD, INDUSTRIAL AREA. BOX 217-00507. TEL. 0722-664669. NRB
6 M/S. GENPART AUTO SERVICES	KIABE ST. LARICHEM HSE, 2 ND FLR. BOX 214-00511. TEL. 020-2242520/0722-812859. NRB
CAT. D. SUB. CAT.3. SUPPLY AND INSTALLATION OF MASTS	
FIRM NAME	PHYSICAL ADDRESS

		808 909 NRB	
CAT.C. SUB. CAT 1. SUPPLY OF MOTOR VEHICLE TYRES, TUBES & BATTERIES			
	FIRM NAME	PHYSICAL ADDRESS	
1	M/S. GREENLAND SUPPLIERS LTD	KIRINYAGA RD, TIMARA HSE, BOX51078-00200, TEL 020-2242132/0722-512459 N RB	
2	M/S. JOMEGA WORKS	KIRINYAGA RD, TIMARA HSE, 1 st FLR BOX 5220-00200, TEL 0722-213253 RB	
3	M/S. ACROSS TROPICS AGENCIES LTD	KOMBO MUNYIRI RD, MWANZO HSE, 1 st FLR, BOX 7489-00300, TEL 0722-400863 NRB	
CAT.C. SUB. CAT.2. SUPPLY OF MOTOR VEHICLES SPARE PARTS			
	FIRM NAME	PHYSICAL ADDRESS	
1	M/S. GREENLAND SUPPLIERS LTD	KIRINYAGA RD, TIMARA HSE, BOX51078-00200, TEL 020-2242132/0722-512459 N RB	
2	M/S. JOMEGA WORKS	KIRINYAGA RD, TIMARA HSE, 1 st FLR BOX 5220-00200, TEL 0722-213253 RB	
3	M/S. ACROSS TROPICS AGENCIES LTD	KOMBO MUNYIRI RD, MWANZO HSE, 1 st FLR, BOX 7489-00300, TEL 0722-400863 NRB	
4	M/S.AUTOMOBILE PARTS CENTRE LTD	HARDY SHOPPING CENTRE-KAREN, BOX 1731-00100, TEL0721-609789 NRB	
CAT. C.SUB. CAT3. SUPPLY OF FUEL AND LUBRICANTS			
	FIRM NAME	PHYSICAL ADDRESS	
1	M/S. GREENLAND SUPPLIERS LTD	KIRINYAGA RD, TIMARA HSE, BOX51078-00200, TEL 020-2242132/0722-512459 N RB	
2	M/S. JOMEGA WORKS	KIRINYAGA RD, TIMARA HSE, 1 st FLR BOX 5220-00200, TEL 0722-213253 RB	
3	M/S. ACROSS TROPICS AGENCIES LTD	KOMBO MUNYIRI RD, MWANZO HSE, 1 st FLR, BOX 7489-00300, TEL 0722-400863 NRB	

CAT. D. SUB. CAT.4. BUILDING AND CONSTRUCTION OF STRUCTURES

	FIRM NAME	PHYSICAL ADDRESS
1	M/S. CENTRAL WORKS LTD	OFF MSA RD. AKIBA HSE, BOX 2094-00100 TEL 020-2416385/0722-914536 NRB
2	M/S. JUEROAH INTERNATIONAL LTD	VENUS BUSINESS CENTRE, JOGOO RD, BOX 60818-00100. TEL 020-2501910/0722-516697. NRB
3	M/S. ORACON ENGINEERING & CONSTRUCTION LTD	SEREM CLOSE/LUNGALUNGA, INDUSTRIAL AREA, NECL DODOWN. BOX 13387-00100. TEL 020-2526701/0722-319645. NRB
4	M/S. TAIMANGE MANAGEMENT LTD	KIMATHI ST. REHEMA HSE, 6 th FLR. BOX 104335-00101. TEL 0722-839766. NRB

CAT. D. SUB. CAT.5. SUPPLY, INSTALLATION & MAINTENANCE OF GENERATORS

	FIRM NAME	PHYSICAL ADDRESS
1	M/S. CENTRAL WORKS LTD	OFF MSA RD. AKIBA HSE, BOX 2094-00100 TEL 020-2416385/0722-914536 NRB
2	M/S. JUEROAH INTERNATIONAL LTD	VENUS BUSINESS CENTRE, JOGOO RD, BOX 60818-00100. TEL 020-2501910/0722-516697. NRB
3	M/S. HES MARKETING & CONSULTING	LIKONI RD, INDUSTRIAL AREA. BOX 217-00507. TEL. 0722-664669. NRB
4	M/S. GENPART AUTO SERVICES	KIJABE ST. LARICHEM HSE, 2 nd FLR. BOX 214-00511. TEL. 020-2242520/0722-812859. NRB
5	M/S. TRIPLE THREE POWER SYSTEMS	JOGOO RD, KCB BLDING, 2 nd FLR, BOX 20318-002. TEL 0722-475345 NRB
6	M/S. BELLAMY TRADING COMPANY	MOI AVE, NACICO CO-OP. CHAMBERS, 4 TH FLR. BOX 75483-00200. TEL 0722-702026 NRB
7	M/S. DIMENSION ELECTRONICS LTD	ABC BANK BLDING, DARESALAAM RD, INDUSTRIAL AREA, BOX 34520-00100. TEL. 020-6533033/0722-766655 NRB.

CAT. D. SUB. CAT.6. SUPPLY, INSTALLATION & MAINTENANCE OF PABX AND TELEPHONES	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. BELL-ATLANTIC COMMUNICATIONS LTD	GLOBE CINEMA, PARAMOUNT PLAZA. BOX 20747-00200. TEL. 020-3750188/3750121/0722-732815. NRB
2 M/S. TELEDATA TECHNOLOGIES LTD	MSA RD, RED COMMERCIAL COMPLEX, 1 ST FLR. BOX 40826-00100. TEL. 020-2016660/0715-510567. NRB
3 M/S. NEXT TECHNOLOGIES LTD	APPLEWOOD PARK, WOOD AVE. KILIMANI, BOX 10579-00100. TEL 020-2324119/0725-772288 NRB
4 M/S. BELLAMY TRADING COMPANY	MOI AVE, NACICO CO-OP. CHAMBERS, 4 TH FLR. BOX 75483-00200. TEL 0722-702026 NRB
CAT. D. SUB. CAT.7. SUPPLY AND INSTALLATION OF FIRE FIGHTING EQUIPMENTS	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. HES MARKETING & CONSULTING	LIKONI RD, INDUSTRIAL AREA. BOX 217-00507. TEL. 0722-664669. NRB
2 M/S. GENPART AUTO SERVICES	KIJABE ST. LARICHEM HSE, 2 ND FLR. BOX 214-00511. TEL. 020-2242520/0722-812859. NRB
3 M/S. BELLAMY TRADING COMPANY	MOI AVE, NACICO CO-OP. CHAMBERS, 4 TH FLR. BOX 75483-00200. TEL 0722-702026 NRB
CAT. D. SUB. CAT.8. SUPPLY AND INSTALLATION OF CONTAINERS	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. NEW WEDGE TECHNOLOGIES LTD	OUTER RING RD, OFF GSU ROUNDABOUT, TOP BRASS BLDG. BOX 5322-00200. TEL 0720-829363. NRB
CAT. E. SUB. CAT. 1. MAINTENANCE & SERVICE OF AIR CONDITIONERS & EQUIPMENTS	
FIRM NAME	PHYSICAL ADDRESS
1 M/S. JOMAP HOLDING (K) LTD	HAILE SELASSIE AVE/AWERUGA LANE, BARAKA HSE, 1 ST FLR RM 117. BOX 79791-00200. TEL 020-3545491/0733-427167/0710-226949. NRB

2	M/S. CENTRAL WORKS LTD	OFF MSA RD. AKIBA HSE, BOX 2094-00100 TEL 020-2416385/0722-914536 NRB
3	M/S. NEW WEDGE TECHNOLOGIES LTD	OUTER RING RD, OFF GSU ROUNDAABOUT, TOP BRASS BLDING, BOX 5322-00200. TEL 0720-829363. NRB
4	M/S. DIMENSION ELECTRONICS LTD	ABC BANK BLDNG, DARESALAAM RD, INDUSTRIAL AREA, BOX 34520-00100. TEL. 020-6533033/0722-766655 NRB.
CAT. E. SUB. CAT.2. MAINTENANCE & SERVICE OF FIRE FIGHTING EQUIPMENTS		
	FIRM NAME	PHYSICAL ADDRESS
CAT. E. SUB. CAT.3. GARAGE, PANEL BEATING, BODY BUILDING & GENERAL MOTOR REPAIR		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. BIZZY BEAT AUTO CENTRE LTD	RD A. OFF ENTERPRISE RD, BOX 43930-00100, TEL. 020-555570/0722-843128 NRB
2	M/S. APEX MOTOR MART LTD	DONHOM OFF OUR RING RD, DONHOM LIGHT INDUSTRIES, BOX 62783-00200. TEL 020-2016878/0722-817799. NRB
CAT. E. SUB. CAT.4. PAINTING AND RENOVATION OF BUILDING		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. CENTRAL WORKS LTD	OFF MSA RD. AKIBA HSE, BOX 2094-00100 TEL 020-2416385/0722-914536 NRB
2	M/S. TAIMANGE MANAGEMENT LTD	KIMATHI ST. REHEMA HSE, 6 th FLR. BOX 104335-00101. TEL 0722-839766. NRB
3	M/S. NEDAM SERVICES LTD	KAREN SHOPPING CENTRE, NANDI RD, OPP SHELL P. STATION, BOX 3088-00506. TEL 020-2378894/0720-052925/0722-522207. NRB
4	M/S. ORACON ENGINEERING & CONSTRUCTION LTD	SEREM CLOSE/LUNGALUNGA, INDUSTRIAL AREA, NECL DODOWN. BOX 13387-00100. TEL 020-2526701/0722-319645. NRB
5	M/S. TIDY SITE SERVICES LTD	MAMA NGINA ST. VEDIC HSE, 4 TH FLR. RM 409, BOX 69881-00400, TEL. 0722-785352 NRB
6	M/S. JUEROAH INTERNATIONAL LTD	VENUS BUSINESS CENTRE, JOGGO RD, BOX 60818-00100. TEL 020-2501910/0722-516697. NRB

CAT. E. SUB. CAT. 5. MANAGEMENT OF SANITARY BINS		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. SPARKLING CLEAN SERVICES LTD	AGIP HSE, HAILE SELASSIE, 5 th FLR, RM505, BOX 59660-00200, TEL 020-2243802/0722-802589 NRB
2	M/S. NAIROBI CLEANING EXPERTS	TOM MBOYA ST. HUGHES HSE, BOX 8995-00100, Tel. 0722-699616. NRB
CAT. E. SUB. CAT. 6. CLEANING SERVICES AND SHAMPOOING OF STUDIO & OFFICE CARPETS		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. TIDY SITE SERVICES LTD	MAMA NGINA ST. VEDIC HSE, 4 th FLR, RM 409, BOX 69881-00400, TEL. 0722-785352 NRB
2	M/S. SPARKLING CLEAN SERVICES LTD	AGIP HSE, HAILE SELASSIE, 5 th FLR, RM505, BOX 59660-00200, TEL 020-2243802/0722-802589 NRB
3	M/S. HARMONY PROPERTIES LTD	MUTHITHI RD WESTLANDS, OCCIDENTAL PLAZA., 2 nd FLR, BOX16871-00620. TEL 020-3750325/0722-704536 NRB
4	M/S. NEDAM SERVICES LTD	KAREN SHOPPING CENTRE, NANDI RD, OPP SHELL P. STATION, BOX 3088-00506. TEL 020-2378894/0720-052925/0722-522207. NRB
5	M/S. BILLARD MARK LTD	KOINANGE ST, CAXTON HSE, 2 nd FLR, BOX 4804-00200, TEL. 0722-596880 NRB
6	M/S. NAIROBI CLEANING EXPERTS	TOM MBOYA ST. HUGHES HSE, BOX 8995-00100, Tel. 0722-699616. NRB
CAT. E. SUB. CAT. 7. INSURANCE BROKERAGE SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. LEON INSURANCE BROKERS LTD	JAM RESCUE, JOGOO RD/RABAI RD JUNCTION. BOX 16476-00100. TEL 020-2416384/6/8 NRB
2	M/S. LOSAGI INSURANCE BROKERS LTD	HAILE SELASSIE AVE. LAPTRUST HSE, 3 rd FLR, BOX 48505-00100. TEL 020-2251853/0722-722702 NRB
3	M/S. A-PLAN INSURANCE BROKERS LTD	PARLIAMENT RD, ST. GEORGES HSE 3 rd FLR, RM 316, BOX43930-00100. TEL 020-2641038/0722-434420/0721-12718 NRB

4	M/S. FOUR M INSURANCE BROKERS LTD	UNIVERSITY WAY, AMBANK HSE, 12 th FLR BOX 78710-00507. TEL. 318614/318621/0733-721103 NRB
5	M/S. MADISON INSURANCE CO. (K) LTD	UPPER HILL CLOSE, MADISON INSURANCE HSE, BOX 47382-00100. TEL 020-2864000/0721-241159. NRB
6	M/S. BAFANA INSURANCE BROKERS LTD	COUNTY HALL RD, CITY CENTRE, UKULIMA CO-OP. HSE, 5 th FLR, BOX 56846-00200. TEL. 020-2220992/342318/21 NRB
7	M/S. AMRO INSURANCE BROKERS LTD	KOINANGE ST. MERCANTILE HSE, 3 rd FLR, BOX 40896-00100. TEL 020-2216707/0722-609724. NRB
8	M/S. GETRIO INSURANCE BROKERS LTD	TRANSNATIONAL PLAZA, 4 th FLR. MAMA NGINA ST. BOX 53172- 00200. TEL. 020-2230717/0712-117017 NRB
9	M/S. DISNEY INSURANCE BROKERS LTD	TAUSI RD, OFF MUTHITHI RD WESTLANDS 2 nd FLR. BOX 3600-00200. TEL 020-2010815/0722-526567 NRB
10	M/S. FAIDA INSURANCE BROKERS LTD	MUMDI MBINGU ST. FEDHA TOWERS 7 th FLR. BOX 45236-00100. TEL 020-2210561/71/0720-318912. NRB
11	M/S. PRIME MOVER INSURANCE BROKERS LTD	UNIVERSITY WAY, KAMPUS TOWERS 3 rd FLR. BOX 79460-00200. TEL. 020-2223415/0722-756080/0733-608956. NRB
12	M/S. PLAN & PLACE INSURANCE BROKERS LTD	MSA RD, PANESAR'S CENTRE, 1 st FLR. BOX 4431-00100. TEL. 020- 3569340-2/0728-666156. NRB
CAT. E. SUB. CAT. 8. PROVISION OF SECURITY SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. TOTAL SURVEILLANCE LTD	MUCHAI DRIVE, OFF NGONG RD, BOX 4243-00506. TEL 020- 2721218/0722-203303 NRB
2	M/S. SENACA E. A LTD	UHURU HIGHWAY, NYAYO STADIUM BLOCK A, BOX 44873-00100, TEL 020-6008936/46 NRB
3	M/S. INTERCITY SECURE HOMES LTD	MURANGA RD, SHOW-BE PLAZA HSE, 1 st FLR, BOX 18744-00500. TEL 020-2069306/0714-606381/214 NRB

CAT. E. SUB. CAT.9. FUMIGATION AND PEST CONTROL SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. QUALITY HOMECARE SERVICES LTD	MSA-MALINDIRI RD, PELUMA HSE, 1 ST FLR. BOX 132-80100. TEL 041-2022408/0722-726061. MSA
2	M/S. NEDAM SERVICES LTD	KAREN SHOPPING CENTRE, NANDI RD, OPP SHELL P. STATION, BOX 3088-00506. TEL 020-2378894/0720-052925/0722-522207. NRB
3	M/S. TIDY SITE SERVICES LTD	MAMA NGINA ST. VEDIC HSE, 4 TH FLR. RM 409, BOX 69881-00400. TEL. 0722-785352 NRB
4	M/S. NAIROBI CLEANING EXPERTS	TOM MBOYA ST. HUGHES HSE, BOX 8995-00100, Tel. 0722-690616. NRB
CAT. E. SUB. CAT. 10. PROVISION OF STAFF TRAINING SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. EXCEPTIONAL MANAGEMENT CONSULTS	AERODROME RD, NYAYO STADIUM, AQUATIC BASEMENT FLR SUITE 003, BOX 13153-00100. TEL 020-2327420/0720-478478 NRB
2	M/S. LADDER CONSULTING LTD	NGONG RD, ADALYN COURTS B6. BOX 11778-00100. TEL 020-2738419
3	M/S. MAYAKA MANAGEMENT TRAINING & CONSULTANCY LTD	UTALII LANE, VIEW PARK TOWERS, 11 TH FLR. BOX 8279-00100. TEL. 020-2251786/0722-221619. NRB
CAT. E. SUB. CAT.11. PROVISION OF LEGAL SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. MUSYOKA WAMBUA KARIUKI & COMP.	KOINANGE ST/KENYATTA AVE. REHANI HSE. BOX 67434-00200/0733-616742 NRB
2	M/S. KINYUA MURIITHI & CO. ADVOCATES	HAILE SELLASSIE RD, AGIP HSE ENTR. A 1 ST FLR. BOX... TEL.020-312455/0722-861740. NRB
3	M/S. KALE MAINA & BUNDOTICH ADVOCATES	KENYATTA AVE. TELPOSTA 13 TH FLR. BOX 10674-00100. TEL 020-317272. NRB
4	M/S. MAMICHA & COMP. ADVOCATE	KENYATTA AVE. PAN AFRICA HSE. 3 RD FLR. BOX 59304-00200. TEL0722-510922 NRB

5	M/S. SOITA & SAENDE ADVOCATE	MONROVIA ST, HAZINA TOWERS, 8 th FLR, BOX 020-2221196/0722-370600 NRB
6	M/S. J. THONGORI & CO. ADVOCATES	WESTLANDS, WOODVALE GROOVE, SURVORS COURT 1 st FLR DR NO.3.
CAT.E.SUB.CAT.12. PROVISION OF VALUATION AND ESTATE MANAGEMENT		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S ROACK CONSULT LTD	TAJ TOWER 5 th FLR, UPPER HILL RD. BOX 21800-00400. TEL. 020-2712940 NRB
CAT.E. SUB. CAT.13. STRUCTURAL CABLING CONTRACTORES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. NEXT TECHNOLOGIES LTD	APPLEWOOD PARK, WOOD AVE. KILIMANI, BOX 10579-00100. TEL 020-2324119/0725-772288 NRB
2	M/S. TELEDATA TECHNOLOGIES LTD	MSA RD, RED COMMERCIAL COMPLEX, 1 st FLR. BOX 40826-00100. TEL. 020-2016660/0715-510567. NRB
CAT. E.SUB.CAT. 14. TRAVEL AGENCY SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. UNIGLOBE NORTHLINE TRAVEL	20 th CENTURY PLAZA, 3 rd FLR, MAMA NGINA ST. BOX 55889-00200. TEL. 020-2250700 /0728979984 NRB
2	M/S. AIR TRAVEL SERVICES	UNIVERSITY WAY, AMBANK HSE. RAYDOLL TOURS & TRAVEL LTD. BOX 20731-00202. TEL 020-2212791/0735-289004. NRB
CAT.E. SUB. CAT.15. PROVISION OF SURVEY (GENERAL) SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
CAT.E.SUB.CAT.16. RISK ASSESSMENT AND MANAGEMENT SERVICES		
	FIRM NAME	PHYSICAL ADDRESS
1	M/S. FRINCONSULTS LTD	OAU RD. OPP. THIKA NURSING HOME, NASHIRE FLATS, DR5. BOX 235-01000. TEL 067-20093/0202529650. THIKA

		CAT.E.SUB.CAT.17. PROVISION OF WASTE PAPER SERVICES	
		FIRM NAME	PHYSICAL ADDRESS
1		M/S. SPARKLING CLEAN SERVICES LTD	AGIP HSE, HAILE SELLASSIE, 5 th FLR, RM505, BOX 59660-00200, TEL 020-2243802/0722-802589 NRB
		CAT. E.SUB. CAT. 18. PROVISION OF MARKETING CONSULTANCY & PROMOTIONAL SERVICES	
		FIRM NAME	PHYSICAL ADDRESS
		CAT.E. SUB. CAT.19. PROVISION OF ROADSHOW TRUCKS AND PUBLIC ADDRESS SYSTEM	
•		FIRM NAME	PHYSICAL ADDRESS
1		M/S. PROPEL PUBLIC RELATIONS CONSULTANTS	JACARANDA VILLA NO.A40,DONHOM, BOX 4743-00100. TEL 020-2693644/0729-797977. NRB
2		M/S NAIROBI PROJECTORS SERVICES LTD	MOKTAH DADDAH ST. KRISHNA MANSION, BOX 75832-00200 TEL 020-2230509/1314/0722-517554 NRB
3		M/S BILLARD MARK LTD	KOINANGE ST, CAXTON HSE, 2 ND FLR, BOX 4804-00200, TEL. 0722-596880 NRB

ANNEX 14:

LIST OF COMPANIES THAT COLLECTED TENDER DOCUMENTS
FROM K.B.C FOR THE YEARS 2010-2011.

ANNEX 2

As requested, the following tender documents are for the year KBC/2010-2011

NO	TENDER NO	TENDER DESCRIPTION	AMOUNT	TENDERER AWARDED
1	TENDER NO.1/KBC/2010-11	Provision of security to KBC 10N0 stations	4,992,000	M/s. Intercity Secure Homes Ltd
2	TENDER NO.2/KBC/2010-11	Supply of RF Antenna Systems for Kisii, Vuria and Kapenguria	43,257,531.00	M/s. York Investment Ltd
3	TENDER NO.5/KBC/2010-11	Supply of Digital Microwave Video/Audio STL Links	11,125,955.15	M/s. Kenya Auto Electrical Ltd
4	TENDER NO.8/KBC/2010-11	Supply of SNG Redundance & Monitor	12,200,000.00	M/s. Kiun Communications Ltd
5	TENDER NO.9/KBC/2010-11	Supply of C.Band Satellite Uplink System	54,060,389.08	M/s. Kenya Auto Electrical Ltd
6	TENDER NO.10/KBC/2010-11	Supply of RF Antenna Systems for Kitui, Narok, Nyambene, and Webuye	41,999,000.00	M/s. York Investment Ltd
7	TENDER NO.13/KBC/2010-11	Supply of Virtual Set	17,801,000.00	M/s. Grand PhotoLab E.A Ltd
8	TENDER NO.14/KBC/2010-11	Group Medical Insurance	5,430,306	M/s. Alexandar Forbes Insurance Brokers Ltd
9	TENDER NO.15/KBC/2010-11	Motor Vehicle Insurance	3,770,811.00	M/s. Leon Insurance Brokers Ltd
10	TENDER NO.16/KBC/2010-11	Fixed Assets Insurance	7,590,714.00	M/s. Leon Insurance Brokers Ltd

1. Tender Nos3, 4, 11 and 12/KBC/2010-11 all were for disposal
2. Tender No.6. was for suppliers for the year 2011-13
3. Tender No.7. was for Retirement benefit Scheme

Documents are for the year KBC/2011-2012

NO	TENDER NO	TENDER DESCRIPTION	AMOUNT	TENDERER AWARDED
1	TENDER NO.1/KBC/2011-12	Construction of 120 M Tower at Limuru and Mazeras	100,301,082.00	M/s. H Young & Co. Ltd
2	TENDER NO.2/KBC/2011-12	Enhancement of LAN in ICT & Radio offices	7,946,912.00	M/s. Novel Technologies E. A. Ltd
3	TENDER NO.4/KBC/2011-12	C.Band Uplink for Limuru, Mazeras, Nakuru	223,261,046.00	M/s. Kenya Auto Electrical Ltd
4	TENDER NO.5/KBC/2011-12	Analogue DVB-T2 Ready Transmitters	149,166,844.00	M/s. Grand PhotoLab E.A Ltd
5	TENDER NO.7/KBC/2011-12	Supply of DVB-T2 Transmitters & Antenna Systems	278,800,000.00	M/s. Central Works Ltd
6	TENDER NO.9/KBC/2011-12	A new strategic Plan	1,320,080.00	M/s. PKF Consulting Ltd

1. Tender No.3. For Grass harvesting-In progress
2. Tender No.4. For C. Band uplink-In CS's office to be forwarded later*
3. Tender No.5. For Analogue DVB-T2 Read Transmitters- In CS's office to be forwarded later *
4. Tender No.6. Canteen Services- In progress
5. Tender No.8. Security Services- In progress
6. Tender No.10. Digital Audio Processor-In progress

ANNEX 15:

CORRESPONDENCE BETWEEN K.B.C AND KENYA AUTO
ELECTRICAL LTD.



Kenya Auto Electrical Ltd.

KAE/Perpetual No 5.
Muthithi Road, Parklands
Next to Ideas MCL House
P.O. Box 46631 - 00100
Nairobi, Kenya

Tel: 3746113, 3749147
Fax: 3748969
Email: kae@alandick.co.ke
kae@africaonline.co.ke

Our Ref: KAEL/KBC/12/029

March 5, 2012

**Mr. Robert M. Wekesa,
Procurement Manager,
Kenya Broadcasting Corporation,
P. O. Box 30456,
00100 - NAIROBI.**

Dear Sir/madam,

**RE: TENDER NO. 05/KBC/11-12 SUPPLY, INSTALLATION AND
COMMISSIONING OF 3 NO. 10KW ANALOGUE UHF TV TRANSMITTERS,
DVB-T2 READY AT LIMURU, NYERI & MAZERAS TRANSMITTING
STATIONS**

Further to our letters dated 18/1/12 and 09/02/12 (copies attached), on the above subject, we have to-date not received the original bid bond for cancellation purposes.

Please expedite.

Thanking you.

Yours faithfully,

Karugi

**IVY KARUGI
ADMINISTRATION**

Encl.

*CTC-Secretariat
Pls expedite on
this matter.
1/2/12*



Kenya Auto Electrical Ltd.

Our Ref: KAEL/KBC/12/020

Muthithi Road, Parklands
Next to Ideas MCL House
P.O. Box 46631 - 00100
Nairobi, Kenya

Tel: 3746113, 3749147

Fax: 3748969

Email: kae@alandick.co.ke

kae@africaonline.co.ke

February 9, 2012

**Mr. Robert M. Wekesa,
Procurement Manager,
Kenya Broadcasting Corporation,
P. O. Box 30456,
00100 - NAIROBI.**

Dear Sir/madam,

**RE: TENDER NO. 05/KBC/11-12 SUPPLY, INSTALLATION AND
COMMISSIONING OF 3 NO. 10KW ANALOGUE UHF TV TRANSMITTERS,
DVB-T2 READY AT LIMURU, NYERI & MAZERAS TRANSMITTING
STATIONS**

Further to our letter dated 18/1/12 (copy attached), pertaining to the above subject, we have to-date not received the original bid bond for cancellation purposes.

Please expedite.

Thanking you.

Yours faithfully,

**IVY KARUGI
ADMINISTRATION**



Kenya Auto Electrical Ltd.

Muthithi Road, Parklands
Next to Ideas MCL House
P.O. Box 46631 - 00100
Nairobi, Kenya

Tel: 3746113, 3749147

Fax: 3748969

Email: kae@alandick.co.ke

kae@africaonline.co.ke

Our Ref: KAEL/KBC/12/015

January 31, 2012

**The Procurement Manager,
Kenya Broadcasting Corporation,
P. O. Box 30456,
00100 - NAIROBI.**

Dear Sir/madam,

**RE: TENDER NO. 05/KBC/11-12 SUPPLY, INSTALLATION AND
COMMISSIONING OF 3 NO. 10KW ANALOGUE UHF TV TRANSMITTERS,
DVB-T2 READY AT LIMURU, NYERI & MAZERAS TRANSMITTING
STATIONS**

We have today received your letter dated 18/1/2012 pertaining to the above mentioned subject.

As mentioned in the letter, the bid bond was not enclosed and we would thus appreciate if you would furnish us the same for cancellation purposes.

Thanking you and assuring you of our best services at all times.

Yours faithfully,

**IVY KARUGI
ADMINISTRATION**

ANNEX 16:

RECEIPTS, VOUCHERS AND DELIVERY NOTES OF BROADCAST
SOLUTIONS LTD'S TRANSACTIONS WITH K.B.C.



S/No. 7/KBC/10-11/007

Blue - Original
Yellow - Duplicate
Pink - Triplicate

KENYA BROADCASTING CORPORATION

PAYMENT VOUCHER

PAYEE ADDRESS: BROADCASTING SOLUTIONS INTERNATIONAL LTD

Particulars	L.P.O./L.S.O.No.	Invoice No.	AMOUNT Kshs.
Being payment for Studio equipment	18402	957	373,948 59,831
TOTAL Kshs.			433,780

Amount Payable (In Words) Four hundred and thirty three thousand seven hundred and twenty cents only

EXAMINATION Date: 30/7/10 BUDGET CERTIFICATE I certify that the expenditure has been entered in the budget Control Register and that adequate funds to cover it are available against the chargeable item. Vote: Allocation (Kshs) Total Expenditure (Kshs) 44900 Bal. (Kshs) Date: 29/7/10 Signature: [Signature] 007 Accountant in charge.	Internal Audit Audited by: [Signature] Date: 12/8/2010 DEPARTMENT HEAD I certify that the expenditure detailed above has been incurred for the authorized purpose and should be charged to the item shown below. [Signature] Signature [Signature] Designation [Signature] Date: 28/8/10.	
GOODS RECEIPT/SERVICES CERTIFICATE I certify that the items have been taken on charge and entered at store ledger/ folio No. 17452 services have been rendered properly and in accordance with regulations/terms of contract. Name: Traci Anne Mutho Signature: [Signature] SSO Date: 27/7/10 Designation. Department	AUTHORIZATION I certify that the rate/price charged is/are according to regulations/contract, fair and reasonable, that the expenditure has been incurred on proper authority and should be charged as under. I hereby AUTHORISE payment of the amount shown above without any reservation. Signature: [Signature] CHIEF ACCOUNTANT/FINANCE MANAGER Date: 9/8/2010	
Account No. 00-70-04 VAT	Cash Book Voucher No. VAT	AMOUNT 433,780 59,831

Payment received by: Name: ID No.
Amount: Signature: Date:



DFT 27/10/10



Broadcast Solutions Int'l Ltd

P.O Box 5637 00100
Nairobi, Kenya
Tel: +254 20 2051626
Fax: +254 20 2051624

Invoice

VAT REG NO	Tax Date	Invoice #
0148597G	03/05/2010	957

Invoice To
Kenya Broadcasting Corporation P.O Box 30456 Nairobi, Kenya

Job Card No.	P.O. No.	Quote NO.

Description	Qty	Rate	VAT AMT	Amount
Telephone Distribution Amplifier	1	51,790.95	8,286.55	51,790.95
Stereo Headphones	4	26,887.55	17,208.03	107,550.20
CD Players	2	65,985.60	21,115.39	131,971.20
Monitor Speakers	2	41,318.05	13,221.78	82,636.10



VAT SUMMARY		SUBTOTAL	Ksh373,948.45
Ksh 59,831.75 @ 16.0% :		VAT TOTAL	Ksh59,831.75
		Total	Ksh433,780.20
		Payments/Credits	Ksh0.00
		Balance Due	Ksh433,780.20

535716

Broadcast So
P.O Box 5637
Nairobi, Kenya
Tel: +254 20 20
Fax: +254 20 20

CERTIFIED THAT GOODS RECEIVED IN GOOD ORDER AND TITLES
ON CHARGE IN CARDS No. 0273,
002025, 001194, 00234
Name: Carl M. K. Signatures: [Signature]
Designation: Artist Date: 26/3/2010

CERTIFIED THAT GOODS RECEIVED IN STORES AND BIN CARDS
IN SS No. 08424, 08423
04222, 11358
Name: H. M. Signatures: [Signature]
Date: 19/1/10 Unit: Stores



Broadcast Solutions Int'l Ltd

P.O Box 5637 00100
Nairobi, Kenya
Tel: +254 20 2051626
Fax: +254 20 2051624

Invoice

VAT REG NO	Tax Date	Invoice #
0148597G	03/05/2010	957

Invoice To
Kenya Broadcasting Corporation P.O Box 30456 Nairobi, Kenya

Job Card No.	P.O. No.	Quote NO.

Description	Qty	Rate	VAT AMT	Amount
Headphone Distribution Amplifier	1	51,790.95	8,286.55	51,790.95
Stereo Headphones	4	26,887.55	17,208.03	107,550.20
CD Players	2	65,985.60	21,115.39	131,971.20
Monitor Speakers	2	41,318.05	13,221.78	82,636.10

VAT SUMMARY	SUBTOTAL	Ksh373,948.45
Ksh 59,831.75 @ 16.0% ;	VAT TOTAL	Ksh59,831.75
	Total	Ksh433,780.20
	Payments/Credits	Ksh0.00
	Balance Due	Ksh433,780.20



CERTIFIED THAT GOODS RECEIVED
 IN STORES AND BIN CARDED
 IN SS No. 11852107423
0422208424
 Name: _____ Sign: _____
 Date: _____ Unit: _____

CERTIFIED THAT GOODS RECEIVED
 RECEIVED IN GOOD ORDER AND TAKEN
 ON CHARGE IN CARDS No. 0273
002038, 001194, 00224
 Name: Com/Make Signature: [Signature]
 Designation: notist Date: 26/7/2010



Broadcast Solution International Ltd

Argwings Kodhek Rd, Chaka Court, #7
P. O. Box 5637-00100 Nairobi
Tel: +254 20 2051 624/6
Email: info@bsint.net
Web: www.bsint.net

DELIVERY NOTE

No. 027

Date: 30/04/2010.

Ms Kenya Broadcasting Corporation.

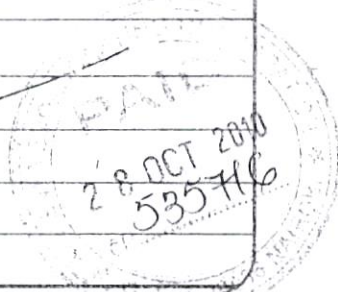
Please receive the following goods in order or condition

QTY	SERIAL NUMBER & DESCRIPTION
1	Headphone Distribution Amplifier ✓ S/N: 038975
4	Stereo Headphones. S/N's - 48169 ✓ - 48269 ✓ - 48220 ✓ - 48136 ✓
2	CD Players. S/nos - 9123300992 ✓ - 9123300919 ✓
2	Monitor Speakers S/Ns 813140 813141
Certified Goods Supplied in good Condition	
Name	Samuel Wanyo
Designation	PROG

Goods Delivered by: MANAN NJORO - 0510810

Goods received by:

Sign: Date:



No: 580
Goods received by: Subject to confirmation
H. W. R. P. N. A.
Sign [Signature] Date: 17th June 2010





KENYA BROADCASTING CORPORATION

CAL PURCHASE ORDER

KBC P. 018402

MS PSI
PO BOX
NAIROBI

TENDER/QUOTATION REF. NO. 234/KBC/01-10
CONTRACT REF. NO. 4/15/SC/01-10

DATE
REQUISITION NO. 121247
DATE 26/4/10

Please deliver the goods listed here below to (full address)

RH Store - Radio Studio

on terms and conditions stated on the back of this order, on or before
and send the invoices immediately to Kenya Broadcasting Corporation

M.D.

K.B.C. - NRB
INTERNAL AUDIT
Signature *[Signature]*
Date 6/5/10
P.O. Box 30456, Nairobi.

Item No.	Description of Goods	Quantity	Unit Cost	Total	
				Shs.	Cts.
1.	Headphone Distribution Amplifier	2	5357/10	60,077/50	
2.	Stereo Headphones	4	31,135/25	124,540/00	
3.	CD player	2	75,543/25	151,086/50	
4.	Monitor speakers (All above as per spec)	2	47,928/75	95,857/50	
Total			Shs.	423,160/20	

Signature
Designation
Station
Date

Checked by
Head
Item
A/C No.

I confirm that funds are available and that commitment has been entered in the Vote Book.

Signature
Date
Accountant I/C VBC

Supplier
Date

I acknowledge receipt of this Order

MINUTE NO : 4/15/SCTC/2009-2010: Supply of Studio Equipments

DEPARTMENT: Technical Radio

QUOTATION NO. 234/KBC/2009-2010

NO. OF TENDERS INVITED: 7

FIRMS THAT RESPONDED: 7

Bidder No.	Bidders' Names
1.	M/s Pillar Audio Visual
2.	M/s Gear Controls
3.	M/s Nairobi Projectors
4.	Medallion Enterprises
5.	Macibu Agency
6.	Wimcy Electronics
7.	BSI



SCHEDULE OF PRICES QUOTED

Total Prices in Kshs									
No	Item description	Qty	Pillar Audio	Gear control	Nairobi Projectors	Medallion Enterprise	Macibu Agency	Wimcy Electronics	BSI
1	Headphones distribution amplifier	1	145,000	-	104,400.00	35,000.00	-	60,000.00	60,077.50
	Recommendation		Not Recommended	-	Not Recommended	Not Recommended	-	Not Recommended	Recommended
2	Audio Cable	300 mtrs	75,000.00	45,000.00	125,400.00	120,000.00	-	120,000.00	54097.539
	Recommendation		Not Recommended	Recommended	Not Recommended	Not Recommended		Not Recommended	Not Recommended
3	XLR Male Connectors	20	9,000.00	37,000.00	13,920.00	10,000.00	13,000.00	14,000.00	9614.404
	Recommendation		Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended
4	XLR Female Connectors	20	9,000.00	37,000.00	13,920.00	10,000.00	13,000.00	14,000.00	9757.47
	Recommendation		Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended	Not Recommended
5	Stereo Headphones	4	168,000.00	-	25,984.00	48,000.00	14,000.00	64,000.00	124,758.30
	Recommendation		Not Recommended	-	Not Recommended	Not Recommended	Not Recommended	Not Recommended	Recommended

7	Telephone Hybrid Sysrem	1	72,000.00	-	-	75,000.00	-	560,000.00	600,438.07
	Recommendation		Not recommended	-	-	Not recommended	-	Recommended	Not recommended
8	CD Player	2	176,000.00	-	15,080.00	150,000.00	-	240,000.00	153,086.50
	Recommendation		Not recommended	-	Not recommended	Not recommended	-	Not recommended	Recommended
9	Monitor Speakers	2	90,000.00	-	69,600.00	78,000.00	-	68,000.00	95,857.90
	Recommendation		Not recommended	-	Not recommended	Not recommended	-	Not recommended	Recommended

Totals for all the recommended items is Kshs 1,056,780.20

DEPARTMENTAL COMMENTS

Metro FM is about to be re launched with a view to win a wider listenership. This objective cannot be achieved without quality improvement in programme production and transmission, hence the need to replace the old equipments with new ones.

SECRETARIAT COMMENT

The lowest evaluated firms as per the above schedule are recommended by the evaluation committee, to supply items 1, 2, 3, 4, 5, 7, 8, and 9 at a combined total cost of **Kshs 1,056,780.00**



SCTC RESOLUTION

The Committee discussed the purchase of the above items and awarded the supply to be made from the lowest evaluated bidders as follows;

1. M/s Pillar Audio Visual

Item No.	Item Description	Qty	Total Cost
3	XLR Male Connectors	20	9,000.00
4	XLR Female Connectors	20	9,000.00
Combined Total Cost			18,000.00

LPO 018399

2. M/s Gear Controls

Item No.	Item Description	Qty	Total Cost
2	Audio Cable	300 mtrs	45,000.00

LPO 018430

3. M/s Wimcy Electronics

Item No.	Item Description	Qty	Total Cost
7	Telephone Hybrid System	1	560,000.00

LPD 018401

4 M/s. BSI

Item No.	Item Description	Qty	Total Cost
1	Headphone Distribution Amplifier	1	60,077.50
5	Stereo Headphones	4	124,758.30
8	CD Player	2	153,086.50
9	Monitor Speakers	2	95,857.90
Combined Total Cost			433,780.20

LPD 018402

Sign: 
.....
Secretary

Date: 6/4/10
.....

Sign: 
.....
Chairman

Date: 1/4/10
.....



The Procurement Manager

RE: TECHNICAL EVALUATION REPORT OF QTN. NO.234/KBC/08-09
SUPPLY OF STUDIO EQUIPMENT

Forwarded herewith please find Technical Evaluation of Qtn. NO. 234/KBC/08-09 for your immediate action.

EVALUATION TEAM

Samuel Ngugi	Technical
Nancy Muthoni	Technical
Stephen Kariuki	Technical
Baislisa Kerubo	Procurement

INTRODUCTION

Metro FM is about to be re launched with a view to win a wider listener ship. However this objective cannot be achieved without quality improvement in programme production and transmission.

In a view of this it has been proposed that the following list of old equipment has to be replaced with new ones.

1. Headphone Distribution Amplifier
2. Audio cable as per sample
3. XLR male connectors
4. XLR female connectors
5. Studio headphones
6. Studio microphones
7. Telephone hybrid system
8. Professional CD players
9. Monitor speakers
10. Microphone stands



The following eight (7) suppliers have submitted their quotes with intent to supply the above-referred equipment.

1. M/s. Pillar Audio Visual ✓
2. M/s. Gear Controls ✓
3. M/s. Nairobi Projectors ✓
4. Medallion Enterprises ✓
5. Macibu Agency ✓
6. Wimcy ✓
7. BSI ✓

535716

Evaluation criteria

The process of evaluation requires a bidder to meet 70% technical specifications in order to qualify for financial evaluation.

NB: Whenever clarification from bidders was required, the same was sought through Procurement manager.

Technical Evaluation:

ITEM1: Stereo Headphone distribution amplifier

Firms no. 2 and 5 did not quote.

Firms no. 1 and 6 did not provide technical data to enable evaluation.

Firms no 3, 4 and 7 have provided tech. Specifications hence qualified for evaluation.

NO	ITEM DESCRIPTION	SCORE	FIRM3	FIRM4	FIRM7
1	Stereo headphone amplifier	1	1	1	1
2	Six output	0.5	0.25	0.25	0.5
3	Rack mount	0.5	1	0.5	0.5
4	I/P impedance 20 KOhm	1	*	*	1
5	Adjustable gain -10 to 4 dBu	1	*	*	1
6	O/P impedance 50 Ohm	1	*	*	1
7	O/P level 150 mW	1	*	*	1
8	Distortion better than 0.005%	1	*	1	*
9	S/N ratio 94 dB	1	*	1	*
10	Freq. Response 20 Hz - 20kHz	1	*	*	*
11	I/P connection	0.5	*	0.5	0.5
12	O/P connection	0.5	0.5	0.5	0.5
	Total score	10	2.75	4.75	7

Firm no.7 meets most of the technical specifications.
The offer is therefore recommended.

2, 3 and 4 do not have technical specifications to be evaluated hence item is to be applied as per the given samples.

Financial evaluation.

		Cost + 16%Vat						
NO	Description	FIRM1	FIRM2	FIRM3	FIRM4	FIRM5	FIRM6	FIRM7
1	Audio cable 300 M	75,000.00	45,000.00	125,400.00	120,000.00	Not quoted	120,000.00	54,097.50
	Rating	3 rd lowest	lowest	5 th lowest	4 th lowest		4 th lowest	2 nd lowest
2	Male XLR connector 20 NO.	9,000.00	37,000.00	13,920.00	10,000.00	13,000.00	14,000.00	9,614.40
	Rating	lowest	7 th lowest	6 th lowest	3 rd lowest	4 th lowest	5 th lowest	2 nd lowest
3	Female XLR connector 20 NO.	9,000.00	37,000.00	13,920.00	10,000.00	13,000.00	14,000.00	9757.50
	Rating	lowest	7 th lowest	6 th lowest	3 rd lowest	4 th lowest	5 th lowest	2 nd lowest

The cheapest offers are recommended.

ITEM 5: HEADPHONES

Firm 1, 2, 5 and 6 did not provide any technical specifications. The offers are therefore not recommended on technical grounds.

Firm 3, 4 and 7 provided the technical data that enabled technical evaluation.

NO.	Item description	scores	Firm 3	Firm 4	Firm 7
1	Headphones Make		High definition DJ headphone	HPS 5000	Beyer dynamic DT100
2	Dynamic	1	1	1	1
3	Closed ear	1	1	1	1
4	Nominal impedance 400 Ohms	1	x	x	1
5	Frequency response 30Hz - 20kHz	1	1	1	1
6	Input power rating 1000mw	1			1
7	Head band pressure 4.5N	1			1
8	Weight 350g	1	x	x	1
	Total	7	3	4	7

Firm NO 7 meets all tech. Specs.
Hence recommended

7) Item 8: CD players 2NO.

M/s BSI is recommended to supply Professional CD players

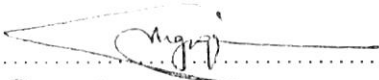
Make: Denon DNC 635 at a total cost of Ksh153086.5 (inclusive 16% Vat)

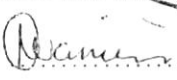
8) Item 9: Monitor speakers 2NO.

M/s BSI is recommended to supply active monitor speakers

Make: Tannoy Reveal active 5 monitor speakers at a total cost of Ksh.95857.90
(inclusive of 16% Vat)

Signed:

Samuel Ngugi..........date. 27/01/2010

Nancy Muthoni..........date. 27/01/2010

Stephen Kariuki..........date. 27/1/10.

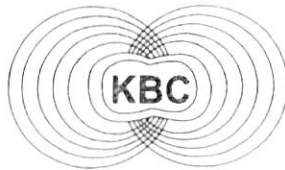
Baislisa Kerubo.....date.....

ANNEX 17:

LETTER FROM MR. BEN GITUKU ADDRESSED TO THE JOINT
COMMITTEE.



8. Written confirmation from Director Ben Gituku indicating that he is not and has never been a director of Radio Africa Ltd.



KENYA BROADCASTING CORPORATION

Telegrams : "KBC KE"
Telephone : Nairobi 318803/08, 2223757
Telefax : 25361
When replying please quote

P.O. Box 30456, NAIROBI
KENYA

..... 20.....

Ref: No
and Date
12th March 2012

To The Clerk of the National Assembly
Parliament
NAIROBI

Dear Sir,

RE: DIRECTORSHIP IN RADIO AFRICA LTD

I, Ben Gituku of P. O. Box 22142, Nairobi; Tel: 2213486 and ID NO: 4831236, wish to categorically confirm that I am not and never have been a director or shareholder of Radio Africa Ltd.

Yours faithfully,

BEN GITUKU

ANNEX 18:

LETTER FROM THE PARLIAMENTARY BROADCASTING UNIT'S
STAFF (P.B.U) ADDRESSED TO THE JOINT COMMITTEE.

The Chairman,

16th March 2012

Joint Committees on Energy, Communication and Broadcasting,

NAIROBI.

Dear Sir,

REF: ALLOWANCES FOR PARLIAMENTARY BROADCASTING UNIT (PBU) STAFF

Our attention is drawn on the above matter.

Media reports concerning the submission to the committee on 8th March, 2012 indicated that KBC /Parliamentary Broadcasting Unit staff had been receiving monthly allowances totaling to Ksh.250, 000 as contained in the Contract between KBC and Parliament since inception of Live Broadcast of Parliamentary proceedings from June 2008.

On behalf of the PBU Staff, I wish to clarify that no member of the PBU has ever received any allowance as claimed before the committee on 8th March 2012.

We call upon the committee to get to the bottom of these claims and further advice KBC and Parliament to consider awarding the officers who serve under Parliamentary Broadcasting Unit (PBU) the said allowances which they deserve since they work under strenuous conditions.

Yours Faithfully,

Josephine Karani



Coordinator Live Broadcast (KBC/PBU)

KENYA NATIONAL ASSEMBLY

K. B. C. PARLIAMENTARY BROADCAST TEAM

	NAME	SIGN
1	JOSEPHINE KARANI	Moraa
2	NELLY MORAA	N.M
3	CATHARINE ACHIENG'A	Achieng
4	JOTHAM MBATIA	JMbatia
5	PETER MWALE	Peter Mwale
6	LEONARD KIUGU	Leonard Kiugu
7	STELLA MUTHIANI	Stella Muthiani
8	HENRY MWANGI	Henry Mwangi
9	PHILOMENA MJUMBE	Philomena Mjumba
10	JULIUS MUTUKU	Julius Mutuku
11	DOROTHY NYAKOWA	Dorothy Nyakowa
12	FRANCO KUNDU	Franco Kundu
13	ANTHONY MWASYA	Anthony Mwasya
14	FESTUS KABUGI	Festus Kabugi
15	NJERU NYAGA	Njeru Nyaga
16	KENNEDY EPALAT	Kennedy Epalat
17	HENRY OKELLO	Henry Okello
18	JOSEPH HUNJA	Joseph Hunja
29	SAMUEL WARI	Samuel Wari
20	ZIPPORAH MUTHUI	Zipporah Muthui
21	MORRIS SHIHEMI	Morris Shihehi
22	MOSES LEE	Moses Lee