



KENYA PLANT HEALTH INSPECTORATE SERVICE

INTERNAL MEMO

Our Ref: KEPHIS/PROC/05/VOL.13

19th February 2025.

TO: Managing Director

Approved. *[Signature]* 27/2/25

From: Manager, Supply Chain Management

SUBJECT: ESTABLISHMENT OF CONTRACT IMPLEMENTATION COMMITTEE

Background

The public procurement and assets disposal Act, 2015 states that for every complex and specialized procurement contract, the accounting officer of a procuring entity shall appoint a contract implementation team which shall include members from the procurement function, and the requisitioner, the relevant technical department and a consultant where applicable.

For the purpose of managing complex and specialized procurement contracts the contract implementation team shall be responsible for—

- (a) monitoring the performance of the contractor, to ensure that all delivery or performance obligations are met or appropriate action taken by the procuring entity in the event of obligations not being met;
- (b) ensure that the contractor submits all required documentation as specified in the tendering documents, the contract and as required by law;
- (c) ensure that the procuring entity meets all its payment and other obligations on time and in accordance with the contract.
- (d) ensure that there is right quality and within the time frame, where required;
- (e) review any contract variation requests and make recommendations to the respective tender awarding authority for considerations and such reviews for variation shall be clearly justified by the technical department in writing backed by supporting evidence and submitted to the head of the procurement function for processing;
- (f) manage handover or acceptance procedures as prescribed;
- (g) make recommendations for contract termination, where appropriate;
- (h) ensure that the contract is complete, prior to closing the contract file including all handover procedures, transfers of title if need be and that the final retention payment has been made;
- (i) ensure that all contract administration records are complete, up to date, filed and archived as required; and
- (j) ensure that the contractor acts in accordance with the provisions of the contract;
- (k) ensure discharge of performance guarantee where required.

An accounting officer of a procuring entity may co-opt a member of the contract implementation team from another procuring entity or outsource pursuant to section 151 (3) of the PPADA 2015.

In view of the above, I therefore recommend establishment of the below contract implementation Committees:

1. Legal and governance audit

i.	Dr. Isaac Macharia	Director Phytosanitary	Chairman
ii.	Ms. Faith Kaluai	Legal/CS	Member
iii.	Ms. Ireen Nyaga	Manager, SCM	Member

2. Proposed replacement of terrazzo floor and renovation of Director Laboratory services

i.	Ms. Florence Munguti	Ag. Director Laboratory services	Chairperson
ii.	Engineer. Michael Mutuku	Estate management Officer	Member
iii.	Ms. Ireen Nyaga	Manager, SCM	Member

3. The renovation of container office at Kephis Lwakhakha

i.	Dr. Thomas Kosiom	Deputy Director Kitale office	Chairman
ii.	Engineer. Michael Mutuku	Estate management Officer	Member
iii.	Ms. Ireen Nyaga	Manager, SCM	Member

4. The Replacement of Elevated steel tank and painting of tank tower at Kephis Headquarters

i.	Ms. Nancy Ndumia	Director corporate services	Chairperson
ii.	Engineer. Michael Mutuku	Estate management Officer	Member
iii.	Ms. Ireen Nyaga	Manager, SCM	Member
iv.	Engineer. Charles Mundunyi	Public works Engineer	Expert

5. Construction of Ablution block at Kephis Timau office

i.	Mr. Geoffrey Malemba	Deputy Director Embu Office	Chairman
ii.	Engineer. Michael Mutuku	Estate management Officer	Member
iii.	Ms Ireen Nyaga	Manager, SCM	Member
iv.	Engineer. Nicholas Ngugi	Public works Engineer Eastern R.	Expert

Kindly approve the appointment.

Ireen W. Nyaga



**KENYA PLANT HEALTH INSPECTORATE SERVICE
INTERNAL MEMO**

Ref: KEPHIS/ PROC /05/ VOL. 13

Date: 19th February 2025,

From: Managing Director

To: Dr. Isaac Macharia
Ms. Faith Kaluai
Ms. Ireen Nyaga

Director Phytosanitary
Legal/CS
Manager, SCM

Chairman
Member
Member

**RE: APPOINTMENT OF THE MEMBERS TO LEGAL AND GOVERNANCE AUDIT
CONTRACT IMPLEMENTATION COMMITTEE**

Pursuant to the Public Procurement and Asset Disposal Act, 2015, which mandates that for every complex and specialized procurement contract, the accounting officer of a procuring entity shall appoint a contract implementation team including members from the procurement function, the requisitioner, the relevant technical department, and, where applicable, a consultant, you are hereby appointed as a member of the Legal and Governance Audit Contract Implementation Committee.

Committee shall be responsible for-

- i. monitoring the performance of the contractor, to ensure that all delivery or performance obligations are met or appropriate action taken by the procuring entity in the event of obligations not being met;
- ii. ensure that the contractor submits all required documentation as specified in the tendering documents, the contract and as required by law;
- iii. ensure that the procuring entity meets all its payment and other obligations on time and in accordance with the contract.
- iv. ensure that there is right quality and within the time frame, where required;
- v. review any contract variation requests and make recommendations to the respective tender awarding authority for considerations and such reviews for variation shall be clearly justified by the technical department in writing backed by supporting evidence and submitted to the head of the procurement function for processing;
- vi. manage handover or acceptance procedures as prescribed;
- vii. make recommendations for contract termination, where appropriate;
- viii. ensure that the contract is complete, prior to closing the contract file including all handover procedures, transfers of title if need be and that the final retention payment has been made;
- ix. ensure that all contract administration records are complete, up to date, filed and archived as required; and
- x. ensure that the contractor acts in accordance with the provisions of the contract;
- xi. ensure discharge of performance guarantee where required.

I congratulate you on your appointment and wish you all the best in the discharge of your duties.

**Prof. Theophilus M. Mutui (PHD)
Managing Director**