

NATIONAL ENVIRONMENT MANAGEMENT AUTHORITY								
ANNUAL PROCUREMENT PLAN								
FINANCIAL YEAR 2024-2025								
No.	ITEM DESCRIPTION	QTY	PROCUREMENT METHOD	SOURCE OF FUNDS	ESTIMATED COST(K.SH)	RESERVED/ OPEN	TIME PROCESS	DEPARTMENT
1	2	3	4	5	6	7	8	9
RECURRENT BUDGET								
INSURANCES								
1	Medical insurance cover for NEMA staff and Board Members	1	OPEN TENDER	GoK	92,340,000	OPEN	Planned Days Actual Days Variance	HRA
2	Group Life Insurance	1	OPEN TENDER	GoK	6,800,000	OPEN	Planned Days Actual Days Variance	HRA
3	Group Personal Accident Cover	1	OPEN TENDER	GoK	1,000,000	OPEN	Planned Days Actual Days Variance	HRA
4	Insurance policy for motor vehicles	1	OPEN TENDER	GoK	4,500,000	OPEN	Planned Days Actual Days Variance	HRA
5	Fixed Assets and Money Insurance	1	OPEN TENDER	GoK	300,000	OPEN	Planned Days Actual Days Variance	HRA
6	Professional idemnity cover for legal, compliance and enforcement staff	1	OPEN TENDER	GoK	60,000	OPEN	Planned Days Actual Days Variance	HRA
TOTAL FOR INSURANCE					105,000,000			
7	Upgrade of Server Memory and Storage Capacity	1	RFQ	GoK	3,000,000	OPEN	Planned Days Actual Days Variance	ICT
8	Procurement of Toners & Consumables	1	RFQ	GoK	6,000,000	AGPO	Planned Days Actual Days Variance	ICT
9	No. of Licenses Renewed (JAWS, Teammate, ArcGIS, Q-Pulse, Antivirus, SSL, WebHosting, Firewall License Renewal)	1	OPEN TENDER/RFQ	GoK	11,000,000	OPEN	Planned Days Actual Days Variance	ICT
9	Provision of Internet Connectivity	1	OPEN TENDER	GoK	5,250,000	OPEN	Planned Days Actual Days Variance	ICT
10	Purchase of Computers	20	RFQ	GoK	3,000,000	AGPO	Planned Days Actual Days Variance	ICT

11	Maintenance of Queue Management System	1	RFQ	GoK	200,000	AGPO	Planned Days Actual Days Variance	ICT
12	Maintenance of Biometric System	1	RFQ	GoK	750,000	AGPO	Planned Days Actual Days Variance	ICT
13	Maintenance of Data Centre Power Backup Batteries	1	RFQ	GoK	100,000	AGPO	Planned Days Actual Days Variance	ICT
14	Servicing of Printers	1	RFQ	GoK	1,500,000	AGPO	Planned Days Actual Days Variance	ICT
15	Repair of Computers	1	RFQ	GoK	300,000	AGPO	Planned Days Actual Days Variance	ICT
16	Maintenance of Data Centre Air Conditioners	1	RFQ	GoK	150,000	AGPO	Planned Days Actual Days Variance	ICT
17	Provision of Colocation Services - DR	1	RFQ	GoK	1,156,390	AGPO	Planned Days Actual Days Variance	ICT
18	Adobe Suite software	1	RFQ	GOK	200,000	AGPO	Planned Days Actual Days Variance	EEA
19	Projector	1	RFQ	GOK	100,000	AGPO	Planned Days Actual Days Variance	EEA
TOTAL FOR ICT					32,706,390			
OTHER PROCURABLES								
20	Consultancy to undertake Work load analysis Institutional Skills Gap Analysis PC target	1	RFP	GOK	2,500,000	OPEN	Planned Days Actual Days Variance	HRA
21	Consultancy to undertake employee engagement survey	1	RFP	GoK	700,000	OPEN	Planned Days Actual Days Variance	HRA
22	Consultancy to undertake work place audit	1	RFP	GOK	500,000	OPEN	Planned Days Actual Days Variance	HRA
23	Procurement of colour coded bins for all offices county wide	47	RFQ	GoK	1,000,000	OPEN	Planned Days Actual Days Variance	HRA
							Planned Days	

MB

24	Drinking Water	3600	RFQ	GOK	2,000,000	AGPO	Actual Days	HRA
							Variance	
25	Painting and Refurbishing Offices	1	OPEN TENDER	GOK	13,500,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
26	Maintenance and repair of vehicles, and generators.	1	RFQ	GOK	10,000,000	OPEN	Planned Days	HRA
							Actual Days	
							Variance	
27	Procure office furniture	1	OPEN TENDER	GOK	5,400,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
28	Maintanance of Buildings, assets and equipment	1	RFQ	GOK	4,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
29	Rent(Acquisition of office space)	1	RFQ	GoK	34,000,000	OPEN	Planned Days	HRA
							Actual Days	
							Variance	
30	Procurement of office tools and equipment	1	RFQ	GoK	3,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
31	Printing of record policy	1	RFQ	GoK	500,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
32	Printing of rack marks	1	RFQ	GoK	100,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
33	Staff meetings	1	RFQ	GoK	2,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
34	Fuel	1	OPEN TENDER	GOK	70,200,000	OPEN	Planned Days	HRA
							Actual Days	
							Variance	
35	Procure contracted guards to man offices	1	RFQ	GOK	16,100,000	OPEN	Planned Days	HRA
							Actual Days	
							Variance	
36	Motor Vehicles Tyres	1	RFQ	GOK	7,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
37	Print HIV & AIDs policy	1	RFQ	GOK	500,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
							Planned Days	

38	Print Road safety materials	1	RFQ	GOK	100,000	AGPO	Actual Days	HRA
							Variance	
39	Procurement of Airtime, Courier, postage and telephone services	1	RFQ	GOK	10,500,000	OPEN	Planned Days	HRA
							Actual Days	
							Variance	
40	Procurement of annual cleaning services	1	OPEN TENDER	GOK	2,400,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
41	collection of sanitary bins services	1	Service	GOK	100,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
42	Fumigation & pest control services	1	OPEN TENDER	GOK	120,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
43	garbage collection services	1	OPEN TENDER	GOK	500,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
44	Provision of fresh milk & beverages	1	RFQ	GOK	6,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
45	Procurement of sanitizers, hand washing equipment, gloves, detergents etc.	1	RFQ	GOK	2,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
46	Procurement of stationeries	1	RFQ	GOK	6,000,000	AGPO	Planned Days	HRA
							Actual Days	
							Variance	
47	Procurement of exhibition materials ASK SHOW	1	RFQ	GOK	500,000	AGPO	Planned Days	EEA
							Actual Days	
							Variance	
48	Printing of annual financial statement	1	RFQ	GOK	1,400,000	AGPO	Planned Days	FINANCE
							Actual Days	
							Variance	
49	Consultancy development of bankable project proposals	1	RFP	GoK	3,400,000	OPEN	Planned Days	P&P
							Actual Days	
							Variance	
50	Consultancy AF End Term Evaluation	1	RFP	GOK	6,000,000	OPEN	Planned Days	P&P
							Actual Days	
							Variance	
51	Printing of improvement notices	1	RFQ	GoK	2,000,000	AGPO	Planned Days	C&E
							Actual Days	
							Variance	

52	Maintenance of CCTV, Fire alarms & security alarms, solar system and electric fence	1	RFQ	GoK	2,500,000	AGPO	Planned Days Actual Days Variance	HRA
53	Advertisements	1	RFQ	GOK	4,400,000	OPEN	Planned Days Actual Days Variance	CC
54	Restoration and rehabilitation of degraded sites	1	RFQ	GOK	28,200,000	AGPO	Planned Days Actual Days Variance	CM
55	Produce quarterly NEMA magazine	1	RFQ	GOK	600,000	AGPO	Planned Days Actual Days Variance	CC
56	Production of non- technical publications	1	RFQ	GOK	300,000	AGPO	Planned Days Actual Days Variance	CC
57	Production of branded merchandise	1	RFQ	GOK	500,000	AGPO	Planned Days Actual Days Variance	CC
58	Procurement of CSR items	1	RFQ	GOK	200,000	AGPO	Planned Days Actual Days Variance	CC
59	Printing of customer service charter	1	RFQ	GOK	900,000	AGPO	Planned Days Actual Days Variance	CC
60	Printing of customer feed back forms	1	RFQ	GOK	200,000	AGPO	Planned Days Actual Days Variance	CC
61	Consultancy Customer satisfaction survey	1	RFP	GOK	200,000	OPEN	Planned Days Actual Days Variance	CC
62	Procurement of Licences	1	RFQ	GOK	3,500,000	OPEN	Planned Days Actual Days Variance	C&E
63	Laboratory Equipment calibration and procurement of reagents	1	RFQ	GOK	3,000,000	AGPO	Planned Days Actual Days Variance	C&E
64	undertaking of sample analysis	1	RFQ	GOK	400,000	OPEN	Planned Days Actual Days Variance	EPRC
65	Consultancy ESR baseline assessment	1	RFP	GOK	500,000	OPEN	Planned Days Actual Days Variance	DEC

MBM

66	Procurement of Inspectors uniform	1	OPEN TENDER	GOK	5,000,000	AGPO	Planned Days Actual Days Variance	C&E
67	Procurement of tree seedlings	1	RFQ	GOK	4,000,000	AGPO	Planned Days Actual Days Variance	EEA
68	procurement of protective clothing	1	RFQ	GOK	500,000	AGPO	Planned Days Actual Days Variance	EEA
69	Procurement of library and other information centres materials.	1	RFQ	GOK	500,000	AGPO	Planned Days Actual Days Variance	EEA
70	Procurement of exhibition materials (Green point Marsabit, Narok and Kajiado)	1	RFQ	GOK	500,000	AGPO	Planned Days Actual Days Variance	EEA
71	Hiring of tents and printing of banners/refreshments Environmental days cerebrations	1	RFQ	GOK	1,000,000	AGPO	Planned Days Actual Days Variance	EEA
72	Printing of environmental materials	1	RFQ	GOK	4,150,000	AGPO	Planned Days Actual Days Variance	EEA
73	Consultancy external quality form IA function	1	RFP	GOK	900,000	OPEN	Planned Days Actual Days Variance	IA
74	Printing of Internal Audit Manual & Charter	1	RFQ	GOK	100,000	AGPO	Planned Days Actual Days Variance	IA
75	Printing of strategic plan	1	RFQ	GOK	1,000,000	AGPO	Planned Days Actual Days Variance	CS&P
76	Conferences	1	RFQ	GOK	54,000,000	OPEN	Planned Days Actual Days Variance	HRA
77	Air tickets	1	RFQ	GOK	30,000,000	OPEN	Planned Days Actual Days Variance	HRA
Sub Total					361,070,000			
Total for GOK(Recurrent)					498,776,390			
78	Construct centre of excellence	3	OPEN TENDER	GoK	60,000,000	AGPO	Planned Days Actual Days Variance	HRA
							Planned Days	

79	Purchase of Motor Vehicles	15	OPEN TENDER	CoK	103,000,000	OPEN	Actual Days Variance	HRA
TOTAL CAPITAL BUDGET					163,000,000			
Total for GOK(Recurrent and Capital)					661,776,390			
80	Water Quality Management Equipment	1	OPEN TENDER	GCF	15,000,000	OPEN	Planned Days Actual Days Variance	P&P
81	Construction and rehabilitation of 7 boreholes, 24 waterpans, 7 springs, 1 roof harvesting tank and 1 sand dam	1	OPEN TENDER	GCF	95,000,000	OPEN	Planned Days Actual Days Variance	P&P
82	Upgrading of 3 pipeline network in selected rehabilitated water sources in Kiarabu	1	OPEN TENDER	GCF	24,000,000	ACPO	Planned Days Actual Days Variance	P&P
83	Multiparameter sonde for water quality Management Equipment	1	RFQ	GCF	2,000,000	ACPO	Planned Days Actual Days Variance	P&P
84	Branding and Media awares	1	RFQ	GCF	3,000,000	ACPO	Planned Days Actual Days Variance	P&P
85	Trainings and workshops	1	RFQ	GCF	4,000,000	OPEN	Planned Days Actual Days Variance	P&P
86	Conferences,	1	RFQ	GCF	4,000,000	OPEN	Planned Days Actual Days Variance	P&P
87	Motor Vehicles	3	OPEN TENDER	GCF	22,000,000	OPEN	Planned Days Actual Days Variance	P&P
88	Laptops,	10	RFQ	GCF	2,500,000	ACPO	Planned Days Actual Days Variance	P&P
89	printers	2	RFQ	GCF	1,000,000	ACPO	Planned Days Actual Days Variance	P&P
90	Mobile Phones	10	RFQ	GCF	2,500,000	ACPO	Planned Days Actual Days Variance	P&P
91	Office furniture	1	RFQ	GCF	1,800,000	ACPO	Planned Days Actual Days Variance	P&P

MGR

92	Printing of SOE editorial	1 RFQ	GCF	4,000,000	ACPO	Planned Days Actual Days Variance	P&P
93	Air Tickets	1 RFQ	GCF/AF	4,000,000	OPEN	Planned Days Actual Days Variance	P&P
Total for GCF				184,800,000			
94	State of Environment Report Preparation Manual with mainstreamed e-waste and solid waste monitoring and auditing indicators	1 RFP	AEHPMP	2,100,000	OPEN	Planned Days Actual Days Variance	AEHPMP
95	Regulatory Impact Assessment of 2 draft regulations (E-Waste regulations and EPR regulation)	1 RFP	AEHPMP	40,000,000	OPEN	Planned Days Actual Days Variance	AEHPMP
96	Procure the Consultancy on basic and detailed designs, BO and tender documents for the reference laboratory and admin offices	1 RFP	AEHPMP	47,000,000	OPEN	Planned Days Actual Days Variance	AEHPMP
98	Procure the consultancy on conceptual and design engineering designs, BOs for e-waste warehouse, knowledge management transfer facility	1 RFP	AEHPMP	30,000,000	OPEN	Planned Days Actual Days Variance	AEHPMP
100	Procurement of Consulting Services of a procurement specialist(1 Year Contract).	1 EOI	AEHPMP	9,360,000	OPEN	Planned Days Actual Days Variance	AEHPMP
101	Preparation of environmental and social impact Assessments (Summary Project Reports (SPR)) For The Proposed E-Waste Collection Centres (Transfer Stations) In Mumbai, Nairobi, Malawi	1 EOI	AEHPMP	1,000,000	OPEN	Planned Days Actual Days Variance	AEHPMP
102	Telephone headsets	3 RFQ	AEHPMP	30,000	OPEN	Planned Days Actual Days Variance	AEHPMP
103	wall clocks	4 RFQ	AEHPMP	20,000	OPEN	Planned Days Actual Days Variance	AEHPMP
104	Laptop (core i7,12' Gen 1TB SSD Touch screen)	8 RFQ	AEHPMP	2,400,000	OPEN	Planned Days Actual Days Variance	AEHPMP
105	Printers	2 RFQ	AEHPMP	600,000	OPEN	Planned Days Actual Days Variance	AEHPMP
106	TV screen	1 RFQ	AEHPMP	200,000	OPEN	Planned Days Actual Days Variance	AEHPMP

107	Projector and projection screen	1	RFQ	AEHPMP	200,000	OPEN	Planned Days Actual Days Variance	AEHPMP
108	Desk top computer	2	RFQ	AEHPMP	320,000	OPEN	Planned Days Actual Days Variance	AEHPMP
109	Digital camera	1	RFQ	AEHPMP	230,000	OPEN	Planned Days Actual Days Variance	AEHPMP
110	Mobile Phones	1	RFQ	AEHPMP	250,000	OPEN	Planned Days Actual Days Variance	AEHPMP
111	Heavy duty printer and photocopier	1	RFQ	AEHPMP	750,000	OPEN	Planned Days Actual Days Variance	AEHPMP
112	Office stationary & other office related services i.e teas/snacks, sanitary items	1	RFQ	AEHPMP	2,000,000	OPEN	Planned Days Actual Days Variance	AEHPMP
113	Air Tickets	1	RFQ	AEHPMP	500,000	OPEN	Planned Days Actual Days Variance	AEHPMP
114	Conferences,	1	RFQ	AEHPMP	1,500,000	OPEN	Planned Days Actual Days Variance	AEHPMP
Total for AEHPMP					138,460,000			
115	Consultancy service for baseline survey	1	OPEN TENDER	IUCN	4,800,000	OPEN	Planned Days Actual Days Variance	IUCN
116	Procurement of works for water harvesting structures	1	OPEN TENDER	IUCN	5,428,291	AGPO	Planned Days Actual Days Variance	IUCN
117	Consultancy service for development of bqs and fencing plan for wetland protection	1	OPEN TENDER	IUCN	1,600,000	OPEN	Planned Days Actual Days Variance	IUCN
118	Fencing works for identified wetlands	1	RFQ	IUCN	1,600,000	AGPO	Planned Days Actual Days Variance	IUCN
119	Procurement of equipments for clean energy demonstration centres	1	RFQ	IUCN	2,321,347	AGPO	Planned Days Actual Days Variance	IUCN

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120	Printing services for education Materials	1	RFQ	IUCN	500,000	ACPO	Planned Days Actual Days Variance	IUCN
121	Procure project office furniture and office equipment	1	RFQ	IUCN	2,000,000	ACPO	Planned Days Actual Days Variance	IUCN
122	Phone	1	RFQ	IUCN	300,000	ACPO	Planned Days Actual Days Variance	IUCN
123	laptop	1	RFQ	IUCN	300,000	ACPO	Planned Days Actual Days Variance	IUCN
124	Procurement of consultant/Expert(Cender)	1	OPEN TENDER	IUCN	700,000	OPEN	Planned Days Actual Days Variance	IUCN
125	Procure Project Motor Bike	1	OPEN TENDER	IUCN	575,000	OPEN	Planned Days Actual Days Variance	IUCN
126	Procure project Phones	2	RFQ	IUCN	115,000	ACPO	Planned Days Actual Days Variance	IUCN
127	Purchase and delivery of longstroth beehives	100	RFQ	IUCN	800,000	ACPO	Planned Days Actual Days Variance	IUCN
128	Purchase of honey harvesting apparels	1	RFQ	IUCN	120,000	ACPO	Planned Days Actual Days Variance	IUCN
129	Purchase of assorted nursery tools and equipment	1	RFQ	IUCN	1,393,680	ACPO	Planned Days Actual Days Variance	IUCN
130	Procure project Motor Bike	1	RFQ	IUCN	413,584	OPEN	Planned Days Actual Days Variance	IUCN
131	Procure Phones	2	RFQ	IUCN	147,800	ACPO	Planned Days Actual Days Variance	IUCN
132	Procurement of Grass seeds	717	RFQ	IUCN	750,225	ACPO	Planned Days Actual Days Variance	IUCN

WAC

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