

# NATIONAL POLICE SERVICE

Telegrams: "CRIMINAL" Nairobi  
Email: director@cid.go.ke  
Tel: 020343312, 0202603724



MAZINGIRA HOUSE  
KIAMBU ROAD  
P.O. Box 30036  
NAIROBI

## DIRECTORATE OF CRIMINAL INVESTIGATIONS

(When replying please quote our ref)

CID/IB/ECCU/SEC/2/16/VOL.VII/109

18<sup>th</sup> November 2022

The Chief Executive officer/Manager  
Kapkoros Tea Factory  
**BOMET**



**RE: INQUIRY FILE NO. 233/2022**

### **REQUEST FOR INFORMATION AND DOCUMENTS IN RESPECT TO ALLEGED CORRUPTION AND LOOTING BY KAPKOROS TEA FACTORY DIRECTORS**

The above subject matter refers.

This office is in receipt of a complaint letter dated 15<sup>th</sup> July, 2022, which letter informed our investigation into allegations of corruption and rampant looting perpetuated by Kapkoros Tea Factory Directors disguised under various schemes as stated herein below.

To facilitate our investigations, kindly furnish this office with the following Original documents: -

#### **1. Tenders for the 2021/2022 Financial Year**

- i. List of all tenders awarded within the Financial Year (2021/2022)
- ii. Proposals from teams (request from users)
- iii. Approval budget for the projects as per the respective Financial Year (2021/2022)
- iv. Approval procurement plan for the tendered project(s)
- v. Vote book for the respective Financial Year (2021/2022)
- vi. List of registered / prequalified suppliers
- vii. Tender adverts
- viii. Tender/bid documents
- ix. Tender/quotation registers

- x. Letters appointing tender opening committee members
- xi. Tender opening committee minutes
- xii. Letters appointing evaluation committee members
- xiii. Evaluation committee minutes
- xiv. Professional opinion
- xv. Notification of award letters and regret letters to unsuccessful bidders
- xvi. Acceptance letter(s) on award of tender(s)
- xvii. Signed contract agreement(s) with the successful bidder(s)
- xviii. Local purchase order (s)
- xix. Original invoices, ETR receipts and delivery notes
- xx. Inspection and acceptance report(s)
- xxi. Ledger cards (store)
- xxii. Original payment vouchers with all supporting documents
- xxiii. Withholding VAT certificates
- xxiv. Payment receipt/advice/payment schedule/cheques counterfoils for the financial year 2021/2022 and 2022/2023
- xxv. Certified bank statements for the project(s) period (1<sup>st</sup> Jan, 2021 - 30<sup>th</sup> July, 2022)
- xxvi. Any other document that might be relevant to the investigation

**2. Bonus retention for the purchase of additional Land in Mauche, Nakuru County**

- i. Board meeting resolution minutes
- ii. Valuation report that informed the price
- iii. Stakeholders' meeting minutes on bonus retention
- iv. Stakeholders' proposal(s) on land purchase
- xxvii. Any other document that might be relevant to the investigation

**3. Recruitment and Remuneration of the Company Employees for the last two years.**

- i. Proposals / board resolution to recruit
- ii. A copy of the company recruitment guideline / the company Human Resource manual
- iii. Vacancy advertisement document

- iv. List of all applicants
- v. Copies of all job application documents
- vi. Selection / interviewing panel minutes or report
- vii. Copy of the letter(s) of appointment
- viii. Terms of reference for the successful candidate(s)
- ix. Any other document that might be relevant to the investigation

**4. Directors Trips for the last one year to date.**

- i. Board meeting resolution on the trip
- ii. Approval budget
- iii. Proposals from stakeholders
- iv. Original payment vouchers with all supporting documents
- v. Payment receipts/ advice/ payment schedule/ cheque counterfoils in respect to the trip
- vi. Any other document that might be relevant to the investigation

**5. Payment of Allowances**

- i. Approval budget for the payment of allowances for the Financial Year (2021/2022)
- ii. Original allowances payment vouchers with all supporting documents
- iii. Stakeholders resolution on payment of allowances
- iv. Payment receipt/advice/payment schedule/cheques counterfoils
- vii. Any other document that might be relevant to the investigation

Your co-operation is highly appreciated.

  
**(PAUL OMWERI )**  
**For: DIRECTOR OF CRIMINAL INVESTIGATIONS**