

# SHABAAN ASSOCIATES LLP



Our Ref: SHA/NRB/MA/24  
Your Ref: TBA

Date: 28<sup>th</sup> August, 2024

TO:  
**COUNTY SECRETARY,  
KILIFI COUNTY GOVERNMENT,  
P.O BOX 519-80108,  
KILIFI**



Dear Sirs,

**RE: TENDER NO. CGK/MM/OT/027/2023/2024 PROVISION OF GARBAGE COLLECTION AND DISPOSAL SERVICES FOR MALINDI TOWN AND ITS ENVIRONS & TENDER NO KCG/WEFNR/OT/1246119/2023/2024 PROVISION OF GARBAGE COLLECTION AND DISPOSAL IN MTWAPA TOWN AND ITS ENVIRONS**

The above caption refers,

We act on behalf of CHRJ (Herein referred to as "*Our Client*") who has instructed us to write and address you as hereunder;

Is a non-profit Organization which acts as a watch dog and human rights defender. The organization is mandated to protect and point out activities done by individuals, organizations and/or institutions that touches on democracy and governance including other public interest activities in fostering prosperity.

Flowing from the aforementioned and in the course of our client's day to day business, information critical and wanting of clarification following myriad questions has since come to light, in regards to the captioned tenders. Not to cast aspersions on the tendering process hence we are obliged to relook into the process.

It is on this wavelength that we are instructed to request for information relating to the tendering, sourcing and awarding of tender number *above referenced tenders*  
Our client request to be furnished with the following;

- a) *The invitation to tender as provided for under section 74 of the Public Procurement Asset and Disposal Act 2015*
- b) *List of all the entities that tendered*
- c) *Tender opening minutes*
- d) *Head of Procurement function advisory opinion on the said tenders*
- e) *Copies of original bid documents supplied by tendering entities.*
- f) *Whether the awarded companies were qualified for award of the tender category as provided under the provisions of the Public Procurement and Disposal Act 2015.*
- g) *Minutes relating to the evaluation and tendering Committee in respect to the referenced tenders.*
- h) *Procurement Plan in respect to the referenced tenders.*
- i) *Copies of performance bond*
- j) *Payment vouchers and inspection reports pertaining the county payment process relating to the tenders*

Tetu Apartments Block C  
Ground Floor Suite 2  
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Email: [info@shabaanadvocates.com](mailto:info@shabaanadvocates.com)

This request is made in utmost good faith by our client in its mandate as an oversight body and does not in any event infringe on the privacy of any persons.

**TAKE NOTICE** that should you fail to respond to our request **WITHIN THE NEXT 14 DAYS**, our tacit instructions are to institute legal proceedings against you, with no further notice.

Your timely response will be highly appreciated.

  
Yours faithfully,  
**FOR SHABAAN ASSOCIATES LLP**

**Alex Mesake**  
*CC. CLIENT*