



**OFFICE OF THE DATA PROTECTION COMMISSIONER**

**1. All Contract Awards (Sec. 138 (2))**

This is a mandatory report pursuant to section 138 (2). In situations where no contracts have been awarded within the reporting quarter, Procuring Entities are still reminded that **NIL** report must be made to the Authority indicating that fact. ***This report is due within 14 days after close of the quarter (i.e. by 14<sup>th</sup> day of the subsequent Quarter).***

**Name of PE: Office of the Data Protection Commissioner**

**Reporting Quarter: July - September**

**FY: 2022-2023**

S/No	Tender No.	Tender Description	Procurement Method	Tender opening date	Evaluation Completion Date	Tender Award Date	Date of notification of award	Date of contract signature	Contract No.	Contract description	Business Name of contractor/supplier	Date of commencement/signing	Contract Completion date/expiry	Contract price/value (Kshs)
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	ODPC/OT/04/2022-2023	Supply and Delivery of Drinking Water	Open Tender	5 <sup>th</sup> August, 2022	19 <sup>th</sup> August, 2022	20 <sup>th</sup> September, 2022	20 <sup>th</sup> September, 2022	30 <sup>th</sup> September, 2022	ODPC/OT/04/2022-2023	Supply and Delivery of Drinking water	Hydrolab Ltd	30 <sup>th</sup> September, 2022	6 <sup>th</sup> October, 2024	Unit prices based on the framework contract

**Prepared By:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer

**Signature.....**

**Approved By:** Immaculate Kassait

**Designation:** Data Commissioner

**Signature.....**

**Date of Report: 13<sup>th</sup> October, 2022**

**2. Quarterly Report on Contract Amendment/Variation {Sec. 139(5)}**

*This report is due within 14 days after close of the quarter (i.e. by 14<sup>th</sup> day of the subsequent Quarter).*

**2.1 Contract Amendment/Variation within stipulated threshold**

**Name of PE: Office of the Data Protection Commissioner**

**Reporting Quarter: July - September**

**FY: 2022-2023**

s/n o.	Contract no.	Contract description	Procurement Method	Nature of Contract (goods/works/services)	Supplier/Contractor Name	Date of contract signature	Initial Contract Duration (before variation/amendment)	Type of Amendment/Variation (price/quantity)				Initial contract value	Cumulative/resultant Contract value after variation	Percentage Variance	Date of Variation Approval	New Contract Duration (if duration is affected by variation amendment)
								Quantity		Price						
								Initial Quantity	New Quantity after Variation	Initial Price	New Price After Variation					
<b>1</b>	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>2</b>	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

**Prepared By:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer

**Signature**.....

**Approved By:** Immaculate Kassait

**Designation:** Data Commissioner

**Signature**.....

**Date of Report:** 13<sup>th</sup> October, 2022

## 2.2 Contract Variations Resulting to An Increment of more than 25% of the Original Contract Price

This is a report where the contract variation(s) (cumulative value of contract variations) resulted to an increment of more than 25% of the original contract price. Section 139 (6) of the Act instructs that such variation to be tendered for separately. Consequently, the PE should submit report of such variations by provide information on the tendering process conducted to procure the subject variations. The PE should provide information on the procurement method used, recommendations and necessary approvals by the authorized persons. Further provide the value of the contract resulting from variation as per the format below:

S/ No	Tender No.	Tender Description	Procurement Method	Tender opening date	Evaluation Completion Date	Tender Award Date	Date of notification of award	Date of contract signature	Contract No.	Contract description	Company Name of contractor/supplier	Date of commencement	Contract Completion date/expiry	Contract price/value
0	1	2	3	4	5	6	7	8	9	10	11	12	13	14
1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil

***This Report should be accompanied by signed recommendations by the Head of the Procurement Function and Approvals by the Accounting Officer.***

**Prepared By:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer

**Signature.....**

**Approved By:** Immaculate Kassait

**Designation:** Data Commissioner

**Signature.....**

**Date of Report:** 13<sup>th</sup> October, 2022

## REPORTS ON PREFERENCES AND RESERVATION SCHEMES

### 3. Six (6) Months Report on Preference and Reservation Contracts Awards to Youth, Women and Persons with Disability (PWD): July- December; and January- June {Sec157 (12) & (13)}

This report is submitted pursuant to Section 157 (12) & (13) of the Act which instructs procuring entities at the National and County level to submit reports to the Authority every six (6) months demonstrating compliance with the legal provisions on implementation of the preferences and reservation scheme. The report should be disaggregated to indicate the number of youths, women and persons with disability from whom goods, works and services have been procured by the procuring entity as required under section 157 (13) (b) of the Act. Where no contracts have been awarded within the reporting period, Procuring Entities are still reminded that **Nil** report must be made to the Authority indicating that fact This is a mandatory report to the Authority to facilitate us make a report to Parliament as required under section 157 (14) of the Act. ***This report is due within 14 days after close of the Half of the financial year (i.e. by January 14<sup>th</sup> and July 14<sup>th</sup> respectively).***

**Name of PE: Office of the Data Protection Commissioner**

**Reporting Period: July- September**

**FY: 2022-2023**

**Section A: Allocations to the Preference and Reservation**

**Section B: All Contracts Awards to the Target Group (youth, Women and PWD)**

S/N o.	Supplier/Contract or Name (Business name as appears in the AGPO Cert.)	AGPO Cert. No	Names of Directors	Nature of Contract (goods/ works/ non-consultancy /consultancy services)	Tender /Quotation No. & Description	Method of Procurement	LPO/LSO /Contract No.	Contract Value	Payment status
<b>PERSONS WITH DISABILITY (PWD)</b>									
1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>Sub Total</b>								Nil	Nil
<b>WOMEN</b>									

S/N o.	Supplier/Contract or Name (Business name as appears in the AGPO Cert.)	AGPO Cert. No	Names of Directors	Nature of Contract (goods/ works/ non-consultancy /consultancy services)	Tender /Quotation No. & Description	Method of Procurement	LPO/LSO /Contract No.	Contract Value	Payment status
1	ODPC/RFQ/06/2022-2023	NT/PPD/2020/DGW/13164	Simon M Kagumba	Goods	ODPC/RFQ/06/2022-2023	Request for Quotation	ODPC/RFQ/06/2022-2023	270,400	In process
2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>Sub Total</b>								Nil	Nil
<b>YOUTH</b>									
1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
2	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>Sub Total</b>								Nil	Nil
<b>Total for the Half year</b>								Nil	Nil

Note: The payment status should be reported in terms of paid/partly paid/not paid. Provide justification for non-payment/delayed payment in cases where a contract (s) has been completed.

**Section C: Summary of all contract Awards as presented in Section B above**

Category	No. of Contracts awarded	Total Value of contracts awarded	% of contract value per category
PWD	0	0.00	0.00
Women	1	270,400	100
Youth	0	0	0
<b>Total</b>	<b>0</b>	<b>270,400</b>	<b>100</b>

**Prepared By:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer **Signature**.....

**Approved By:** Immaculate Kassait

**Designation:** Data Commissioner **Signature**.....

**Date of Report:** 13<sup>th</sup> October, 2022

#### 4. Quarterly Reports on Preference and Reservation {Sec. 158(3)}

##### 4.1 All Contracts Awards under the Preferences and Reservation Scheme

This report is due within 14 days after close of the quarter (i.e. by 14<sup>th</sup> day of the subsequent Quarter). Where no contracts have been awarded within the reporting quarter, Procuring Entities are still reminded that **NIL** report must be made to the Authority indicating that fact.

**Name of PE:** Office of the Data Protection Commissioner

**Reporting Quarter:** July- September

**FY:** 2022-2023

*Note: All columns should be filled in as appropriate.*

0	1	2	3	4	5	6	7	8	9	10
<b>S/ No.</b>	<b>Supplier/Contractor Business Name as in Registration Cert.</b>	<b>Name (s) of Directors</b>	<b>Scheme Applied (Preference/Reservation)</b>	<b>Awarded Category({Disadvantaged Groups(Youth Women &amp; PWD) Micro, Small &amp; Medium Enterprises, Identified Regions, Citizen,</b>	<b>Tender Description</b>	<b>Tender /Quotation No.</b>	<b>Nature of Contract (goods/works/non-consultancy /consultancy services)</b>	<b>Method of Procurement</b>	<b>LPO/LS O/ Contract No.</b>	<b>Contract Value</b>

				<b>Contractors, e.t.c }</b>						
1	Opendata Limited	Simon M. Kagumba	Nil	Women	Supply and Delivery of Assorted Toners	ODPC/RFQ/06/2022-2023	Goods	Request for Quotation	ODPC/R FQ/06/2022-2023	270,400
<b>Grand Total</b>										<b>270,400</b>

**Prepared By: Name:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer

**Signature**.....

**Approved By: Name:** Immaculate Kassait

**Designation:** Data Commissioner

**Signature**.....

**Date of Report:** 13<sup>th</sup> October, 2022

**4.2 Report on Sourcing 40% of Supplies from Citizen Contractors by Foreign Tenderers Participating in International Tenders {Sec. 157(9)}**

This report is due within 14 days after close of the quarter (i.e. by 14<sup>th</sup> day of the subsequent Quarter).

**Name of PE: Office of the Data Protection Commissioner**  
**Reporting Quarter: July- September 2022**  
**FY: 2022-2023**

*Note: All columns should be filled in as appropriate.*

S/ NO	Tender Description	Tender /Quotation No.	Supplier/Contractor Awarded(for foreign)	Citizen Contractor who benefited	Names of the Directors	Nature of Contract (goods/works/non-consultancy /consultancy services/)	LPO/LSO/Contract No.	Contract Value	Portion of the contract value to be sourced from citizen contractor (value)	Percentage of local participation
1	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
.	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil	Nil
<b>Total</b>								Nil	Nil	Nil

**Prepared By:** Andrew Kiarie

**Designation:** Senior Principal SCM Officer

**Signature**.....

**Approved By:** Immaculate Kassait

**Designation:** Data Commissioner

**Signature**.....

**Date of Report:** 13<sup>th</sup> October, 2022