



POLICYHOLDERS COMPENSATION FUND

Dhamana Ya Bima Yako

POLICYHOLDERS COMPENSATION FUND

CONSOLIDATED ANNUAL PROCUREMENT PLAN AND ASSETS DISPOSAL PLAN FOR THE FINANCIAL YEAR 2024/ 2025

Annex 1



POLICYHOLDERS COMPENSATION FUND
FINANCIAL YEAR 2024/2025 CONSOLIDATED ANNUAL PROCUREMENT PLAN

Item Code	Item/Service Description	Budget line	Estimated Cost KES	Unit of Issue	Qty	Unit price	Procurement Method	Source of Funds	Reservation for Target Groups			Citizen Contractors	Timing of Activities (Quarterly Basis)			
									Youth	Women	PWD		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
CAT 1 SOFTWARE LICENCES, RENEWALS AND CONNECTIVITY																
1	Renewal of MS Navition ERP Licence	4.1.6.16	1,500,000.00	Sum	Annual	1,500,000.00	DIRECT	PCF				√	√			
2	Microsoft 365 license renewal	4.1.6.16	3,850,000.00	Sum	Annual	3,850,000.00	DIRECT	PCF				√	√			
3	Cisco Firewall Subscription	4.1.6.16	1,400,000.00	Sum	Annual	1,400,000.00	DIRECT	PCF				√	√			
4	Infrastructure Access	4.1.6.16	500,000.00	Sum	Annual	500,000.00	DIRECT	PCF				√	√			
5	Virtualization VmWare	4.1.6.16	880,000.00	Sum	Annual	880,000.00	DIRECT	PCF				√	√			
6	SSL Certificates Subscription Online Portal	4.1.6.16	780,000.00	Sum	Annual	780,000.00	DIRECT	PCF				√	√			
7	Annual Subscription E-Board System	4.1.6.16	1,000,000.00	Sum	Annual	1,000,000.00	OPEN	PCF				√	√			
8	Bulk SMS Units Replenishment, USSD Code Renewal	4.1.6.17	1,000,000.00	Sum	Annual	1,000,000.00	DIRECT	PCF				√				
9	Internet Connectivity Services	4.1.6.18	2,000,000.00	Sum	Annual	2,000,000.00	RFQ	PCF	√				√			
	TOTAL COST		12,910,000.00													
CAT 2 REPAIR AND MAINTANANCE - COMPUTER AND OTHER OFFICE EQUIPMENTS																
10	Annual Maintenance and servicing of ICT equipment's, Servers, switches, IP telephony system, Biometrics, printers, Photocopiers, Laptops and surface Pros.	4.1.7.1	2,500,000.00	Sum	Annual	2,500,000.00	RFQ	PCF	√				√			
11	Repairs of Furniture fittings and equipment	4.1.7.2	1,000,000.00	Sum	Annual	1,000,000.00	RFQ	PCF	√				√			
	TOTAL COST		3,500,000.00													
CAT 3 PRINTING AND STATIONERIES																
12	Printing and Stationery Items / Toners	4.1.6.11	6,475,000.00	Sum	Semi-Annual	6,475,000.00	RFQ	PCF	√	√	√		√		√	
	TOTAL COST		6,475,000.00													
CAT 4 ADVERTISEMENT, PROMOTION AND PUBLICITY																
13	Newspaper Adverts	4.1.6.2	3,000,000.00	Sum	lot	3,000,000.00	DIRECT	PCF				√	√	√	√	
	TOTAL COST		3,000,000.00													
CAT 5 DISSEMINATION AND PUBLICITY																
14	PCF Mtaani County Stakeholders Sensitization Forums (Conference)	4.1.5.3	8,000,000.00	Sum	lot	8,000,000.00	RFQ	PCF				√	√	√	√	
15	Airing of Infomercials- 3 TV media houses	4.1.5.3	5,800,000.00	Sum	lot	5,800,000.00	RFQ	PCF				√	√	√	√	
16	Airing of Infomercials through radio FM - vernacular	4.1.5.3	4,000,000.00	Sum	lot	4,000,000.00	RFQ	PCF				√	√	√	√	
15	Development, Production, and dissemination of IBC materials	4.1.5.3	1,000,000.00	Sum	lot	1,000,000.00	RFQ	PCF				√	√			
16	Launch of the SP Conference	4.1.5.3	2,500,000.00	Sum	lot	2,500,000.00	RFQ	PCF				√	√			
	TOTAL COST		21,300,000.00													
CAT 6 CAPITAL EXPENDITURE - ICT INFRASTRUCTURE																
17	Data Mining Tool	4.1.10	200,000.00	Sum	lot	200,000.00	RFQ	PCF	√				√			
18	Office Backup System	4.1.10	5,000,000.00	Sum	lot	5,000,000.00	OPEN	PCF	√				√			
19	Backup Application Solution	4.1.10	3,000,000.00	Sum	lot	3,000,000.00	OPEN	PCF	√				√			
	TOTAL COST		8,200,000.00													
CAT 7 TELEPHONE, MOBILE AND INTERNET SERVICES																
20	Airtime - Staff	4.1.6.18	2,562,000.00	Months	12	213,500.00	RFQ	PCF		√			√	√	√	
21	Airtime - YPP	4.1.6.18	240,000.00	Months	12	20,000.00	RFQ	PCF		√			√	√	√	




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									Youth	Women	PWD		1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	
22	Mobile phones for Internet Banking for all Users	4.1.6.18	180,000.00	Months	6	30,000.00	RFQ	PCF		✓			✓				
23	Handset for Communications Department	4.1.6.18	30,000.00	Months	1	30,000.00	RFQ	PCF		✓			✓				
24	Telephone services	4.1.6.18	60,000.00	Months	12	5,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
TOTAL COST			3,072,000.00														
CAT 8 POSTAGE AND COURIER SERVICES																	
25	Courier services	4.1.6.12	360,000.00	Annually	12	30,000.00	RFQ	PCF	✓				✓	✓	✓	✓	✓
TOTAL COST			360,000.00														
CAT 9 INSURANCE AND MEDICAL EXPENSES																	
26	Outpatient Medical Ins. Board	4.1.3	400,000.00	Annually	4	100,000.00	OPEN	PCF				✓	✓				
27	Inpatient Medical - Board	4.1.3	200,000.00	Annually	4	50,000.00	OPEN	PCF				✓	✓				
28	Group Personal Accident - Board	4.1.3	28,000.00	Annually	4	7,000.00	OPEN	PCF				✓	✓				
29	Administration Fee - Board	4.1.3	30,000.00	Annually	4	7,500.00	OPEN	PCF				✓	✓				
30	Assets and Equipment	4.1.3	2,000,000.00	Annually	1	2,000,000.00	OPEN	PCF				✓	✓				
31	Group Life Insurance - Staff	4.1.3	2,500,000.00	Annually	36	2,500,000.00	OPEN	PCF				✓	✓				
32	Medical - Staff	4.1.3	12,000,000.00	Annually	36	12,000,000.00	OPEN	PCF				✓	✓				
33	General Personal Accident - Staff	4.1.3	1,000,000.00	Annually	36	1,000,000.00	OPEN	PCF				✓	✓				
34	GPA & WIBA - Staff	4.1.3	1,000,000.00	Annually	36	1,000,000.00	OPEN	PCF				✓	✓				
35	Motor Vehicle	4.1.3	1,500,000.00	Annually	1	1,500,000.00	OPEN	PCF				✓	✓				
TOTAL COST			20,658,000.00														
CAT 10 NEWSPAPER AND PERIODICALS																	
36	Newspaper - Physical Nation/ Standard/ Star/ Business daily	4.1.6.10	420,000.00	Annually	lot	420,000.00	RFQ	PCF	✓				✓	✓	✓	✓	✓
37	Newspaper - Online standard/nation/ business daily	4.1.6.10	545,000.00	Annually	3	181,666.67	DIRECT	PCF				✓	✓	✓	✓	✓	✓
38	East africa	4.1.6.10	20,800.00	Annually	sum	20,800.00	DIRECT	PCF				✓	✓	✓	✓	✓	✓
39	Government printer subscription	4.1.6.10	14,200.00	Annually	lot	14,200.00	DIRECT	PCF				✓	✓	✓	✓	✓	✓
TOTAL COST			1,000,000.00														
CAT 11 CONTACTED SERVICES - OTHER CONSULTANCY																	
40	Public Relations Agency	4.1.4	5,000,000.00	Lot	1	5,000,000.00	RFP	PCF				✓	✓				
41	Internal Audit	4.1.4	4,000,000.00	Lot	1	4,000,000.00	RFP	PCF				✓	✓				
42	Specialized Audit	4.1.4	4,000,000.00	Lot	1	4,000,000.00	RFP	PCF				✓	✓				
43	Specialized ICT Audit	4.1.4	2,000,000.00	Lot	1	2,000,000.00	RFP	PCF				✓	✓				
44	Strategic Plan	4.1.4	3,000,000.00	Lot	1	3,000,000.00	DIRECT	PCF				✓	✓				
45	Cleaning & Sanitary Services	4.1.4	1,920,000.00	Annually	lot	1,920,000.00	OPEN	PCF		✓	✓		✓	✓			
46	Security	4.1.4	2,400,000.00	Annually	lot	2,400,000.00	OPEN	PCF	✓				✓	✓			
47	Transport	4.1.4	1,680,000.00	Annually	lot	1,680,000.00	OPEN	PCF					✓	✓			
48	Health & Safety Audit	4.1.4	200,000.00	Annually	lot	200,000.00	OPEN	PCF					✓	✓			
48	Legal Services	4.1.4	3,000,000.00	Annually	lot	3,000,000.00	OPEN	PCF				✓	✓				✓
TOTAL COST			26,600,000.00														
CAT 12 TRAVELLING AND ACCOMMODATIONS EXPENSES																	
49	Air tickets - Board	4.1.6.1	4,800,000.00	Lot	1	4,800,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
50	Air tickets - (Staff Local)	4.1.6.1	3,000,000.00	Lot	1	3,000,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
51	Air tickets - (Staff Overseas)	4.1.6.1	5,000,000.00	Lot	1	5,000,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
52	Tender Evaluation Conference	4.1.6.1	1,500,000.00	Lot	1	1,500,000.00	RFQ	PCF				✓	✓	✓	✓	✓	✓
53	Training Activity Conferences																
TOTAL COST			14,300,000.00														
CAT 13 CONFERENCE FACILITIES FOR WORKSHOP AND SEMINARS																	
55	Conference Facilities	4.1.6.15	14,000,000.00	Lot	1	14,000,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
TOTAL COST			14,000,000.00														
CAT 14 HOSPITALITY																	
56	Catering service	4.1.6.6	4,500,000.00	Lot	1	4,500,000.00	RFQ	PCF		✓			✓	✓	✓	✓	✓
TOTAL COST			4,500,000.00														
CAT 15 STAFF WELFARE																	
57	Staff Uniform - Drivers	4.1.4.5	200,000.00	Lot	2	100,000.00	RFQ	PCF	✓				✓				
58	Team Building Consultancy	4.1.4.5	600,000.00	Lot	lot	600,000.00	RFQ	PCF	✓				✓				✓

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59	Team Building Conference Facility	4.1.4.5	2,500,000.00	Lot	lot	2,500,000.00	RFQ	PCF	✓			✓				
60	End of year Conference Facility	4.1.4.5	3,000,000.00	Lot	lot	3,000,000.00	RFQ	PCF				✓	✓			
TOTAL COST			6,300,000.00													
GRAND TOTAL			146,175,000.00													

SUMMARY	
TOTAL PROCUREMENT	146,175,000.00
30% AGPO	43,852,500.00
2% PWD of AGPO	877,050.00
40% LOCAL CONTENT	58,470,000.00

PREPARED BY: HEAD OF SUPPLY CHAIN MANAGEMENT:-	SIGN: 	DATE: 09/08/2024
COUNTER SIGNED BY: MANAGING TRUSTEE:-	SIGN: 	DATE: 9/08/24
APPROVED BY: PCF BOARD:-	SIGN: 	DATE: 09/08/2024