



NOZAMA TRAVEL SOLUTION LIMITED
P.O BOX 93630 MOMBASA
Tel: 0721861817 I 0736311397
Email: info@nozamatravel.com

COMP PIN P052411905N

Invoice

Anti-Doping Agency of Kenya (ADAK)
info@adak.or.ke
+254722269584/733837385
Chiromo Lane, Parklands Plaza Westlands,
CUST PIN

Date 12-01-2026
Invoice No 2511
L.P.O. No.
Terms

D.O.T	Item	Description	Ticket Number	Qty	Rate	Amount
08-12-2025	Air ticket	Ms Edna Koite Travel From,Nairobi-Eldoret-Nairobi	REF A4C2QC		32,200.00	32,200.00
08-12-2025	Air ticket	Change of reservation Fee	REF A4C2QC		9,170.00	9,170.00
09-12-2025	Air ticket	Mr Francis Munyae Travel From,Nairobi-Eldoret-Nairobi	REF D35G3S		27,200.00	27,200.00
09-12-2025	Air ticket	Mr Joseph Maina Travel From,Nairobi-Eldoret-Nairobi	REF YC7E4K		28,900.00	28,900.00
09-12-2025	Air ticket	Ms Peninah Wahome 1st and 2nd Cancellation Charges	REF RYFNMQ		6,000.00	6,000.00
19-12-2025	Air ticket	Ms Caroline Amondi 1st and 2nd Cancellation Charges	REF YC7E4K		6,000.00	6,000.00

NOZAMA TRAVEL SOLUTIONS LIMITED
12 JAN 2026
TEL 0721 861817
P.O. Box 93630-80100, MOMBASA

E.& O.E

BANK DETAILS

A/C Name : Nozama Travel Solutions Limited
KCB BANK A/C NO:Ksh - 1339652137

Subtotal	KES 109,470.00
VAT	KES 0.00
Total	KES 109,470.00





LOCAL SERVICE ORDER

2217763

Suppliers are warned that this Order is INVALID unless availability of funds is confirmed here below by the Accountant I/C, VBC.

To: M/S Nozama travel solutions
P.O Box 93630
Mombasa.

TENDER/QUOTATION REF. NO.
CONTRACT REF. NO. ADK/AIR/PRN298/2025-26
DATE 8/12/2025
REQUISITION NO. PRN298
DATE

Please carry out the services listed here below at (full address)

ANTI-DOPING AGENCY OF KENYA

on terms and conditions stated at the back of this Order, on or before
and send the invoices immediately to Department/Ministry, ... **ADAK**

P.O. Box 66458-00800 NRB

Item No.	Description of Service	Cost	
		KSh.	cts.
	Provision of Return Air tickets to Eldoret for ADAK board to visit Eldoret office.	146,000	00
	TOTAL .. KSh.	146,000	00

Signature.....
Designation.....
Station.....
Date.....

Vote.....
Head.....
Sub-Head.....Item.....
A/C No.....

I confirm that funds are available and that commitment has been noted in the Vote Book.

Signature: _____

Accountant I/C VBC

Date: 21/6/25

I acknowledge receipt of this Order

.....Supplier

.....Date

(Refer to the conditions of acceptance overleaf)

P.T.O.

CONDITIONS

The execution of all or part of this Order is subject to the following conditions unless otherwise stated in writing. A supplier who renders services contrary to these conditions does so at his own risk.

1. The Tender/Quotation or Contract Reference Number and the date must be clearly shown on this form for purchases exceeding KSh. 1,000.00 on any one item. Failure to do this may delay the settlement of this order.
2. All services are to be carried out strictly in accordance with specifications given. No departure is allowed without our prior agreement and in writing.
3. Orders must be executed within the period tendered unless instructions are given to the contrary. If the service is not effected as agreed, this Order is liable for cancellation and/or payment of penalty.
4. We reserve the right to inspect the service on this Order, but such inspection does not relieve the supplier of his responsibility for defects in material and/or workmanship.
5. Receipt of this Order should be acknowledged on the duplicate copy which should be sent back within 7 days.
6. Contractors/Suppliers MUST ensure full compliance with the laid down procurement procedures or bear the loss.

All communications to be addressed to the originator of this Order.

Distribution of copies:

Original:	To be retained by supplier.
Duplicate:	To be signed by supplier and returned for attachment to contract documents.
Triplicate:	To be attached to P.V. and invoice for payment purposes.
Quadruplicate:	To remain in the pad.



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ANTI-DOPING AGENCY OF KENYA

PROFESSIONAL OPINION

Item Description: Provision of Return Air Tickets to Eldoret.

Requisition No.: PRN 298

Department: Legal

Quotation No.: ADAK/AIR/PRN298/2025-2026:

Method of Procurement Applied/used (specify provision of law):

The procurement division identified Request for Quotation (RFQ) as the most appropriate method of procurement as provided in section 105 of the PPDA Act 2015 which states.

A procuring entity may use a request for quotation from the register of suppliers for procurement if.

- a) The estimated value of goods, works and service being procured is less than or equal to the prescribed maximum value for using request for quotations as prescribed in the regulations (legal notice No.106 Threshold matrix).
- b) The procurement is for goods, works or non-consultancy services that are readily available on the market; and
- c) The procurement is for goods, works or services for which there is an established market.

Names of Appointed Evaluation Committee Members

Evaluation members were as per attached annexed appointment letters dated 8th December 2025 (annex 1).

Background statement

The Department of Legal, being the user department, initiated the procurement process for provision of return air ticket to Eldoret for the ADAK board visit to Eldoret office on the 10th of December 2025. The department initiated the procurement process for via purchase requisition approved on 8th December 2025.

The Procurement Division sent out Request for quotation to three prequalified travel agents of which they all responded to the invitation and subjected to the evaluation process as per the attached quotation evaluation report and minutes annexed (annex 2).

RECOMMENDATION TO ACCOUNTING OFFICER FOR APPROVAL / REJECTION

No	Item Description	PAX	Unit Price (Kshs)	Total Costs (Kshs).	Supplier Name	Ad-Hoc Comments
1.	Return air tickets for 2 Pax travelling to Kisumu for the 2025 end of year public service reflection dinner and agenda setting for 2026 on 5 th December 2025.	5		146,000	M/S NOZAMA TRAVEL SOLUTIONS LTD	Recommended
	TOTAL			146,000		

Award to **M/s Nozama travel solutions Limited** at the total cost of **Kenya Shillings One Hundred Forty-Six Thousand only (Kshs. 146,000.00)**.

1. The award is appropriate for the Request for Quotation method as provided in section 105 of the PPDA Act 2015.
2. The recommended price is within the indicative market prices.
3. The Finance Unit confirmed by approving the requisition that there are adequate funds set aside (budgeted) for the procurement.
- 4.

The Accounting Officer may consider approval/rejection of the recommendations of the evaluation report and above professional opinion.

Name of Procurement Professional	Designation	Signature	Date
Betty K. Chege	SSMO		8/12/2025

ACCOUNTING OFFICER'S/CEO APPROVAL/COMMENTS

.....
Approved

.....
 Name.....*P. Wahome*.....Signature.....*Paw*.....Date.....*8/12/25*.....



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ANTI-DOPING AGENCY OF KENYA

MINUTES OF QUOTATION EVALUATION COMMITTEE MEETING HELD ON 8th DECEMBER 2025 AT ADAK MAIN BOARDROOM TO EVALUATE QUOTATION FOR PROVISION OF RETURN AIR TICKET TO ELDORET FOR THE ADAK BOARD VISIT TO ELDORET OFFICE, ON THE 10TH OF DECEMBER 2025.

MEMBERS' PRESENT

- | | |
|--------------------|-------------|
| 1. Bildad Rogoncho | Chairperson |
| 2. Stanley Mwakio | Member |
| 3. Dennis Oyoo | Member |
| 4. Diana Langat | Secretary |

AGENDA

1. Introduction
2. Declaration of Interest
3. Evaluation of Quotation for Provision of return air ticket to Eldoret for 5 pax.

MIN1/ADAK/AIR/PRN298/2025-2026: INTRODUCTION

The Chair called the meeting to order for 1000Hrs.

The Chairperson then briefed members on the agenda of the meeting. Thereafter, members were issued with copies of printed quotations and were guided on the requirements.

MIN2/ADAK/AIR/PRN298/2025-2026: DECLARATION OF INTEREST

There was no conflict of interest to any of the items on the agenda.

MIN3/ADAK/AIR/PRN298/2025-2026: EVALUATION OF QUOTATION FOR PROVISION OF RETURN AIR TICKET TO ELDORET

The secretary presented quotations to the committee for evaluation as follows.

Firms Invited

1. Bigman Travel
2. Nozama Travel Solutions
3. Africa Bliss Travel Ltd

Firms that Responded.

1. Bigman Travel
2. Nozama Travel Solutions
3. Africa Bliss Travel Ltd

The committee undertook the evaluation of quotations as per the Request for Quotations and recommended the award for return air ticket to Eldoret from Nairobi to **M/s Nozama Travel Solutions** at a total cost of **Kenya Shillings one hundred Forty-Six Thousand only (Kshs. 146,000.00)** being the lowest evaluated bidder (*see attached evaluation report*).

MIN4/ ADAK/AIR/PRN298/2025-2026: CLOSING REMARKS

There being no other business, the meeting ended at 1200Hrs on 8th December 2025.

Signed by

1	Bildad Rogoncho	Chairperson		8/12/25
2	Stanley Mwakio	Member		08/12/2025
3	Dennis Oyoo	Member		8/12/2025
4	Diana Langat	Secretary		8/12/2025.



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ANTI-DOPING AGENCY OF KENYA

REQUEST FOR QUOTATION

QUOTATION EVALUATION COMMITTEE REPORT FOR PROVISION OF RETURN AIR TICKET TO ELDORET

The Legal department, being the user, initiated the procurement process for a return air ticket for Adak board visit to Eldoret office, on 10th December 2025.

The Legal Department initiated the procurement process for provision of return air ticket to Eldoret via a requisition approved on December 8th, 2025. The Procurement Division sent out Request for Quotation to a list of 3 pre-qualified suppliers who responded to the invitation as follows.

Firms Invited

1. Nozama Travel solutions
2. Bigman travel
3. Africa Bliss Travel Ltd

Firms Responding

1. Nozama Travel solutions
2. Bigman travel
3. Africa Bliss Travel Ltd

Quotation Evaluation Committee members

1.	Bildad Rogoncho	Chairing
2.	Stanley Mwakio	Member
3.	Dennis Oyoo	Member
4.	Diana Langat	Secretary

Price Comparison schedule

ITEM DESCRIPTION	Traveler	Bigman travel	Nozama travel solutions	Africa bliss travel ltd
Return air ticket for Adak board visit to Eldoret office, on 10 th December 2025.	Mr. Joseph	32,600	28,900	33,400
	Ms. Caroline	32,600	28,900	33,400
	Mr. Francis	36,500	27,200	31,100
	Ms. Edna	34,800	32,200	35,600
	Ms. Peninah	34,500	28,800	33,400
Total		171,000	146,000	166,900

Recommendation

The M/s **Nozama Travel solutions** is recommended being the lowest bidder for award of issuing return air tickets to and from Eldoret at a total cost of **Kenya Shillings One Hundred Forty-Six Thousand only (Kshs. 146,000.00)**.

Prepared by

Name B. Rogoncho Sign [Signature] Date 8/12/25

Name Stanley Mwaro Sign [Signature] Date 08/12/2025

Name Dennis Oyoo Sign [Signature] Date 8/12/2025

Name Diana Langat Sign [Signature] Date 8/12/2025



ANTI-DOPING AGENCY OF KENYA
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MEMORANDUM

ANTI-DOPING AGENCY OF KENYA

FROM: 01	TO: Member Name	Role
REF NO:	Bildad Kamwele Rogoncho	Chairperson
	Stanley Mwandagha Mwakio	Member
	Diana Cherotich Langat	Secretary
	Dennis Okullo Oyoo	Member

APPOINTING DATE: 08/12/2025

RE: Return air tickets for Board Members For :

The above matter refers.

Pursuant to Section 78 of the PPDA Act 2015.

An accounting officer of a procuring entity shall appoint a tender opening committee specifically for the procurement in accordance with the following requirements and such other requirements may be prescribed.

The tender opening committee shall prepare tender opening minutes which shall set out-

- a record of the procedure followed in opening the tenders; and
- the particulars of those persons submitting tenders, or their representatives, who attended the opening of the tenders.

I am pleased to inform you that you have been appointed as members of the quotation evaluation committee as follows:

Member Name	Role
Bildad Kamwele Rogoncho	Chairperson
Stanley Mwandagha Mwakio	Member
Diana Cherotich Langat	Secretary
Dennis Okullo Oyoo	Member

Opening shall take place on **08/12/2025**, in the **Boardroom**.

The Committee will be chaired by: **Bildad Kamwele Rogoncho**

You will be required to prepare minutes of the quotation opening and submit the same together with the opening registers to the Chief Executive Officer, immediately after opening.

Approved By: Betty Chege

Authorized By: Peninah Wahome

Date: 09/12/2025 09:46:25

Date: 09/12/2025 11:11:34

Signature:

Signature:

11



ANTI-DOPING AGENCY OF KENYA

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MEMORANDUM

ANTI-DOPING AGENCY OF KENYA

FROM: 01	TO: Member Name	Role
REF NO:	Bildad Kamwele Rogoncho	Chairperson
	Stanley Mwandagha Mwakio	Member
	Diana Cherotich Langat	Secretary
	Phyllis Nduta Mwangi	Member

APPOINTING DATE: 05/12/2025

RE: Return air tickets for Board Members For :

The above matter refers.

Pursuant to Section 78 of the PPDA Act 2015.

An accounting officer of a procuring entity shall appoint a tender opening committee specifically for the procurement in accordance with the following requirements and such other requirements may be prescribed.

The tender opening committee shall prepare tender opening minutes which shall set out-

- a record of the procedure followed in opening the tenders; and
- the particulars of those persons submitting tenders, or their representatives, who attended the opening of the tenders.

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Stanley Mwandagha Mwakio	Member
Diana Cherotich Langat	Secretary
Phyllis Nduta Mwangi	Member

Opening shall take place on **05/12/2025**, in the **Boardroom**.

The Committee will be chaired by: **Bildad Kamwele Rogoncho**

You will be required to prepare minutes of the quotation opening and submit the same together with the opening registers to the Chief Executive Officer, immediately after opening.

Approved By: Betty Chege

Authorized By: Peninah Wahome

Date: 09/12/2025 09:46:12

Date: 09/12/2025 11:11:12

Signature:

Signature:

Re: Request for Quotation – Travel to Eldoret

From Africa Bliss Info <info@africablissltd.co.ke>

Date Thu 12/4/2025 4:47 PM

To Supply Chain Management <procurement@adak.or.ke>

Dear Diana,
Please see below.

OPTION 1

JAMBOJET Inclusive of baggage 23kgs
The fare is KES 33,400PP

Mr. Joseph

Ms. Caroline

Ms. Peninah

NAIROBI ELDORET 09DEC 1600 1700

ELDORET NAIROBI 11DEC 0730 0830

OPTION 2

JAMBOJET Inclusive of baggage 23kgs
The fare is KES 31,100

Mr. Francis

NAIROBI ELDORET 09DEC 1830 1930

ELDORET NAIROBI 10DEC 1720 1820

OPTION 3

JAMBOJET Inclusive of baggage 23kgs
The fare is KES 35,600

Ms. Edna

NAIROBI ELDORET 08DEC 1550 1650***1210 Flight is fully booked.

ELDORET NAIROBI 11DEC 1330 1430



***Please note that we have not made the booking. Kindly share the names as per the ID to enable us make the booking.

Best Regards

Martha Dama| Africa Bliss Travel Ltd

Chaka Place , Argwings Kodhek Road

P. O Box 24482-00100, Nairobi, Kenya

Re: Request for Quotation – Travel to Eldoret

From BIGMAN TRAVEL <info@bigmantravel.com>
Date Thu 12/4/2025 7:13 PM
To Supply Chain Management <procurement@adak.or.ke>
Cc Diana Langat <diana.langat@adak.or.ke>

Good afternoon,

Thank you for your inquiry.

Please see the below quotation as requested and advice.

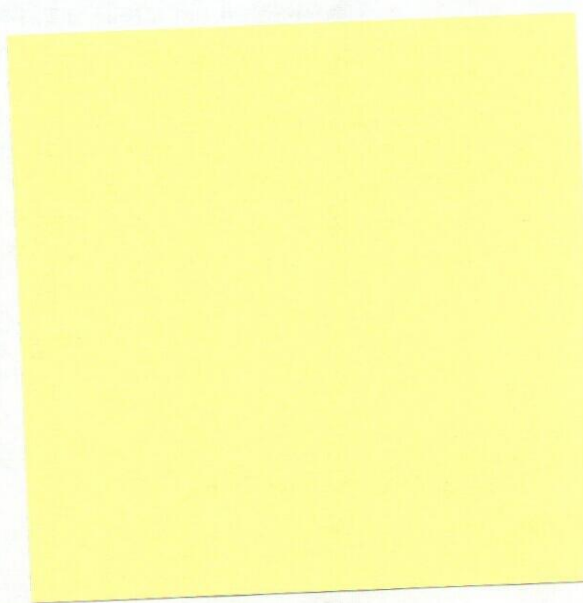
Mr. Joseph
JAMBOJET
JM 09DEC NAIROBI(JKIA)-ELDORET 1600 1700
JM 11DEC ELDORET-NAIROBI(JKIA) 0730 0830
ECONOMY CLASS FARE AND TAXES IS KES 32,600
BAGGAGE ALLOWANCE IS 23KGS

Ms. Caroline
JAMBOJET
JM 09DEC NAIROBI(JKIA)-ELDORET 1600 1700
JM 11DEC ELDORET-NAIROBI(JKIA) 0730 0830
ECONOMY CLASS FARE AND TAXES IS KES 32,600
BAGGAGE ALLOWANCE IS 23KGS

Mr. Francis
JAMBOJET
JM 09DEC NAIROBI(JKIA)-ELDORET 1830 1930
JM 10DEC ELDORET-NAIROBI(JKIA) 1710 1810
ECONOMY CLASS FARE AND TAXES IS KES 36,500
BAGGAGE ALLOWANCE IS 23KGS

Ms. Edna
JAMBOJET
JM 08DEC NAIROBI(JKIA)-ELDORET 1550 1650
JM 11DEC ELDORET-NAIROBI(JKIA) 1330 1430
ECONOMY CLASS FARE AND TAXES IS KES 34,800
BAGGAGE ALLOWANCE IS 23KGS

Ms. Peninah
JAMBOJET
JM 09DEC NAIROBI(JKIA)-ELDORET 1600 1700
JM 11DEC ELDORET-NAIROBI(JKIA) 0730 0830



ECONOMY CLASS FARE AND TAXES IS KES 34,500
BAGGAGE ALLOWANCE IS 23KGS

Kindly note of the below;

The fares are subject to change without prior notice thus not guaranteed until ticketed.

Ticket changes, cancellations and no-show are subject to extra charges as per the airline/fare rules.

The airline will always cancel all the un-ticketed fares without prior notice.

Most tickets are non-refundable subject to class of travel.

Ensure your names are as per the passport, as name changes are not allowed after ticketing.

Please confirm that you have all the required travel documents for your destination before you purchase your ticket.

For further clarification kindly get back to us using the contacts below.

Regards,

Isaac Ikai.



Our Services

1. Airline Ticketing and Reservation
2. Hotel Bookings
3. Airport Transfers
4. Visa Processing
5. Meeting, Conferences & Events
6. Travel Insurance
7. Local & International Holiday Packages
8. Team building Packages



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0783 774 714

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t:+254(0)731645030

Email: info@bigmantravel.com

Website Link: www.bigmantravel.com



On Thu, 4 Dec 2025, 16:43 Supply Chain Management, <procurement@adak.or.ke> wrote:

Dear Travel Agency

Here is a revised list

Kindly use the list Below;

We would like to request a quotation for air travel to Eldoret for the following passengers according to their schedules:

- **Mr. Joseph**
 - Departure: 9/12/2025 at 16:00 HRS
 - Return: 11/12/2025 at 08:40 HRS
- **Ms. Caroline**
 - Departure: 9/12/2025 at 16:00 HRS
 - Return: 11/12/2025 at 08:40 HRS
- **Mr. Francis**
 - Departure: 9/12/2025 at 18:30 HRS
 - Return: 10/12/2025 at 17:20 HRS
- **Ms. Edna**
 - Departure: 8/12/2025 at 12:10 HRS
 - Return: 11/12/2025 at 13:30 HRS
- **Ms. Peninah**
 - Departure: 9/12/2025 at 16:00 HRS
 - Return: 11/12/2025 at 08:40 HRS

Kind Regards

Please find the below quotation as requested and advise.

Mr Joseph
9th Dec 1600
12th Dec 0730
Fare Kes 28,900

Ms. Caroline

9th Dec 1600
12th Dec 0730
Fare 28.900

Mr. Francis

9th Dec 1830hrs
10th Dec 1720hrs
Fare Kes 27,200.

Ms. Edna

8th Dec 1210hrs
11th Dec 1330hrs
Fare Kes 32,200

Ms Peninah
9th Dec 1600
11th Dec 0730hrs
Fare Kes 28,800

Thanks

Regards

Monicah

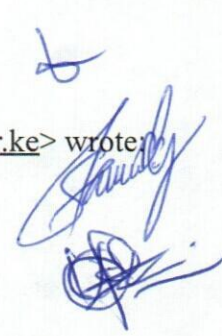
On 4 Dec 2025 4:43 pm, Supply Chain Management <procurement@adak.or.ke> wrote:

Dear Travel Agency

Here is a revised list
Kindly use the list Below;

We would like to request a quotation for air travel to Eldoret for the following passengers according to their schedules:

- **Mr. Joseph**
 - Departure: 9/12/2025 at 16:00 HRS
 - Return: 11/12/2025 at 08:40 HRS
- **Ms. Caroline**
 - Departure: 9/12/2025 at 16:00 HRS
 - Return: 11/12/2025 at 08:40 HRS
- **Mr. Francis**
 - Departure: 9/12/2025 at 18:30 HRS
 - Return: 10/12/2025 at 17:20 HRS
- **Ms. Edna**
 - Departure: 8/12/2025 at 12:10 HRS





ANTI-DOPING AGENCY OF KENYA

00800

TEL:+254722269584

Website: www.adak.or.ke

Email:info@adak.or.ke

PURCHASE REQUISITION

PRN298

Req. By.: ADAK024-Stanley Mwakio Funding Source: SASDF

REQUISITION DATE: 03 December, 2025

DESCRIPTION

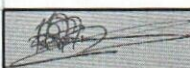
Return air tickets for Board Members

Budgeted Amt: 0.00
Actual To Date: 0.00
Commitments 0.00
Available Funds 3,000,000.00

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Amount
ITEM156	Foreign/Local Travel	7.0	NO	30,000.00	210,000.0
				Total KES	210,000.0

Approved Amount: 0.00

Document Approval

Requisitioned By	Signature	Date and Time of Requisition
Stanley Mwakio		Thursday, December 4, 2025 2:30:13 PM
Approved By	Signature	Date and Time of Approval
Bildad Rogoncho		Thursday, December 4, 2025 3:13:43 PM
Approved By	Signature	Date and Time of Approval
Simon Katee		Thursday, December 4, 2025 4:37:05 PM
Approved By	Signature	Date and Time of Approval
Betty Chege		Saturday, December 6, 2025 3:44:52 PM
Requisition Authorized By	Signature	Date and Time of Approval
Peninah Wahome		Monday, December 8, 2025 11:29:11 AM

NB: This is not a purchasing Order



MINISTRY OF YOUTH AFFAIRS,
CREATIVE ECONOMY AND
SPORTS



ATHLETICS
INTEGRITY
UNIT



ZERO TOLERANCE TOWARDS DOPING: ENHANCED KENYA ANTI-DOPING PROGRAM

INTERNAL MEMO

TO: *fw* Ag. Chief Executive Officer

FROM: Principal Legal Officer

DATE: Tuesday, 2nd December 2025

REF: ADAK/ADM/45/Vol.1 (58)

noted

KRS

Kundt pruned

Selimo

2/12/25

RE: REQUEST FOR APPROVAL FOR ADAK BOARD VISIT TO ELDORET OFFICE

Madam,

Reference is made to the above subject.

Approval is hereby sought for the Anti-Doping Agency of Kenya Board to undertake an official visit to the Eldoret Office for the **sole purpose of touring and seeing the facility.**

The visit has been scheduled as part of strengthening regional governance visibility and appreciating the contributions of the Agency's satellite office to the national anti-doping mandate.

1. Travel Schedule – Board Visit

- **Departure to Eldoret:** 9th December 2025
- **Board Tour & Facility Visit:** 10th December 2025
- **Return to Nairobi:** 11th December 2025

2. Advance Party – Logistics & Facility Readiness

To ensure efficient coordination, an **advance party logistical team** shall travel **ahead of the Board on 8th December 2025**, for the sole purpose of handling logistics and ensuring that the Eldoret Office is fully prepared to receive the Board members.

The objectives of the advance party team are:

- To coordinate logistics and facility readiness,
- To ensure the office environment is appropriately set up,
- To confirm administrative and supply chain support arrangements, and
- To provide hands-on verification that all operational touchpoints are ready for the Board visit.

3. Composition of the Advance Party Team

The advance team will comprise the following senior officers:

- **Manager, Human Capital and Administration** — Human Capital & Administration; team leader
- **Principal Legal Officer** — Legal Department; coordination lead
- **Senior Supply Chain Management Officer** — Supply Chain Management oversight

The role of this team will be to ensure logistics management, office presentation standards, and procurement coordination are aligned for a seamless and dignified Board reception.

4. Purpose of the Eldoret Visit

The purpose of the Board visit is **strictly limited to a physical tour and inspection of the facility with specific presentations as additional meeting agenda.**

The budgetary requirements are as below;

ADAK Board:

- | | |
|----------------------------|--|
| 1) Rt. Rev. Joseph Kagunda | - Chairman |
| 2) Mr. Peter Omingo | - Member |
| 3) Mr. Joseph Maina | - Member |
| 4) Dr. Mohamed Mraja | - Member |
| 5) Mr. David Kipketer | - Member |
| 6) Ms. Caroline Amondi | - Board Member (Rep. PS Sports) |
| 7) Mr. Francis Munyae | - Representative, Inspectorate of State Corporations |

ADAK Staff:

- 1) Peninah Wahome
- 2) Edna Koitie
- 3) Bildad Rogoncho
- 4) Brian Vita
- 5) Betty Chege
- 6) Elvis Gitau
- 7) Alice Kinyanjui

8) Ronald Amiani

S/NO	Item Description	Rate	Amount
1.	Per diem-Eldoret Peninah Wahome Edna Koitie Bildad Rogoncho Brian Vita Betty Chege Elvis Gitau Alice Kinyanjui Ronald Amiani	Ksh. 18,200 x 2 days Ksh. 14,000 x 3 days Ksh. 11,200 x 3 days Ksh. 11,200 x 2 days Ksh. 11,200 x 3 days Ksh. 11,200 x 2 days Ksh. 11,200 x 2 days Ksh. 6,300 x 2 days	36,400.00 42,000.00 33,600.00 22,400.00 33,600.00 22,400.00 22,400.00 12,600.00
2.	Sitting Allowance - Board Members 30% Retainable for Tax	Ksh. 20,000 x 7 pax x 1 day	140,000.00
3.	Per-Diem - Board Members	7 pax x Ksh. 18,200.00 x 2 days	254,800.00
4.	Air tickets – Return Nairobi-Eldoret	7 pax x Ksh. 30,000.00	210,000.00
5.	Transport (Chairman - Nyeri) Transport (Dr. Mohamed Mraja- Bomet) Transport (Mr. Joseph Maina-Nanyuki to Nairobi) Transport (Mr. David Kipketer-Elgeyo Marakwet)	Ksh. 38.95 x 319 Kms x 2 ways Ksh. 38.95 x 212 Kms x 2 ways Ksh. 38.95 x 195 Kms x 2 ways Ksh. 38.95 x 100 Kms x 2 ways	24,850.00 16,515.00 15,191.00 7,790.00
6.	Transport -ADAK Staff to and from Eldoret	Ksh. 5,000.00 x 5 pax	25,000.00
7.	Catering services	Ksh. 5,000.00 x 15 pax	75,000.00
		TOTAL	994,546.00

5. Approval Request

In view of the above, we kindly request your approval to facilitate:

1. The Board's travel and official visit to the Eldoret, and
2. The advance party's early deployment for logistical coordination and office readiness verification in support of the Board reception.

Your concurrence will ensure alignment with governance coordination timelines and logistical preparedness.

We shall appreciate your approval.

Respectfully submitted for your consideration.

A handwritten signature in black ink, appearing to be 'Bildad Rogoncho', written over a horizontal line.

Bildad Rogoncho