



AFRICA BLISS TRAVEL LTD
Your Perfect Safari Experience

AFRICA BLISS TRAVEL LIMITED

CHAKA PLACE 3RD FLR, ARGWINGS KODHEK ROAD
00100, NAIROBI, KENYA
0715 847152

info@africablissltd.co.ke

www.africablissltd.co.ke

Pin Number: P051585594Z

Invoice

Invoiced to

Page 1 of 1

ANTI DOPING AGENCY OF KENYA

Email: procurement@adak.or.ke

Invoice#: INV-4276

Invoice Date: 17 Feb 2026

L.P.O. No:

Customer PIN:

Currency: KES

SERVICE	DESCRIPTION	ITINERARY	TRAVEL DATE	AMOUNT (KES)
AIR TICKET	EDINAH KOITIE 702 VB5VKA	NBO-KIS-NBO	05 December	47,100.00
AIR TICKET	JOSEPH KAGUNDA 702 VB5VKA-1	NBO-KIS-NBO	05 December	47,100.00



KES - NINETY-FOUR THOUSAND TWO HUNDRED

Invoice Total: 94,200.00

Balance Due: 94,200.00

BANK NAME : KENYA COMMERCIAL BANK
BRANCH : JKIA Branch
ACC NAME : AFRICA BLISS TRAVEL LIMITED
A/C NUMBER : 1181444535





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ANTI-DOPING AGENCY OF KENYA

PROFESSIONAL OPINION

Item Description: Provision of Return Air Tickets to Kisumu.

Requisition No.: PRN 247

Department: Human Capital and Administration

Quotation No.: ADAK/AIR/PRN247/2025-2026:

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 3rd December 2025 (annex 1).

Background statement

The Department of Human capital and administration, being the user department, initiated the procurement process for provision of return air ticket to Kisumu for the 2025 end of year public service reflection dinner and agenda setting for 2026 on 5th December 2025. The department initiated the procurement process for via purchase requisition approved on 2nd 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.	2	47,100	94,200	M/S AFRICA BLISS TRAVEL LTD	Recommended
	TOTAL			94,200		

Award to **M/s Africa Bliss Travel Limited** at the total cost of **Kenya Shillings Ninety-Four Thousand Two Hundred only (Kshs. 94,200.00)**.

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	SSCMO		3/12/2025

ACCOUNTING OFFICER'S/CEO APPROVAL/COMMENTS

Approved.....

.....

Name P. Wahome Signature  Date 3/12/25



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ANTI-DOPING AGENCY OF KENYA

MINUTES OF QUOTATION EVALUATION COMMITTEE MEETING HELD ON 3rd DECEMBER 2025 AT ADAK MAIN BOARDROOM TO EVALUATE QUOTATION FOR PROVISION OF RETURN AIR TICKET TO KISUMU FOR THE 2025 END OF YEAR PUBLIC SERVICE REFLECTION DINNER AND AGENDA SETTING FOR 2026 TO BE HELD IN KISUMU, ON THE 5TH OF DECEMBER 2025.

MEMBERS' PRESENT

- | | |
|-------------------|-------------|
| 1. Ednah Koitie | Chairperson |
| 2. Morris Mugambi | 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 Kisumu for 2 pax.

MIN1/ADAK/AIR/PRN247/2025-2026: 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/PRN247/2025-2026: DECLARATION OF INTEREST

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

MIN3/ADAK/AIR/PRN247/2025-2026: EVALUATION OF QUOTATION FOR PROVISION OF RETURN AIR TICKET TO KISUMU

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

Firms Invited

1. Premier Safaris
2. Nozama Travel Solutions
3. Africa Bliss Travel Ltd

Firms that Responded.

1. Premier Safaris
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 Kisumu from Nairobi to **M/s Africa Bliss Travel Ltd** at a total cost of **Kenya Shillings ninety-four thousand two hundred only (Kshs. 94,200.00)** being the lowest evaluated bidder (see attached evaluation report).

MIN4/ ADAK/AIR/PRN247/2025-2026: CLOSING REMARKS

There being no other business, the meeting ended at 1200Hrs on 3rd December 2025.

Signed by

1	Ednah Koitie	Chairperson		3/12/25
2	Morris Mugambi	Member		03/12/2025
3	Dennis Oyoo	Member		3/12/2025
4	Diana Langat	Secretary		3/12/2025



ANTI-DOPING AGENCY OF KENYA

REQUEST FOR QUOTATION

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

The Human Capital & Administration department, being the user, initiated the procurement process for a return air ticket to attend the 2025 end of year public reflection dinner, and agenda setting for 2026 to be held in Kisumu, on 5th December 2025.

The Human Capital & Administration Department initiated the procurement process for provision of return air ticket to Kisumu via a requisition approved on December 2nd, 2025. The Procurement Division sent out Request for Quotation to a list of 4 pre-qualified suppliers who responded to the invitation as follows.

Firms Invited

1. Premier Safaris
2. Bigman travel
3. Africa Bliss Travel Ltd

Firms Responding

1. Premier Safaris
2. Bigman travel
3. Africa Bliss Travel Ltd

Quotation Evaluation Committee members

1.	Ednah Koitie	Chairing
2.	Morris Mugambi	Member
3.	Dennis Oyoo	Member
4.	Diana Langat	Secretary

Price Comparison schedule

	Premier Safaris		Bigman Travel		Africa bliss travel ltd	
ITEM DESCRIPTION	Unit Cost	Total cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Return air ticket to attend the 2025 end of year public reflection dinner, and agenda setting for 2026 to be held in Kisumu, on 5 th December 2025.						
	43,300	86,600	53,000	106,000	47,100	94,200
Total		86,600		106,000		94,200

Recommendation

The award for issuing return air tickets to and from Kisumu be made to M/s Premier Safaris, as the lowest bidder was deemed non-responsive due to unavailability of the flight at ticketing, with M/s **Africa Bliss Travel Ltd** emerging as the most responsive and cost-effective among the remaining three at a total cost of **Kenya Shillings ninety-four thousand two hundred only (Kshs. 94,200.00)**.

Prepared by

Name Blue J. Koini Sign [Signature] Date 3/12/25

Name Morris Mugambi Sign [Signature] Date 03/12/2025

Name Dennis Oloo Sign [Signature] Date 3/12/2025

Name Diana Langat Sign [Signature] Date 3/12/25



ANTI-DOPING AGENCY OF KENYA

Ms. Ednah Koitie
Mr. Morris Mugambi
Mr. Dennis Oyoo
Ms. Diana Langat

Date: 2nd December 2025

Ref No: ADAK/AIR/PRN247/2025-2026

**APPOINTMENT TO THE QUOTATION EVALUATION COMMITTEE FOR
PROVISION OF RETURN AIR TICKET TO KISUMU**

The above matter refers.

Pursuant to Section 91 of the PPDA Regulations 2020.

(2) The accounting officer or such other person delegated in writing by that accounting officer shall, and for the purposes of the procurement process, appoint a committee for Request for quotations

and (b) the ad hoc evaluation committee in accordance with section 46 of the Act and regulation 39 of these Regulations

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

- | | |
|-------------------|-----------------------------|
| 1. Ednah Koitie | - Chairperson and User Rep. |
| 2. Morris Mugambi | -Member |
| 3. Dennis Oyoo | - Member |
| 4. Diana Langat | -Secretary |

The exercise shall be undertaken on 3rd December 2025 at 10.00am and a report submitted to the CEO through the Procurement Unit not later than 3rd December 2025 at 11.00am.

Peninah Wahome

Ag. CHIEF EXECUTIVE OFFICER



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ANTI-DOPING AGENCY OF KENYA

INTERNAL MEMO

TO: CHIEF EXECUTIVE OFFICER
FROM: SUPPLY CHAIN MANAGEMENT UNIT
DATE: 2nd December 2025
REF: ADAK/AIR/PRN247/2025-2026

SCM
Approved
2/12/25

REQUEST FOR APPOINTMENT TO THE QUOTATION EVALUATION COMMITTEE FOR PROVISION OF RETURN AIR TICKET TO KISUMU

The above matter refers.

Pursuant to Section 91 of the PPDA Regulations 2020.

(2) The accounting officer or such other person delegated in writing by that accounting officer shall, and for the purposes of the procurement process, appoint— Request for quotations ad hoc evaluation committee.

and (b) the ad hoc evaluation committee in accordance with section 46 of the Act and regulation 39 of these Regulations

The Supply Chain Management Unit wishes to recommend the following members for appointment:

1. Ednah Koitie - Chairperson and User Rep.
2. Morris Mugambi -Member
3. Dennis Oyoo - Member
4. Diana Langat -Secretary

The purpose of this memo is to request for your review, consideration, and appointment of an ad hoc evaluation committee for provision of return air ticket to Kisumu.

Your concurrence is hereby sought.

Betty Kitawa
Senior Supply Chain Management Officer

RE: Request for Quotation - NBO to Kisumu Travel (5th December 2025)

From Hawaa Dama <info@premiersafaris.co.ke>

Date Mon 12/1/2025 3:26 PM

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

Cc info@premiersafaris.co.ke <info@premiersafaris.co.ke>; premiersafaris15@gmail.com <premiersafaris15@gmail.com>; accounts@premiersafaris.co.ke <accounts@premiersafaris.co.ke>; windress@premiersafaris.co.ke <windress@premiersafaris.co.ke>; charlton@premiersafaris.co.ke <charlton@premiersafaris.co.ke>

Dear Diana,
Good afternoon,
Thanks for the request.
Below please see flight details and fares as requested.
Kindly confirm receipt and advice way forward.
Your response will be highly appreciated.

ON JAMBOJET

JM8652 05December2025 NBO 0910 1010 KIS

JM8657 05December2025 KIS 1650 1750 NBO ***NEXT FLIGHT AT 2000 HRS FULLY BOOKED***

Economy class fare is Kes 41,300.00 per person inclusive of all taxes (10kg luggage)

Economy class fare is Kes 43,300.00 per person inclusive of all taxes with check in luggage

-
-
-
ON JAMBOJET AND KENYA AIRWAYS

JM8652 05December2025 NBO KIS 0910 1010

KQ 671 05DEC 5 KIS NBO DK1 1900 1950 ***LAST FLIGHT***

Economy class fare is Kes 40,560.00 per person inclusive of all taxes (10kg luggage)

Economy class fare is Kes 41,560.00 per person inclusive of all taxes with check in luggage

ON SAFARILINK

1 05-Dec-25 085 WIL 1100 KIS 1150 ***EARLIER FLIGHT AT 0630HRS***

2 05-Dec-25 092 KIS 2040 WIL 2130

Economy class fare is Kes 36,400.00 per person inclusive of all taxes

CANCELLATION, NO-SHOW, CHANGE OF RESERVATION AND REFUNDABILITY PENALTIES APPLY.

FARES ARE ALWAYS SUBJECT TO CHANGE WITHOUT PRIOR NOTICE.

Thank you so much for your Patronage and Support.

Kind Regards



Outlook

Re: Request for Quotation – NBO to Kisumu Travel (5th December 2025)

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

Date Mon 12/1/2025 4:25 PM

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

Dear Diana,

Please note that the fare has changed as below, kindly confirm if we should proceed and issue the ticket

OPTION 1

JAMBOJET -inclusive of baggage 23kgs

The fare is KES 47,100 PP

NAIROBI KISUMU 5DEC 0910 1010

KISUMU NAIROBI 5DEC 2010 2110

Best Regards

Ann Kuria| Africa Bliss Travel Ltd

Chaka Place , Argwings Kodhek Road

P. O Box 24482-00100, Nairobi, Kenya

Tel: +254 0116517321/+254 0783517674

info@africablissltd.co.ke

www.africablissltd.com

TERMS & CONDITIONS

- Airline Seats & rates are subject to availability at the time of booking and are subject to change without prior notice.
- Flight timings, routes and schedules subject to change without prior notice.
- Fares not guaranteed until ticketed.



Outlook

Re: Request for Quotation – NBO to Kisumu Travel (5th December 2025)

From BIGMAN TRAVEL <info@bigmantravel.com>

Date Mon 12/1/2025 3:18 PM

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

Good Afternoon,

Thank you for your inquiry.

Please see the below quotation as requested and advice.

JAMBOJET

JM 05DEC NAIROBI(JKIA)-KISUMU 0910 1010

JM 05DEC KISUMU-NAIROBI(JKIA) 1650 1750-**THE 2100HRS IS SOLD OUT.**

ECONOMY CLASS FARE AND TAXES IS KES 53,000 PER PERSON
BAGGAGE ALLOWANCE IS 23KGS



Dependably Yours.

Isaac Ikai | Travel Advisor-Corporate Travel | Bigman Travel & Holidays LTD.

-

E-mail:info@bigmantravel.com

-

Phone +254 731 645 030 | +254 740 926 616

-

P.O. Box 1681-00100 | http://bigmantravel.com

-

Cianda House | Second Floor | Room 204 | Koinange Street, Nairobi

-

div>

On Mon, Dec 1, 2025 at 3:10 PM Supply Chain Management <procurement@adak.or.ke> wrote:

Dear Service Provider



ANTI-DOPING AGENCY OF KENYA

00800

TEL:+254722269584

Website: adak.or.ke

Email:info@adak.or.ke

PURCHASE REQUISITION

PRN292

Req. By: EAP32-Dennis Oyoo

Funding Source:

REQUISITION DATE: 27 November, 2025

DESCRIPTION

Flight ticket to Kisumu for Chairman and MHCA to attend HOPS seminar

Budgeted Amt: 0.00
Actual To Date: 0.00
Commitments 0.00
Available Funds -180.00

No.	Description	Quantity	Unit of Measure	Direct Unit Cost	Amount
ITEM051	Domestic Travel	1.0	NO.	100,000.00	100,000.0
				Total KES	100,000.0
				Approved Amount:	0.00

Document Approval

Requisitioned By	Signature	Date and Time of Requisition
Dennis Oyoo		Monday, December 1, 2025 10:37:13 AM
Approved By	Signature	Date and Time of Approval
Ednah Koitie		Monday, December 1, 2025 2:22:55 PM
Approved By	Signature	Date and Time of Approval
Simon Katee		Monday, December 1, 2025 2:54:10 PM
Approved By	Signature	Date and Time of Approval
Betty Chege		Monday, December 1, 2025 3:53:24 PM
Requisition Authorized By	Signature	Date and Time of Approval
Peninah Wahome		Tuesday, December 2, 2025 4:04:06 PM

NB: This is not a purchasing Order



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**ANTI-DOPING
AGENCY
OF KENYA**

INTERNAL MEMO

TO: Ag. Chief Executive Officer
FROM: Manager, Human Capital & Administration
DATE: 26th November 2025
REF: ADAK/ADM/19/Vol.1(80)

*Accounts/SCM
Approved
26/11/25*

Subject: INVITATION TO THE 2025 END OF YEAR PUBLIC SERVICE REFLECTION DINNER AND AGENDA SETTING FOR 2026

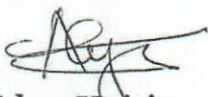
Reference is made to the HOPS letter Ref No. OP/CAB.6/2 dated 13th November 2025 on the above subject (see attached copy).

The ADAK Board Chairman and the Manager, Human Capital & Administration will be inviting the event on 5th December 2025 in Kisumu.

This is therefore to request facilitation of the officers as shown below:

S/No	Item	Particulars	Amount
1.	Sitting Allowance	Kshs.20,000 x (30% retainable tax)	20,000
2.	Per Diem: Rt Rev Joseph Kagunda	Kshs.18,200 x 2 nights	36,400
3.	Per Diem: Ms. Edna Koitie	Kshs.14,000 x 2 nights	28,000
	Airport Transfer: Kisaju-JKIA-Kisaju	Kshs.4,000 x 2 ways	8,000
4.	Per Diem: 2 drivers (one from Nairobi and one from Eldoret)	Kshs.6,300 x 2 nights x 1 pax (Nairobi driver).	12,600
		Kshs.6,300 x 1 night x 1 pax (Eldoret driver).	6,300
5.	Air ticket: Nairobi – Kisumu – Nairobi (Chairman & MHCA)	Kshs.60,000 x 2 pax	120,000
Total			231,300

Submitted for your kind approval of **Kshs.231,300/=**.



For: **Edna Koitie**



79

EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Telegraphic Address
Telephone: +254-20-2227436
When replying please quote

STATE HOUSE
P.O. Box 40530-00100
Nairobi, Kenya

Ref. No. **OP/CAB.6/2**
and date

13th November, 20..25

Solicitor General

All Principal Secretaries

All Chairpersons of State Corporations

All Chief Executive Officers of State Corporations

**All Chairpersons and Chief Executive Officers of
Constitutional Commissions and Independent Offices**

*MHA
Deal as Disassembled
Hah
26/11/25*

**RE: INVITATION TO THE 2025 END OF YEAR PUBLIC SERVICE
REFLECTION DINNER, AND AGENDA SETTING FOR 2026**

DATE: FRIDAY, 5TH DECEMBER, 2025 FROM 6.00 P.M TO 10.00 P.M

The Year 2025 has witnessed significant advancement in the delivery of the transformational agenda of this Administration occasioned by steadfast commitment, collaboration and service excellence demonstrated across the Public Service.

As we transition into 2026, and in recognition of the milestones achieved and the lessons learnt throughout this Year, you are invited to the above referenced Reflection Dinner which shall feature, among other key items:

- highlights of transformational achievements recorded across the Public Service during 2025;
- an appreciation of the challenges encountered and the mitigation measures applied;
- deliberation and agreement on broad strategic priorities and accelerated delivery mechanisms for 2026; and
- recognition of institutions that have demonstrated outstanding performance within the period under review.

Note that prior registration is required of all invited guests. The link shall be made available on the **Meetings Link** Tab of the Chief of Staff and Head of the Public Service's Website at www.headofpublicservice.go.ke from **Wednesday, 19th to Friday, 21st November, 2025**.

All invited guests are requested to collect **personalised Invitation Cards** from **Room 1006, 10th Floor, Harambee House** between **26th and 28th November, 2025**. The Invitation Cards shall contain further details including the Venue, which will be in **Kisumu City**.

The Contact Person for this exercise from this Office is: -

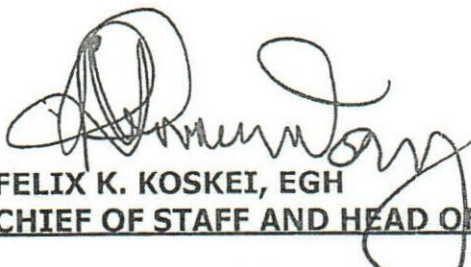
Dr. Linda Musumba, MBS

Head – Department of Audit, Legal and Regulatory Compliance

Tel. No. 020 2227411 Extn. 22078

Mobile No. 0722 229 229

Email Address: alrcoffice@headofpublicservice.go.ke



FELIX K. KOSKEI, EGH
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Copy to: Deputy Chief of Staff
State Affairs
Executive Office of the President
NAIROBI

Deputy Chief of Staff
Delivery & Government Efficiency
Executive Office of the President
NAIROBI

Deputy Head of the Public Service
Executive Office of the President
NAIROBI

Principal Administrative Secretary
Executive Office of the President
NAIROBI

Chief of Staff
Office of Deputy President
NAIROBI

Chief of Staff
Office of the Prime Cabinet Secretary
NAIROBI

Comptroller of State House
State House
NAIROBI

Deputy Comptroller of State House
State House
NAIROBI

Secretary/CEO
State Corporations Advisory Committee
NAIROBI

Note to attend



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Pin Number: P051585594Z

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Page 1 of 1

ANTI DOPING AGENCY OF KENYA

Email: procurement@adak.or.ke

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SERVICE	DESCRIPTION	ITINERARY	TRAVEL DATE	AMOUNT (KES)
AIR TICKET	JOSEPH KAGUNDA 702 VB5VKA-1	NBO-KIS-NBO	05 December	47,100.00
AIR TICKET	EDINAH KOITIE 702 VB5VKA	NBO-KIS-NBO	05 December	47,100.00



KES - NINETY-FOUR THOUSAND TWO HUNDRED

Invoice Total: 94,200.00

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A/C NUMBER : 1181444535



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