

CIHEB PROGRAM

ROUTING FORM (ADMIN/FINANCE)

PAYMENT REQUEST TO FINANCE DEPARTMENT

PROGRAM: Track Cover

NAME OF VENDOR Bonata Enterprises

AMOUNT KSH 48151.60

DESCRIPTION Assorted Supplies

I HAVE ATTACHED THE FOLLOWING REQUISITE SUPPORT DOCUMENTATION TO FACILITATE THE PAYMENT REFERENCED ABOVE:

CHECKLIST FOR DOCUMENTS

SUPPLIES

- ☒ Procurement Requisition
- ☐ Quotations for 3 Vendors if the amount is above Kes 50,000
- ☐ BID Analysis if amount is above Kes 50,000
- ☐ Procurement committee minutes for procurement above Kes 500,000
- ☐ OFAC for all the suppliers considered for BID
- ☒ Purchase Order/Service Order
- ☒ Delivery notes agreeing with the invoice
- ☐ Asset register extract for Assets(with asset tags)
- ☒ Stock cards (For stock items)
- ☐ Credit note referencing the invoice where applicable
- ☐ Proforma Invoice (When a vendor requires an advance payment)
- ☒ Original invoice, where VAT is charged an ETR attached.
- ☐ Any Other Document _____

	NAME	SIGNATURE	DATE
REQUESTED BY:	<u>Christine</u>	<u>[Signature]</u>	<u>10/01/2023</u>
VERIFIED BY (Accountant)	_____	_____	_____

NB: (to the requestor) Kindly ensure this checklist is checked off with the accountant to initiate the payment process.
No payment will be done without this verification.

BOMATA ENTERPRISES LIMITED

Graphic Designs, Signs & Billboards, Printing & General Supplies
AN House, Jainsala Road,
P.O. Box 42331 - 00100, Nairobi, Kenya
0720 977 814/ 0722 871 679
info@bomataprinters.co.ke www.bomataprinters.co.ke

INVOICE

INVOICE

Invoice To		Delivery Note No			
CIHEB KENYA, P.O BOX 495-00606, NAIROBI. KRA PIN:P051905798F		12637 & 12638,12823		Invoice No	
				9484	
Terms	P.O. No.	Comp PIN		Tax Date	
	0212	P051527888C		13-Dec-2022	
Qty	Description			Rate	Amount
1,350	Informed Consent Forms English-110 Pcs,Kiswahili-620 Pcs,Dholuo-620 Pcs Short Hand A5 Size One Box of Blue Biro Clear Name Tags Mixed Colour Felt Pens			20.00	27,000.00
100				50.00	5,000.00
1				750.00	750.00
300				25.00	7,500.00
3				420.00	1,260.00
		Subtotal		KES 41,510.00	
Accounts are due on Demand		VAT Total		KES 6,641.60	
		Total		KES 48,151.60	

P051905798F
TO CONFIRM
PRESS STL KEY

BOMATA ENTERPRISES LIMITED
P. O. Box 42331-00100
NAIROBI
BOMATAENTERPRISE@YAHOO.COM
01 OPERATOR

PIN: P051527888C
Buyer's PIN: P051905798F

- FISCAL RECEIPT -

DEPT 01 48 151.60 A

TOTAL 48 152.00
TOTAL A-16.00 48 151.60
TOTAL TAXABLE A 41 510.00
TOTAL TAX A 6 641.60
TOTAL TAXES 6 641.60

CASH 48 152.00
ROUNDING 0.40
01 ARTICLES

Control Unit Info
CU SERIAL No: KRAM004202200139233
CU INVOICE NUMBER: 004139233000000104



FISCAL RECEIPT N: 184
13-12-2022 12:17:20

FISCAL RECEIPT



**K-REP Centre, 6th Flr, Wood Ave.,
Kilimanjaro
P.O. BOX 495-00606 Nairobi, Kenya**

STOCK CARD

Serial No:

ITEM DESCRIPTION: Marker Pens - Mixed color

[illegible]



**K-REP Centre, 6th Flr, Wood Ave.,
Kilimanj
P.O. BOX 495-00606 Nairobi, Kenya**

STOCK CARD

Serial No:

ITEM DESCRIPTION: Shorthand Notebooks A5 size

[illegible]



**K-REP Centre, 6th Flr, Wood Ave.,
Killman
P.O. BOX 495-00606 Nairobi, Kenya**

Serial No:

ITEM DESCRIPTION: Clear Name tags.

[illegible]



**K-REP Centre, 6th Flr, Wood Ave.,
Killmani
P.O. BOX 495-00606 Nairobi, Kenya**

STOCK CARD

Serial No:

ITEM DESCRIPTION: Blue Bivos

[illegible]

No: 12638

BOMATA ENTERPRISES LTD

Offset Printing, Graphic Designs, CTP Plates, Banners, Signs & Billboards
 Head Office: 16 Kijaba Street, Branch: 20 Jainsala Road, NAIROBI
 P.O. Box 42331 - 00100, Nairobi, Kenya.
 Tel: 020-2612834, 0780 461648 Mobile: 0720 977814 / 0722 871679
 e-mail: info@bomataprinters.co.ke www.bomataprinters.co.ke

**DELIVERY NOTE**

TO Cihab Kenya
P.O. Box 495-00600

Date 1/12/2022Order No. LPD0212

Terms _____

Please receive the following goods/ services in good order and condition.

QUANTITY	DESCRIPTION
110pc	Informed consent forms - English
	Previously delivered
E.&O.E.	

Blending *Colors* into Images

Received by Herbert Ominde
4/12/22

Signature Herbert Ominde

No: 12637

BOMATA ENTERPRISES LTD

Offset Printing, Graphic Designs, CTP Plates, Banners, Signs & Billboards
 Head Office: 16 Kijaba Street, Branch: 20 Jainsala Road, NAIROBI
 P.O. Box 42331 - 00100, Nairobi, Kenya.
 Tel: 020-2612834, 0780 461648 Mobile: 0720 977814 / 0722 871679
 e-mail: info@bomataprinters.co.ke www.bomataprinters.co.ke

**DELIVERY NOTE**

TO Cihab Kenya
P.O. Box 495-00600

Date 1/12/2022Order No. LPD0211

Terms _____

Please receive the following goods/ services in good order and condition.

QUANTITY	DESCRIPTION
620pc	Informed consent forms - Kikuyu
620pc	Informed consent forms - Shaluo
	Previously delivered
E.&O.E.	

Blending *Colors* into Images

Received by Herbert Ominde

Signature _____

BOMATA ENTERPRISES LTD



Offset Printing, Graphic Designs, CTP Plates, Banners, Signs & Billboards

Head Office: 16 Kijabe Street, Branch: 20 Jainsala Road, NAIROBI

P.O. Box 42331 - 00100, Nairobi, Kenya.

Tel: 020-2612834, 0780 461648 Mobile: 0720 977814 / 0722 871679

e-mail: info@bomataprinters.co.ke www.bomataprinters.co.ke

No: 12823

DELIVERY NOTE

TO CHIEF KENYA

P.O. BOX 445

NAIROBI

Date 15/11/2022

Order No. 0212

Terms

Please receive the following goods/ services in good order and condition.

QUANTITY	DESCRIPTION
1000 pcs	Shorthand notebooks A5 Size
1 box	Blue bins
300 pcs	Clear Name tags
30 dozens	Mixed felt pens
E&O.E.	

Blending Colours into Images

HERBERT OMINDE

Received by

Signature



ciheb
KENYA

CIHEB KENYA
PURCHASE ORDER

KREP Centre 6th floor

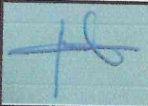
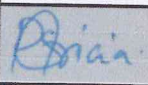
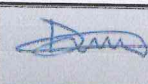
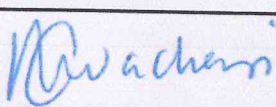
76604, Nairobi, KE

Landline: +254 20 3908219

Email: info@cihebkenya.org

Program:			
To: SUPP0058	Ship To:	Order Date:	11/8/2022
BOMATA ENTERPRISES LTD		Promised Delivery Date:	11/8/2022
		Purchase Requisition No.:	PRQ0419
		Requisition Name:	HERBERT MALCOM OMINDE
		Requestor Phone No:	0712164838
		Quotation No:	LPO0212

Item No.	Qty	Unit	Description of Service	Unit Price	Amount
740400	1,350.00		Informed Consent forms on Bond paper	23.20	31,320.00
740400	100.00		Shorthand Notebooks A5	58.00	5,800.00
740400	1.00		One box of Blue Biro	870.00	870.00
740400	300.00		Clear Nametags	29.00	8,700.00
740400	3.00		Mixed color felt pens	487.20	1,461.60
TOTAL COST:					48,151.60
ALL PRICES IN:					48,151.60
Exchange Rate(USD to KES):					123.07968
TOTAL COST, USD					391.22

Procurement Lead Signature:	Print or Type Name and Title	Date:
	PETER MUTELE	09 Nov 2022
Program Signature:	Print or Type Name and Title	Date:
	PATRICIA RARRIW OWINO	09 Nov 2022
Finance Signature:	Print or Type Name and Title	Date:
	DIANA AMUKOYE	09 Nov 2022
CEO Signature:	Print or Type Name and Title	Date:
	CHRISTINE MWACHARI	09 Nov 2022

Bank transfers and checks must be made out to the vendor or vending company ONLY.		
Account Name:		Terms of Payment:
Account No:		
Bank Name:		
Vendor Signature	Print or Type Name and Title	Date:

BOMATA ENTERPRISES LTD



Offset Printing, Graphic Designs, Signs & Billboards & Banners

Head Office: 16 Kijabe Street, Branch: 20 Jainsala Road, AN House

P.O. Box 42331 - 00100, Nairobi, Kenya

Tel: 020-2612834, 0780 461648, Mobile: 0720 977814 / 0722 871679

E-mail: info@bomataprinters.co.ke www.bomataprinters.co.ke

08/11/2022

QUOTATION NO: 0811-02

**CIHEB KENYA,
P.O BOX 495-00606,
NAIROBI, KENYA.**

Dear Sir/Madam,

REF: Quotation

We refer to the above enquiry and we are pleased to quote as below:

NO	Qty	Description	Unit price	Total Price
1.	1,350 Pcs	Informed Consent forms on Bond paper	20.00	27,000.00
2.	100 Pcs	Shorthand Notebooks A5	50.00	5,000.00
3.	1 Box	One box of Blue Biro	750.00	750.00
4.	300 Pcs	Nametags	25.00	7,500.00
5.	3 Dozens	Mixed color felt pens	420.00	1,260.00
SUB TOTAL				41,510.00
16% VAT				6,641.60
FINAL TOTAL				48,151.60

We are looking forward to serving your esteemed order.

Yours faithfully,

Patrick B.J.O Odiwuor,
Director



OFAC
Office of Foreign Assets Control

Sanctions List Search

This Sanctions List Search application ("Sanctions List Search") is designed to facilitate the use of the Specially Designated Nationals and Blocked Persons list ("SDN List") and other sanctions lists administered by OFAC, including the Foreign Sanctions Evaders List, the Sectoral Sanctions Identifications List, the List of Foreign Financial Institutions Subject to Correspondent Account or Payable-Through Account Sanctions, the Non-SDN Palestinian Legislative Council List, the Non-SDN Menu-Based Sanctions List, and the Non-SDN Communist Chinese Military Companies List. Given the number of lists that now reside in the Sanctions List Search tool, it is strongly recommended that users pay close attention to the program codes associated with each returned record. These program codes indicate how a true hit on a returned value should be treated. The Sanctions List Search tool uses approximate string matching to identify possible matches between word or character strings as entered into Sanctions List Search, and any name or name component as it appears on the SDN List and/or the various other sanctions lists. To aid users of the tool, Sanctions List Search contains a feature entitled "Minimum Name Score" that functions on a sliding scale, allowing for a user to set a threshold (i.e., a fuzziness rating) for the closeness of any potential match returned as a result of a user's search. This feature enables Sanctions List Search to detect certain misspellings or other incorrectly entered text, and will return near, or proximate, matches, based on the confidence rating set by the user via the slider-bar. OFAC does not provide recommendations with regard to the appropriateness of any specific confidence rating. Sanctions List Search is one tool offered to assist users in utilizing the SDN List and/or the various other sanctions lists; use of Sanctions List Search is not a substitute for undertaking appropriate due diligence. The use of Sanctions List Search does not limit any criminal or civil liability for any act undertaken as a result of, or in reliance on, such use.

[Download the SDN List](#)
[Sanctions List Search: Rules for use](#)
[Visit The OFAC Website](#)
[Download the Consolidated Non-SDN List](#)
[Program Code Key](#)

Type:

All

Name:

ID #:

Bomata Enterprises Ltd

Program:

All
561-Related
BALKANS
BALKANS-EO14033

Minimum Name Score:

100

Address:

P.O BOX 42331-00100

City:

Nairobi

State/Province*:

Nairobi

Country:

All

List:

All

Search

Reset

Lookup Results: 0 Found

Name	Address	Type	Program(s)	List	Score
Your search has not returned any results.					

* U.S. states are abbreviated on the SDN and Non-SDN lists. To search for a specific U.S. state, please use the two letter U.S. Postal Service abbreviation.

SDN List last updated on: 8/2/2022 12:02:49 PM
Non-SDN List last updated on: 8/2/2022 12:12:10 PM



No. PRQ0419

Date: 11/7/2022

PROCUREMENT REQUISITION

Please note that this requisition is for internal use only and no liability will be accepted if goods and services are acquired using it.

To Procurement Manager

From HERBERT MALCOM OMINDE

Program TRACK

Please procure the following items on our behalf

NO.	DESCRIPTION	Donor	Program	Geograpy	UNIT	QTY	Unit Price	Estimated Cost
1	Printing of 6page informed consent forms on bond	CDC	TRACK		UNIT	1350	20.00	27,000.00
2	SHORTHAND NOTEBOOK A5	CDC	TRACK		UNIT	100	100.00	10,000.00
3	One box of blue biros	CDC	TRACK		UNIT	1	650.00	650.00
4	Name tags	CDC	TRACK		UNIT	300	100.00	30,000.00
5	3 Dozens of mixed colour felt pens	CDC	TRACK		UNIT	3	500.00	1,500.00

PROGRAM MANAGER PATRICIA RARRIW OWINO

DATE 08-Nov-22

PROCUREMENT LEAD MARK WABWILE

DATE 08-Nov-22

(This requisition should not be altered without consulting with the concerned Director)