

PY0513

CIHEB PROGRAM

ROUTING FORM (ADMIN/FINANCE)

PAYMENT REQUEST TO FINANCE DEPARTMENT

PROGRAM: TRACK

NAME OF VENDOR

Stanley's Haven

AMOUNT KSH

18,000

DESCRIPTION

HB Accommodation for Damaris Kariuki.

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

CHECKLIST FOR DOCUMENTS

Hotel Accomodation

- ☒ Procurement Requisition
- ☐ Quotations for 3 hotels 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
- ☒ Check in/Check out forms for all the Invoiced
- ☐ Trip report
- ☐ Proforma Invoice indicating that the Hotel requires advance payment before provision of services
- ☒ Original invoice, where VAT is charged an ETR attached.
- ☐ Credit Notes (where applicable)
- ☐ Any Other Document _____

REQUESTED BY:

NAME

Evans

SIGNATURE

[Signature]

DATE

11/10/2022

VERIFIED BY
(Accountant)

Hilian

[Signature]

21/11/22

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.



Stanleys Haven Ltd
Along Kenol-Murang'a Highway
P.O. Box 73453-00200, Nairobi
Tel. +254 701 148 306, +254 794 378 056
Email: reservations@stanleys-haven.com,
stanleyshaven@gmail.com
Website: www.stanleys-haven.com

Attn: Mark Wabwile
Ciheb Kenya

INVOICE 001/22

Qty	Description	Rate	Amount (Kshs)
1 pax	Half Board Accommodation for three nights	4,500/=	18,000/=
		16% Inclusive	
	TOTAL BALANCE		18,000/=

PIN: PO52025825W

PAYABLE VIA MPESA:

EQUITY BANK:

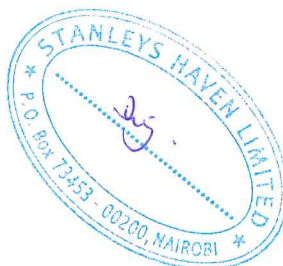
SIGN: 2024

DATE: 4/1/22

TILL NUMBER: 556606

ACCOUNT NAME: STANLEYS HAVEN LIMITED

ACCOUNT NUMBER: 0180281365824





GUEST CHECK-IN

Name Damasus Waga
Nationality Kenya ID/Passport 23343127
Address/ Company CIHEB - KENYA
Contact 0721380119

ARRIVAL: Date 31/10/22 Time 15.30pm

DEPARTURE: Date 4/11/22 Time _____

HOUSE ☒ No. of Persons 1

COTTAGE ☐ No. of Persons _____

MODE OF PAYMENT

Cash ☐ Credit Card ☐ Mpesa ☐ Other ☐

Car Registration Number KDE 043G Signature [Signature]

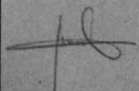
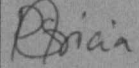
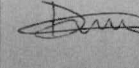
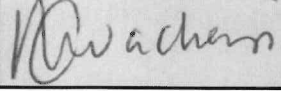


CIHEB KENYA
PURCHASE ORDER

KREP Centre 6th floor
76604, Nairobi, KE
Landline: +254 20 3908219
Email: info@cihebkenya.org

Program:			
To: SUPP437	Ship To:	Order Date:	10/31/2022
Stanleys Haven Ltd		Promised Delivery Date:	10/31/2022
		Purchase Requisition No.:	PRQ0308
		Requisition Name:	HERBERT MALCOM OMINDE
		Requestor Phone No:	0712164838
		Quotation No:	LPO0185

Item No.	Qty	Unit	Description of Service	Unit Price	Amount
	5.00	UNIT	ACCOMODATION ON HB FROM 31ST TO 4TH NOV 2022	4,500.00	22,500.00
TOTAL COST:					22,500.00
ALL PRICES IN:					
Exchange Rate(USD to KES);					
TOTAL COST, USD					

Procurement Lead Signature:	Print or Type Name and Title	Date:
	PETER MUTELE	02 Nov 2022
Program Signature:	Print or Type Name and Title	Date:
	PATRICIA RARRIW OWINO	03 Nov 2022
Finance Signature:	Print or Type Name and Title	Date:
	DIANA AMUKOYE	03 Nov 2022
CEO Signature:	Print or Type Name and Title	Date:
	CHRISTINE MWACHARI	03 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:

binding on CIHEB KENYA unless accepted in writing by CIHEB KENYA. The purchase order may not be assigned or delegated, in whole or in part, by the Supplier without the written consent of CIHEB KENYA; absence of such written consent, any assignment is void.

II. PAYMENT: Payment shall be made—via cheque, wire transfer, or cash—in the currency identified on the purchase order cover page for items that have been delivered to the delivery destination(s) set forth in the purchase order and that have been inspected and accepted by CIHEB KENYA Inspection and Acceptance Committee. The Supplier shall submit an original invoice (or electronic invoice, if authorized) that includes, at a minimum: (a) name and address of the Supplier; (b) invoice date and number; (c) PO number; (d) description, quantity, unit of measure, unit price and extended price of the items delivered and tax PIN. Payment shall only be made on full PO performance unless expressly stated.

III. ELIGIBILITY OF COMMODITIES AND SUPPLIERS: The Supplier shall adhere to the following in carrying out this purchase order:

- a. All commodities must be new and unused unless otherwise authorized in writing by CIHEB KENYA.
- b. All electrical commodities must operate on the voltage and frequency identified on the purchase order cover page and its attachments.
- c. No commodities or services shall be eligible for payment under this order if provided by a vendor included on any list of suspended, debarred, or ineligible under GOK and under the United States Watchlist
- d. No payment shall be made to Vendor(s) that support/ promote activities prohibited and restricted by the United States Government under various legislations.

IV. INSPECTION AND ACCEPTANCE: The Supplier shall only tender for acceptance those items that conform to the requirements of this PO. CIHEB KENYA reserves the right to inspect or test any supplies or services that have been tendered for acceptance. CIHEB KENYA may require repair or replacement of nonconforming commodities or re-performance of nonconforming services at no increase in purchase order price. If repair/replacement or re-performance will not correct the defects or is not possible, CIHEB KENYA may seek an equitable price reduction or adequate consideration for acceptance of nonconforming commodities or services. CIHEB KENYA must exercise its post-acceptance rights within a reasonable time after the defect was discovered or should have been discovered.

V. WARRANTY: The Supplier warrants and implies that the items delivered hereunder are merchantable and fit for use for the particular purpose described in this PO. All equipment supplied under this order must be covered by the manufacturer's standard international warranty which shall, at a minimum, protect CIHEB KENYA from any loss due to defective workmanship, material, and parts, for 12 (twelve) months (unless otherwise stated on the purchase order document) after the equipment is delivered to and accepted by CIHEB KENYA. In the event that the warranty is breached, CIHEB KENYA may require, and the Supplier is bound, to remedy all defects and faults, including both workmanship and materials within a reasonable time of notification. The Supplier shall be responsible for all necessary domestic transportation charges required to ship the defective commodities to the Supplier and replacement commodities to CIHEB KENYA. In the event of the Supplier's refusal, failure, or inability to remedy such discrepancies within a reasonable time of notification, CIHEB KENYA may remedy such defects on its own and claim the reasonable cost of such remedial action from the Supplier.

VI. GOVERNING LAW AND RESOLUTION OF DISPUTES:

(A) Governing Law. This purchase order, including any disputes related thereto, shall be governed by the Laws of Kenya

(B) Disputes between the Parties; The following procedures shall govern the resolution of any controversy, dispute or claim between or among the "Parties," arising out of the interpretation, performance, breach or alleged breach of this purchase order ("Dispute").

(1) Negotiation- the Parties shall promptly attempt to resolve any Dispute by negotiation in the normal course of business. If, after good faith efforts, the Dispute is not resolved, either Party may request in writing that the Dispute be resolved through mediation, arbitration and litigation in that order.

(2) Obligation to perform work- Supplier shall diligently proceed with the performance of work pending final resolution of any Dispute.

VII. INDEMNITY AND SUPPLIER WAIVER OF BENEFITS. The Supplier agrees to indemnify and save harmless CIHEB KENYA and its officers, employees, and agents from and against any and all claims and liability, loss, expenses, suits, damages, judgments, demands, and costs (including reasonable legal and professional fees and expenses) arising out of the Supplier's provision of goods or services under this purchase order.

VIII. EXCUSABLE DELAYS. The Supplier shall be liable for default unless non performance is caused by an occurrence beyond the reasonable control of the Supplier and without its fault or negligence such as, acts of God or the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, and delays of common

KENYA of the cessation of such occurrence.

IX. CHANGES: CIHEB KENYA may at any time, by written order, and without notice to the sureties, make changes within the general scope of this purchase order. If any such changes cause an increase or decrease in the cost, or the time required for the performance, of any part of the work under this purchase order, an equitable adjustment shall be made in the purchase order price or delivery schedule, or both, and the purchase order shall be modified in writing accordingly. Any claim by the Supplier for adjustment under this purchase order must be asserted within thirty (30) days from the date of receipt by the Supplier of the modification or change.

X. TERMINATION FOR CONVENIENCE: CIHEB KENYA reserves the right to terminate this purchase order, or any part hereof, for its sole convenience. In the event of such termination, the Supplier shall immediately stop all work hereunder and shall immediately cause any and all of its suppliers and subcontractors to cease work. Subject to the terms of this PO, the Supplier shall be paid a percentage of the PO price reflecting the percentage of the work performed prior to the notice of termination, plus reasonable charges the Supplier can demonstrate to the satisfaction of CIHEB KENYA using its standard record keeping system, have resulted from the termination. The Supplier shall not be paid for any work performed or costs incurred which reasonably could have been avoided.

XI. TERMINATION FOR CAUSE: CIHEB KENYA may terminate this purchase order, or any part hereof, for cause in the event of any default by the Supplier, or if the Supplier fails to comply with any PO terms and conditions, or fails to provide CIHEB KENYA, upon request, with adequate assurances of future performance. In the event of termination for cause, CIHEB KENYA shall not be liable to the Supplier for any amount for supplies or services not accepted, and the Supplier shall be liable to CIHEB KENYA for any and all rights and remedies provided by law. If it is determined that CIHEB KENYA improperly terminated this PO for default, such termination shall be deemed a termination for convenience.

XII. TITLE: Unless specified elsewhere in this contract, title to items rendered under this contract shall pass to CIHEB KENYA upon acceptance.

XIII. RISK OF LOSS. Unless the purchase order specifically provides otherwise, risk of loss or damage to the items provided under this purchase order shall remain with the Supplier until, and shall pass to CIHEB KENYA upon delivery, inspection and acceptance of the items to CIHEB KENYA or CIHEB KENYA authorized agent at the delivery location.

ATTN: Herbert Malcolm Ominde
 Program Assistant TRACK

QUOTATION

Dear Mr. Ominde,

RE: QUOTATION FOR FULL AND HALF DAY CONFERENCE AND ACCOMMODATION

Qty	Description	Rate	Amount (Kshs)
1pax		4,500/=	4,500/=
		16% VAT inclusive	
	TOTAL		4500/=

STAMP:





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:

Stanleys Haven Ltd

ID #:

Program:

All

561-Related

BALKANS

BALKANS-EO14033

Minimum Name Score:

100

Address:

City:

State/Province*:

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: 11/1/2022 10:12:30 AM
Non-SDN List last updated on: 8/2/2022 12:12:10 PM



No. PRQ0308

Date: 10/31/2022

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	Geography	UNIT	QTY	Unit Price	Estimated Cost
1	ACCOMODATION IN MURANG'A FROM 31ST TO 4TH NOV 2022	CDC	TRACK		UNIT	5	10,000.00	50,000.00

REVIEWED By

DATE

APPROVED BY PATRICIA RARRIW OWINO

DATE

28-Oct-22

APPROVED BY LILIAN KIMAU

DATE

02-Nov-22

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