**The**   
**REPUBLIC OF KENYA**

**COUNTY ASSEMBLY OF MARSABIT**

**OFFICE OF THE CLERK**

**NOTICE TO THE PUBLIC ON THE SUBMISSION OF PENDING BILLS OF MARSABIT COUNTY GOVERNMENT FROM 2013 TO JUNE 2023**

The County Assembly of Marsabit at a Sitting held on 15th February, 2024, approved a Motion, pursuant to the County Assembly of Marsabit Standing Orders, to **establish an *Ad hoc* committee to investigate, verify and report on the current status of pending bills of Marsabit County from 2013 to 2022/23 financial year.**

In accordance with **Article 196 (1) of the Constitution**, the County Assembly **Ad hoc Committee on Pending Bills** invites members of the Public including contractors/suppliers/ service providers and other stakeholders to submit details of their verifiable pending bills to the Committee in the **prescribed “Form A”** annexed herein and attach the supporting documents.

All documents to be clearly marked “Pending bills submissions” and either hand delivered to the Office of the Clerk, Marsabit County Assembly Buildings or hand delivered to the respective MCAs Ward Offices or emailed to [clerk@marsabitassembly.go.ke](mailto:clerk@marsabitassembly.go.ke) **on before 01st March 2024 at 05:00 P.M.**

The Public may also submit a written memorandum in writing capturing general views they may have on the status of the Pending Bills in Marsabit County addressed to the Clerk.

**Note:** Copies of FORM A and the Notices can be obtained from the Office of the Clerk during official working hours or on the County Assembly of Marsabit Official Website <https://www.marsabitassembly.go.ke>

**CPA CHARE MATO**

**CLERK/SECRETARY, COUNTY ASSEMBLY OF MARSABIT**

ANNEX 1. Supplier Pending Bill Submission Form A

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | | | **Supplier/Pending Bill Holder Response/submission and support documentation** | |
| **No.** |  | **Attachment Required?** | **Response (Vendor to fill)** | **Attachment provided Yes/No** |
|  | Contractor/Company Name (Provide Certificate of Incorporation and CR 12) | Y |  |  |
|  | Contractor representative Name, ID Copy and Telephone No. | Y |  |  |
|  | Contract/LPO/LSO Number and Copy of the same | Y |  |  |
|  | Copy of award letter | Y |  |  |
|  | Copy of Quotation/Proposal Submitted | Y |  |  |
|  | County Department that ordered the Goods/Services rendered | N |  |  |
|  | Sub County, Ward, Sub location and Village, Office/Facility and site where Goods/Service/Works was delivered or performed | N |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requirement** | | | **Supplier/Pending Bill Holder Response/submission and support documentation** | |
| **No.** |  | **Attachment Required?** | **Response (Vendor to fill)** | **Attachment provided Yes/No** |
|  | Contract sum Paid to date and date of last payment (Payment Voucher) | Y |  |  |
|  | Copy of Pending Bill (Unpaid invoice/certificate/ fee note etc.) Amount and copy outstanding as at 30th June 2023 | Y |  |  |
|  | Pending Bill invoice submission date (On or before 30th June 2023) | N |  |  |
|  | Proof of delivery as at 30th June 2023 (Delivery notes, Certificate, Acceptance) against which pending bill is claimed | Y |  |  |
|  | Picture of evidence of delivery if any is available | Y |  |  |
|  | Known reason for non-payment if any | N |  |  |

**Submission Date:**

**Submitted by: Signature: Tel**