



Borasoft Limited
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1.0 COMPANY OVERVIEW

1.1 FIRMS SNAP DESCRIPTION

| | |
|--|---|
| Name of the Firm | BORASOFT LTD |
| Country of Registration | Kenya |
| Legal Status | Limited Liability (100% locally owned) |
| Nature of Business | Business systems consultancy. |
| Contact person | John Njiri Managing Partner Tel: +254-020-2629783 Cell: +254-0722-507360 E-mail: njirijohn@borasof.co.ke |
| Physical and registered address | Muthaiga Suites, 3 rd Floor Muranga road P.O Box 23158- 00100 Nairobi |
| E-mail | info@borasoft.co.ke |
| Website | www.borasoft.co.ke |
| PIN/ VAT certificate | P051421650R |

As per the original document

| | | |
|---------------------------------|---|--|
| 1 | Name of firm: Borasoft Limited | |
| 2 | Head Office address: Box 23158-00100 Nairobi | |
| 3 | Telephone: 0702555222 | Contact: John Njiri |
| 4 | E-mail: info@borasoft.co.ke | |
| 5 | Place of incorporation/registration Nairobi | Year of registration / incorporation 2007 & 2013 |
| DETAILS OF THE DIRECTORS | | |
| | Name | Nationality |
| 1 | Joseph Muchangi. | Kenyan |
| 2 | John Njiri | Kenyan |

2.0 COMPANY PROFILE.

2.1 INTRODUCTION

BORASOFT LTD is a Consultancy company which was founded in January 2007 to bridge the gap experienced in organizations around the globe for progressive improvement by offering real time solutions. Borasoft communication remained under business name until its incorporation in 2013 as Borasoft Ltd.



In this day and age, the key to success of any organization is its ability to maximize its capacity by ensuring optimum utilization of the available resource that include but not limited to information, technology, Human resource, financial resource and time. This is coupled by the organizations ability to manage change and make timely decisions that would steer the organization towards greater level of performance.

Borasoft has consistently been engaged in offering professional services with a vision to provide in-depth expertise in ICT system Audits, Business Process re-engineering, performance management, research solutions, Management Consulting, Quality Assurance and Empowerment through training.

Our expertise has been drawn from the long experience of our consultants in consultancy and implementation activities in the past years in the region and other parts of the world.

We comprise a highly ambitious team drawn from different fields to create a unique multidisciplinary organization. The entire team is involved in on-site implementation and supervision to ensure quality control and service delivery.

Our qualified professionals understand the principals of result actualization thereby bridging the gap between consultancy and Implementation. We utilize local capacity and resources in executing works to a high degree of professionalism, within budget and time schedules.

Why Borasoft

- Our strength lies in the knowledge asset of our personnel. Teamed with a capacity of highly qualified and experienced consultants in various fields we are able to offer solutions to your organization. Our internationally experienced professionals strive to deliver seamless, consistent services wherever our clients operate.
- We have a multi-disciplinary staff that enables us offer high end quality services across multi sectors as they have drawn industry specific experiences covering the fields of strategy, research, operations, quality, finance, economics, information technology, human resources & organization development;

- Our entire team is fully committed to increasing its knowledge and is aware of the importance of training in keeping abreast with the current technologies and development both in the Public and Private sectors.
- Project management: Proven experience in planning and managing complex and large projects in diverse sectors and client environments;
- Flexible capacity around a stable core: The firm is built around a core team of principals and associates. Ongoing working relationships with a wider group of specialist resources enables us to staff up effectively for larger assignments when needed;
- To remain relevant in today's environment, organizations need to become adaptive and more so proactive so as to respond quickly to the ever evolving client demands. We at Borasoft have extensive experience in developing guiding organisations in implementing automated software solutions to support critical organization decision process. This is then integrated with existing information systems to ensure that these transform organizational decision processes.
- To remain competitive in today's economy, you must take full advantage of your information resources and maximize the value of your IT investments. We have a dependable office infrastructure supported by a local area network and internet. This coupled with an elaborate communication network that provides a platform for consistent and efficient delivery of service to our ever increasing clientele.
- We have a network of associate consultants in Rwanda and Southern Sudan to ensure regional reach for the firm and its clients.

Our Competitive Edge

- Borasoft is a client focused organization and as a result we strive to go beyond the set deliverables.
- We have a team of qualified and highly motivated staff who work closely with each other and the client to ensure total client satisfaction.
- We offer very Competitive terms for our services in terms of pricing and flexibility.
- We offer Personalized, timely and effective Service

Our Approach

Part of our basic procedure involves the following steps:

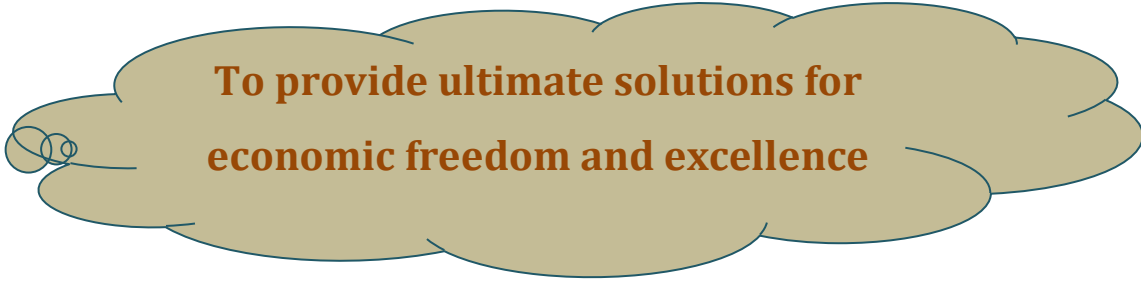
- Identification of the client's need: for every assignment we hold a meeting with the clients to identify their needs, goals & objectives.
- Analysis of client needs: for every assignment we analyze the client needs and public's critically in order to develop an appropriate course of action, bearing in mind the clients' need, goals and objectives.
- Proposal: We later present the analyzed situation and a proposal of how we aim to deal with the situation.

VISION

A light blue, cloud-like shape with a dark blue outline, containing the text 'The Ultimate Partner'.

The Ultimate Partner

MISSION

A light blue, cloud-like shape with a dark blue outline, containing the text 'To provide ultimate solutions for economic freedom and excellence'.

**To provide ultimate solutions for
economic freedom and excellence**

CORE VALUES

Professionalism

Our members of staff are members of professional bodies in their various fields. This ensures they observe ethics and code of conduct in discharging their duties. Our relationship with clients is also professional and we keep confidential the clients' information in our possession.

Customer Care

At Borasoft, we believe the customer is the king. We dedicate ourselves to not only meeting but exceeding the customers' expectations.

Team Work

We foster teamwork among our staff members to ensure effectiveness and efficiency in our work. We also co-operate with client's management and staff in execution of our assignments.

Innovation

At Borasoft we treasure and encourage creativity among our staff in service delivery. This goes a long way in ensuring our clients are satisfied with our services. We keep abreast of current development in our various fields of operations.

Our Aims and Objectives

- Build a good and lasting relationship with our clients.
- To offer competitively priced services in an efficient and effective manner.
- Meeting the needs & expectations of our clients

- Enabling our clients to realize their objectives through performance oriented consultancy services that will yield practical solutions for the organizations needs.

2.2 OUR SERVICES

We believe in delivering what the customer needs and in the manner the customer desires. At Borasoft, we not only meet your requirements but also exceed your expectations.

Our Expert advisory team offers responsive and efficient assistance at competitive rates to both local and international Corporations. Our cross territorial practice provides clients integrated services relevant to:

1. Research Solutions

We all know that every launch, market entry and growth plan starts and ends with research. To use a military metaphor, research insights map the terrain on which the battle is fought, and measure the contribution of each battle to the wider war after its conclusion. Research is not a substitute for leadership and insight; it is a test of intuitions. It builds consensus within the team by appealing to the one thing standing above each person and department's biases and vested interests – the facts. This is what research can accomplish.

Good research, on the other hand, does much more. It calls out those “unknown unknowns” that will become evident after you gain a better understanding of problem. It generates ideas from customer and industry insights refracted through the prism of expertise and experience. Good research is far better than a litany of verbatim comments from customers, employees or a mass of statistics devoid of context, which is of no relevance. Good research is your best investment.

Organisations have realized that Research is a critical tool for informed decision making. Over the years Borasoft has been a leading consultant in this field. We have conducted surveys in the areas of Market and product penetration surveys, Institutional Surveys and Social Surveys. We have conducted numerous surveys for leading organizations both in public and private sectors.

2. Total IT Solutions

Borasoft's portfolio of “Inspiring Total ICT Solutions” covers the entire spectrum of the Information technology needs of its customers. IT deployment demands constant change - latest technology, reliable operations, high availability and an increased need for a strong, reliable and trusted partner who is committed to deliver beyond normal ICT solutions and services.

That's where Borasoft “Total ICT solutions” make IT happen. With our vast domain knowledge, intellectual capital and passion we make IT a reality. We make IT business centric for you.

By virtue of the immense diversity of markets and customers that it addresses, Borasoft has aligned its operations in to both offering ICT solutions and training in order to meet your business productivity demands and deliver results.

Our IT Solutions both niche and end-to-end solutions address customer business and technology needs at the strategic and operational levels. This depth, diversity and delivery capability ensures adaptability to client needs, bringing out the most innovative solutions in every business and technology domain. Our expertise is well demonstrated across industry verticals we serve like Cooperative, Education, e-Governance, Financial Services, Insurance, Manufacturing, Retail & Hospitality Telecom, Travel & Tourism, etc. Leveraging our global resources and facilities, we help manage your business-critical operations. Under IT total solutions we offer:

- System Study and IT Systems Auditing
- Human Resource and Payroll Application Implementation Services
- IFMS/ERP Application Implementation Services
- Enterprise Application Implementation Services
- Be-Spoke Application Development & Maintenance
- Database/Network/System Administration Services
- Data Warehousing Solution Implementation Services
- e-Governance Solution Implementation Services
- Enterprise Security Solution Implementation Services
- Infrastructure Solution Deployment & Management Services
- System Integration & Re-engineering Services
- Turnkey Project Execution Services

3. Management Systems Consultancy

Over the recent years we have offered consultancy services to numerous organizations in their endeavor to pursue ISO certification. We have trained top managements as well as the; middle level managers, and internal auditors to develop quality systems, implement and audit their processes in conformity to the system so developed in compliance with the requirement of ISO 9001:2008, ISO 14001:2008 and ISO 27001:2005

For your entity to meet the requirements of the above standards, we deploy our team of experts who are registered/accredited/affiliated to the following bodies

- ✓ Professional Trainers Association of Kenya –PTAK;
- ✓ National Quality Institute –NQI;
- ✓ Kenya Bureau of Standards - KEBS;
- ✓ International Register for Certified Auditors-IRCA;
- ✓ National Environmental Management Authority- NEMA;
- ✓ National Industrial Training Authority – NITA;

4. Training, Capacity Building and Organizational Development

The job market has never been more competitive, and the need to strengthen one's professional game. And just like a professional athlete, you are constantly thinking of strategies for improving your skills, amid the demands of work and home. Many organizations understand the direct link between strong individuals and a winning team, and have begun to provide everything you need to win the game.

Borasoft offers both client tailored in-house and open trainings programmes in the following fields:

- a) Management System Programmes- Information Security Management System, Quality Management System and Environmental Management System
- b) Team Development Programmes
- c) Leadership, governance and management programmes
- d) Strategy formulation and Implementation programmes
- e) Customer service training, Group dynamics training, Soft skills training programmes
- f) Procurement and Supply Chain programmes
- g) Change Management and Organisational Development programmes

5. Strategy &Policy Development

Kenya's aspirations to achieve sustained economic growth and reduce poverty levels as provided for in Vision 2030 is based on the need to transform the Public Service to one that is efficient and increasingly responsive to the needs of members of the public. Vision 2030 recognized the public service as the bedrock underpinning its successful realization in the three pillars- Economic, Social and Political.

The on-going public sector reform programme requires all Government Ministries, Departments and Agencies (MDAs) to provide quality service. To achieve this, MDAs must recognize the need for a systematic and structured approach that also provides for measurement of progress and evaluation of achievements. To achieve this, MDAs must formulate relevant policies that will be adopted and implemented.

At Borasoft our expert team will facilitate Stakeholders' Policy Formulation Workshops that will provide forums for eliciting stakeholder inputs into the Policy Formulation process. Our consultants will systematically guide the workshops participants in concretizing on the salient components of the policies, in order to make the process all inclusive and ensuring that the resultant policies are fully owned by your organization. Among the policies we facilitate include but not limited to:

- ⊕ Communications Policy
- ⊕ ICT Policy
- ⊕ Anti-corruption policy

- ⊕ Gender Mainstreaming Policy
- ⊕ Disability Mainstreaming Policy
- ⊕ Drugs Prevention Policy
- ⊕ Resolution of Public Complaints
- ⊕ Automation Policy

OUR CLIENTS

Our clientele cuts across Government ministries/ departments, Parastatals, Learning institutions, Local authorities, NGOs, International/ regional agencies and private sector organizations

Borasoft has undertaken projects in the major African economic sectors including: Education, Health, Energy, Water, Agriculture, Infrastructure Development, public administration in Eastern and Central Africa

Our Team

Our national network in both private and public sector ensures that we can provide you with a top-class solution delivered with passion and commitment.

We have at your disposal a team with relevant in-depth experience and knowledge. We have at our disposal unsurpassed experience in the various disciplines required to complete your task

We will, in managing the task, refining and developing the final report, bring this experience to bear thereby ensuring your organisation of a world-class service, successfully delivered in the international standards context.

Our consultants are dedicated to devising and implementing innovative, client-based solutions that lead to better utilization of resources and improvement of performance and delivery.

Borasoft consultants, trainers and auditors are registered and affiliated to the following bodies:

1. Information Systems Audit and Control Association- ISACA
2. Computer Society of Kenya
3. Certified Cisco Network Associate- CCNA
4. British Standards Institute (BSI)
5. Chartered Quality Institute (CQI)
6. International Register of Certified Auditors (IRCA-UK).
7. Quality Management Association of Kenya (QMAK)

8. KENAS – Kenya Accreditation Service (Quality Systems Assessment Committee (QSAC)/KEBS certification body
9. National Environment Management Agency (NEMA)
10. Directorate of Industrial Training (DIT)

3.0 CONFIDENTIAL BUSINESS QUESTIONNAIRE

Part 1: General

| | | |
|----|---|--|
| 1. | Name of firm: Borasoft Limited | |
| 2. | Location of Business: Muthaiga Suites, 4 th Floor, Thika Road | |
| 3. | Plot No: LR 11785/7 | Street/Road: Thika Road |
| 4. | Postal Address: 23158-00100 Telephone: 020 2629783/4 | |
| 5. | Nature of Business: Business Systems Consultancy | |
| 6. | Current Trade Licenses No: 13428779 | Expiring date: 31 st December 2021 |
| 7. | Maximum value of business which you can handle at any time | KSH: 20,000,000 |
| 8. | Name of your Bankers: National Bank | Branch: Upper Hill Branch |

Part2 (c)-Registered Company

| Private or Public..... <i>Private</i> | | | | |
|--|-----------------|-------------|---------------------|--------|
| State the Nominal and issued capital of company | | | | |
| Nominal Kshs..... <i>100,000</i>Issued Kshs..... <i>90,000</i> | | | | |
| Given Details of all Directors as for | | | | |
| | Name | Nationality | Citizenship Details | Shares |
| 1 | Joseph Muchangi | Kenyan | By Birth | 500 |
| 2 | John Njiri | Kenyan | By Birth | 500 |

Date: 22 October 2021

I certify that the information above is correct. Full name and designation of authorized signatory

Date: 22 October 2021

Signed:



 John Njiri
 Director, Operations & Business Development
 Borasoft Ltd
 P.O. Box 23158- 00100

4.0 MANPOWER AND EXPERTISE OF STAFF

4.1 SUMMARY ON PERSONNEL

| NAME | AGE | GENDER | POSITION | ACADAMIC QUALIFICATION | PROFESSIONAL QUALIFICATION |
|-------------------------|-----|--------|-----------------------------|---|--|
| Research | | | | | |
| Edward Kamau Gathondu | 39 | Male | Project Director (Research) | Master of Arts in Social Statistics Bachelor of Science in Applied Statistics | ISO 9001:2015 Certified |
| Joseph Muchangi Wanjiru | 39 | Male | Research manager | Bachelor of science (Applied statistics) | Registered Trainer |
| Ndunda Serah Mwikali | 31 | Female | Data Analyst | Master of Arts in Social Statistics Bachelor of Science in Applied Statistics | ISO 9001:2015 Certified |
| Team Building | | | | | |
| Dr. Enoch Kilonzo | 45 | Male | Lead trainer | Doctorate degree in Human Resource Management and Development Master's Degree in Business Administration | Member of institute of personnel management Member of Kenya institute of management |

| | | | | | |
|--|----|--------|---------------------------------|---|--|
| | | | | Diploma in Leadership and Management Bachelor of Arts Degree (sociology) | |
| Milka Kabochi | 39 | Female | Trainer | Master of Arts Sociology Bachelor of Arts in Sociology and communication | Member of institute of personnel management |
| Strategy development, planning, or reviewing | | | | | |
| Benjamin Karume | 49 | Male | Team Leader | Masters of Arts in Sociology degree | |
| Anthony Wachira | 56 | Male | Strategic Management Consultant | Masters of Business Administration Degree University of Nairobi Bachelor of Science Strategic Management, University of Nairobi PhD in Management Systems-Strathmore University | Registered auditor with KEBS Registered trainer with NQI Member of institute of Management |
| Management services based on ISO Standards | | | | | |
| Dr. Swapan Purkait | 48 | Male | Project Leader | FDP, Indian Institute of Management Ph.D., Vinod Gupta School of Management | CQI and IRCA Certified ISO 45001:2018 Auditor Migration OHSMS |

| | | | | | |
|----------------|--|------|--|---|--|
| | | | | B. Com., Calcutta University | <p>2018 Bureau Veritas certificate on What is new in ISO 45001:2018</p> <p>2016 PECB Certified Trainer (ISMS, BCMS, EMS, QMS, OHSAS & ITSMS)</p> <p>2016 PECB Certified ISO/IEC 27001 Lead Auditor</p> <p>2016 PECB Certified ISO 22301 Lead Auditor</p> <p>2016 PECB Certified ISO/IEC 20000 Lead Auditor</p> |
| Samson Butichi | | Male | Assistant team leader/ Lead Auditor | <p>Masters of Art in Business Administration</p> <p>Bachelor of Science degree in Chemistry</p> | <p>Registered Lead Auditor with KEBS Certification Body</p> <p>Registered trainer with NQI</p> <p>Member Kenya Institute of Management</p> |

5.0 PAST EXPERIENCE AND PERFORMANCE

Borasoft Limited has been in business for 13 years since 2013.

| | | |
|---|--|--|
| 1 | Name: Kenya Airways Authority | Address: P.O Box 19001-00501 Nairobi, Kenya. |
| | Assignment Name: Provision of Employee Climate Survey Services for Kenya Airways Authority | Contact person: Managing Director/ CEO Jonny Andersen Telephone: 020822111 |
| 2 | Name: Kenya Airways Authority | Address: P.O Box 19001-00501 Nairobi, Kenya. |
| | Assignment Name: Provision of JKIA stakeholders Baseline customer service delivery survey | Contact person: Managing Director/ CEO Jonny Andersen Telephone: 020822111 |
| 3 | Name: Insurance Regulatory Authority | Address: P.O Box 43505-00100, Nairobi, Kenya. |
| | Assignment Name: Provision for consulting Services for employee satisfaction , work environment, corruption prevention, alcohol & drug prevention , HIV/AIDS awareness and prevention, gender | Contact person: CEO Sammy M Makove Telephone: |

| | | |
|---|--|---|
| | mainstream and disability mainstream surveys | 02024996000 |
| 4 | Name: County Government of Meru | Address: P.O Box 120-60200 Meru, Kenya. |
| | Assignment Name: Consultant services to conduct socio-economic Baseline survey for County Government of Meru | Contact person: Head Supply Chain Management Newton Njeru Telephone: 0709241000 |
| 5 | Name: Water Service trust fund | Address: P.O Box 49699-00100, Nairobi, Kenya. |
| | Assignment Name: Institutional survey consultancy services | Contact person: CEO Paul Daudi Telephone: 0202720696 |
| 6 | Name of client: REA Vipingo Plantation Limited | Address: P.O BOX 1, Vipingo, Kenya. |

| | | |
|---|--|---|
| | Assignment Name: Workplace communication and people management skills training | Client Contact Person for the assignment Janet Omulandi Telephone: 0721465036 |
| 7 | Name of client: Anti FGM Board | Address: Anti-FGM Board P.O Box 54760-00200 Nairobi |
| | Assignment Name: Provision of training consultancy services on leadership and team building | Client Contact Person for the assignment The CEO Telephone: 0770442022 |
| 8 | Name of Client: United States International University- Africa (USIU-A) | Address: United States International University - Africa P. O. Box 14634 - 00800, Nairobi, Kenya, East Africa |
| | Assignment Name: Alcohol, Drug and Substance Abuse Capacity Building | Client Contact person for the Assignment: Titus Githinji- training officer Telephone: +254728029179 |
| 9 | Name of client: East and Central Africa Social Security Association (ECASSA) | Address: ECASSA Old Moshi Road, P.O Box 1394, Arusha, |
| | Assignment Name: | Name of Contact person: Nelson Ndifwa- |

| | | |
|----|--|--|
| | Alcohol, Drug and Substance Abuse Capacity Building | Telephone: +255 272 970 301 |
| 10 | Name of Client: Kenya National Highway Authority | Address: Kenya National Highways Authority Head Office. P.O. Box 49712 - 00100 Nairobi. |
| | Assignment Name: Team building activities | Client Contact Person for the assignment Ms. Becky Telephone: 0724 752153 |
| 11 | Name of Client: Kenya Film Commission | Address: Kenya Film Commission, P. O. Box 76417 – 00508, Nairobi Kenya |
| | Assignment Name: Development of Corporate Strategic Plan | Client Contact Person for the assignment Timothy Osewe The CEO 0729407497 |
| 12 | Name of Client: Ministry of Energy Kenya | Address: Ministry of Energy, Nyayo House, Kenyatta Avenue. P. O. Box 30582 – 00100 Nairobi Kenya |
| | Assignment Name: End term review of the strategic plan (2014-2018) and development of a strategic plan (2018-2022) for the Ministry of Energy Kenya | Client Contact Person for the assignment Felista N. Ng'ang'a The Principal Secretary 020 3310112 |
| 13 | Name of Client: Kenya Forest Research Institute | Address: KEFRI P.O Box 20412-00200 Nairobi |

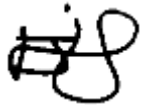
| | | |
|----|---|---|
| | Assignment Name: Development of Ten years strategic plan (2017-2027) | Client Contact Person for the assignment Chair Person 020 201 0651/2 |
| 14 | Name of Client: Kenya Universities and Colleges Central Placement Service | Address: KUCCPS P.O Box 105166- 00100 Nairobi |
| | Assignment Name: Development of a 5 Year Strategic Plan (2015-2020) | Client Contact Person for the assignment Mr. John Muraguri 0734879662 |
| 15 | Name of client: Kenya Forest Service | Address; Kenya Forest Services, P. O. Box 30513 – 00508, Nairobi Kenya |
| | Assignment Name: Midterm evaluation of strategic plan 2017-2020 | Client Contact Person for the assignment: Julius Kamau Chief Conservator of Forest (254)020-3754904/4/5/6 |
| 16 | Name of Client: State House | Address: State House P.O Box 41394- 00100 Nairobi |
| | Assignment Name: Development of a 5 Year Strategic Plan (2013-2017) | Client Contact Person for the assignment Chief Economist 02022118459 |
| 16 | Client: Kenya Vision 2030 Delivery Secretariat | Address: The Director General, Kenya Vision 2030 Delivery Secretariat P.O. BOX 52301-00200 Nairobi. |
| | Assignment Name: Development, training and upgrade to ISO 9001:2015 QMS | Client Contact person for the Assignment: Head of Procurement +254 20 272 20 30 |
| 17 | Name of Client: | Address: |

| | | |
|----|---|--|
| | Eldoret Polytechnic | The Registrar P.O Box 4461 Eldoret |
| | Assignment Name: Root cause analysis training, Owners and top management training, Staff training and risk assessment | Client Contact person for the Assignment: Management Representative -0722920124 |
| 18 | Name of Client: Kabete Technical Training Institute | Address: The Registrar P.O Box 40326-00100, Nairobi |
| | Assignment Name: Gap analysis, training, documentation and guidance to certification | Client Contact person for the Assignment: Mr. S.N Mugo- Registrar & M.R |

6.0 FINANCIAL POSITION AND TERMS OF ENGAGEMENT

- Attached three years certified audited accounts
- Terms of credit; 90 days

Signed:

A handwritten signature in black ink, appearing to be 'JN' or similar, written over a horizontal line.

John Njiri
Director, Operations & Business Development
Borasoft Ltd
P.O. Box 23158- 00100
info@borasoft.co.ke
Nairobi

7.0 DETAILS OF LITIGATIONS OR ARBITRATION

| YEAR | AWARD FOR OR AGAINST | NAME OF CLIENT CAUSE OF LITIGATION AND MATTER IN DISPUTE | DISPUTED AMOUNT (CURRENT VALUE, KSHS. EQUIVALENT) |
|------|----------------------|--|---|
| 2007 | NA | NA | NA |
| 2008 | NA | NA | NA |
| 2009 | NA | NA | NA |
| 2010 | NA | NA | NA |
| 2011 | NA | NA | NA |
| 2012 | NA | NA | NA |
| 2013 | NA | NA | NA |
| 2014 | NA | NA | NA |
| 2015 | NA | NA | NA |
| 2016 | NA | NA | NA |
| 2017 | NA | NA | NA |
| 2018 | NA | NA | NA |

8.0 CURRICULUM VITAE OF KEY PERSONNEL

8.1.1 PROJECT DIRECTOR

| | | |
|--|---|--|
| Name of Firm: | Borasoft Limited | |
| Name of Staff: | Edward Kamau Gathundu | |
| Profession: | Social Scientist | |
| Date of Birth: | 4 th June 1981 | |
| Nationality: | Kenyan | |
| Religion: | Christian | |
| Marital Status: | Married | |
| Languages: | Kikuyu (Native), English (official), Kiswahili (national) | |
| Career Objective To be an agent of change in the private and public sector by providing top quality service to institutions in areas of research, value chain strategies, monitoring and evaluation, performance management, policy analysis and advocacy, governance and operations management on informing business development. | | |
| Brief Profile <ul style="list-style-type: none"> • Master degree in Social Statistics • Training in Market Analysis, Competitive Intelligence & Benchmarking, Effective Taxation, investment • Conducted regional and international market research and value chain studies • Monitoring and evaluation • Participating in the multi-stakeholders committee that is spearheading the development of horticulture market information system • Experience in working in agriculture sector-wide programs • Proven ability to deliver quality outputs within strict deadlines • Self-motivated and able to work with minimal supervision • Good understanding of public sector, policing and NGO operations • Excellent writing and communication skills • Excellent computer skills • Excellent Research and data analysis Skills • Excellent presentation and public speaking skills • Excellent training and facilitation skills. | | |
| Key qualifications: | | |
| Education: | 2012-2014: Master of Arts in Social Statistics, University of Nairobi. 2002-2006: Bachelor of Science in Applied Statistics, Maseno University | |
| Training and Consulting Associates: Policy Formulation and Analysis | <ul style="list-style-type: none"> • Alpex Consulting Africa Ltd: Strategic Planning and Management • Millenium Management Consultants: Lead Auditor's Course in ISO 9001:2000 QMS MS Training Center for Development-Arusha: Monitoring and Evaluation International Labour Organization – ToT training in advocacy • ANPPCAN Kenya Chapter/Savethe Children Sweden: ToT in | |

| | | |
|--------------------|--|--|
| | <p>Child Right straining</p> <ul style="list-style-type: none"> • Christian Leadership Training Centre (Ufungamano): Certificate in Human Resource Management. Ministry of Local Government: Use of Development Planning and Financial Management Tools. Computer Literacy: Proficient in Ms Office suite, Internet and SPSS | |
| Employment record: | <p>Over eight years' experience in private, development partners and public sector work.</p> <p>Dec 2013-Date: Borasoft Limited</p> <p>Position: Associate Research Director.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Develops research and team skills of Research Supervisors, Senior Research Analysts, Research Analysts and account planners. • Develops research training for research personnel. • Represents research team on major strategic initiatives and advises senior level agency/client management on research issues. • Assesses clients' research needs, recommends research, develops proposals and presents them to clients. • Monitors projects to ensure compliance with timing, budget and quality requirements. • Participates in client planning sessions and interacts with client services staff on research projects. • Assists client teams and the planners in strategic planning. • Resolves research issues and questions of methodology, analysis and interpretation. <p>October 2010-To date: USAID-KHCP</p> <p>Position: Consultant Research Analyst</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Conducting regional and international market research and value chain studies • Conducting comparative market analyses, baseline studies and production of reports • Management of monthly domestic market and horticulture export data base • Working with the horticulture data validation committee to authenticate production and market data in order to provide accurate information • Participating in the multi-stakeholders committee that is spearheading the development of horticulture market | |

| | |
|--|---|
| | <p>information system</p> <ul style="list-style-type: none"> • Training partners in data management, collation and analysis • Collect, collate and analyse past and present data on imports and exports, commodity prices, traded volumes and the competitive environment from existing private and public sources • Monitor and catalogue relevant information in collaboration with industry associations, County offices, GOK ministries and parastatals responsible for agriculture, livestock and trade • Monitor prices and trends along target value chains on domestic, regional and international markets and produce appropriate reports • Coordination and Supervision of Research Works • Review of public policy to identify business opportunities and trends • M&E functions <p>February 2009 to December 2009: Alpex Consulting Africa Ltd.</p> <p>Position: Research assistant</p> <ul style="list-style-type: none"> • Design of market survey questionnaires and Validation of data collection tools • Team leader for the various survey's projects • Project review and appraisal, Identification and analysis various project Gaps • Conducting research surveys and computation of various indexes • Data analysis using SPSS, Epi info and Stata and manipulation of large data set. • Monitoring and evaluations of Projects to identify trends/gaps • Report writings and presentations of findings <p>December (2006) up to February 2009: Dyer and Blair investment Bank</p> <ul style="list-style-type: none"> • Analysis of various investment opportunities • Comparative market trend analysis • Conducting market research surveys • Planning and monitoring of finance projects • Development of data support models using Excel format • Performed statistical Cash flow projections analysis in order to inform and advise <p>January to May (2005): Worked at the Kenya National Bureau of Statistics</p> <ul style="list-style-type: none"> • Report writing and data interpretation through charts and diagrams • Data collections and analysis using Epi info, SPSS, Stata and Excel • Designing of structured questionnaires for quantitative data collection |
|--|---|

| Relevant Experience in research, Strategy and OD | Client | Assignment | Role |
|--|---|---|------------------|
| | USAID (KHCP) | Baseline and Needs Assessment on National Horticulture Market Information System (NaHMIS) | Project Director |
| | Kenya Coconut Development Authority | Coconut Survey | Project Director |
| | USAID (KHCP)/Equatorial Hortifresh Ltd | Regional market survey passion fruit (Uganda, Rwanda, & UAE) | Project Director |
| | Needs Assessment for Savings and Credit Associations | Financial Inclusion for Rural Micro Enterprises- (USAID FIRM)/KERUSSU | Project Manager |
| | Tanathi Water Services Board | Gender sensitive Baseline survey on Access to water and Sanitation | Project Director |
| | Athi Water Services Board | 2010-2012 Customer and employee Satisfaction surveys | Project Director |
| | Coast Water Services Board | 2010-2012 Customer and employee Satisfaction surveys | Project Director |
| | Lake Victoria North Water Services Board | 2010-2012 Customer and employee Satisfaction surveys | Project Director |
| | USAID (KHCP) | Passion fruit, Pulses, flowers, bananas value chain studies | Project Manager |
| | USAID (KHCP) | Productivity baseline surveys, Kenya competitiveness in horticulture | Project Manager |
| | Ministry of Development of Northern Kenya & other Arid Lands | Capacity Development Strategy for 12 Arid Counties in Kenya | Team Leader |
| Referees | Dr. Chagema Kedera Regional coordinator EDES-COLEACP P.O.BOX 3074-00506 NAIROBI Tel: 254 721 739 677 | Mrs. Tabitha Runyora Monitoring and Evaluation Manager USAID-KAVES P.O BOX 3074-00506 NAIROBI | |

| | | |
|--|--|----------------------|
| | Email: kederac@gmail.com Mr. Timothy Irungu Senior production Specialist USAID-KHCP P.O BOX 3074-00506 NAIROBI Email: irungutim@yahoo.com | Email: tabynjambi@gr |
|--|--|----------------------|

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Signature of the staff member

Date: October 22, 2021

John Njiri 

Date: October 22, 2021

Authorized representative of the firm

8.1.2 RESEARCH MANAGER

Name of the staff: Wanjiru Joseph Muchangi

Personal Details:

Date of Birth: 8th July 1981

Gender: Male

Marital Status: Married

Postal Address: P.O. Box 11811-00100 Nairobi

Email: Muchangi@borasoft.co.ke / youwanjiru@yahoo.com

Cell Phone: +254 724 608161

Profile:

A statistician with excellent skills in report writing

Career Objectives

- To identify, develop and implement effective strategies to improve agenda based research in accordance to specific needs
- To provide professional expertise in the field of statistics in explaining events, predicting outcomes and planning strategies for sustainable development
- To disseminate knowledge to people, by highlighting their needs and potential to create better future for themselves and their communities through creative research

Educational Background

| YEAR | INSTITUTIONS | QUALIFICATION |
|------|---|--|
| 2006 | Maseno University Faculty of Mathematics and applied statistics Bachelor of science (Applied statistics) | 2nd Class Upper Division |
| 2000 | Ngobit Secondary School Box 53, Ndaragwa | K.C.S.E Certificate Mean Grade B+ (Plus) |
| 1996 | Segera Primary School P.O. Box 16 Ndaragwa | K.C.P.E Certificate 455 out of 700 |

Educational Background

| Year | Institutions | Course |
|----------|---|--|
| Dec 2008 | International Leadership and Management Centre (ILMC) | Learning needs analysis and blended Learning |

SKILLS:

| | |
|--|--|
| | <ul style="list-style-type: none"> • Experienced in research project design and management. • Experienced in co-ordinating National wide surveys • Experienced in Statistical Packages for Social Sciences (SPSS) using syntaxes • Experienced in quantitative and qualitative data analysis • Excellent in report writing and presentation skills • Strong analytic skills with experience in statistical modelling and analysis |
| Work Experience | |
| April 2013 – to date | <ul style="list-style-type: none"> • General Manager - Borasoft Ltd Overall management of the company's technical work and client relations |
| July 08 – April 2013 | Research Manager Alpex Consulting Africa Duties and responsibilities <ul style="list-style-type: none"> • Planning and directing the execution of the projects • Communicating with clients to understand and document the business objectives • Selecting the most appropriate research methodology and techniques • Designing qualitative and quantitative research plans for products in all stages of the Product Life Cycle • Designing research questionnaires and moderator guides • Working with Project Directors to oversee the fieldwork initiative • Interpreting data, writing reports, and making actionable recommendations |
| Dec 06 – June 08 | Research Executive - Alpex Consulting Africa Duties and responsibilities Participating on the development of questionnaires for data capturing <ul style="list-style-type: none"> • Field trial of a tentative version of the questionnaire to determine response rate, question applicability, performance and prevalent categories • Validation of the survey tool with the client • Determination of sample size and allocation • Administration of questionnaire • Coding and keying of data • Developing SPSS syntax for analyzing data • Charting of the data • Interpretation of research finding and report compilation. • File all research quality management System records appropriately |
| Jan 06 to April 06 | Central Bureau of Statistics- Intern <ul style="list-style-type: none"> • Determination of sample size and allocation • Transferring data from excel SPSS, STATA etc • Performed basic data analysis using SPSS and MS —. EXCEL • Developing and running of SPSS syntax for various surveys • Charting of Data |
| Selected Consultancy experience | |
| Aug 2012 | Gender Sensitive Baseline Survey The project was funded by the African Development Fund to finance Small Towns Rural Water Supply and Sanitation Project part of which to rehabilitate and augment of Masinga Kitui Water Supply & Sanitation Project and Yatta Dam, Canal, Yatta Water |

Supply & Sanitation Project run by Kitui Water and Sanitation Company (KITWASCO) and Yatta Water & sanitation companies respectively.

Responsibility-(reporting to project manager)

- i. Design baseline survey- methodology, questionnaire, checklist for focused group discussion, and others-as per its expected outcomes and general scope of work.
- ii. Design NGO assessment procedures, refinement of criteria, and prepare different scoring system as necessary.
- iii. Organize field visit in the project area. Depending upon possibilities, conduct several discussions with NGOs and other stakeholders.
- iv. Prepare baseline report to Tanathi WSB and AfDB Senior Management Team (SMT) and the Ministry of Water
- v. Present baseline report and present draft report to the project proponent and Funder.

Incorporate all comments made by all stakeholders, SMT of the Board and finalize the gender sensitivity baseline report-final

June 2012 Film Industry training Needs – Kenya Film Commission

The purpose of the study was to assist the KFC in its contribution to human resource development in the field of film and television production by identifying training areas. This will in turn allow training providers to plan programming, and assist funders and policy makers to harmonize programs to respond to current needs in the sector.

I was a team leader in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control

Dec 2011 Study on the Cost of Quality Compliance for Manufacturing Sector - Kenya Association of Manufacturers (KAM)

This study was designed provide information on the cost of quality compliance for manufacturing sector and its impact and therefore help address the challenges facing companies in this area. In the end, the study was assist manufacturing industries by recommending a business friendly SQMT regime which will increase their competitiveness. The findings were to be used by KAM to advocate for a private-sector perspective on how the SQMT regime could be improved as part of efforts to facilitate quality compliance by manufacturers at affordable and competitive costs. Responsibilities included overall co-ordination of the project and co-author of the report.

Oct 2011 Survey on Non Tariff Barriers - Ministry of East African Community (Kenya)

Lead researcher for the Ministry of East African Community study on Non Tariff Barriers to trade among the Partner states. The findings of the study provided strategic frameworks and insights on how the Kenya government can facilitate the promotion of trade and investment in Kenya through effective elimination of NTB in the country. Responsibilities included: Sample design, instrument design, training of the field personnel, and co-author of the report.

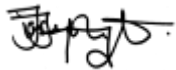
| | |
|-----------|---|
| Sep 2011 | <p>Customer satisfaction – Coffee Development Fund</p> <p>The objective of the survey was to Assess the effectiveness of Service delivery of CoDF products to Customers and evaluate the level of satisfaction of CoDF products by stake holders. Responsibilities included overall co-ordination of the project, sample design, instrument design, training the data collection team and sole author.</p> |
| Aug 2011 | <p>Ministry of East African Community (Kenya) – Customer, Employee satisfaction and Work environment Survey</p> <p>Customer satisfaction survey objective was to undertake a consultancy on customer satisfaction survey with a view to establishing the satisfaction index for external customers. On Employee satisfaction the Survey sought to understand the underlying challenges and constraints facing the Ministry, review and assess the employee’s needs so as to address the problems they faced in performing their duties. While in Work environment survey was aimed at developing an understanding of the underlying challenges and constraints facing the Ministry review and assesses the work environment and addresses the bottlenecks for improved service delivery in the Ministry. Responsibilities included overall co-ordination of the project, sample design, instrument design, training the data collection team and sole author.</p> |
| Aug 2011 | <p>South Eastern university College - Customer, Employee satisfaction, Work environment, corruption perception and Alcohol and drugs abuse survey.</p> <p>Responsibilities included overall co-ordination of the project, sample design, instrument design, training the data collection team and sole author.</p> |
| July 2011 | <p>Kenya Urban Roads authority - Alcohol and drugs abuse survey</p> <p>This survey was commissioned to examine workplace awareness and substance use trends among staff of Kenya Urban Roads Authority. The survey also focused on the family as a critical part of prevention efforts. Looking at the family both as a point of influence and intervention, the study explored the potential relationship between substance use and family circumstances. Responsibilities included overall co-ordination of the project, sample design, instrument design, training the data collection team and sole author.</p> |
| June 2011 | <p>Athi water service Board, Coast Water Services Board and Lake Victoria North water Service Board – Employee and customer satisfaction</p> <p>The survey focus was on customer/stakeholder satisfaction for three Water services Board stakeholders. This survey constitutes a component of Kenya Water and Sanitation Services Improvement Project (WaSSIP), which is supported by the World Bank Group. The objectives of the WaSSIP were: increase access to reliable, affordable and sustainable water supply and sanitation services; and improve the water and wastewater services Specifically; Customer survey sought the views of representatives of the targeted institutions and households on a variety of water related issues. The end goal was intended to show how the Boards are performing and consequently how they can improve. The objective as delineated in the scope of the study brief is to evaluate the Boards on their prime mandate of increasing access to sustainable and affordable water services in the country.</p> |

June 2011 **Kenya Airport Authority (KAA)– Employee Climate survey**

The purpose of this survey was to identify the elements that affect the level of employee work morale at KAA. Responsibilities included overall co-ordination of the project in the 10 stations, sample design, instrument design, training the data collection team and sole author

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Signature of the staff member

Date: October 22, 2021

John Njiri 

Date: October 22, 2021

Authorized representative of the firm

8.1.3 DATA ANALYST

| | |
|-----------------|--|
| Name of Firm: | Borasoft Limited |
| Name of Staff: | Ndunda Serah Mwikali |
| Profession: | Stataistician |
| Date of Birth: | 13 th Feb 1989 |
| Nationality: | Kenyan |
| Religion: | Christian |
| Marital Status: | Single |
| Languages: | Kamba (Native), English (official), Kiswahili (national) |

Career Objective

Hard work, team spirit, self-motivation, integrity and professionalism are key tenets in the achievement of my overall mission of the being expertise in the field researcher. Having utmost sense of responsibility and open mind while accomplishing the tasks entrusted to me, to offer recommendations that could encourage competitive, effective and efficient performance.

Personal Attributes

Excellent communicator with strong written and oral communication skills. Good interpersonal skills, good team player and a hard worker. Proactive and enthusiastic worker capable of working under minimum supervision with passion for success. Self driven, fast in learning new systems and able to comply within challenging situations.

Skills

- Questionnaire development
- Proposal writing
- Determination of sample size and allocation
- Data collection for institution survey
- Editing, cleaning and validation of questionnaires
- Transferring data from excel to SPSS
- Performed basic data analysis using SPSS and MS-Excel
- Developing and running of SPSS syntax for various surveys
- Charting of data
- Summarizing and writing of various survey reports

ISO9001:2008 Implementation

Key qualifications:

| | | |
|------------|--------------------------|--|
| Education: | Sept, 2013- Dec 2016 | University of Nairobi Masters in Social Statistics |
| | Sept, 2008- May 2012: | Maseno University BSc (Applied Statistics <i>with IT</i>) <i>(Second class upper division)</i> |
| | 2003-2006: | Obtained a Kenya Certificate for Secondary Education, Mean Grade: A- (Minus) , at Teresa D'lima School |
| | 1994-2002: | Obtained a Kenya Certificate for Primary Education, 326/500 marks, at Mutyangoi Primary School. |
| | October 2012 | ISO9001:2008 Implementer Certificate |

| | | |
|--|---|--|
| Professional Training | | Certified by: Alpex Consulting Africa Limited |
| | January 2012- April 2012 | Certificate in Control and Management of HIV/ AIDS Certified by: Encouragement Ministries of Kenya |
| | Sep 2011- Nov 2011: | Certificate of Financial Management for NGOs / CBOs Certified by : East Africa Vision Institute (EAVI) |
| Information Technology Skills | Computer packages: | Introduction to Microcomputers, Ms. Windows & Dos, Ms. Word, Ms. Excel, Ms. Access, Ms. PowerPoint, Internet & Communication |
| | Research packages: | Statistical Analysis with SPSS, R programme |
| Work Experience | | |
| <p>June 2013-To date: Borasoft Limited Position: Statistician</p> <p>January 2013-May 2013: Alpex Consulting Africa Limited (ACAL) Position: Data Clerk</p> <p>May 2012-November 2012: Alpex Consulting Africa Limited (ACAL) Position: Intern</p> <p>May 2011- August 2011: Kilembwa Secondary School Position: Mathematics Teacher.</p> <p>August 2009 : Kenya National Bureau of Statistics Position: Enumerator.</p> | | |
| Responsibilities | | |
| <ul style="list-style-type: none"> • Report presentation • Report writing • Monitoring fieldwork • Monitoring data entry • Team leader • Data collection from different institutions • Treasurer SASMU (Society of Applied Statistics Maseno University) September 2010-March 2012 • Member of SASMU 2008 to date. • Participated in anti-jigger campaign in Evuronga village Emuhaya constituency 2012. • Participated in tree planting day in 2009 (environmental sensitization) | | |
| Key Projects Participated In | | |
| Jomo Kenyatta University of Agriculture and Technology : | JKUAT contracted Borasoft Limited to carry out Customer Satisfaction Survey to all stakeholders in all campuses. My key task was to field co-ordinating, Data analysis and quality control. | |
| Transitional Authority Human resource Audit: | I participated in the Transitional Authority Human Resources audit which took place in the 47 counties. The audit included all man force in all Devolved Ministries and Defunct Local | |

| | |
|--|--|
| | Authorities. My key task was to analyse the data and writing a report |
| USAID- Kenya Horticultural Competitive Project: | A baseline was needed to measure the level of access of quality and efficient information and kind of information the stakeholders of horticultural industries expect. Was in involved in Design of the survey, Co-ordination of data collection and data analysis and quality. |
| Chuka University: | Borasoft Limited Undertook Customer Satisfaction Survey to identify customer satisfaction index levels. In this assignment I was involved in Design of the survey, Co-ordination of data collection and data analysis teams and reporting |
| Kabete TTI: | Borasoft undertook Customer, Employee satisfaction, work environment surveys and training needs assessment and determine satisfaction indexes .A baseline was needed to measure the degree of satisfaction to both external and internal customers and establish the need to train and which courses will be provided to the staff. I participated in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality. |
| Michuki TTI | Borasoft Limited Undertook Customer and Employee Satisfaction Survey to identify satisfaction index levels in achieving their mission. In this assignment i was involved in Design of the survey, Co-ordination of data collection and data analysis teams and reporting |
| Presidency and Cabinet: | I Participated in Presidency and cabinet Gender Mainstreaming Data mining and data entry |
| Ministry of Water: | Undertaking Customer, Employee satisfaction and work environment baseline surveys. I was involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control . |
| CCK: | Employee, Supplier and Licensees Corruption perception Survey Monitoring. In the project I was involved in data collection, entry and analysis |
| NEMA: | Undertaking Customer Satisfaction which took place in the all 47 counties in Kenya I participating in Data mining, Data Entry and Analysis |
| KAA: | Undertaking Corruption Perception Survey and Employee Satisfaction survey. In the project I was involved Data mining, Data Entry and Analysis |
| KFC: | Undertaking Competence and Training Needs Assessment I conducted the interview |

| | | | | |
|---|------------------|---|---------|--|
| National Authority | Biosafety | Undertaking Work Environment Survey. I conducted interviews, and physical environment evaluation. | | |
| LANGUAGES: COMPETENCE ON A SCALE OF 1 TO 5 (1=EXCELLENT AND 5=BASIC) | | | | |
| Language | Reading | Speaking | Writing | |
| English | 1 | 1 | 1 | |
| Kiswahili | 1 | 1 | 1 | |

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this data correctly describe me, my qualifications and my experience.



Signature of the staff member

Date: October 22, 2021

Serah Mwikali Ndunda

Name of staff member



Signature of authorized representative

Date: October 22, 2021

John Njiri

Authorized representative of the firm

Name of The firm: Borasoft Limited

Name of Staff: Dr. Enoch Kilonzo

Profession: Trainer

Years with the Firm: 2 Years

Nationality: Kenyan

Membership in professional bodies:

Member Institute of Personnel Management

Member Kenya Institute of Management

Key Qualifications

Over 28 years of experience in Human Resource Management and Development and Management Consulting. Enoch has worked with medium size, large international and Local Companies, Public and Non- Governmental Organizations in the area of Human Resource Management, Development and Business Advisory services. He also has over 15 years in design and delivery of Management Consultancy and Training programs. Specific areas of experience include:-

- Knowledge Management
- Entrepreneurial/Business Skills Development
- Results Based Leadership
- Governance and Ethics
- Projects Evaluation
- Capacity Building and Team Building
- Job evaluation
- Balanced Scorecard
- Staff Rationalization/ Right Sizing/restructuring
- Human Resource Management and Development
- Development of Human Resource policies and manuals

- Organization reviews and analysis
- Performance management systems
- Strategic planning and management facilitation
- Client staff recruitment
- Change management facilitation
- Customer service
- Business and process Re-engineering
- Business and management audits
- Skills Auditing
- Negotiation Skills
- Marketing Skills Development
- Stress management
- Time Management
- Productivity Improvement
- Disaster preparedness and management
- HIV Aids/ life skills

Enoch has carried assignments in the East African Region and specific Industry experience includes: Manufacturing, Service, Tourism and Management Consultancy.

Academic Qualifications

| | |
|------|--|
| 2008 | Doctorate degree in Human Resource Management and Development - Heritage International University – USA |
| 2003 | Certificate in Results Based Consulting Centre for African Family Studies – Nairobi |
| 1999 | Masters Degree in Business Administration Chartered Institute of Business Administration |

| | |
|------|--|
| | - United Kingdom |
| 1999 | Diploma in Leadership and Management Professor Peter Drucker |
| 1998 | Certificate in Business Process re-engineering Professor Peter Drucker |
| 1983 | Post-Graduate Diploma in Management Kenya Institute of Management - Nairobi |
| 1981 | Bachelor of Arts Degree (sociology) University of Nairobi – Kenya |

Professional Experience

Management training

Enoch has over 10 years' experience in design and delivery of training courses. He runs both Standard off-the-shelf courses and in-house company tailored courses. Delivery of in-house courses involves training needs assessment to confirm client requirements, design and fine-tuning of course programs and the delivery using participatory and action learning methods.

Enoch has experience in running the following range of courses:

Senior Management

| | | |
|---------------------------|-------------|------------|
| Executive | Development | Programs |
| Results based Leadership | | |
| Balanced Scorecard | | |
| Training needs assessment | | |
| Team | | building |
| Strategic | planning | management |
| Performance | Management | Systems |
| Business Re-engineering | | |
| Productivity Improvement | | |

Personal Effectiveness

| | | |
|------------------------|-----|---------------|
| Delegating | | skills |
| Effective | | Communication |
| Entrepreneurial skills | | |
| Negotiation | | Skills |
| Community Leadership | | |
| Stress Management | | |
| HIV | and | Aids |

Management and Supervisory

| | | |
|-------------------------------|-------------|------------|
| Management Development skills | | |
| Capacity | | Building |
| Effective | Supervision | Management |

| | | |
|---|-----------------------------------|---|
| Managing Performance Change Supervisory Leadership Time management Gender | Human Appraisal skills skills and | Resources skills Management development development Development Service |
| <i>Selling Skills</i> | | |
| Customer | | |
| How to start a small Business | | |
| Marketing Skill Development | | |

Employment History

| | | |
|----------------|--|--------------------------------------|
| 2015 – To date | Borasoft Limited Associate Consultant | |
| 2010 – 2015 | Alpex Consulting Africa Ltd Associate Consultant | |
| 1999 – 2010 | Chief Executive Officer Yitzak Associates Limited | Yitzak Associates Limited |
| 1993 –1998 | Human Resources Manager East African Portland Cement Co. Ltd | East African Portland Cement Co. Ltd |
| 1988 – 1993 | Human Resources Manager Lonrho East Africa (Toyota Kenya and Lonrho Hotels) | |
| 1987 –1988 | Human Resources Manager ABN Bank Nairobi – Kenya | |
| 1985 –1987 | Human Resources Officer Coffee Board of Kenya | |
| 1983 –1985 | Assistant Research Officer Kenya Medical Research Institute | |
| 1982 –1983 | Price Control Officer Ministry of Finance – Kenya | |

Professional Memberships

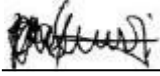
1. FELLOW – Chartered Institute of Business Administration – United Kingdom 1996
2. MEMBER – Institute of Personnel Management, Kenya 1996
3. MEMBER – Kenya Institute of Management, 1982

Languages

| | Written | Spoken |
|-----------|-----------|-----------|
| English | Excellent | Excellent |
| Kiswahili | Excellent | Excellent |


Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client, and/or sanctions by the Bank.



Signature of the staff member
2021

Date: October 22,



Signature of authorized representative

Date: October 22, 2021

Full Name of Staff: Dr. Enoch Kilonzo

Full name of authorized representative: John Njiri

8.1.4 TRAINER

| | | | |
|---|---|---|--|
| Name of Firm: Name of Staff: Profession: Date of Birth: Years with the firm Nationality: | Borasoft Limited Milka Kabochi Management Consultant 9th October 1981 5 years Kenyan | | |
| Key qualifications: | | | |
| | DATES | COURSE | TRAINER |
| Professional Training | Sept 2008 | Quality Auditor and Trainer of Trainers | Kenya Bureau of Standards/ Alpex Consulting Africa Limited |
| | Aug 2009 | Lead Implementer Security Management System (ISMS) | British Standards Institute (BSI) |
| | Aug2009 | Lead Auditor -Information Security Management System (ISMS) | British Standards Institute (BSI) |
| | April 2008 | Quality Management System implementer on ISO 9001:2008 International Standard | Kenya Bureau of Standards/ Alpex Consulting Africa Limited |
| | April 2008 | Internal Auditor on ISO 9001:2008 International Standard | Kenya Bureau of Standards/ Alpex Consulting Africa Limited |
| Education: | | | |
| | July 2004 | University of Nairobi Master of Arts Sociology-Disaster Management | |
| | 2001-2003 | University of Nairobi Bachelor of Arts in Sociology and communication (majored in both) <i>(Upper Second Class)</i> | |
| | 1997-2000 | Masai Girls High School | |

| | | |
|--|--|--|
| | | Kenya Certificate of Secondary Education (C Plus) |
| Employment Record | | |
| Date: Employer: Position: | January 2013- To Date Borasoft Limited Management Consultant <u>Area of Responsibility</u> Consulting and Training in Several organizations | |
| Date: Employer: Position: | October 2012 to Date MK Consult Ltd Senior Management Consultant / Director <u>Area of Responsibility</u> QMS Training, ISMS Training, QMS and ISMS Auditing, Performance Management Systems Training and Implementation, Recruitment, Team Building Facilitation, Strategic Planning, Management and Supervisory training, Skills Auditing, Workshop Facilitation, Streamling HR processes, Business and Process re-engineering, Development of Human Resource policies and manuals, Change Management Facilitation, Human Resource Development, Development and Implementation of Record Management Systems, Compensation & Benefits, Disaster Preparedness and Management, Time Management and Life Skills | |
| Date: Employer: Position: | October 2010 to August 2011 Alpex Consulting Africa Limited Human Resource and Administration Manager <u>Area of Responsibility</u> Develop and implement a Human Resource Development Strategy, Managing the Human Resource process. | |
| Date: Employer: Position: | March 2009 to September 2010 Alpex Consulting Africa Limited Finance and Administration Manager | |
| Date: Employer: Position: | January 2008 – February 2009 Alpex Consulting Africa Limited International Liaison Officer | |

| | |
|--|---|
| Date: | January 2006 to January 2008 |
| Employer: | Centre For Development Services (CDS) |
| Position: | Programme Officer |
| Date: | January 2005 - September 2005 |
| Employer: | 2004 Nobel Peace Secretariat of Prof. Wangari Maathai |
| Position: | Personal Assistant |
| Date: | November 2004 to January 2005 |
| Employer: | 2004 Nobel Peace Secretariat of Prof. Wangari Maathai |
| Position: | Administrative Officer |
| Date: | January 2003 - November 2004 |
| Employer: | United Nations Environment Programme |
| Position: | Part-time Volunteer |
| Date: | January 2003 - July 2004 |
| Employer: | Lifeway International Ministries |
| Position: | Logistics Assistant |
| Consultancies Undertaken | |
| National Bank, Kenya (HQ) | |
| <i>Team Building Workshop (October 3rd, 2014)</i> | |
| Lead Consultant for a team building event for 50 departmental staff which was conducted on the back drop of an annual departmental retreat. The key objectives were; enhanced communication, team work and bonding. The team building was held in Naivasha at the Simba Lodge | |
| IOM, Kenya | |
| <i>Moderating A Workshop On The Best Practices For Civil Registry (21st May 2014)</i> | |
| Part of a team of consultants moderating a workshop session whose participants were Somaliland Government Officials, Civil Registry Officials (Kenya), Ministry of Health Officials (Kenya) and IOM Staff. The session was held at the Stanley Hotel, Nairobi. The objective was to discuss and document the best practices for civil registry in Kenya. | |
| County Government of Nakuru | |
| <i>Procurement & Finance, Leadership And Management Training (24th and 25th of March 2014)</i> | |
| Trainer commissioned to train Nakuru County Executives in Mombasa. The objective of the training was to create awareness on the regulations governing public procurement within the county and leadership management. | |

IOM, Kenya

Leadership and Management Training (11th- 12th March 2014)

Invited to train Senior Management over a two day period at the Head offices in Nairobi. The main objectives were; Situational Leadership, Work-life Balance, Time Management, Vision Casting and aligning team to performance

County Assembly Of Nakuru

Group Dynamics, Soft Skills, Leadership, Governance And Management Training (16th – 21st December 2013)

Lead Trainer for the County Assembly MCAs over a 5 day duration. The training was conducted in groups of 25. The objective of the sessions was to enhance self-awareness through personality profiling, equip the trainees with basic management skills while sharpening their Governance Skills.

County Assembly Of Nakuru

Team Building, Etiquette, Procurement, Customer Care & Change Management Training (4th – 16th Dec 2013)

Lead Trainer for the County Assembly MCAs over a 5 day duration. The training was in groups of 25. The objective of the sessions was; The Public Procurement and Disposal ACT, to rekindle the importance of the customer, grooming, telephone habits, business language, time management and leadership styles.

Geminia Insurance Co. Limited

Consultancy to Set-up A HR Office (February 2013 – February 2014)

Part of a team of consultants commissioned to develop HR procedures and processes and to develop a HR Manual. The objective was to streamline HR processes against the business processes of the company.

Competency

I have a combined a career in Human Resource and Administration with People development through management training, practical experience and motivational speaking.

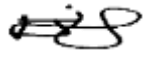
Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

A handwritten signature in black ink, appearing to be 'Milka'.

Signature of the staff member

Date: 29th June 2020

A handwritten signature in black ink, appearing to be 'John'.

Signature of authorized representative

Date: 29th June 2020

Full Name of Staff: Milka Kabochi

Full name of authorized representative: John Njiri

Team Leader

| | | | | |
|------------------------------|---|-----------|-----------|-----------|
| Proposed Position | : Consultant | | | |
| Name of the firm | : Borasoft Limited | | | |
| Name of Staff | : Anthony M. Wachira | | | |
| ID NO | : 7868922 | | | |
| Date of Birth | : 1964 | | | |
| PIN NO: | : A000138714F | | | |
| Citizenship | : Kenyan | | | |
| Education | | | | |
| 1999-2001 | :Masters of Business Administration Degree University of Nairobi | | | |
| 1984-1988 | : Bachelor of Science Strategic Management, University of Nairobi | | | |
| 2016-Todate | : PhD in Management Systems- Strathmore University | | | |
| Countries of Work Experience | Kenya | | | |
| Languages | Language | Speaking | Reading | Writing |
| | English | Excellent | Excellent | Excellent |
| | Kiswahili | Excellent | Excellent | Excellent |

| Employment Record | |
|---|---------------------------------|
| Over 25 years Strategy, Technical, Management and Administrative experience | |
| Date | : 2010 to Date |
| Employer | : Borasoft Ltd |
| Positions held | : Associate Consultant |
| Date | : March 2006 to October 2010 |
| Employer | : Kenya Airports Authority |
| Positions held | : Strategy and planning Manager |
| Date | : July 2004 to March 2006 |
| Employer | : Strathmore University |
| Positions held | : Admin and Planning Director |
| Date | : June 2001 to June 2004 |
| Employer | : Kenya Airways |
| Positions held | : Planning Manager |
| Date | : April 1995 to May 2001 |
| Employer | : Commercial Bank of Africa |
| Positions held | : Strategy and Planning Manager |

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|---|---|
| Date | : November 1989 to March 1995 |
| Employer | : Business Machines Kenya Ltd |
| Positions held | : Trainee Programmer/Analyst-Novell Products Manager |
| Professional Experience | |
| Date Project: Client: Position | January 2022-Up to date Development of Corporate 2020-2022 Strategic Plan Kenya Film Commission Consultant <u>Scope</u> <ul style="list-style-type: none"> - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan Implementation of strategy |
| Date Project: Client: Position | May 2019-August 2019 Review, develop and Launch a draft strategic plan for the year 2018-2022 Ministry of Energy Consultant <u>Scope</u> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan |

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|---|--|
| | <ul style="list-style-type: none"> - Implementation of strategy |
| Date Project: Client: Position | <p>February 2017-April 2017 Development of 2017-2027 Strategic Plan Kenya Forest Research Institute Retirement Benefit Scheme Consultant</p> <p>Scope</p> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |
| Date Project: Client: Position | <p>Dec 2016-February 2017 Review, develop and Launch a draft strategic plan for the year 2015-2020 Kenya University & College Central Placement Services Consultant</p> <p><u>Scope</u></p> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |
| | |

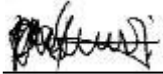
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| Date Project: Client: Position: | <p>1st May, 2014-30th June, 2014 Development of a 5 Year Strategic Plan (2013-2017) State House Consultant</p> <p><u>Scope</u> In this project, Borasoft's staff were responsible for Identification of the baseline, Environmental Scan, Development of a long term Vision, Mission Statement and core values , Core Functions Analysis, Capacity Assessment, Formulate Strategy as outlined in the First Medium Term Plan (Vision 2030)and MDGs, Formulate Action Plans, Development of a system to monitor progress and Evaluation, Development of the draft strategic plan, Stakeholder Validation, Development of the final strategic plan and review of the Organizational Structure. Conducting a gap analysis on the current communication strategy, Identification of current communication needs (internal and external), Identification of communication strategies and objectives, and Development of a final communication strategy.</p> |
| Date Project: Client: Position: | <p>02/2015- 01/2015 Communications Audit and Communication Strategy Kenya Airports Authority Consultant</p> <p><u>Scope</u> The project entailed the conducting a communication analysis of KAA and finally re-aligning the communication strategy with KAA's constitutional mandate. A communication audit was done to formulate the Gap analysis report with the environmental analysis also being conducted. Audience analysis was also done and an action plan formulated and implemented. A Monitoring and Evaluation System was developed, a draft Communication strategy drafted and a validation workshop involving respective stakeholders was held. A final Communication Strategy was developed and presented to the Kenya Airports Authority.</p> |
| Date Project: Client: Position: | <p>September, 2013- August, 2013 Communications Audit and Development Communication Strategy Tanathi Water services Board Consultant</p> <p><u>Scope</u> - Conducting a gap analysis on the current communication strategy - Audit of the existing communication strategy - Development of a long term Vision, Mission Statement and core values - SWOT and EPISTEL analysis</p> |

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| | <ul style="list-style-type: none"> - Stakeholder engagement - Identification of current communication needs (internal and external) - Identification of communication strategies and objectives - Development of a final communication strategy - Implementation of strategy |
| Date: Project: Client: Position: | May, 2014- June, 2014 Development of Strategic Plan 2014-2019 Kabete Technical Training Institute Consultant <u>Scope</u> <ul style="list-style-type: none"> - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis on the current communication strategy - Audit of the existing communication strategy - SWOT and EPISTEL analysis - Stakeholder engagement - Identification of current communication needs (internal and external) - Identification of communication strategies and objectives - Development of a final communication strategy - Implementation of strategy |
| Date: Project: Client: Position: | June 2014-July 2014 Development of Strategic Plan 2014-2018 PC Kinyanjui Technical Training Institute Consultant <u>Scope</u> <ul style="list-style-type: none"> - Conducting a gap analysis on the current communication strategy - Audit of the existing communication strategy - SWOT and EPISTEL analysis - Stakeholder engagement - Identification of current communication needs (internal and external) - Identification of communication strategies and objectives - Development of a final communication strategy - Implementation of strategy |
| Date: Project: Client: Position: | August, 2013 Review of 2010-2015 Strategic Plan and development of revised Strategic Plan Boresha SACCO Team Leader |
| Date: Project: Client: Position: | October, 2012- December, 2012 Formulation of ICT Strategy aligning it to the Business Strategy Chase Bank Kenya |

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| | Team Leader |
|--|-------------|

Certification

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience, and I am available to undertake the assignment in case of an award. I understand that any misstatement or misrepresentation described herein may lead to my disqualification or dismissal by the Client.



Signature of the staff member

Date: 22 October 2021



Signature of authorized representative

Date: 22 October 2021

Full Name of Staff: Dr. Enoch Kilonzo

Full name of authorized representative: John Njiri

Economist

| | | |
|--|---|---------------------------------------|
| Proposed Position: | Project facilitator | |
| Name of Firm: | Borasoft Ltd | |
| Name of Staff: | Benjamin Karume | |
| Profession: | Strategic Management Consultant, | |
| Date of Birth: | 11-04-1971 | |
| Years with the firm | 12 | |
| Nationality: | Kenyan | |
| Capability Statement | | |
| <p>Benjamin has Fourteen years' experience covering research project design and management, Project Management, Project Planning, monitoring and Evaluation, Feasibility Studies and needs assessment, Development of Strategic Plans, Human Resource Management and Organization development.</p> <p>He holds a Masters of Arts in Sociology degree from University of Nairobi. He is also a holder of a Certificate in Human Resource management from Christian Leadership Training Centre (Ufungamano). He has also attended training on Consultancy for Capacity Building on use of Development Planning and Financial Management Tools from Ministry of Local Government. He has also been trained on Business Start up from Jomo Kenyatta University of Agriculture and Technology.</p> <p>He has developed a solid understanding of a wide range of M&E principles, tools and techniques. Moreover, He has gained significant experience in designing and pilot testing results-based monitoring and evaluation systems from a range of public sector organizations, thus advancing his understanding of conducting readiness assessments, defining outcomes, establishing Key Performance Indicators, setting baselines and targets, building monitoring frameworks, and designing management information reporting systems.</p> <p>He has been involved in several consultancy assignments in his capacity as a Project Director. Over the years he has coordinated nationwide surveys in rural and urban areas targeting respondents across the social economic classes in East Africa. He is also well versed with qualitative and quantitative research methodology coupled with competent in literature review.</p> <p>Other key qualifications include: Proposal development, Data collection and analysis, Project planning, monitoring and evaluation, Feasibility studies and needs assessment, Development planning, Community mobilization and participatory methodologies, HIV/AIDS advocacy, Peer youth counseling, Organization development and Human Resource Management</p> | | |
| Key qualifications: | | |
| Professional Training | COURSE | TRAINER |
| | Consultancy for Capacity Building on Use of Development Planning and Financial Management Tools | Ministry of Local Government |
| | Business Start up Training | JKUAT/K-MAP |
| | Peer Youth Counseling | Nairobi Youth Center |
| | Advocacy Skills | Movement of Men Against AIDS in Kenya |
| Education: | | |
| | 1996 -2000 | University of Nairobi |

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|----------------------------|---|--|
| | | MSc Economic Statistics |
| | 1990-1995 | Egerton University BA Economics |
| | | Christian Leadership Training Centre (Ufungamano)Certificate in Human Resource Management |
| Employment Record | | |
| Date | 2007- Date | |
| Employer | Borasoft Ltd | |
| Position | Managing Consultant | |
| Date | 2002 – 2006 | |
| Employer | NGO condination bureau | |
| Position | Project Director | |
| Date | 2000-2002 | |
| Employer | Fiscal Consultants | |
| Position | Consultant (intermittent basis) | |
| Date | 1995-1996 | |
| Employer | Galsheet Kenya Limited | |
| Position | Labour Clerk | |
| Major Consultancies | | |
| Date | January 2022-Up to date | |
| Project: | Development of Corporate 2020-2022 Strategic Plan | |
| Client: | Kenya Film Commission | |
| Position | Facilitator | |
| | <u>Scope</u> | |
| | <ul style="list-style-type: none"> - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan | |
| | Implementation of strategy | |
| Date | May 2019-August 2019 | |
| Project: | Review, develop and Launch a draft strategic plan for the year 2018-2022 | |
| Client: | Ministry of Energy | |
| Position | Facilitator | |
| | <u>Scope</u> | |
| | <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis | |

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| | <ul style="list-style-type: none"> - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |
| Date Project: Client: Position | <p>February 2017-April 2017</p> <p>Development of 2017-2027 Strategic Plan</p> <p>Kenya Forest Research Institute Retirement Benefit Scheme</p> <p>Facilitator</p> <p>Scope</p> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |
| Date Project: Client: Position | <p>Dec 2016-February 2017</p> <p>Review, develop and Launch a draft strategic plan for the year 2015-2020</p> <p>Kenya University & College Central Placement Services</p> <p>Consultant</p> <p><u>Scope</u></p> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |

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| Date Project: Client: Position | February 2017-March 2017 Development and Launch strategic plan for the year 2017-2021 Kenya Forest Research Institute Define Retirement Scheme Consultant <u>Scope</u> <ul style="list-style-type: none"> - Review of implementation of the previous strategic plan - Situation analysis. - Strategic Planning Workshop - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis - SWOT and EPISTEL analysis - Stakeholder engagement - Development of implementation matrix - Monitoring and evaluation frame work - Identification of current strategic needs (internal and external) - Identification of corporate and departmental strategies and objectives - Development of a final strategy strategic plan - Implementation of strategy |
| Date Project: Client: Position | 1 th May, 2014-30 th June, 2014 Development of a 5 Year Strategic Plan (2013-2017) and a Communication Strategy State House Consultant <u>Scope</u> <p>In this project, Borasoft's staff were responsible for Identification of the baseline, Environmental Scan, Development of a long term Vision, Mission Statement and core values , Core Functions Analysis, Capacity Assessment, Formulate Strategy as outlined in the First Medium Term Plan (Vision 2030)and MDGs, Formulate Action Plans, Development of a system to monitor progress and Evaluation, Development of the draft strategic plan, Stakeholder Validation, Development of the final strategic plan and review of the Organizational Structure.</p> <p>Conducting a gap analysis on the current communication strategy, Identification of current communication needs (internal and external), Identification of communication strategies and objectives, and Development of a final communication strategy.</p> |
| Date Project: Client: Position | 02/2015- 01/2015 Communications Audit and Communication Strategy Kenya Airports Authority Consultant <u>Scope</u> <p>The project entailed the conducting a communication analysis of KAA and finally re-aligning the communication strategy with KAA's constitutional mandate. A communication audit was done to formulate the Gap analysis report with the environmental analysis also being conducted. Audience analysis was also done and an action plan formulated and implemented. A Monitoring and Evaluation System was developed, a draft Communication strategy drafted and a validation workshop involving respective</p> |

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|---|---|
| | stakeholders was held. A final Communication Strategy was developed and presented to the Kenya Airports Authority. |
| Date Project: Client: Position | September, 2013- August, 2013 Communications Audit and Development Communication Strategy Tanathi Water services Board Consultant <u>Scope</u> - Identification of the baseline. - Environmental Scan - Development of a long term Vision, Mission Statement and core values - Conducting a gap analysis on the current communication strategy - Audit of the existing communication strategy - SWOT and EPISTEL analysis - Stakeholder engagement - Identification of current communication needs (internal and external) - Identification of communication strategies and objectives - Development of a final communication strategy - Implementation of strategy |
| - On Strategy and Others | |
| Project: | Strategy Development, Strategy Deployment, Leadership Development, Change Management , Effective Training Management and Performance Management Consultant for Strategic Leadership Centre International <u>Clients</u> - Kenya Commercial Bank - Consolidated Bank of Kenya - CFC Group - Faulu Kenya - Safaricom Limited - MabatiRollings Limited - Kenya Vehicle Manufacturers (KVM) - Kenya Methodist University (KEMU) - Clown Berger |
| Project: | Strategic Planning Assignments (Uses the Global Best Strategic Planning Frameworks) <u>Clients</u> - Northern Water Services Board - Catholic Archdiocese of Mombasa - Association of Kenya Suppliers - Eureka Educational Consultants - Kenya Petroleum Refineries Limited - United States International University (USIU) - Mhasibu SACCO - Kenya Institute of Management (KIM) |
| Project Client Position | Service delivery and marketing of banking products Kenya School of Monetary Studies (KSMS) Associate Consultant |

| | |
|--|---|
| Project Client Position | <p>HIV and AIDS Strategic Plan Catholic Archdiocese of Mombasa Consultant</p> <p><u>Scope</u> Facilitated the process and development of the HIV and AIDS strategic plan for the Catholic Archdiocese of Mombasa through stakeholder consultations and technical assessment of the environment and building consensus on the strategic direction among all involved member stakeholders within the Archdiocese</p> |
| Project Client Position | <p>Strategic Marketing Plan Mhasibu Sacco Consultant</p> <p><u>Scope</u> Undertaking strategic marketing planning development of new growth oriented products.</p> |
| Project Client Position | <p>Monitoring and Evaluation course AMREF. Monitoring and Evaluation Trainer</p> <p><u>Scope</u> Involved in the facilitation of the quarterly Monitoring and Evaluation course conducted by AMREF. Participants of the course being program and project managers and officers from various countries of the world.</p> |
| Project Client Position | <p>Strategic Leadership for Health Management AMREF. Trainer</p> <p><u>Scope</u> Involved in the facilitation of the Strategic Leadership for Health Management course conducted by AMREF. Participants of the course being health sector administrators and managers from various parts of the world.</p> |
| Project Client Position | <p>Areas of Management, enterprise development and marketing. Kenya Institute of Management (KIM) Consultant</p> <p><u>Scope</u> Involved in conducting assessments on Company of the Year Awards (COYA)</p> |
| Project Client Position | <p>Change Management Spencon Zambia. Management Consultant</p> <p><u>Scope</u> Undertook a change management consulting for Spencon Zambia in Lusaka. This involved get to plan and manage for change that was being introduced in Spencon Zambia</p> |
| Project Client | <p>Makuyu ADP End of Program Evaluation World Vision Kenya:</p> <p><u>Scope</u> Conducted an integrated End of program evaluation for World Vision Kenya. The evaluation addressed key areas including education, health, nutrition, food security, gender mainstreaming, micro financing, water and sanitation.</p> |

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| | Household surveys, key informant interviews, observations, document reviews and focus group discussions were conducted using developed tools. |
| Project Client | Loitoktok ADP End of Program Evaluation World Vision Kenya <u>Scope</u> Conducted an integrated End of program evaluation for World Vision Kenya. The evaluation addressed key areas including education, health, nutrition, food security, gender mainstreaming, micro financing, water and sanitation. Household surveys, key informant interviews, observations, document reviews and focus group discussions were conducted using developed tools. |
| Project Client | Institutional Capacity Assessment Forum for Women Educationists (FAWE). <u>Scope</u> Undertook an institutional assessment of FAWE Kenya Chapter. This addressed key sectors including the organization itself, partners, beneficiaries and key stakeholders. |
| Project Client | Participatory Rural Appraisal (PRA) Christian Children Fund (CCF) in Kisumu. <u>Scope</u> Involved in training CCF employees on PRA and conducting the same on different communities within Nyanza Province. |
| Project Client | Assessment of usage of Anti Malaria and Antibiotics drugs Sanofi-Aventis <u>Scope</u> this study was designed to assess the marketing and distribution strategy of the drugs mentioned. The project involved an assessment in areas that included Nairobi, Mombasa, Kisumu, Eldoret, Kitale and Bungoma |
| Project Client | Monitoring and Evaluation Training World Vision Kenya. <u>Scope</u> This involved training of Project Management to the monitoring and evaluation staff of World Vision Kenya |
| Area Firm Position | areas of monitoring and evaluation and capacity building. ISORECODE Consultant <u>Area of Responsibility</u> Under ISORECODE worked for various developmental NGOs in conducting Participatory Rural Appraisals (PRA) and Participatory Learning Appraisals (PLA) and Monitoring and Evaluation |
| Area Firm Position | Various consultancies and trainings Steadman Group Training Consultant <u>Scope</u> Clients trained under Steadman Training include World Food Programme (Programme Evaluation), Post Bank Kenya Ltd and National Bank of Kenya |
| Date Client Location Position | 2009 Northern Water Services Board Kenya Project Director |

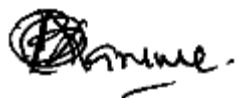
| | |
|--|---|
| | <p><u>Scope</u> Undertaking Customer, Employee satisfaction and work environment baseline surveys. Joseph is the team leader in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control</p> |
| <p>Date Client Location Position</p> | <p>2009 Nakuru Municipal Council Kenya Project Director</p> <p><u>Scope</u> Undertaking Customer, Employee satisfaction and work environment baseline surveys. Joseph is the team leader in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control</p> |
| <p>Date Client Location Position</p> | <p>2009 Kimathi University college of technology Kenya Project Director</p> <p><u>Scope</u> Undertaking an Employee satisfaction baseline survey. Benjamin was the project director in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control</p> |
| <p>Date Client Location Position</p> | <p>2009 Michuki Technical training institute Kenya Project Director</p> <p><u>Scope</u> ACAL undertook Customer, Employee satisfaction, work environment surveys and training needs assessment and determine satisfaction indexes .A baseline was needed to measure the degree of satisfaction to both external and internal customers and establish the need to train and which courses will be provided to the staff. Joseph was the team leader in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis</p> |
| <p>Date Client Location Position</p> | <p>2009 Kabete technical Training institute Kenya Project Director</p> <p><u>Scope</u> ACAL undertook Customer, Employee satisfaction, work environment surveys and training needs assessment and determine satisfaction indexes .A baseline was needed to measure the degree of satisfaction to both external and internal customers and establish the need to train and which courses will be provided to the staff. Joseph was the team leader in this assignment involved in Design of the survey, Co-ordination of data collection and data analysis teams, reporting and quality control</p> |
| <p>Date Client</p> | <p>2009 Coast institute of technology</p> |

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|--|--|
| Location Position | Kenya Project Director |
| Date Client Location Position | 2009 Nyambene county Council Kenya Project Director <u>Scope</u> 1st assignment: ACA is undertaking Customer, Employee work environment surveys and determine Council performance in these categories and compare the result against the baseline. 2nd assignment: ACA is undertaking Corruption perception and Drugs and substances abuse baseline survey to determine corruption perception of the council among its stakeholders and assess the extent of drug and substances abuse among the council employees. Benjamin is the Project Director in this assignment involved in Overseeing the smooth running of the project, analysis and reporting |
| Date Client Location Position | 2008 Local Government Reform Programme, Local Authority Kenya Consultant <u>Scope</u> Was actively involved in assisting local authorities prepare the following documents. •Local Authority Development Plans This involved conducting RRA and PRA on local communities and holding a stakeholders workshop to prioritize development options for local communities within the local authorities jurisdiction. Councils covered include Murang'a M.C, Tana River C.C and Litein T.C. •Revenue Enhancement Plans This involved collecting data on the various revenue sources and coming up with a revenue potential assessment and a plan to realize this potential. Councils covered include Tana River C.C., Voi M.C. and Vihiga C.C. •Local Authority Service Delivery Action Plans (LASDAP) This is a participatory approach to development planning, which is guided by resources available within the local authority. It involved holding grassroots meetings with stakeholders and community members and coming up with project proposals to be undertaken within the next three years. The proposals are prioritized at a stakeholder's workshop. Local Authorities covered include Tana River C.C., Vihiga C.C. and Voi M.C |
| Date Client Location Position | 2003 Community Research Foundation Kenya Project Officer (Community planning and Research) <u>Scope</u> •Conducting community based research on Impact of HIV/AIDS on the local communities of Eastlands area in Nairobi •Conducting a needs assessment for the region •Facilitating community planning workshops for local communities |
| Date | 2003 |

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| Client Location Position | Camel Association/GTZ Kenya Lead Consultant <u>Scope</u> In the preparation of a five-year strategic plan and a business plan for Kenya Camel Association. This involved background research into the organization and analyzing the present situation of the organization with a view of making recommendations. The project was funded by GTZ | | |
| Date Client Location Position | 2003 Prison Fellowship Kenya Kenya Consultant <u>Scope</u> Conducted a Prison Needs Assessment to assess the need for improving facilities in the prisons and the need for HR training amongst prison officers. This involved qualitative and quantitative data collection through interviews and focus group discussions and report writing | | |
| Date Client Location Position | 2002 Constitution of Kenya Review Commission Kenya Research assistant <u>Scope</u> In the Research and Drafting Department. This involved collection and analysis of data for the preparation of background reports, constituency reports and other documents as required by the commission. | | |
| Languages: Competence on a Scale Of 1 To 5 (1=Excellent and 5=Basic) | | | |
| Language | Writing | Reading | Speaking |
| Swahili | 1 | 1 | 1 |
| English | 1 | 1 | 1 |

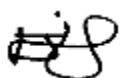
Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Signature of the staff member

Date 22 October 2021



Signature of authorized representative

Date: 22 October 2021

Full Name of Staff: Benjamin Karume

Full name of authorized representative: John Njiri

Team Leader/Lead Consultant

Name; Dr. Swapan Purkait

Proposed Position ; Team Leader

Name of Firm ; Borasoft Limited

Profession; ISO services

Date of Birth; February 1972

Years with the firm ; 4

Nationality; Indian

Membership in Professional Societies;

- 2018 CQI and IRCA Certified ISO 45001:2018 Auditor Migration OHSMS
- 2018 Bureau Veritas certificate on What is new in ISO 45001:2018
- 2016 IRCA-certificated Provisional Auditor (QMS, EMS and OHSAS)
- 2016 PECB Certified Trainer (ISMS, BCMS, EMS, QMS, OHSAS & ITSMS)
- 2016 PECB Certified ISO/IEC 27001 Lead Auditor
- 2016 PECB Certified ISO 22301 Lead Auditor
- 2016 PECB Certified ISO/IEC 20000 Lead Auditor
- 2016 PECB Certified ISO 9001 Lead Auditor
- 2016 PECB Certified ISO 14001 Lead Auditor
- 2016 PECB Certified OHSAS 18001 Lead Auditor
- 2016 BSI Certified Lead Auditor for ISO 14001 (EMS)
- 2016 BSI Certified Lead Auditor for BS 18001 (OHSAS)
- 2016 BSI Certified Lead Auditor for ISO 9001 (QMS)
- 2015 IRCA-certificated Principal Auditor (ISMS)
- 2015 IRCA-certificated Provisional Auditor (BCMS and ITSMS)
- 2015 BSI Certified Lead Auditor for ISO 22301 (BCMS)
- 2015 BSI Certified Lead Auditor for ISO/IEC 20000 (ITSMS)
- 2010 BSI Certified Lead Auditor for ISO/IEC 27001 (ISMS)
- 2003 Certified Novell Salesperson (6.5)
- 2002 Novell Specialist Certificate (Integrating Novell eDirectory with Windows NT)
- 2002 Novell Education Expert (2002)
- 2001 Certified Novel Engineer (CNE)
- 2001 Novell Education Expert (2001)

Detailed Task assigned;

Overall Project coordination and management, business process review, business continuity plans development, training, auditing, monitoring of implementation process, identification of gaps in developed plans and certification status advisor

Worked in 20 countries



Qualification;

Management Development Programme

2014 - Present Successfully conducted ISMS, BCMS, QMS, EMS and ITSMS courses both Lead Auditor (LA) IRCA certified and Lead Implementer (LI) courses in association with BSI for clients in various cities in India as well as in Bangladesh, Botswana, Cameroon, Ghana, Kenya, Nigeria, Singapore, South Africa, Togo, Qatar, Saudi Arabia and United Arab Emirates.

List of courses taught in association with BSI:

- ISO 27001:2013 (Information Security Management Systems)
 - Requirements, Lead Auditor, Lead Implementer & Internal Auditor
- ISO 22301:2012 (Business Continuity Management Systems)
 - Requirements, Lead Auditor, Lead Implementer & Internal Auditor
- ISO 9001:2015 (Quality Management Systems)
 - Requirements, Lead Auditor, Lead Implementer & Internal Auditor

- ISO 20000-1:2018 (Information Technology Service Management Systems)
 - Requirements, Lead Auditor, Lead Implementer & Internal Auditor
- ISO 14001:2015 (Environmental Management Systems)
 - Requirements, Lead Auditor, Lead Implementer & Internal Auditor
- ISO 31000:2018 Risk Management Guidelines
- ISO 55001:2014 Asset Management Requirements
- ISO 27004:2014 ISM, Monitoring, measurement, analysis and evaluation
- ISO 22317:2015 Business Impact Analysis (BIA)
- PD 25666:2010 BCM - Guidance on exercising and testing
- BS 11200:2014 Crisis Management Guidance and Good Practice
- Root Cause Analysis

| | |
|------|---|
| 2010 | Computer Networking, ANURAG Lab, DRDO, Hyderabad |
| 2010 | Cyber Crime Investigation, CID West Bengal Police, Cyber Crime Department |
| 2007 | Computer Networking, Indian Air Force, Kalaikunda Air base, West Bengal |
| 2007 | Enterprise Resource Planning, XIM Bhubaneswar |

Guest Lectures

| | |
|-------------|--|
| 2014 | Management Information System, VGSOM, IIT Kharagpur |
| 2012 - 2015 | Cyber Crime Investigation, Swami Vivekananda State Police Academy, West Bengal |
| 2012 | Effective Communication & Presentation Skills, XIM Bhubaneswar |
| 2009 - 2010 | IT Security & Ethical Issues, Guest Lecture, IMT Ghaziabad |
| 2007 | Directory Services, Guest Lecture, XIM Bhubaneswar |
| 2006 | Firewall & Network Security, Guest Lecture, XLRI Jamshedpur |

Audit Experience

2010 - Present Conducted first party and second party audits (ISO 27001, ISO 22301, ISO 14001, ISO 9001, ISO 20000 & ISO 45001) for various clients in India, Netherlands, Nigeria, Kenya, Rwanda, Uganda, Zimbabwe, Singapore, Saudi Arabia and United Arab Emirates

Work Experience

2002 - Present Founder Director, Nettech Private Limited (www.nettech.in)

Nettech is an India based Network Security organisation (ISO 9001:2015 certified)

Nettech conducts various training programs (Auditor/Implementer) for various ISO

standards including ISO 31000, ISO 27001, ISO 22301, ISO 14001, ISO 9001, ISO

20000 & ISO 45001 for various clients in India, Singapore and Saudi Arabia

Nettech also undertakes implementation projects as well as internal audit assignments

for various ISO standards

Nettech also conducts certificate programs for Engineering and Management students in association with premier Indian Institutes. The list Includes:

- BITS-Pilani Dubai Campus, Dubai, UAE
- Indian Institute of Management, Calcutta, India
- Indian Institute of Technology, Kanpur, India
- Indian Institute of Technology, Kharagpur, India
- XLRI School of Management, Jamshedpur, India
- Xavier Institute of Management, Bhubaneswar, India
- IMT Ghaziabad, Ghaziabad, India
- National Institute of Technology, Rourkela, India

- National Institute of Technology, Meghalaya, India
- Goa Institute of Management, Goa, India
- Birla Institute of Technology, Mesra, India
- BITS-Pilani Goa, Hyderabad, India
- Sikkim Manipal Institute of Technology, Sikkim, India
- L.N. Mittal Institute of Information Technology, Jaipur, India
- Rajib Gandhi University, Itanagar, India
- Pondicherry University, Pondicherry, India
- A complete list of partner institutions is available at www.nettech.in/success

2014 - Present Tutor (External Resource), BSI Group

2010 - Present Auditor (External Resource) for ISMS, BCMS, EMS, QMS, ITSMS & OHSMS, Creative Management Systems, Kolkata

2001 - 2002 Centre Manager, Novell Education Centre, Bhubaneswar

1998 - 2000 Sr. Sales Officer, ION Exchange India Ltd., Bhubaneswar

1996 - 1997 Sales Officer, ICNET Ltd., Kolkata

Education

2019 FDP, Indian Institute of Management, Ahmedabad

2013 Ph.D., Vinod Gupta School of Management, Indian Institute of Technology, Kharagpur. Thesis title: A Study of Phishing Attacks and Effectiveness of the Countermeasures Supervisor: Dr. S. K. De

2005 PGDBM, Xavier's Institute of Management, Bhubaneswar.

1997 B. Com., Calcutta University

Certification

Research area

Phishing, Cyber Crime, Information Security, Business Continuity, Risk Management, Entrepreneurship and Innovation.

Academic Experience

2002- Present Trained more than 15,000 professionals on Computer Network Management and Web Security. (www.nettech.in/success)

Visiting Faculty

| | |
|-------------|---|
| - | Technology for e-Business, International Management Institute, 2014 Present Kolkata |
| 2015 | Emergent Technologies, Institute of Management Technology, Dubai |
| 2009 - 2012 | Enterprise Resource Planning, Goa Institute of Management |
| 2010 - 2011 | Technology for e-Business, Goa Institute of Management |
| 2009 | Management Information System, Goa Institute of Management |
| 2007 | Management Information System, VGSOM, IIT Kharagpur |
| 2006 | Software Project Management, VGSOM, IIT Kharagpur |

List of Publications

Referred Journals: International

- Purkait, S., De, S. K. and Suar, D. (2014), "An empirical investigation of the factors that influence Internet user's ability to correctly identify a phishing website", *Information Management & Computer Security*, Vol. 22, Issue 3, pp.194-234
- Purkait, S. (2012), "Phishing counter measures and their effectiveness - literature review", *Information Management & Computer Security*, Vol. 20, Issue 5, pp. 382-420

- Purkait, S. (2013), "Assessing anti-phishing awareness among undergraduate students in India", *International Journal of Applied Research on Information Technology and Computing*, Vol. 4, No. 1, pp. 26-41
- Purkait, S. (2015), "Examining the effectiveness of phishing filters against DNS based phishing attacks", *Information & Computer Security*, Vol. 23, Issue 3

Referred Journals: National

- Purkait, S. (2012), "Virtual Browser: An On-Demand Service to Prevent Phishing Attacks", *The IUP Journal of Information Technology*, Vol. VIII, No. 2, pp. 7-23
- Purkait, S. (2012), "Exploring the factors that influence an internet user's ability to correctly identify phishing websites", *The IUP Journal of Information Technology*, Vol. VIII, No. 3, pp. 7-38
- Purkait, S. (2013), "Open Proxy: A road block for Phishing investigations", *i-manager's Journal on Information Technology*, Vol. 2, No. 1, December – February, pp. 21-33
- Purkait, S. (2013), "DHCP-Enabled LAN Prone to Phishing Attacks", *The IUP Journal of Information Technology*, Vol. IX, No. 1, pp. 24-40
- Purkait, S. (2013), "Preventing Phishing Attacks with Virtual Browser Extension", *The IUP Journal of Information Technology*, Vol. IX, No. 3, pp. 7-30
- Purkait, S. and De, S. K. (2013), "VBEx: A browser plug-in to prevent DNS based phishing attacks." *IMS Manthan: The Journal of Innovation*, Vol. VIII, No. 1, pp. 83-92
- Purkait, S. (2014), "Dissecting Phishing", *IMS Manthan: The Journal of Innovation*, Vol. VIII, No. 2
- Purkait, S. and Das, S. (2017), "Exploring the Password Habits of Youth in Asia", *The IUP Journal of Information Technology*, Vol. 13, No. 3, pp. 36-56
- Purkait, S. and Das, S. (2018), " Smart Cities in India: Challenges Ahead", *The IUP Journal of Information Technology*, Vol. 14, No. 4, pp. 33-51
- Purkait, S., Raj, H. and Das, S. (2019), " Human-Computer Interactions: The Way Forward", *The IUP Journal of Information Technology*, Vol. 15, No. 1, pp. 49-61

Article in the Media

- "How spear phishing is done: The anatomy of an attack". Dataquest. September 18, 2015. <http://www.dqindia.com/how-spear-phishing-is-done-the-anatomy-of-an-attack/>

Awards and Achievements

1993 Received Rashtrapati Scout award from Rashtrapati Dr. Shankar Dayal Sharma.

1993 Received Rajyapuraskar Scout award (Bharat Scouts and Guides, West Bengal)

Association Memberships

Member, The International Register of Certificated Auditors (IRCA)

Member, ISACA

Member, Association for Computing Machinery (ACM)

Life Member, Computer Society of India (CSI)

Passion in life

Teaching, Rowing, Long distance running, Swimming, Cycling, Reading fiction on crime and thriller, Scuba diving, Cooking, Detective fiction writing, Print media columnist.


Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.



Signature of the staff member

Date: October 22, 2021



Signature of authorized representative

Date: October 22, 2021

Full Name of Staff: Dr. Swapan Purkait

Full name of authorized representative: John Njiri

Assistant Team Leader/ Lead Auditor

| | |
|--|--|
| 1. Proposed Position | : Financial/ Commercial & Customer Related Services Expert |
| 2. Name of Staff | : Samson Butichi |
| 3. Date of Birth | : 19 th February, 1971 |
| 4. Nationality | : Kenyan |
| 5. Education | : Masters of Art in Business Administration : Bachelor of Science degree in Chemistry |
| 6. Professional Memberships | <ul style="list-style-type: none"> • Registered Lead Auditor with KEBS Certification Body • Registered trainer with NQI • Member Kenya Institute of Management |
| 7. Other Professional Courses Attained | <p>Course Title: Leader Auditor Course for Education Institutions based on ISO/DIS 9001:2015 and ISO 19011:2011</p> <p>Organizer: Swedish Standards Institute/Kenya Bureau of Standards.</p> <p>Venue/Date: Naivasha Kenya, 2nd to 6th February 2015</p> |
| | <p>Course Title: Six Sigma Yellow Belt Training</p> <p>Organizer: SGS Egypt Ltd LLC</p> <p>Venue/Date: Nairobi, 19th to 21st June 2014</p> |
| | <p>Course Title: Managing for Sustained Success of an Organization – A quality Management Approach</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: Nairobi Kenya, 14th to 16th August, 2014</p> |
| | <p>Course Title: IRCA Certified Course (A17456) Business Continuity Management Systems (BCMS) Auditor/Lead Auditor Course based on ISO 22301:2012</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: Abu Dhabi UAE, 27th to 31st October, 2013</p> |

| | |
|--|---|
| | <p>Course Title: Business Continuity Management Systems (BCMS) Internal Auditor Course based on ISO 22301:2012</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: Abu Dhabi UAE, 23rd to 24th October, 2013</p> |
| | <p>Course Title: Business Continuity Management Systems (BCMS) Implementation Course based on ISO 22301:2012</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: Abu Dhabi UAE, 21st to 22nd October, 2013</p> |
| | <p>Course Title: Training of Trainers Seminar</p> <p>Organizer: Kenya institute of Administration.</p> <p>Venue/Date: Nairobi Kenya, 16th to 18th October, 2013</p> |
| | <p>Course Title: Enterprise risk Management training</p> <p>Organizer: Protecht Africa.</p> <p>Venue/Date: Nairobi Kenya, 10th to 12th April, 2013</p> |
| | <p>Course Title: Information Security Management Systems Implementation seminar based on ISO 27001:2005</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 19th to 22nd March, 2013</p> |
| | <p>Course Title: IEMA Approved Lead Environmental Auditor Course based on ISO 14001:2004</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: Abu Dhabi UAE, 27th November to 1st October, 2011</p> |
| | <p>Course Title: Environmental Impact Assessment and Audit Lead expert Registration</p> <p>Organizer: National Environment Management Commission.</p> <p>Venue/Date: Nairobi Kenya, 22nd October, 2009</p> |
| | <p>Course Title: Environmental Impact Assessment and Audit Course</p> |

| | |
|--|--|
| | <p>Organizer: Kenya National Cleaner Production Centre.</p> <p>Venue/Date: Nairobi Kenya, 7th to 25th September, 2009</p> |
| | <p>Course Title: Implementation of ISO 14001:2004 on Environmental Management System</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 20th to 21st April, 2009</p> |
| | <p>Course Title: IRCA Certified Course No. A17070 on ISO 9001:2000 Auditor/Lead Auditor Course</p> <p>Organizer: British Standards Institution.</p> <p>Venue/Date: London UK, 14th to 17th May, 2007</p> |
| | <p>Course Title: Information Security Management Systems Implementation seminar based on ISO 27001:2005</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 19th to 22nd March, 2013</p> |
| | <p>Course Title: Internal Quality Auditing Course</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 28th to 30th September, 2005</p> |
| | <p>Course Title: Implementation of a Quality Management System based on ISO 9001:2000</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 19th to 22nd March, 2013</p> |
| | <p>Course Title: Training of Trainers for EMS/OHSAS Management System</p> <p>Organizer: Kenya Bureau of Standards.</p> <p>Venue/Date: Nairobi Kenya, 15th to 17th September, 2004</p> |
| 8. Countries of Work Experience | <p>: Kenya, Tanzania, Rwanda</p> |

| 9. Languages | Language | Speaking | Reading | Writing |
|---|---|-----------|-----------|-----------|
| | English | Excellent | Excellent | Excellent |
| | Kiswahili | Excellent | Excellent | Excellent |
| | French | Poor | Fair | Fair |
| 10. | January 2012–Present: Borasoft Limited Position: Associate Consultant – ISO 9001, ISO 1400 and ISO 27001 | | | |
| 11. Employment Record Employer Positions held | MARCH 2016 TO DATE BORASOFT LIMITED Position: Associate Consultant DEC 2005 TO DATE AT KENYA BUREAU OF STANDARDS: Position: Manager Quality Duties and Responsibilities <ol style="list-style-type: none"> Managing formulation, implementation, monitoring & evaluation of KEBS Strategic Plan using a risk based approach of ISO 31000. Managing the KEBS quality processes through the implementation of ISO 9001: 2008 Quality Management System by developing & maintaining documentation, liaising between management & staff, creating organizational awareness on customer satisfaction, planning & executing Internal audits, holding Management Reviews and managing the liaison between KEBS and BSI. Preparation of the organization for development of corrective actions following external audits, submission to the Certification Body for acceptance and overseeing the effective implementation of the same once accepted | | | |

| | |
|---|---|
| | <ul style="list-style-type: none"> iv. Training and auditing for QMS, EMS, OHSAS, IQA and Lead Auditor Courses that are conducted by KEBS. v. Implementation of the Business Continuity Management System in the organization based on ISO 22301 (formerly BS25999) vi. Implementation of Information Security Management System based on ISO 27001 in the organization vii. Appointed KEBS Champion in Leadership development in to improve employee satisfaction |
| | <p>OCT 1996 TO DEC2005: Kenya Bureau of Standards</p> <p>Duties and Responsibilities (In Mombasa and Garissa)</p> <ul style="list-style-type: none"> i. Head of Agrochemical Section responsible for directing, planning and coordinating Quality Management and inspection activities in the north Eastern Region. ii. Consulting and training for industry in Quality Management systems and Environmental Management Systems, import inspection and anti-counterfeiting activities. iii. Management system auditing. |
| <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> | <p>Name of the assignment or project:</p> <p>Training and internal Consultancy services on implementation of a BCMS based on <i>ISO 22301:2012</i></p> <p>Year: 2016</p> <p>Client: Kenya Bureau of Standards</p> <p>Positions held: Team Leader</p> <p>Activities performed: This assignment is ongoing and involves conducting a gap analysis, process determination, Business Impact Analysis, Incident Response Structure, Risk assessment, Awareness trainings, documentation of processes, Implementation, training of Auditors and activities leading to Certification.</p> |
| | <p>Name of the assignment or project:</p> |

| | |
|--|---|
| | <p>Training and internal Consultancy services on implementation of a QMS based on <i>ISO 9001:2015</i></p> <p>Year: 2016</p> <p>Client: Kenya Bureau of Standards</p> <p>Positions held: Team Leader</p> <p>Activities performed: This assignment is ongoing and involves conducting a gap analysis, process determination, Risk assessment, Awareness trainings, documentation of processes, Implementation, training of Auditors and activities leading to Certification.</p> |
| | <p>Name of the assignment or project:</p> <p>Training and Consultancy services on implementation of a QMS based on <i>ISO 9001:2015</i></p> <p>Year: 2016</p> <p>Client: Rwanda Standards Board</p> <p>Positions held: Lead Consultant</p> <p>Activities performed: This assignment involved conducting a gap analysis, process determination, Awareness trainings, documentation of processes, Risk assessment, Implementation, training of Auditors and activities leading to Certification.</p> |
| | <p>Name of the assignment or project:</p> <p>Training and Consultancy services on implementation of a QMS based on <i>ISO 9001:2015</i></p> <p>Year: 2015</p> <p>Client: National Social Security Fund</p> <p>Positions held: Principal Consultant</p> <p>Activities performed: This assignment involved conducting a gap analysis, process determination, Awareness trainings, documentation of processes, Risk assessment, Implementation, training of Auditors and activities leading to Certification.</p> |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

A handwritten signature in black ink, appearing to read 'Samson Butichi'.

Date: 22 October 2021

Samson Butichi

A handwritten signature in black ink, appearing to read 'John Njiri'.

Signature of authorized representative

Date: 22 October 2021

Full name of authorized representative: John Njiri

9.0 ATTACHMENTS

9.1 STATUTORY REQUIREMENT

1/26/2021

NCCG ePayments Portal



NAIROBI CITY COUNTY SINGLE BUSINESS PERMIT

| | |
|----------------|--------------------|
| Effective Date | 1st January 2021 |
| Expiry Date | 31st December 2021 |
| Duration | 12 Months |

| | |
|--|-------------|
| Nairobi City County grant this Business Permit to | Business ID |
| Applicant/Business/Commercial Name BORA SOFT LIMITED | 1342879 |
| KRA Pin | |


| | |
|--|---------------|
| To engage in the activity/business/profession or Occupation of Small professional services firm with 1 - 20 employees & or area up to 100sq.m | Activity Code |
| CONSULTANT | 615 |

| | |
|--|---|
| Having Paid a Business Permit Fee of KES | 35,000 |
| Amount in words | *** Thirty-five Thousand shillings only *** |

| | | |
|---|-----------------------------|----------------|
| Business under this permit shall be conducted at the address as indicated below | | |
| P.O. Box | Plot No: 214/157 | |
| Road Street | THIKA ROAD- MUTHAIGA SUITES | |
| Building: - | Floor: - | Door/stall No: |

| | | |
|---|---------------------|---|
| Date of Issue | 2021-01-26 13:07:01 | By order of |
|  | |   |

Notice: It is an offence to give false information. Granting this permit does not exempt the business identified above from complying and any other relevant laws and regulations as established by the Government of Kenya and Nairobi City County

Powered by  National Bank



No. CPR/2013/102813

CERTIFICATE OF INCORPORATION

I hereby CERTIFY, that -

BORASOFT LIMITED

is this day Incorporated under the Companies Act (Cap. 486) and that
the Company is **LIMITED**.

GIVEN under my hand at Nairobi this **28th** day of May
Two Thousand and **Thirteen**

*I Certify This As a true
Copy Of The Original*
Munira Kamande
Advocate

Sam Ngugi
Registrar of Companies

Form BN/3

REPUBLIC OF KENYA

(r. 5)



THE REGISTRATION OF BUSINESS NAMES ACT
(Cap. 499, section 14)

CERTIFICATE OF REGISTRATION

I HEREBY CERTIFY that John Kihara Njiri.....

.....
.....
.....

carrying on business under the business name of BORASOFT COMMUNICATIONS.....

.....
at Plot No. 209/1736, Njengi House, 2nd Floor, Tom Mboya Street, Room
..... 204, P.O.Box 9167-00300 Nairobi.....

have/has been duly registered under Number 461715 pursuant to and in accordance
with the provisions of the Registration of Business Names Act and Rule made thereunder.

GIVEN under my hand at Nairobi this Fifteenth day of January
Two thousand and Seven.....

.....
Snr. Assistant Registrar

GPX (L)

I Certify This As a True
Copy Of The Original
.....
Muriel Kamande
Advocates

PIN Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)099 999
Email: callicentre@kra.go.ke

Certificate Date : 15/01/2015

Personal Identification Number

P051421650R



This is to certify that taxpayer shown herein has been registered with Kenya Revenue Authority

Taxpayer Information

| | |
|----------------------|------------------------|
| Taxpayer Name | Borasoft Limited |
| Email Address | gatheru@borasoft.co.ke |


Registered Address

| | |
|---|---|
| L.R. Number : | Building : MUTHAIGA FLATS |
| Street/Road : THIKA SUPERHIGHWAY | City/Town : NAIROBI CITY (SOUTH) |
| County : Nairobi | District : Kasarani District |
| Tax Area : Roysambu | Station : South of Nairobi* |
| P. O. Box : 11811 | Postal Code : 00100 |

Tax Obligation(s) Registration Details

| Sr. No. | Tax Obligation(s) | Effective From Date | Effective Till Date | Status |
|---------|-----------------------|---------------------|---------------------|--------|
| 1 | Income Tax - Company | 28/05/2013 | N.A. | Active |
| 2 | Value Added Tax (VAT) | 28/05/2013 | N.A. | Active |
| 3 | Income Tax - PAYE | 01/01/2015 | N.A. | Active |

The above PIN must appear on all your tax invoices and correspondences with Kenya Revenue Authority. Your accounting end month is December unless a change has been approved by the Commissioner-Domestic Taxes Department. The status of Tax Obligation(s) with 'Dormant' status will automatically change to 'Active' on date mentioned in "Effective Till Date" or any transaction done during the period. This certificate shall remain in force till further updated.

I Certify This As a True
Copy Of The Original

Murighi Kamande
Advocates

* The station is subject to change based on the verification done by Commissioner.

Disclaimer : This is a system generated certificate and does not require signature.



www.kra.go.ke

Tax Compliance Certificate

For General Tax Questions
Contact KRA Call Centre
Tel: +254 (020) 4999 999
Cell: +254(0711)999 999
Email: callcentre@kra.go.ke

Taxpayer PIN : P051421650R

Certificate Date: 02/10/2020

Name and Address :

BORASOFT LIMITED
N/A, NAIROBI CITY, Langata District,
PO Box:11811,
Postal Code:00100

Certificate Number:

KRASON1195427720



**This is to confirm that BORASOFT LIMITED,
Personal Identification Number P051421650R
has filed relevant tax returns and
paid taxes due as provided by Law.**

**This Certificate will be valid for
twelve (12) months up to 01/10/2021.**

Caveat This certificate is issued on the basis of information available with the authority as at the certificate date mentioned above. The Authority reserves the right to withdraw the certificate if new evidence materially alters the tax compliance status of the recipient.

Disclaimer : This certificate is system Generated and therefore does not require signature. You may confirm validity of this certificate on the iTax Portal by using the TCC Checker. This certificate confirms your compliance status for a period of five years preceding the date of issue. The certificate may however be withdrawn on grounds of outstanding debt affecting periods prior to this.



BUSINESS REGISTRATION SERVICE
P. O. BOX 30031
NAIROBI
24 SEP 2019

To
SERAH MWIKALI NDUNDA
P. O. Box 23158
00100 - G.P.O NAIROBI

THE COMPANIES ACT, 2015

According to the records reading to the below company held by the Companies Registry as at 24 Sep 2019

| | |
|---|--|
| COMPANY | BORASOFT LIMITED |
| COMPANY NUMBER | CPR/2013/102813 |
| NOMINAL SHARE CAPITAL | 100,000.00 |
| NUMBER AND TYPE OF SHARES (VALUE PER SHARE) | ORDINARY: 1000 (KES 100.00 EACH) |
| DATE OF REGISTRATION | 2013-05-20 |
| REGISTERED OFFICE | P.O BOX 1181 00100, TELEPHONE: 106294, EMAIL: 1000 SHARES OF SH 100 COUNTY: , DISTRICT: , LOCALITY: STREET: , BUILDING: |
| POSTAL ADDRESS | P.O BOX 1181 00100 |
| ENCUMBRANCES | |

Name of Directors and Shareholders of the above company with their particular are as follows

| NAME | DESCRIPTION | ADDRESS | COUNTRY | SHARES |
|-------------------------|----------------------|--------------------------------|---------|------------------|
| JOSEPH MUCHANGI WANJIRU | DIRECTOR/SHAREHOLDER | P.O BOX 11811 G.P.O NAIROBI | | ORDINARY: 500 |
| JOHN KIHARA NJIRI | DIRECTOR/SHAREHOLDER | P.O BOX 11811 G.P.O NAIROBI | | ORDINARY: 500 |

Yours Faithfully,
REGISTRAR OF COMPANIES



REF NO: OS-8RFX26

DISCLAIMER: THIS IS A SYSTEM GENERATED CERTIFICATE AND DOES NOT REQUIRE A SIGNATURE

9.2 COMPANY AND CONSULTANTS REFERENCE



Kenya Airports Authority

Head Office, Airport North Road
P.O. Box 19001 - 00501 Nairobi, Kenya
Tel: +254 - 020 - 822111 / 6611000 / 6612000
Fax: +254 - 020 - 822078, 827304
Email: info@kaa.go.ke
www.kaa.go.ke

NOTIFICATION OF INTENTION TO ENTER INTO A CONTRACT

KAA/HQ/HR/1333

3rd July 2018

M/s Borasoft Ltd
P.O. Box 23158-00100
NAIROBI
Email: info@borasoft.co.ke
Tel: +254 020 2629783/4

**RE: PROVISION OF EMPLOYEE CLIMATE SURVEY SERVICES FOR
KENYA AIRPORTS AUTHORITY 2017-2018**
TENDER NO: KAA/HQ/HR/1333


Reference is made to your bid submitted on 11th May 2018 in response to the above tender.

The evaluation process for the subject tender has been finalized and we are pleased to inform you that your bid has been determined to be the lowest evaluated at your quoted bid price of **Kenya Shillings Two million, seven hundred and eighty four (Kshs. 2,784,000.00) only** inclusive of VAT.

You are requested to submit your acceptance within fourteen (14) days from the date of this letter and to submit a performance guarantee in the form of a bank guarantee for a sum of 1% of the contract amount to facilitate preparation of the contract documents.

The contract shall be signed by the parties within the tender validity period but not earlier than fourteen (14) days from the date of this letter.

This letter of notification is issued in accordance with the **Public Procurement and Asset Disposal Act, 2015**.


JONNY ANDERSEN
MANAGING DIRECTOR/CEO



Kenya Airports Authority

Head Office, Airport North Road
P.O. Box 19001 - 00501 Nairobi, Kenya
Tel: + 254 - 020 - 822111 / 6611000 / 6612000
Fax: + 254 - 020 - 822078, 827304
Email: info@kaa.go.ke
www.kaa.go.ke

NOTIFICATION OF INTENTION TO ENTER INTO A CONTRACT

KAA/MBD/JKIA/1309

13th June 2018

M/s Borasoft Ltd
P.O. Box 23158-00100
NAIROBI
Email: info@borasoft.co.ke
Tel: +254 020 2629783/4

RE: PROVISION OF JKIA STAKEHOLDERS BASELINE CUSTOMER SERVICE DELIVERY SURVEY
TENDER NO: KAA/MBD/JKIA/1309

Reference is made to your bid submitted on 16th April 2018 in response to the above tender.

The evaluation process for the subject tender has been finalized and we are pleased to inform you that your bid has been determined to be the lowest evaluated at your quoted bid price of **Kenya Shillings five million, eighty hundred and fifty eight thousand (Kshs. 5,858,000.00) only** inclusive of VAT.

You are requested to submit your acceptance within fourteen (14) days from the date of this letter and to submit a performance guarantee in the form of a bank guarantee for a sum of 10% of the contract amount to facilitate preparation of the contract documents.

The contract shall be signed by the parties within the tender validity period but not earlier than fourteen (14) days from the date of this letter.

This letter of notification is issued in accordance with the **Public Procurement and Asset Disposal Act, 2015**.


JONNY ANDERSEN
MANAGING DIRECTOR/CEO



WATER SERVICES TRUST FUND

Financial Support for Improved Access to Water and Sanitation

CIC Plaza, 1st Floor,
Mara Road-Upperhill
P. O. Box 49699 - 00100,
Nairobi - Kenya

Tel: +254 20 272 0696
+254 20 272 9017/8/9
Fax: +254 20 272 4357
Email: info@waterfund.go.ke
www.waterfund.go.ke

Ref No. WSTF/7/PR/ VOL IV/72 (495)

Date: 27th June , 2016

M/s Borasoft Ltd
Muthaiga Suites, 4th Floor – Wing A
P.O Box 23158-00100
NAIROBI
Tel: 020-2629783/4
Email – info@borasoft.co.ke

Dear Sir,

RE: NOTIFICATION OF INSTITUTIONAL SURVEY CONSULTANCY SERVICES
-WSTF /QT/058/2015-2016.

1. This is to notify you that following the evaluation of all the proposals submitted pursuant to Request for quotations (RFQs) for the above consultancy services, your proposal Institutional Surveys consultancy services was considered successful as below:-

a) Alcohol and Drug Abuse Prevalence rate = Ksh. 138,040

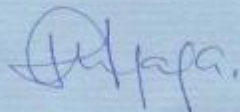
b) Work Environment and Employee Satisfaction Survey = Ksh. 189,660

Total - Ksh 327,700

all inclusive of taxes.

2. Please acknowledge receipt of this letter of notification signifying your acceptance.
3. The contract shall be signed by the parties upon your acceptance of the offer.
4. You may contact the officer whose particulars appear below on the subject matter of this letter of notification of award.

Thank you.



Paniel Nyaga Paul
For: CHIEF EXECUTIVE OFFICER

Our Ref: CONF/IRA/00/036/14

20th June, 2016

The Director Research
Borasoft Limited
Muthaiga Suite, 4th Floor
P.O. Box 23158-00100
NAIROBI

Email: info@borasoft.co.ke

Dear Sirs,

**RE: NOTIFICATION OF AWARD: TENDER NO. IRA/194/2015-2016 -
PROVISION OF CONSULTING SERVICES FOR EMPLOYEE
SATISFACTION; WORK ENVIRONMENT; CORRUPTION PREVENTION;
ALCOHOL & DRUG ABUSE PREVENTION; HIV/AIDS AWARENESS &
PREVENTION; GENDER MAINSTREAMING AND DISABILITY
MAINSTREAMING SURVEYS.**

We refer to the above captioned item and your tender dated 16th May, 2016.

We wish to inform you that the Authority has awarded you the contract for Provision of Consultancy Services for Employee Satisfaction; Work Environment; Corruption Prevention; Alcohol & Drug Abuse Prevention; HIV/AIDS Awareness & Prevention; Gender Mainstreaming and Disability Mainstreaming Services subject to the following terms and conditions: -

1. The Total Contract Price

The total contract price for Provision of Consultancy Services for Employee Satisfaction; Work Environment; Corruption Prevention; Alcohol & Drug Abuse Prevention; HIV/AIDS Awareness & Prevention; Gender Mainstreaming and Disability Mainstreaming Services shall be **KES. 896,680.00. (Eight Hundred Ninety Six Thousand Six Eighty Only)**. The detailed costs are arrived at as follows:-

1 | Page

| S/No. | Price Components | Amount |
|-------|-------------------------|-------------------|
| a) | Remuneration | 570,000.00 |
| b) | Reimbursable | 170,000.00 |
| c) | Miscellaneous | 32,500.00 |
| | Sub-Total | 773,000.00 |
| | Add 16% V.A.T | 123,680.00 |
| | Grand Total Cost | 896,680.00 |

2. Terms of Reference

The scope of services shall be as detailed in the tender document and as contained in your technical proposal.

3. Project Work Plan

The assignment will be carried out within a period of two (2) months from the contract commencement date as per your detailed work plan or as may be agreed by both parties. The format of reports and timelines will be discussed and agreed during the contract negotiation meeting.

4. Notification of Award

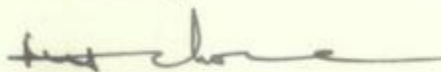
This notification of award is subject to the provisions of the Public Procurement and Asset Disposal Act, 2015. The award may be cancelled if it is successfully contested by any of the unsuccessful bidders.

5. Acceptance of Letter of Offer

If the foregoing terms and conditions are acceptable to you, please sign and return the Letter of Acceptance attached herewith duly signed by your authorized representative within three (3) days from the date hereof. The formal contract shall be signed upon acceptance of this letter.

We hope for the very best of your services and good business relationship.

Yours faithfully,



SAMMY M. MAKOVE
COMMISSIONER OF INSURANCE & CHIEF EXECUTIVE OFFICER

Encls



**LAKE VICTORIA NORTH
WATER SERVICES BOARD**

Maji Safi, Maisha Bora

Ref.No.:LVNWSB/PROC 12/VOL IV/313

Date: 26th September, 2014

M/s Borasoft Limited
Muithaiga Suites, 4th Floor, Wing A
P.o Box 11811-00100
NAIROBI
Tel:+2540202629783/4
Mobile: +254724608161
Email:info@borasoft.co.ke

RE: LETTER OF AWARD

**EXPRESION OF INTEREST FOR CONSULTANCY SERVICES FOR
UNDERTAKING WATER AND SANITATION SERVICE LEVELS SURVEY
IN THE BOARD AREA CONTRACT NO.LVNWSB/WaSSIP-AF/SLS/12/2014**

Reference is made to your Expression of Interest on the subject Contract.

I am pleased to inform you that you have been awarded the offer at the negotiated price of Kshs. 11,812,500.00 (Eleven Million Eight Hundred and Twelve Thousand Five Hundred Shillings Only) Exclusive of V.A.T.

Please signify your acceptance within seven days to enable us process your contract.


GEORGE KWEDHO
CHIEF EXECUTIVE OFFICER



Lake Victoria North Water Services Board is certified to both QMS 9001:2008 and EMS 14001:2004



Kefinco Hse, Off Kakamega/Kisumu Road
P.O. Box 673-50100, Kakamega, Kenya

Tel: 056-30795, 31552
Fax: 056-31506

Email: info@lvnwsb.go.ke
Website: www.lvnwsb.go.ke

COUNTY GOVERNMENT OF MERU



OFFICE OF THE GOVERNOR

Email:merucounty@yahoo.com
When replying please quote

MERU COUNTY HEAD QUARTER
P. O. BOX 120-60200
MERU

MC/SCM/VOL.7/300

12th June 2015

To M/s Borasoft Limited
P O Box 23158-00100
Nairobi

RE NOTIFICATION OF AWARD

Tender No MCG/RFP/007/2014-2015

**Tender Name Consultancy Services to Conduct Socio-Economic
Baseline Survey for County Government of Meru**

This is to notify you that you have been awarded the above tender **at a cost of Kshs. 4,924,200 (Kenya Shillings Four Million Nine Hundred Twenty Four Thousand Two Hundred only)** inclusive of VAT.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The Contract shall be signed by the parties within 30 days from the date of this letter but not earlier than 7 days from the date of the letter.
3. You may contact the officer whose particulars appear below on the subject matter of this letter of notification of award.



Newton Njeru
Head of Supply Chain Management

County Head of Supply Chain Management Services

CHUKA



UNIVERSITY

Telephones: 020 2310512
020 2310518
Fax line: 020 2310302

P.O. Box 109
Chuka

TO:

LOCAL PURCHASE ORDER

LPO No. LPD-00287

Quote No.

Borasoft Limited
P.O.Box 11811

DEPARTMENT

09/07/13
DIRECTOR, PERFORMANCE CO

09/07/13

NAIROBI

Please supply the following goods/ services subject to the conditions below -

| ITEM NO. | DESCRIPTION | UNIT | QTY | UNIT PRICE | TOTAL |
|----------|---|------|-----|------------|------------|
| 80069 | Consultancy services in conducting Exit Customer Satisfaction Survey as per quotation | | 1 | 255,200.00 | 255,200.00 |

Amount in words

** TWO HUNDRED FIFTY FIVE THOUSAND TWO HUNDRED AND 0/100

TOTAL

255,200.00

for Chuka University

[Signature] 6/8/13

Signed
Procurement Officer
On behalf - CHUKA UNIVERSITY

[Signature]

COUNTER SIGNED
VC/DVC
CHUKA UNIVERSITY

PLEASE NOTE

- (1) This Order is not valid unless serially numbered.
- (2) Goods must be delivered as per the specifications.
- (3) Invoice must cover only items ordered which must be correspond to the LPO.
- (4) This order should be executed within 30 days, unless in exceptional cases.
- (5) Deliveries must be at the CENTRAL STORES of the University unless otherwise directed.
- (6) All invoices must be delivered to CENTRAL STORES and must quote our number.

NOTE DETAILS:

REQ. N° 11023

ORIGINAL

KeNHA/P/F09



Kenya National Highways Authority
Quality Highways, Better Connections

LOCAL SERVICE ORDER No. 10035

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 Borasoft Limited
P.O. Box 23158 - 00100
NRB

TENDER/QUOTATION REF. No. KenHA/P/F/30016-17
CONTRACT REF. No. _____
DATE 21/2/17
REQUISITION No. 22388
DATE 6/2/17

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

Kenya National Highways Authority P.O. Box 49712 - 00100 NRB
3/3/17

on terms and conditions stated on the back of this Order, on or before _____
and send the invoices immediately to the Procurement Office, Kenya National Highways Authority

| Item No. | Description of Services | Cost | |
|----------|--|---------|------|
| | | Shs. | cts. |
| | SP | | |
| | Provision of Team Building activities for 20 people for 4 days in Nairobi Kenya from 27th to 3rd March | 499,380 | 00 |
| | (Four Hundred and Ninety Nine Thousand Three Hundred and Eighty Shillings Only) | | |
| | TOTAL SHS. | 499,380 | 00 |

FINANCE OFFICER

I confirm that funds are available and that commitment has been noted in the Vote Book.
Signature _____ Date 21/02/2017

PROCUREMENT OFFICER

Signature [Signature]
Designation PO
Date 21/2/17

AUTHORIZING OFFICER

Signature [Signature]
Designation SPO
Date 21/2/2017

I acknowledge receipt of this Order Supplier _____ Date 27/02/17

(Refer to the condition of acceptance overleaf)

EAST AND CENTRAL AFRICA SOCIAL SECURITY ASSOCIATION

Tel: +255 272 970 301
E-mail: secretariat@ecassa.org
ecassasecretariat@gmail.com
Website: www.ecassa.org



PPF PLAZA
2nd Floor
Old Moshi Road
P.O.Box 1394
Arusha - Tanzania

EC/ADM/7VOL.1/169

10/09/2019

Dear Sir/Madam

RECOMMENDATION FOR TRAINING SERVICES.

The above subject refers.

I am pleased to inform you that East and Central Africa Social Security Association contracted Borasoft Limited to provide training services for our stakeholders in Tanzania and Mozambique. The scope of the training entailed

- i. Effective report writing and corporate communication
- ii. Advanced risk management for social security institutions

East and Central Africa Social Security Association has confidence in the competence of Borasoft and that they can conduct similar assignment satisfactorily

Please contact the undersigned when necessary

Yours faithfully



Mr. Nelson Ndifwa

Research and Training Manager





REF No: USIU-A/PROC/LA/CO/02

20th July 2018

To whom it may concern

**RECOMMENDATION FOR ALCOHOL, DRUG AND SUBSTANCE ABUSE PREVENTION
CAPACITY BUILDING**

I write to recommend Borasoft Limited. I had a pleasure to work with them on alcohol, drug and substance abuse prevention capacity building. Throughout the assignment Borasoft portrayed and maintained high level of professionalism. They were clear on the training and their reports met all the deadlines. Their consultants were knowledgeable and surpassed our expectations.

We are happy to recommend them for similar services given their experiences on the subject. If you need further information, please contact the undersigned

Sign



Titus Githinji
Training Officer
+254728029179



ACK Garden Hse., 1st Ngong Avenue, Community
P.O. Box 105166-00100 Nairobi
020 5137400, 0723 954 927, 0734 879 662
info@kuccps.ac.ke
www.kuccps.ac.ke

KUCCPS/5/4(411/22)

30/04/2020

**BORASOFT LIMITED,
P.O BOX 23158 - 00100,
NAIROBI.**

Email: info@borasoft.co.ke

RE: NOTIFICATION OF AWARD:

The Placement Service wishes to notify you that your bid for **SELECTION OF A CONSULTANT TO CARRY OUT DEVELOPMENT OF ICT STRATEGY-KUCCPS/RFP/03/2019-2020** is successful. The tender has been awarded to your organization to provide consultancy services for development of KUCCPS ICT Strategy at your total quoted price of **Kshs1,032,400.00** and as per the specifications as in your response document.

If you find this satisfactory, kindly therefore acknowledge this award not later than 7 days from the date of receipt of the letter and execute a performance declaration thereafter a contract will be signed after 14 days from the date of this Notification.

Yours Sincerely,



DR. JOHN MURAGURI
CHIEF EXECUTIVE OFFICER



Kenya Forest Service Hqs
Karura, Off Kiambu Rd
P.O. Box 30513 - 00100
Nairobi, Kenya

Ref: No.....KFS/REP/01/2019-2020 (15)

Date:.....6th May, 2020.....

The Director
Borasoft Limited
P.O.Box 23158-00100
NAIROBI.


LETTER OF NOTIFICATION OF AWARD

RFP No: KFS/RFP/01/2019-2020

RFP Name: MIDTERM REVIEW AND EVALUATION OF STRATEGIC
PLAN 2017-2020

This is to notify you that your proposal for midterm review and evaluation of strategic plan 2017-2020 at your bid offer price of **Kes. 1,199,440 (Kenyan shillings one million one hundred and ninety nine thousand four hundred and forty only)** in accordance with the terms of reference is hereby accepted.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The Contract shall be signed by the parties within 30 days but not earlier than 14 days from the date of this letter of notification of award.
3. You may contact the Head Supply Chain Management Officer on the subject matter of this notification



JULIUS KAMAU
CHIEF CONSERVATOR OF FORESTS

Trees for better lives

Tel: (254)020-3754904/5/6, (254)020-2014663, (254)020-2020285, Fax: (254)020-2385374
Email: info@kenyaforestservice.org. Web: www.kenyaforestservice.org



Kenya Film Commission - 2nd Floor Jumuiya Place II, Lenana Road, P.O. Box 76417 - 00508 Nairobi, Kenya
Tel: +254 20 2714073/4, Mobile +254 729 407497, +254 733 650068 Fax: +254 20 2714075
Email: info@filmingkenya.com Website: www.kenyafilmcommission.com

REF: KFC.4/01(GEN)/25/12/2019

20th January, 2020

M/S Borasoft Limited,
P.O Box 23158, 00100
Nairobi.

Dear Sirs,

**LETTER OF NOTIFICATION- TENDER NO: KFC/28/2019/2020 - PROVISION
OF CONSULTANCY SERVICES ON THE DEVELOPMENT OF CORPORATE
STRATEGIC PLAN.**

This is to notify that your tender/proposal to provide the above service has been successful and you have been awarded the contract at a total tender sum of **Kshs. 997,600/=** (Nine hundred ninety seven thousand six hundred). The award is subject to there being no appeal in the ensuing (14) days from the date of this letter, in line with provisions of Section 87 of the Public Procurement and Asset Disposal Act, 2015.

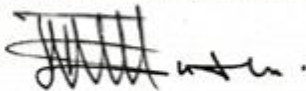
You are now required to give a formal unconditional written acceptance of this offer.

This notification of award shall lead to conclusion of a contract between the parties, which shall be confirmed through signing of the contract agreement by yourselves and the Commission.

We take this opportunity to congratulate you for winning the tender and look forward to a satisfactory working relationship.

You may contact our Principal Supply Chain Management Officer on the subject of this notification of award.

Please receive my highest consideration.



Timothy Owase
CHIEF EXECUTIVE OFFICER



REPUBLIC OF KENYA
MINISTRY OF ENERGY

Telegrams: "MINPOWER" Nairobi
Telephone: +254-20-310112
Fax: +254-20-240910
Telex: 23094 MINERGY
Email: ps@energymin.go.ke
When replying please quote

OFFICE OF THE
PRINCIPAL SECRETARY
NYAYO HOUSE
P. O. Box 30582-00100
NAIROBI

Ref. No. Tender No. MOE/RFP/001/2018-2019

11th May 2019

M/s Borasoft Limited
P.O. Box 23158-00100
NAIROBI

NOTIFICATION OF AWARD

RE: PROPOSAL NO. MOE/RFP/001/2018-2019 - CONSULTANCY SERVICES TO UNDERTAKE AN END TERM REVIEW OF THE STRATEGIC PLAN (2014-2018) AND DEVELOPMENT OF A STRATEGIC PLAN (2018-2022) FOR THE MINISTRY OF ENERGY, KENYA

Reference is made to your application for the above mentioned consultancy of April 2019. We wish to notify you that following successful negotiations you were awarded a contract at a total of **KES 1,199,440.00 (Kenya Shillings One Million, One Hundred and Ninety Nine Thousand, Four Hundred Forty Only) inclusive of tax.**

Please confirm acceptance of this offer within seven (7 No.) days from the date of this letter. Upon acceptance of the offer the contract will be signed after fourteen (14 No.) days from the date of this letter.

Failure to accept within the stipulated period shall mean decline of the offer.



FELISTA N. NG'ANG'A
For: PRINCIPAL SECRETARY

KENYA FORESTRY RESEARCH INSTITUTE

Tel: +254 20 2010651/2
+254 722 157 414
+254 724 259 781/2
+254 734 251 888
Email: director@kefri.org
Website: www.kefri.org



P. O. Box 20412
00200, Nairobi
KENYA

Ref: KEFRI/CONF/152/01 VOL.6/ (310)

Date: 7th February, 2017

Managing Director
Borasoft Ltd
P.O Box 23158 - 00100
NAIROBI

Tel: 0724 608 161
Email: info@borasoft.com

Dear Sirs,

RE: NOTIFICATION OF CONTRACT AWARD FOR TENDER NO. KEFRI/HQT/20/2016-17 FOR PROVISION OF CONSULTANCY SERVICES FOR KENYA FORESTRY RESEARCH INSTITUTE DEFINED CONTRIBUTION RETIREMENT BENEFITS SCHEME STRATEGIC PLAN 2017-2027

Reference is made to the above captioned matter and your tender dated 20th December, 2016.

We are pleased to inform you that the Kenya Forestry Research Institute (KEFRI) has awarded you the contract for Provision of Consultancy Services for Kenya Forestry Research Institute Defined Contribution Retirement Benefits Scheme Strategic Plan 2017-2027 amounting to **Kes.1,568,610.00 (Kenya Shillings: One Million, Five Hundred and Sixty Eight Thousand Six Hundred and Ten Only)** inclusive of V.A.T.

Please **NOTE** that this is not a contract. The Institute will sign a formal contract with yourselves subject to there being no appeal in the ensuing fourteen (14) days from the date of this letter. You are required to give a formal written and unconditional acceptance of this offer within three days from the date of this letter. You will be required to provide a Performance Bond of 10% of the total tender sum in form of an On-Demand Banker's Cheque or Insurance Guarantee as specified in the tender documents before signing of the contract

Yours faithfully,



Isaac Odhiambo
For: DIRECTOR-KEFRI

All communications should be addressed to the Director



THE KENYA UNIVERSITIES AND COLLEGES CENTRAL PLACEMENT SERVICE

Telephone: 0723954927, 0734879662 Email: info@kuccps@uonbi.ac.ke P.O. Box 105166 - 00101 Nairobi

Local Purchase Order

Serial No 0137

Vendors Name & Address

BORASOFT LTD, Delivery Date _____

P.O. Box 23158-00100. Vote Head

Nairobi Delivery Point

PR REF: KUCCPS/31/46 Order Date 7/11/2016

This document is an agreement between the vendor and the buyer. See terms and conditions of this purchase listed on the reverse side

| No. | Description | Unit | Quantity | Unit Price | Total Value |
|-----|--|------|----------|--------------------|-------------------|
| | Please carry out our strategic design consultant services and publication as per your proposal dated 5 th 2016 and as per instruction given. | LST | 1- | 999,980 | 999,980/- |
| | | | | | |
| | | | | | |
| | | | | | |
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| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | Amanat without VAT | 862,000.00 |
| | | | | VAT | 137,980.00 |
| | | | | Total Value | 999,980.00 |

Suppliers are advised that the LPO is **INVALID** without the approval of the CEO

Supplier Acceptance/Stamp

Sign: _____ Date _____ Prepared by: _____ Date _____

Approval: _____ A/C Code: _____

Procurement Officer: Sign: [Signature] Date: 7/11/2016

Finance Officer: Sign: [Signature] Date: 8/11/2016

Chief Executive Officer: Sign: [Signature] Date: Nov. 9, 2016

| | |
|--------|---|
| White | Supplier |
| Green | To Stores and/or accounts attached to a Goods Received Note |
| Yellow | Book Copy |

**NB: NOT VALID WITHOUT
ACCOUNT VOTE**

Supplier are advised to indicate Purchase Order Number on the Delivery Note/Invoice



STATE HOUSE
P.O. Box 40530
NAIROBI, KENYA

SH 7/5 Vol. VI (104)

7th August, 2014

TO WHOM IT MAY CONCERN

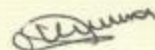
Dear Sir/Madam,

LETTER OF SATISFACTORY PERFORMANCE – BORASOFT LTD

This is to confirm that **BORASOFT LTD** has provided consultancy services for the provision of Preparation of a 5 year Strategic Plan (2013-2017) and a Communication Strategy.

The services were provided in a professional and timely manner and we have no reservations of the ability of BORASOFT LTD in providing similar services to other organizations.

For any clarification, do not hesitate to contact the undersigned.



STEPHEN G. WAMAE
FOR: COMPTROLLER OF STATE HOUSE



**LAKE VICTORIA NORTH
WATER SERVICES BOARD**

Maji Safi, Maisha Bora

Ref.No.:LVNWSB/PROC 12/VOL IV/313

Date: 26th June 2015

M/s Borasoft Limited
Muithaiga Suites, 4th Floor, Wing A
P.o Box 11811-00100
NAIROBI
Tel:+2540202629783/4
Mobile: +254724608161
Email:info@borasoft.co.ke

RE: LETTER OF AWARD

REVIEW OF STRATEGIC PLAN 2012-2017 CONTRACT NO. LVNWSB/PROC12/VOLIV/313

Reference is made to your application on the subject Contract.

I am pleased to inform you that you have been awarded the offer at the negotiated price of Kshs. 850,000.00 (Eight Hundred and Fifty Thousand Shillings). Exclusive of VAT.

Please signify your acceptance within seven days to enable us process your contract.


GEORGE KWEDHO
CHIEF EXECUTIVE OFFICER



Lake Victoria North Water Services Board is certified to both QMS 9001:2008 and EMS 14001:2004



Kefinco Hse, Off Kakamega/Kisumu Road
P.O. Box 673-50100, Kakamega, Kenya

Tel: 056-30795, 31552
Fax: 056-31506

Email: info@lvnwsb.go.ke
Website: www.lvnwsb.go.ke

KABETE TECHNICAL TRAINING INSTITUTE

P.O. BOX 29010-00625 NAIROBI

Telephone: 020-2445557, 020-2445550, 0713338683



Republic of Kenya

Email: kabetetechnical@yahoo.com



Bidii na Uaminifu

KTTI/GEN/RO/PC204

EXECUTIVE DIRECTOR
Borasoft Ltd
Muthaiga Flats, 1st Floor, 3
P.O Box 11811- 00100
Nairobi
21st May 2014

Dear Sir,

RE: DEVELOPMENT OF STRATEGIC PLAN 2014-2019

I refer to your quotation KTTI/GEN/RO/PC204 regarding development of the institute's five years strategic plan

After evaluation of the quotations Borasoft limited was found to be the most responsive. Kabete TTI now offers to engage you to undertake the services under a contract for services for a fee of Kshs **880,000**(inclusive of VAT).

To accept this offer please sign at the foot of the duplicate copy of this letter and return to Kabete TTI not later than 28th may 2014 after which date this proposal will lapse.

Yours faithfully,

Humphrey J. K. Kuria

CHIEF PRINCIPAL



Kabete Technical is ISO 9001:2008 Certified

KNEC, KASNEB, KMLTTB, KPPB ACCREDITED INSTITUTION, MOHESIT REG CERT NO. MOHESITPC1193109



All correspondence must be addressed to the Chief Principal

ELDORET POLYTECHNIC

Tel: 0714-871685 / 0738-092126
Fax: 053-2033188
Email: eldopoly@africaonline.co.ke
Website: <http://www.eldopoly.ac.ke>
When replying please quote



P. O. BOX 4461,
ELDORET.

Ref. No.....

Date: 6th August 2015

To whom it may Concern

RE: CONSULTANCY SERVICES ON ISO 9001:2008

The above subject refers;

Am pleased to inform you that Eldoret National Polytechnic contracted Borasoft Limited in June 2015, to conduct consultancy in regard to ISO 9001:2008. The consultancy entailed;

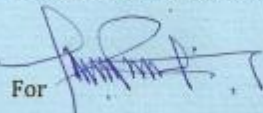
- Training of staff on root cause analysis;
- Sensitization of process owners and top management on the proper coverage of the management review inputs and outputs;
- Training staff on the development of SMART quality objectives; and
- Undertaking a risk assessment and treatment process and linking it to the preventive action procedure in the quality manual.

The Polytechnic has got confidence in competence of Borasoft staff and that they can take any institution through the steps to certification. We therefore wish to recommend them for similar assignments after they successfully completed this exercise within the stipulated time.

Please contact the undersigned where necessary.

Yours faithfully,

Management Representative-ISO 9001:2008

For 

PRINCIPAL

ISO:9001:2008 CERTIFIED

All correspondence should be made to the Principal



Kenya Film Commission - 2nd Floor Jumuia Place II, Lenana Road - P.O. Box 76417 - 00508 Nairobi, Kenya
Tel: +254 20 2714073/4 - Mobile +254 729 407497, +254 733 650066 - Fax: +254 20 2714075
Email: info@filmingkenya.com - Website: www.kenyafilmcommission.com

REF: KFC.4/01(PROC/NOT)/01/01/2019

5th February, 2019

M/S Borasoft Limited,
P.O Box 23158, 00100
Nairobi.

Dear Sirs,

LETTER OF NOTIFICATION- TENDER NO: KFC/29/2018/2019- PROVISION OF ISO 9001:2015 QUALITY MANAGEMENT SYSTEM (QMS) DOCUMENTATION CONSULTANCY SERVICE.

This is to notify that your tender/proposal to provide the above service has been successful and you have been awarded the contract at a total tender sum of **Kshs. 300,000/=** (Three Hundred Thousand). The award is subject to there being no appeal in the ensuing (14) days from the date of this letter, in line with provisions of Section 87 of the Public Procurement and Asset Disposal Act, 2015.

You are now required to give a formal unconditional written acceptance of this offer.

This notification of award shall lead to conclusion of a contract between the parties, which shall be confirmed through signing of the contract agreement by yourselves and the Commission.

We take this opportunity to congratulate you for winning the tender and look forward to a satisfactory working relationship.

You may contact our Procurement Officer on the subject of this notification of award.

Please receive my highest consideration.

Yours Faithfully,



Timothy Owase
CHIEF EXECUTIVE OFFICER

Film Kenya Capture Africa!



VDS/DG/18/157

20TH FEBRUARY 2018

To whom it may concern

RE: RECOMMENDATION FOR ISO 27001:2013 CONSULTANCY SERVICES

It is with great pleasure that I have this opportunity to recommend Borasoft Limited for Provision of ISO 27001:2013 ISMS consultancy services. Borasoft offered our organization ISO 27001:2013 consultancy services satisfactorily whose scope included;

- Gap analysis
- Top management training
- Champions/implementers training
- Awareness training
- Documentation
- Guidance in auditing


The team added value to our organization through their interactive training and presentations. Their services are world class and we would like to recommend them for any relevant task requiring similar technical expertise.

In case of any queries and clarifications don't hesitate to contact the undersigned.



Jeff Kitaka
Head of ICT

1.1 REGISTRATION REGULATORY BODIES



NITA
NATIONAL INDUSTRIAL TRAINING AUTHORITY
ENHANCING SKILLS

Tel.: +254-(0)20-2695586/9
Email: directorgeneral@nita.go.ke
Website: www.nita.go.ke

P.O Box 74494 - 00200
Commercial Street Industrial Area
NAIROBI, KENYA

When replying please quote:

Ref. No. NITA/TRN/932/VOL.I(20b)

4th May, 2020

The Chief Trainer
Borasoft Ltd
P.O. Box 23158-00100
NAIROBI

RE: RENEWAL OF REGISTRATION AS A TRAINING PROVIDER (EXTENSION) WITH THE NATIONAL INDUSTRIAL TRAINING AUTHORITY (NITA) UPTO 15TH MARCH 2021.

Further to your application for renewal of registration with the NITA as a training provider, we are pleased to inform you that your application **was approved** and is now valid upto and including **15th March, 2021**. You have been approved to offer the following courses: -

- **Quality Management Systems (QMS)**
- **Information Security Management System (ISMS)**
- **Strategic Planning**
- **Leadership & Supervisory Skills Development**


Your resource persons approved to deliver the above courses are as follows: -

| | |
|-------------------------|------------------|
| 1. Ephraim Njenga Mumbi | 5. Pius Mathi |
| 2. Anne Chege | 6. Milka Kabochi |
| 3. Evah Gichuki | 7. George Mungai |
| 4. Stephen Muthoka | |

You are expected to adhere to the code of conduct for registered Industrial Training Providers. Kindly ensure that you familiarise yourself with the NITA guidelines for training and reimbursement reviewed from time to time.

Should you conduct any in-house training, please ensure that you endorse the NITA evaluation form NITA/IT/IBTA/F/11 that will be issued to you by the employer.

Your participation in Industrial Training is highly appreciated. We wish you success in your endeavours.



Peter Njiru
For: DIRECTOR GENERAL
PN/EM/EO

Note: This approval is granted on the basis of information availed to the Authority as at the approval date mentioned above. The Authority

1.2 LEASE AGREEMENT

LEASE AGREEMENT

THIS LEASE is made on the 1st Day of July 2019
Two thousand and Nineteen **BETWEEN DAN PROPERTY & ELECTRICAL SALES LIMITED** of Post Office Box Number 32409 – 00600 Nairobi, the registered owner of L.R. Number **11785/7** developed with Flats (herein called "The Landlord" which expression shall where the context so admits includes its personal representatives and assigns) of the one part **AND BORASOFT LTD** of P.O Box 23158 – 00100 Nairobi (herein called "The Tenant") which expression shall where the context so admits include its representatives and assigns) of the other part **WHEREBY IT IS MUTUALLY AGREED** by and between the parties hereto as follows:-

1. The Landlord shall let and the Tenant shall take for a period of Six years from the 1st day of Jul 2019 up to the 31st day of Jul 2025 all that premises known as A4 Third floor erected on L. R. No 11785/7 in the City of Nairobi which shall be referred to hereinafter as the "Premises".
2. The rent of the said premises shall be the sum of Kenya shillings Fifty Two Thousand Two hundred Only (52,200 /-) per month plus V.A.T payable quarterly in advance.
3. Upon signing of this Lease agreement, the Tenant shall pay to the Landlord in advance the sum of Kenya Shillings One Hundred and Fifty Six Thousand, Six Hundred Only (156,600) which sum the Landlords hereby acknowledges as security deposit. The said deposit shall incase there is no default (incase of default the vendor can expend the deposit or any part thereof in making good such default) be refunded without interest to the tenants after the expiry of the term of this lease. If the tenant terminates this lease before lapse of 12 months from the date hereof, the money held as deposit shall not be refunded.
4. The rent payable shall be increased upon expiry of the lease period **OR** at the current market rental value of the premises as at rent review date (Whichever shall be greater).
5. The Tenant shall at all times during the tenancy pay to the appropriate authority all charges in respect of the water and electricity supplied to the said premises as recorded on the meters installed therein and also charges of the telephone installed therein (if any) and enter all necessary agreements for all those purposes with any supplier and/or provider.
6. The Tenant shall at all times during the tenancy keep the interior of the said premises including all doors, windows, sanitary apparatus fittings and the electrical wiring apparatus and fittings therein in clean and good order. At the expiration or sooner

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determination of the Tenancy surrender the premises to the Landlords in such good order and conditions aforesaid and with all locks and keys and fastening complete.

7. The Tenant shall pay for the replacement or make good repair and restore all such of the articles of fixtures and effects as shall be broken, lost or damaged or destroyed during the Tenancy.
8. The Tenant shall be responsible for all damages which are incurred as the result of negligence or willful act on the part of the Tenant and/or occupant to walls, ceilings, floors, Windows and doors and will repair at own expenses if required to do so by the Landlords or their authorized agents.
9. The Tenant shall replace any keys (or the appropriate locks) which are shown on the inventory of keys and which are lost.
10. The Tenant shall be responsible for all normal running repairs in connection with internal plumbing, windows, locks and fasteners.
11. The Tenant shall not make any alteration or additions to the premises or drive any nails, screws or other fasteners into the walls, floors, ceilings without the consent in writing of the Landlords or their authorized agents.
12. The Lessee shall not hang for drying or store items or any other purposes any or all linen or garments at the balcony or at any other position where the linen or items/goods can be seen from outside the building. The lessee shall all the times confine its business activities with the portion of the premises rented to it.
13. The Tenant shall not permit any obstruction at the entrance, car park, and at the commonly used area of L.R. 11785/7 The Tenant shall not cause a nuisance or annoyance to the Landlord and other neighbors in any manner.
14. The Tenant shall not sublet, assign, transfer or part with the possession of the premises or part thereof without consent in written form the Landlord.
15. The Tenant shall report immediately in writing to the Landlords or authorized agents any defects, which may develop in the structure of the demised premises to enable immediate steps to be taken to have such defects, put in order. Should the Tenant fail to report such defects then he will be liable for any additional damages due to neglect to take proper action.
16. The Landlords shall keep the roof, main walls and structures of the said premises in good and Tenatable repair order and condition as on entry to the said premises.

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17. The Tenant paying the rent hereby reserved and performing and observing all the Agreements and Conditions herein contained or implied and on his part to be performed and observed shall and may peaceably and quietly hold and enjoy the premises during the Tenancy hereby created without any further interruption from or by the Landlords or any person or persons on his behalf.
18. The Tenant shall pay any taxes that might be introduced by the government or local authority on the rent (including VAT) during the tenancy in as long as such payments relate to the portion rented to the Tenant.
19. The tenant shall not put any paint, affix or exhibit any name, advert, signboard on any part of the premises without written permission from the Landlord and approval from the Nairobi City County.
20. If the Tenant shall desire to obtain a new Tenancy Agreement of the said premises for a term of Six (6) Years from the expiry of the term hereby created it shall deliver to the Landlords a written notice of such desire Three (3) calendar months or on a reasonable notice before the expiry of the said term and provided there shall not at the time of such request be any existing breach or non-observance of any of the covenants, agreements conditions and provisions herein contained or implied and on the part of the Tenant to be observed or performed then subject as hereinafter provided the Landlord at the expense of the Tenant shall grant to the Tenant a Tenancy Agreement of the said premises for a new term of 5 years 3 months from the expiration of the term hereby created by the parties on conditions to be agreed upon by the parties. The relationship between the parties herein shall not be thin the ambit of Cap. 301, Laws of Kenya under any circumstances. This lease is subject to the title of property and express and implied covenants & conditions contained therein.
21. If the rent herein reserved or any part thereof shall be in arrears or unpaid for thirty (30) days after the same have become due (whether legally demanded or not) or if there shall be any breach of non-performance or non-observance of any covenants and any covenants and conditions hereinbefore contained and on the part of the Tenant to be performed and observed then the Landlords shall be entitled to take action and enter upon the said premises or any part thereof in the name of the whole without any previous notice and thereupon the tenancy hereby created shall determine but without prejudice to the right of action by the Landlords for damages. Also the Landlord will have the right to terminate the Tenancy and assume possession of the premises immediately and take whatever action he thinks fit to recover the arrears of rent.

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22. If the Tenant or the Landlord as the case may be after notice in writing given to the other party requiring to carry out any work of repair or redecoration for which is lawfully liable shall fail to commence and diligently proceed with such works within twenty-one days he shall be lawful for the party giving such notice to carry out the execute such works and the cost thereof shall be a debt due from the other party and be forthwith recoverable by action.
23. The Tenant shall not do or permit to be done anything whereby any insurance of the said premises against loss or damage by fire may become void or voidable or whereby the rate of premium for any such insurance may be increased premium and all expenses incurred by him in or about the renewal of any such policy rendered necessary by a breach of this covenant and all such payments shall be added to the rent herein before reserved and be recoverable as rent.
24. The landlord shall insure and keep insured the building and improvements from loss or damage by fire storm and tempest and such other risk as the Lessors may deem expedient in some insurance office or with underwriters of repute to the full insurance value thereof and to pay all premiums necessary for that purpose AND to apply all moneys received by virtue of such insurance in making good the loss or damage in respect of which the same shall have been received.
25. In the event of the premises or any part thereof being damaged or destroyed by fire at any time during the Tenancy hereby created and the insurance money under any insurance policy against fire affected thereon by the Landlords being wholly or partly irrecoverable by reason solely or in part of any act or default of the Tenant then in every such case the Tenant will forthwith (in addition to the said rent) pay to the Landlords the whole or (as the case may require) a fair proportion of the cost completely rebuilding and reinstating the same any dispute as to the proportion to be so contributed by the Tenant or otherwise in respect of or arising out of this provision to be referred to arbitration Act or any statutory modifications or re-enactment thereof for the time being in force.
26. Notwithstanding any condition, provision, stipulation herein contained the lessor shall not be liable to the lessee nor shall the lessee have any claim against the lessor in respect of:

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- a. Any interruption of services by reason of repair or maintenance of any installation or apparatus or damage thereto or destruction thereof by fire, water, an act of God or any other cause beyond the lessors control or by reason of mechanical or other defect or breakdown or other condition or unavoidable shortage of fuel, materials, water or labour.
 - b. Any act, omission or negligence of any porter, attendant, contractor, security guard or other servant of the lessor in or about the purported performance of any duty relating to any of them.
 - c. Any loss or damage occasioned by or involving burglary, theft, robbery within the lessee's premises.
27. Any notice under this Agreement shall be in writing and any notice to the Tenant shall be sufficiently served if addressed to the Tenant and delivered to the said premises or sent by Registered Post to his last known address in Kenya, and any notice to the Landlords shall be sufficiently served if delivered to him personally or sent to him by Registered Post to his last known address in Kenya.
28. The Tenant to re-decorate and varnish seven (7) days prior to the expiry or earlier determination of the tenancy all the interior of the said premises, fittings and fixtures (verandahs included) with two coats of good paint of the same colour and quality as are found at the commencement of Tenancy AND THE TENANT WILL ALSO during the last two months of the Tenancy permit any person or persons to enter and inspect the said premises at reasonable times upon production of an order from the Landlords or their authorized agent.

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IN WITNESS WHEREOF the parties have hereunto set their hands this 1st
Day of July Two thousand and Nineteen

SEALED WITH THE COMMON SEAL OF THE
DAN PROPERTY & ELECTRICAL SALES
LIMITED

In the presence of:-

Director Joseph Muchangi
Director / Secretary [Signature]

SEALED WITH THE COMMON SEAL OF THE
TENANT BORASOFT LIMITED

In presence of:- [Signature]

Director
Director/Secretary