

**TISA AGPO
INFO PACK**

Access to Government
Procurement Opportunities

What is

AGPO?



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Access to Government Procurement Opportunities (AGPO) is an affirmative action program by the Kenyan Government for enterprises owned by youth, and persons with disability to participate in at least 30% of government procurement opportunities. The enterprises need to have an AGPO certificate to participate in the opportunities

Schemes under AGPO

There are 3 schemes under AGPO-Youth, Women and PWDs; an enterprise can only register under one scheme at a time



Where do i get information on AGPO?

All Huduma Centres

Countrywide www.agpo.go.ke

Text Box II: Steps for Registering Online in the AGPO portal

Step 1: Log into www.agpo.go.ke and click on register

Step 2: Create account by filling in personal details, email address and by setting password. Once this is complete an activation link is sent to your email account

Step 3: open your email and check for the activation email in the inbox or spam. Activate your AGPO account by clicking on the link sent to your email address

Step 4: Log into the AGPO system under returning user Page using email address and the password you set in step 2 above.

Step 5: Register business by providing information in the required fields and attach the required ORIGINAL scanned documents / downloaded softcopies.

Step 6: Visit your nearest Huduma Center, countrywide - AGPO desk for processing of application

Registration requirement

- National ID or Kenya Passport.
- ➔ Business registration certificate / Certificate of incorporation and ownership of at least 70% of the disadvantaged group.
- ➔ CR12 for limited companies.
- ➔ Partnership deed for partnership business
- ➔ Tax Compliance Certificate
- ➔ Registration certificate from National Council for Persons with Disability for PWD enterprises.
- All business registering for AGPO must be 100% Kenyan owned.
- ➔ The AGPO certificate is valid for 2 years after which enterprises should apply for renewal if registration requirements are met.



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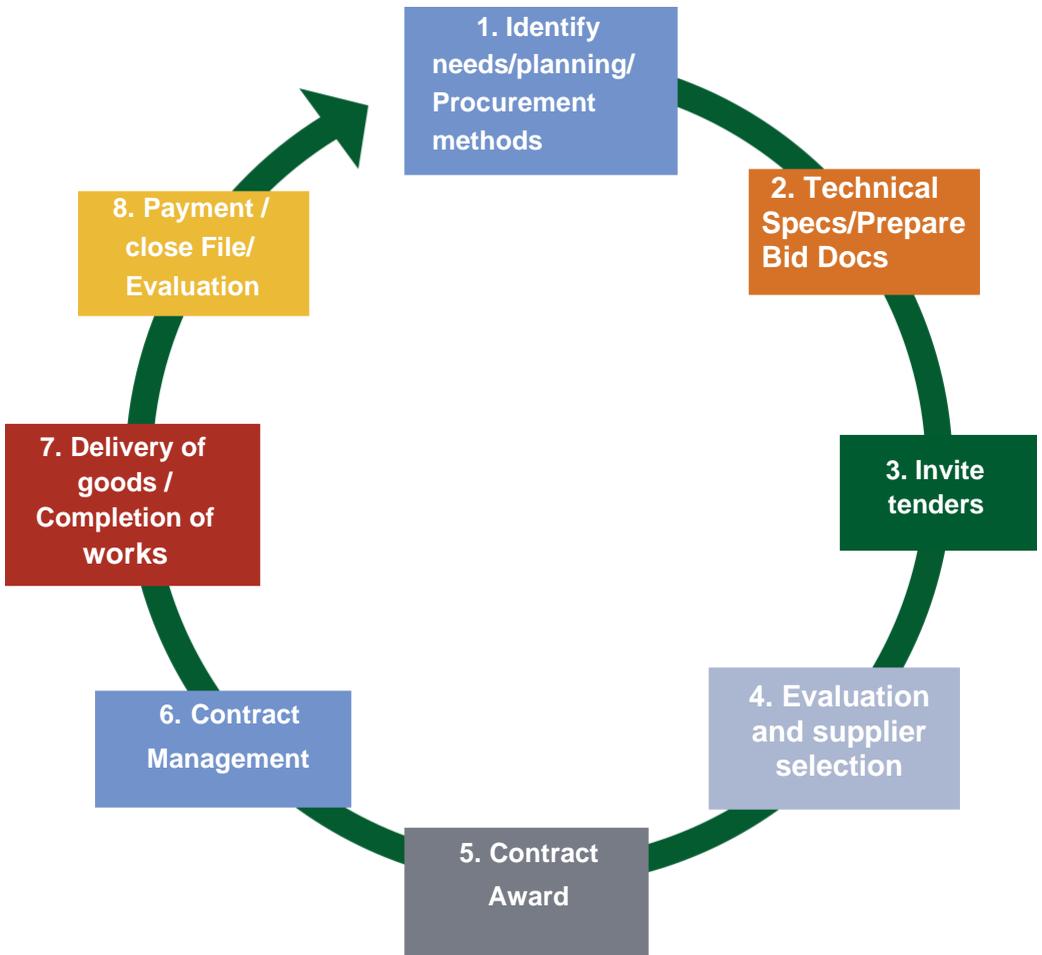


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www.tisa.or.ke

Procurement Process

Public procurement refers to the purchase by governments and state-owned enterprises of goods, services and works. As public procurement accounts for a substantial portion of the taxpayers' money, governments are expected to carry it out efficiently and with high standards of conduct to ensure high quality of service delivery and safeguard the public interest.



Registration of businesses

1. Create an e-citizen account go to www.ecitizen.go.ke and sign in
2. Go to Business Registration services and go to Business Name Search and Reservation it will cost you Kes 150 per name
3. Business registration – Business name / sole proprietorship, partnership, limited company

Types of Businesses

1. Sole proprietorship - Operated and owned by one person who is liable for all returns and losses of the business
2. Partnership- Operated and owned by 2 or more people who share liability for all losses
3. Limited company – Can be either public or private, liability limited to the business as a legal entity not the owners
4. CR12 – Confirmation by the registrar of companies indicating the details of the directors and shareholders of a company

Additional requirements/ obligations

- Tax obligations – file returns for relevant tax obligation of the business to avoid penalties e.g. VAT
- Business permits – issued by various county governments
- Licenses and certifications – relevant to sector the business operates in e.g. NCA for construction businesses, NEMA

Affirmative Action Funds

1. Youth Enterprise Development Fund for youth aged 18-35 years
2. National Government Affirmative Action Fund for women groups with a minimum of 100 members, youth groups with a minimum of 20 members, PWDs groups with a minimum of 10 members, Individuals with disability engaged in IGAs may be considered upon assessment
3. Uwezo for registered groups with members aged 18-35 years
4. Women Enterprise Fund for registered women groups

1. Eligibility criteria

- Be a registered group with the department of social services, cooperatives, or the registrar of societies.
- Registered group should hold a bank account in the name of the group.
- Registered group to operate a table banking structure or any other group fund structure where members make monthly contributions evidence of monthly contribution shall be a requirement.
- Registered group to be based and operational at the constituency it seeks to make an application

2. How to apply

- Meet eligibility criteria listed above
- Download relevant form from relevant fund website or visit offices based at county commissioners' offices or nearest Huduma Centre
- Submit filled application form together with relevant documents to office
- Await notification from committee

3. Useful links:

- www.wef.go.ke
- www.uwezo.go.ke
- www.ngaaf.go.ke
- www.youthfund.co.ke
- www.ncpwd.go.ke

The repayment period is from 6 months to a year depending on loan amount. NGAAF does not fund LPOs/ LSOs but only offers grants for income generating projects identified by a group.

Micro and Small Enterprises Authority

The Micro and Small Enterprises Authority (MSEA) is a state corporation under the Ministry of Industrialization and Enterprise Development mandated to promote and develop micro and small enterprises.

The support they offer MSEs includes provision of workspaces, capacity building, market linkages and have a new fund the MSE Fund which will be disbursed to registered associations starting March 2020. They have offices across all 47 counties at the county commissioner's offices.

For more details go to www.msea.go.ke

Budget Process

The planning and budget process is a system for the realization of efficient delivery of services. It is from the revenues that they raise as a country and are given by the national government and the priorities identified that the country plans how to actualize these priorities, in a document called the budget. All the processes tie into BUDGET CYCLE

1. Planning stage

The planning stage is where priorities are identified



The Budget cycle

2. Approval Stage

The approval stage is when the budget is debated upon by both the public and the country for approval by the country assembly



3. Implementation Stage

The implementation stage is where monies planned for and approved are used to deliver services such as primary health care to you



4. Audit & evaluation Stage

The Audit & evaluation Stage is where a citizen and country see how these monies were used and whether services were delivered according to the plan.

The County Budget Process



The Public can participate



The Public can't participate

1



August 30th

The County Treasury release a circular to all departments informing them that the budget process is beginning

2



September 1st

Countries prepare and table a 5 yr County Integrated Development Plan to the County Assembly for approval. The plan must be made public within seven days.

3



Sep 1st - Feb 15th

County Government Departments undertake consultation with the public Views from the public should feed into the preparation of the County Budget Review and Outlook paper (CBROP)

6



February 28th

Deadline for the County Fiscal Strategy Paper to be tabled in each County Assembly

7



February 15th

The division of Revenue and County Allocation of Revenue Bills go to Parliament

8



January 1st

The Commission on Revenue Allocation (CRA) submits its recommendations for the division of revenue between national and County Government to Parliament, National and County Governments

9



March

Deadline for passing the Division of Revenue and County Allocation of Revenue Bills by Parliament

10



April 30th

The County Executive (The Governor and the people he has appointed to the county Executive Committee) prepares and submits budget estimates (proposed spending plan) to the County Assembly for discussion, amendment and approval

11



May

this is the period when the County budget committee is likely to hold public hearings on the budget

12



October 30th

County governments public an implementation report on the first quarter of budget implementation (July-September)

11



June 30th

This is the end of the financial year, and the deadline for the County Appropriations Bill to be passed by the County Assemblies to authorize spending for the new budget year.

10



June

A County Finance Bill is tabled in the County Assembly.

Feedback and Redress mechanisms

Access to Information is a right under Article 35 of the constitution. Every Kenyan has a right to receive any information that makes it possible to enjoy or protect their rights and freedoms as citizens. The Access to Information Act was passed by Parliament in 2016 to make it easier for all Kenyan citizens to access (get, receive and reach) information from government and private institutions. It is done through making a written request to the CEO or Information Access Officer (IAO) of the Institution in English or Kiswahili. If the person is unable to write, the IAO must assign someone to provide help for the person making the request.

Commission on Administrative Justice - CAJ

The Commission on Administrative Justice also known as the Office of the Ombudsman is a constitutional commission mandated to receive and redress complaints against public officers or entities and access to information. These include service failure, delay, inaction, inefficiency, ineptitude, discourtesy, incompetence, unresponsiveness in public offices and violations of the right to access information by citizens.

Can be made through

- Visiting the commission's offices in (Nairobi, Mombasa, Kisumu, Isiolo and Eldoret in person)
- Calling/text toll free 15700 (Safaricom) or 020 -2270000
- Write letter P.O. Box 20414, 00200 Nairobi.
- Email complain@ombudsman.go.ke
- Visit Huduma Centre in selected counties
- Fill online complaint form on www.ombudsman.go.ke

Public Procurement Regulatory Authority - PPRA

The Public Procurement Regulatory Authority (PPRA) monitors, assess and review the public procurement and asset disposal system. Investigate and act on complaints received on procurement and asset disposal proceedings from procuring entities, tenderers, contractors, or the general public that are not subject of administrative review.

www.ppra.go.ke

Social accountability

According to the World Bank, Social Accountability refers to actions initiated by citizen groups to hold public officials, politicians and service providers to account for their conduct and performance in terms of delivering services, improving people's welfare and protecting people's rights.

Social auditing methodology involves community driven evaluation of projects implemented by government and its agencies for example through;

- Social Audits – A social audit is an accountability mechanism which enables citizens to evaluate the use and management of public resources.
- Citizen Scorecards – Is a participatory community-based monitoring and evaluation tool that enables citizens to assess the quality of public services such as healthcare
- Participatory budgeting – Citizens involved in financial planning and management of public finances
- Community led planning and implementation – Process in which certain planning and implementation of projects is delegated to the community to empower citizens and increase ownership.

Sources of AGPO tender information

Text Box III: Places to Access the Tendering Opportunity

The information the tendering opportunities are found on the following areas:

1. AGPO Facebook Page - <https://www.facebook.com/AGPOKenya/?ref=bookmarks>
2. Daily Newspapers
3. Tender Portal: www.tenders.go.ke
4. Individual Websites for various Ministries, Departments and Agencies at Nairobi Government Level
5. County Government websites
6. Notice Boards at government institutions
7. Supply Chain Departments of government institutions



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USSD: **821**

Short code: **22821**

- (Dial ***821#** to register and receive free information about what is happening in your county)
- (SMS your queries to 22821 and receive information for only Ksh3)

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