



GOVERNMENT OF KENYA

COUNTY GOVERNMENT OF HOMA BAY

HOMA BAY MUNICIPALITY

P.O BOX 469- 40300

HOMA BAY

Email: municipalityhomabay@gmail.com



HOMA BAY COUNTY

SUPPLY CHAIN MANAGEMENT UNIT

REPORT 1

INTRODUCTION

An asset management report is a well structured document that summarizes the performance, holdings, activity, and value of a portfolio or set of assets, providing stakeholders with actionable insights and transparency.

Homa Bay Municipality has recorded a number of Assets which includes Fixed Asset and Non-Fixed Asset.

Assets are reviewed quarterly and Annually through Stock-Taking to ensure assets conditions are monitored and maintained thus ensuring Assets/Inventories doesn't undergo deterioration/obsolescence.

BACKGROUND

The store department has recorded a number of concerns on the Municipal assets and a number of challenges to be addressed fully to ensure proper maintenance, disposal and recording of assets.

OVERVIEW

Municipal assets are acquired through the following dimensions

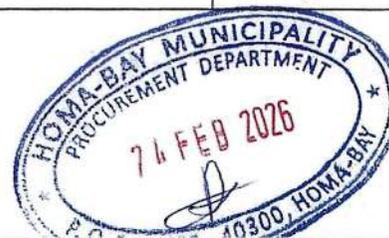
1. Through County Government Funds
2. Through Doner Funds

The following are Homa Bay Municipal Assets:



B. FURNITURES AND FITTINGS

1	Steel Cabinet 4 Drawer	32,000	HRM Office	Wickliffe Kauma	County Government	Needs repair
2	Steel Cabinet 4 Drawer	36,000	Accounts Office	Martin Ojiera	County Government	Needs repair
3	Steel Cabinet 4 Drawer	36,000	Procurement Office	Robinson Otieno	County Government	Needs Repair
4	Steel Cabinet 4 Drawer	36,000	Managers Office	Sigar James Agumba	County Government	In use
5	Steel Cabinet 2 Door 4 Drawer	38,000	Managers Office	Sigar James Agumba	World Bank (KUSP II) Transferred	Functioning
6	Executive Office table with Side Desk	73,000	Managers Office	Sigar James Agumba	World Bank (KUSP II) Transferred	Good Condition
7	Executive Office table with Side Desk		Managers Office	Sigar James Agumba	World Bank (KUSP I) Transferred	Good Condition
8	Executive Office Table	70,000	HRM	Wycliffe Kauma	County Government	Good Condition
9	Executive table with drawers wooden	60,000	Environment Office	Irine Opiyo	World Bank (KUSP II) Transferred	Good Condition
1	Executive Office Table with side desk		Accounts	Martin Ojiera	World Bank (KUSP I) Transferred	Good Condition
1	Office Desk with drawers		Procurement Office	Robinson Otieno	County Government	Good Condition
1	4way work station	-	-	-	County	Broken-Not in



					Transferred	
2	Office chairs medium leather black	30,000	SDO	Tonnia Keno	World Bank (KUSP II) Transferred	Good Condition
2	Office chairs medium leather black	30,000	Manager Office	Sigar James Agumba	World Bank (KUSP II) Transferred	Good Condition
2	Office chairs medium leather black	30,000	Manager Office	Sigar James Agumba	World Bank (KUSP II) Transferred	Good Condition
2	Office chairs medium leather black	30,000	Physical Planning	Fredrick Warega	World Bank (KUSP II) Transferred	Good Condition
2	Office chairs medium leather black	30,000	HRM Office	Wickliffe Kauma	World Bank (KUSP II) Transferred	Good Condition
2	Boardroom Chairs with no arm rest	10x6,000 60,000	Boardroom	Sigar James Agumba	World Bank (KUSP II) Transferred	Good Condition
2	3 link waiting Bench	2x35,000 70,000	Boardroom	Sigar James Agumba	World Bank (KUSP II) Transferred	Good Condition
2	3seater Linking Visitors Chair	22,500	Managers Office	Sigar James Agumba	County Government	Good Condition
3	4 Link waiting Bench	35,550	Reinforcemen t	In charge	County Government	Good Condition



A3. ROADS

S/ N O	Road Description	Road ID	Length (Kms)	Date Of Commissionin g	Type of Road	Class of Road & Cost e.g A,B,C,D	Land Registry ID	Mode Of Funding (PPP,GoK,Exter nal Funding)
	Upgrading Of C19 Tom Mboya University Road	C19	0.6219	6.6.2021	Bitumen C19	C	Wayleave	World Bank
	Upgrading Of Absa Bank Road To Moh Headquarters	Absa To St Pauls Catholic Church	0.76	14.6.2022	Bitumen C19	C	Wayleave	World Bank

HOMA BAY COUNTY



	(onion skin)				Government	
9.	Clip Paper	570	Store	Robinson Otieno	County Government	19
1	Box File	9,000	Store	Robinson Otieno	County Government	15
1	A5 Envelope	3,304	Store	Robinson Otieno	County Government	12
1	A4 Envelope	1,200	Store	Robinson Otieno	County Government	2
1	A3 Envelope	4,500	Store	Robinson Otieno	County Government	6
1	Assorted Pens	5,000	Store	Robinson Otieno	County Government	2
1	Office Glue	560	Store	Robinson Otieno	County Government	8
1	Correction Fluid	700	Store	Robinson Otieno	County Government	5
1	Carbon Paper	5,000	Store	Robinson Otieno	County Government	2
1	Giant Paper Punch	6,500	Store	Robinson Otieno	County Government	1



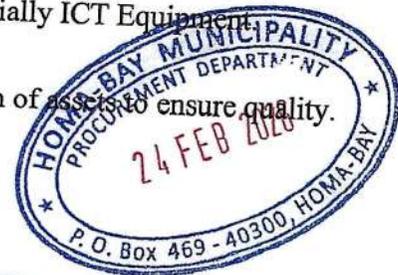
CHALLENGES

The following are the highlighted areas of concern that needs quick intervention.

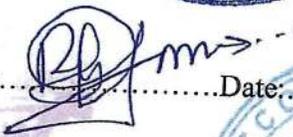
1. Ownership documentation of some municipal Fixed assets such as market title deed
2. Provision of proper lockable store for storage of unissued assets/consumable inventories
3. Provision of external trainings on Asset Management to ensure good practice
4. Lack of capitation for maintenance of Municipal Assets especially ICT assets such as printer, computers and Laptops.
5. Lack of capitation for Periodic review/stock-taking and inspection of Assets to ensure quality assurance.

RESOLUTIONS/WAYFORWARD

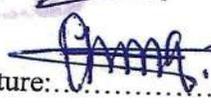
1. Accounting Officer to Fastrack acquisition of title deed for the municipal market.
2. A well-structured and Secured Storehouse to ensure safety of Stock.
3. Provision of Capitation to do Asset Maintenance especially ICT Equipment to ensure quality.
4. Provision of Trainings on Asset Management.
5. Provision of capitation for Stock-Taking and Inspection of assets.



Prepared by;

Name: Robinson Otieno Designation: Scmo Signature:  Date: 24/2/2026

Confirmed By;

Name: Martin Ombewa Designation: Accountant Signature:  Date: 24/2/2026

Approved By;

Name: Sigar James Agumba Designation: Manager/AO Signature:  Date: 24/2/2026



HOMA BAY COUNTY GOVERNMENT

P.O. BOX 469-40300

HOMA BAY MUNICIPALITY

PROCUREMENT UNIT

INVENTORY/STOCK TAKING FORM (TO BE FILLED IN DUPLICATE) SERIAL NO. 02

DEPARTMENT: HOMT Gay Municipality OFFICE ACCOUNTS DATE: 30/6/2025

S/NO	ITEM CODE/SERIAL NO.	ITEM DESCRIPTION	PURCHASE PRICE	LEDGER/S3 CARD QUANTITY	COUNTED QUANTITY	DIFFERENCE	REMARKS
1.	M000000083	small cabinet drawers.	36,000	1	1	0	not good cond
2.		Orthopedic High Back Chair	55,000	1	1	0	Good condition
3	M00000057	Medium paper punch		1	1	0	Working
4		Reclining chair	34,000	1	1	0	Good condition
5	M000002860	Dust-bin (with 3com)		1	1	0	Good condition
6		office Reclining Office chair		1	1	0	Good condition
7		side Desk		1	1	0	Good condition
8	N000000200	Fix holder Conble	2000	1	1	0	Good condition
9	M00000103201	Office Laptop.	160,000	1	1	0	Working
10	M00000103201	office laptop	190,000	1	1	0	not functioning properly

SIGNED [Signature] DATE 30/6/2025

NAME OTIANO ROBINSON

OFFICER TAKING STOCK

SIGNED [Signature] DATE 30/6/2025

NAME OTIANO ROBINSON

OFFICER IN CHARGE (CUSTODIAN OF ITEMS)





GOVERNMENT OF KENYA

HOMA BAY MUNICIPALITY

OFFICE OF THE MUNICIPAL MANAGER

P.O BOX 469- 40300

HOMA BAY

Email:municipalityhomabay@gmail.com



HOMA BAY COUNTY

SUPPLY CHAIN MANAGEMENT UNIT

MUNICIPALITY ASSET MANAGEMENT PLAN

Asset management plan is a tactical plan for Homa Bay Municipality infrastructure and other assets to be delivered. Our asset management plan is covering more than single assets especially where a number of assets are dependent and required to work together to deliver standard service.

In Homabay municipality we have developed our assets infrastructure consisting of technical and financial to meet the cost-effective measure and to provide specific level of service.

To fold justification of Homa Bay municipality:

1. Is to give cost and benefits associated with providing the standard service.
2. To minimize the whole life cost /operation /maintenance / replacement and disposal of each asset.

Homa bay municipality usually develop asset management approach, which is frequently, reviewed especially asset system e.g.

1. We summarize the correct condition and performance of our assets.
2. We have developed an inventory of all assets within the municipality.
3. We have outlined and targeted level of service and performance of each asset and giving their condition reliability and operational perimeters which at the end give requirement for the planning period.

Asset Lifecycle Plan (Medium to long term)

The Asset Lifecycle Plan draws data from asset register, asset condition assessment and asset criticality assessment that should be recorded in the asset register and stored.

The municipality has developed an inventory of all its assets.

The lifecycle modeling tools help optimize future plan (1-5, 5-10, 11-20 years) for the life of the assets and what can be expected to maintain, renew or replace the

Annual Works Plan (Short Term Planning)

The Annual Works Plan is a schedule mainly of preventative maintenance (PM). Preventive maintenance may follow the Original Equipment Manufacturer or statutory requirements.

It includes elements of replacement program and also projected Corrective Maintenance spends.

Work Orders (Weekly and day to day planning)

It allows you to focus more oversight in measuring the tactical outcomes of Asset Management Plan (did it work / how well did you plan to meet its intended goal). Good planning/scheduling

enables granular cost savings and risk management in that the resources you require are being used as efficiently and effectively as possible.

Homa Bay Municipality uses the maintenance plan specifically developed for each asset to perform preventative maintenance. Preventive maintenance schedules are developed as a guide to ensure maintenance personnel accomplish the proper maintenance. Detailed procedures and tolerance are contained in the manufacturer's maintenance manual for each individual equipment item.

Timeliness of preventative maintenance is important. The following standards will be used to gauge on the on-time performance of the preventive maintenance schedule.

- Weekly Inspection: must be completed between the date issued and 7 days after the due date. Some weekly inspections require daily actions; daily actions are checked off as accomplished.
- Monthly Inspections: must be completed between the date issued and 15 days after the due date.
- Quarterly Inspections: must be complete between the date issued and 30 days after the due date.
- Semi-annual Inspections: must be completed between the date issued and 30 days after the due date.
- Annual Inspections: must be completed between the date issued and 30 days after the due date.

Training

To achieve the goals and objectives of the maintenance plan, orientation training is provided to all applicable staff.

The training includes the following concepts:

- Asset familiarization, including training on all equipment for which the municipality has
- Recognizing when an asset requires service, maintenance, or inspection and how to notify the appropriate vendor to perform needed work.
- Vehicle maintenance requirements, processes and objectives.

Annual review of maintenance plan implementation.



ROBINSON OTIENO

PROCUREMENT OFFICER IN-CHARGE-HOMA BAY MUNICIPALITY





REPUBLIC OF KENYA

COUNTY GOVERNMENT OF HOMABAY HOMA BAY TOWN MUNICIPALITY



HOMA BAY COUNTY

INVENTORY/STOCK TAKING FORM (TO BE FILLED IN DUPLICATE)
DEPARTMENT: L.AUDS AND HR OFFICE: HOMABAY MUNICIPALITY

SERIAL NO.
DATE: / /

S.NO	ITEM CODE	ITEM DESCRIPTION	PURCHASE PRICE	LEDGER QUANTITY	COUNTED QUANTITY	DIFFEREN CE	REMARKS
1.		STEEL CABINET (4 DRAWERS)		4	4	NIL	1 NEED REPAIR
2.		ORTHOPEDIC CHAIR		3	3	NIL	GOOD CONDITION
3.		OFFICE DESK				NIL	GOOD CONDITION
4.		OFFICE CONFERENCE CHAIRS		10	10	NIL	GOOD CONDITION
5.		3 SEATER WAITING BENCH		1	1	NIL	"
6.		CONFERENCE TABLE		1	1	NIL	"
7.		EXECUTIVE CHAIRS		5	5	NIL	"
8.		SIDE TABLE DESKERS		2	2	NIL	"
9.		4 SEATER WAITING BENCH		1	1	NIL	NEED REPAIR
10.		HP LASERJET PRINTER		1	1	NIL	GOOD CONDITION
11.		PAPER PUNCH MEDIUM		3	3	NIL	"
12.		STAPLER MEDIUM SIZE		6	6	NIL	"
13.		GRANT STAPLER		1	1	NIL	"
14.		GRANT PAPER PUNCH		1	1	NIL	"
15.		WHITE TANK		1	1	NIL	"
16.		OFFICE LAPTOP		2	2	NIL	"
17.		COOKING GAS		1	1	NIL	"
18.		SUGGESTION BOX		1	1	NIL	"



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF HOMABAY

HOMA BAY TOWN MUNICIPALITY



HOMA BAY COUNTY

INVENTORY/STOCK TAKING FORM (TO BE FILLED IN DUPLICATE)
DEPARTMENT: LANDS AND TOWN PLANNING OFFICE: HOMABAY MUNICIPAL BOMED

SERIAL NO.
DATE:

S.NO	ITEM CODE	ITEM DESCRIPTION	PURCHASE PRICE	LEDGER QUANTITY	COUNTED QUANTITY	DIFFEREN CE	REMARKS
1.		PRESIDENTIAL PORTRAIT		1	1	NIL	GOOD CONDITION
2.		DUST BIN		6	6	NIL	GOOD CONDITION
3.		BUS PARK					
4.		C19 TOM MBOYA ROAD					
5.		ABSA BANK-MOIT HPTS					
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							

SIGNED [Signature] DATE 15/01/2024
NAME STEPHEN BLEN
OFFICER TAKING STOCK

SIGNED [Signature]
NAME P. J. INSD
OFFICER IN-CHARGE



P.O BOX 469-40300

HOMA BAY MUNICIPALITY

PROCUREMENT UNIT

INVENTORY/STOCK TAKING FORM (TO BE FILLED IN DUPLICATE) SERIAL NO. 03

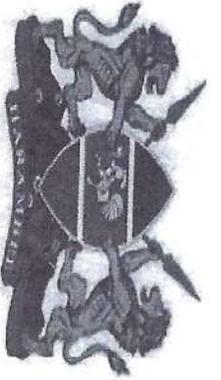
DEPARTMENT: HOMA BAY MUNICIPALITY OFFICE PROCUREMENTS DATE: 30/6/2025

S/NO	ITEM CODE/SERIAL NO.	ITEM DESCRIPTION	PURCHASE PRICE	LEDGER/S3 CARD QUANTITY	COUNTED QUANTITY	DIFFERENCE	REMARKS
1.	VNPNP05782	HP Laserjet Printer 236-237	74,000	1	1	0	Fur
2.	5663304KW9	Computer Laptop	150,000	1	1	0	Very
3.		Office Executive Chair	90,000	1	1	0	Von
4.		Orthopedic High Back	55,000	1	1	0	Von
5.		HP Laserjet Printer	36,000	1	1	0	ng
6.		Steel Cabinet 4 drawers	2,000	1	1	0	ng
7.		Office extension	2,000	1	1	0	ng
8.		Shopper - office	2,000	1	1	0	ng
9.		Paper Purch. medium	7,000	1	1	0	ng
10.		Office Executive table	9,000	2	2	0	ng
11.		Office Executive Chair	4,760	1	1	0	ng
12.		Office table with drawers	4,600	1	1	0	ng
13.		Shopper		1	1	0	ng
14.		Paper purchase		1	1	0	ng
15.		Shopper		1	1	0	ng

SIGNED [Signature] DATE 30/6/2025
NAME OTIENO ROBINSON
OFFICER TAKING STOCK



SIGNED [Signature] DATE 30/6/2025
NAME OTIENO ROBINSON
OFFICER IN CHARGE (CUSTODIAN OF ITEMS)



REPUBLIC OF KENYA

HOMA BAY MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O BOX 469- 40300

HOMABAY

Email: municipalityhomabay@gmail.com



HOMA BAY COUNTY

SUPPLY CHAIN MANAGEMENT UNIT

INVENTORY/STOCK TAKING FORM (TO BE FILLED IN DUPLICATE)

SERIAL NO.

DEPARTMENT: HOMA BAY MUNICIPAL BOARD SERVICE: OFFICE: OFFICE OF MANAGER,
ACCOUNTS, PROCUREMENT, REINFORCEMENT.

DATE: 28/06/2024

S.NO	ITEM CODE	ITEM DESCRIPTION	PURCHASE PRICE	LEDGER QUANTITY	COUNTED QUANTITY	DIFFERENCE	REMARKS
1.		Mesh Office Visitors Chair		2	2	Nil	Good Condition
2.	M000000083	Steel 4 Drawer Cabinet	36000	4	4	Nil	1 Needs Repair
3.		Executive Office Desk with Side Table		2	2	Nil	3 Good Condition
4.	M0000000200	Extension Cable	1,500	4	4	Nil	Good Condition
5.	M0000000057	Paper Punch Medium	672	4	4	Nil	Working
6.		Orthopedic High Back-Office Chair		3	3	Nil	Working
7.		Office Portrait	5,500	2	2	Nil	Good Condition
8.		Study Side Desk		2	2	Nil	Good Condition
9.	M000002860	Dust -Bin Plastic Portable	300	4	4	Nil	Good Condition
10.	M000000054	Pin Remover		1	1	Nil	Good Condition
11.		Kett Tank	32500	1	1	Nil	Good Condition
12.		Conference Table	95000	1	1	Nil	Needs Replacement.
13.	M000000009	Conference Chairs	105800	10	10	Nil	Good Condition

Sign:

HOMA-BAY MUNICIPALITY
PROCUREMENT DEPARTMENT
28 JUN 2024

HOMA BAY COUNTY
28 JUN 2024

14.		4 Link Waiting Bench	35,550	2	2	Nil	Good Condition
15.		Suggestion Box		1	1	Nil	Good Condition
16.	M000006815	Executive Office Waiting Chair	34000	3	3	Nil	Good Condition
17.	M000000060	Stapler Medium	588	1	1	Nil	Working
18.	M0000000004	Laser Jet Printer		1	1	Nil	Needs Repair
19.		Office Desk with Drawer		1	1	Nil	Good Condition
20.		Curved Office Desk		1	1	Nil	Good Condition
21.	M000011422	Giant Stapler	4,620	1	1	Nil	Working
22.		Giant Paper Punch	4,760	1	1	Nil	Working
23.	M000010329	Office Laptop	160,000	2	1	1	1 Returned to Supplier for Repair
24.	M000096306	Office Desk Table		1	1	Nil	Not In Good Condition
25.		3 Link Waiting Bench		1	1	Nil	Good Condition
26.		Generic Executive Office Chair		2	2		Not In Good Condition
27.		Visitor/Waiting Chair		1	1	Nil	Good Condition

SIGNED *[Signature]* DATE 28/06/2024

NAME CHARITT *[Signature]*

OFFICER TAKING STOCK



SIGNED *[Signature]* DATE 28/06/2024

NAME PERIN-CHARGE *[Signature]*

OFFICER IN-CHARGE (CUSTODIAN OF THE ITEM)

