



REPUBLIC OF KENYA

GOVERNMENT OF MAKUENI COUNTY

DOCUMENT: PROCEDURE FOR ACQUIRING AGRICULTURAL MECHANIZATION SERVICES (AMS)

DEPT: AILF&CD, AMS Services

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AUTHORIZED BY: CECM

Daniel Ndoto

Joyce M. Mutua

1.0 DOCUMENT CHANGES

DATE	CHANGES	AUTHORIZED BY

2.0 DOCUMENT DISTRIBUTION

COPY NO.	COPY HOLDER
01: MASTER COPY	AMS-MANAGER
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03	CO-A&I
04	CO-LF&COOP
05	CDA&I
06	CDLF&COOP

1.1 Purpose

This procedure is to ensure uniformity, effectiveness and impact in implementing Agricultural Mechanization Services in the road map to food security.

2. Scope

This procedure shall apply to all services provided by AMS without biasness or prejudice. The services include: land preparation, Forage harvesting and Excavation of soil & water conservation structures i.e. Terraces, Farm ponds, fish ponds and gully control.

3. References

- a) Financial bill 2022-23
- b) Kenya Vision 2030
- c) DAIFD Service Charter
- d) His Excellency Governor Mutula,s Manifesto

4. Definition of terms

CECM - County Executive Committee Member

CO-A&I - Chief Officer Agriculture & Irrigation

CO-LF&COOP - Chief Officer Livestock, Fisheries and Cooperative

AMS - Agricultural Mechanization Station

CDA&I - County Director Agriculture and Irrigation

CDLF&COOP – County Director Livestock, Fisheries and Cooperative

AMS – Agricultural Mechanization Station

5. Principal Responsibility

The AMS shall ensure this procedure is followed without biasness.

6. Method.

The step wise approach for offering of AMS services shall be as follows;

- 6.1 The farmer request for the service(s) through a telephone call or visiting the station in person
- 6.2 Farmer is explained the different rates offered as per the current financial bill (i.e. dry and wet rate)
- 6.3 A pre visit to the farm is undertaken to ascertain if the work is possible.
- 6.4 The farmer fills the form for applying for Agricultural Engineering services (form Attached)
- 6.5 The farmer is given a tentative date for the activity to be done as per the request list on first come first served.
- 6.6 The farmer pays by depositing the amount to the county revenue account for the activity after the work

7.0 Appendices

Terms and Conditions in respect to the agricultural engineering services

1. I am aware of the conditions and charges in force, which have been published in the current Makueni Financial Bill.
2. I understand that all payments works should be paid to **MAKUENI REVENUE ACCOUNT**, pay bill number **522522** and account number **1140751719**.
3. I understand that payments for jobs under PART 11 section (1), (2), (3) and (9) should be paid in full before commencement of the works.
4. I understand that payments for jobs under PART 11 section (4), (5), (6), (7), (8) and (10) shall be paid 50% of the estimated payment before commencement of the job and the balance paid just before completion of the job.
5. I understand that I will meet the cost of mobilization and de-mobilization of the machine(s) and equipment(s) to and from my farm.
6. I understand and do accept the condition that no work will commence until I have filled and signed the forms and return them to the relevant office.
7. I also understand that if dissatisfied with the quality of service, I can demand stoppage of the work. Nevertheless, I shall pay in full for the work done up to the point of such instruction of withdrawal.

Applicant's Signature: Date:

Official stamp/seal (where applicable)

Witness's Full Name: Signature Date
Tell No

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Application No Date received
Approved/Not Approved Date Approved
Job No
Estimated cost

Manager/ Officer in-charge (station)

Name in Full:
Signature:



Department of Agriculture, Irrigation, Livestock, Fisheries and Cooperative Development,
Office of the Chief Officer Agriculture and Irrigation
P.O Box 78-90300, Makueni.
Email:alfcomakueni@gmail.com

APPLICATION FOR AGRICULTURAL ENGINEERING SERVICES

Serial No:

Manager Agricultural Mechanization Services Station
P. O. Box 42-90300
MAKUENI.

Dear Sir/Madam,

I wish to apply for agricultural engineering services, to be carried out on my farm as per my instructions or directions of my authorized representative. In making this application, I certify that I have read and understood the conditions under which the work will be undertaken, as outlined in the application form.

PART I – PERSONAL DETAILS

Full Name of the Applicant (in block letters) -----
Telephone Number -----
Farm L.R. No(s) -----
Sub County -----
Ward -----
Village -----

PART II – WORK DETAILS

The applicant should indicate clearly the type(s) of service required.

1. Ploughing acres
2. Harrowing acres
3. Ripping acres
4. Terracing/cut off drains acres/metres
5. Excavation of planting of holes holes
6. Excavation of farm ponds hours
7. Bush clearing hours
8. Mowing, raking and baling acres/bales
9. Mowing acres
10. Baling bales