





**MASENO UNIVERSITY**

<b>DOCUMENT TITLE</b>	PROCEDURE FOR PROCUREMENT OF GOODS & SERVICES		
<b>DOC. NO:</b>	MSU /VC/PROC/OP/01	<b>ISSUE NO:</b>	1
<b>DATE OF ISSUE</b>	8 <sup>TH</sup> JUNE, 2018	<b>REV. NO:</b>	0
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<b>AUTHORIZED BY:</b>	VICE-CHANCELLOR	<b>ISSUED BY:</b>	MANAGEMENT REPRESENTATIVE
<b>SIGNATURE</b>		<b>SIGNATURE</b>	

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## 0.1 DOCUMENT CHANGES

#	Date (dd-mm-yy)	Details of Change		Authorization
		Page	Clause/sub clause	Title
1	08/06/2018	1	Inclusion of title, author, issuance by MR, authorization by the VC and Change of document number from MSU/AFD/PROC/OP/21 to MSU/VC/PROC/OP/01	VC
2	08/06/2018	2	Inclusion of page and title in the table	VC
3	08/06/2018	3	Omission of title hence purpose becomes clause 1.	VC
4	08/06/2018	3	3.1 and 3.8. Reference to ISO 9001:2015 and MSU/VC/MR/OP/01 respectively.	VC
5	08/06/2018	3	4.2 Addition of SPO and numbering.	VC
6	08/06/2018	3,4	5. Numbering of the sub clauses	VC
7	08/06/2018	2-9	1-6 rearrangement of the clauses as a result of omission of title that was previously clause 1.	VC
8	08/06/2018	All	Change of font type and size.	VC

## 0.2 DOCUMENT DISTRIBUTION

Documents shall be available in the University website for authorized users.

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### 1. PURPOSE:

To enable the University to aggregate requirements into large contracts, gain economies of scale and avoid emergency procurement where possible.

To enable the University to spread the procurement workload according their resources and also undertake Joint Procurements when they are purchasing similar items.

### 2. SCOPE:

This procedure covers the Procurement of all Goods, Services and Works required by the University annually.

### 3. REFERENCE:

- 3.1 ISO 9001: 2015 – Quality Management System-Requirements
- 3.2 Maseno University Quality manual
- 3.3 Public Procurement Manuals.
- 3.4 Public Procurement and Disposal Act, 2015.
- 3.5 Public Procurement Regulation 2006
- 3.6 Maseno University Statues
- 3.7 Legal Notice No.106 and 114
- 3.8 MSU/VC/MR/OP/01

### 4.0 TERMS (DEFINITIONS)/ABBREVIATION:

- 4.1 **VC** - Vice-Chancellor (Chief Executive)
- 4.2 **MB** - Management Board
- 4.3 **SPO** - Senior Procurement Officer.
- 4.4 **PO** - Procurement officer
- 4.5 **FO** - Finance Officer.
- 4.6 **DFO** - Deputy Finance Officer.
- 4.7 **SC** - Stores Controller
- 4.8 **SRN**- Stores Requisition Note

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4.9 **PRN** –Purchase Requisition Note

4.10 **GRN** – Goods Received Note

4.11 **STORE KEEPER** - The Person In-Charge of the Storehouse.

4.12 **STOCK RECORDS** – Refers to Bin, Stock Sheets and Stock Ledgers.

4.13 **PRINCIPAL STOCK TAKER** – Individual in charge of stock taking in each unit.

4.14 **STOCK TAKING COORDINATORS** – Team of individuals in charge of stock taking exercise.

4.15 **TOC**- Tender Opening Committee

4.16 **TEC**: Tender Evaluation Committee

4.17 **IAC**: Inspection and Acceptance Committee

4.18 **STOCK TAKERS** - Officers assigned to carry out checking and verifying of stocks.

4.19 **BOARD OF SURVEY** - Body convened to check and issue recommendations on the items to be disposed of.

4.20 **DVC, AFD** – Deputy Vice Chancellor, Administration, Finance & Development.

## 5.0 RESPONSIBILITIES:

The Senior Procurement Officer shall be responsible for the implementation and effective supervision of these Procedures.

## 6.0 METHODS:

### 6.1 Formulation of Aggregated Annual Procurement Plan.

6.1.1 The S.P.O shall request in writing the various departments to submit their APP

6.1.2 The S.P.O shall receive departmental APP'S in a define template before the Following financial Year commences.

6.1.3 The S.P.O shall review the APP'S and ensures that they agree with approved Departmental budgets.

6.1.4 The S.P.O shall formulate the aggregated APP

6.1.5 The SPO shall ensure the app is approved by the principal and authorized by the Council.

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## 6.2 Registration of Suppliers

The SPO shall maintain and continually update lists of registered suppliers, Contractors and consultants in various specific categories of goods, works or Services according to its Procurement needs.

## 6.3 Prequalification of Suppliers.

- 6.3.1 The S.P.O shall prepare the tender document and ensure it is advertised in at least
- 6.3.2 The SPO shall prepare evaluation criteria in consultation with the users
- 6.3.3 The RC shall receive payment for the tender document and issue a receipt.
- 6.3.4 The SPO shall issue tender documents on confirming payments and record the supplier's details in the Tender sale register.
- 6.3.5 The SPO shall ensure the tender box is closed on expiry of the deadline.
- 6.3.6 The principal shall constitute the tender opening committee consultation with the SPO
- 6.3.7 The principal shall appoint the technical evaluation committee in consultation with the SPO
- 6.3.8 The SPO shall forward recommendation of the technical evaluation committee to the Accounting Officer.
- 6.3.9 The Accounting Officer shall deliberate on recommendation from the technical evaluation committee and approve the List of prequalified suppliers.
- 6.3.10 The SPO shall write and send notification letters to both successful and unsuccessful suppliers.
- 6.3.11 The SPO shall maintain a list of prequalified suppliers.

## 6.4 Notifying the Need for the Purchase of an Item.

- 6.4.1 The SPO shall receive PRNs from user departments describing the materials needed.
- 6.4.2 The SPO shall ensure that the PRN has been authorized by the responsible Head of Department.
- 6.4.3 The SPO shall ensure that there is evidence of Availability of Funds for the procurement.
- 6.4.4 The SPO shall refer cases where funds are not available to Departmental Head, DFO/FO.

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6.4.5 The FO in consultation with the relevant departments shall make decision of procurement cases from approved procurement plans with little or no funds available.

## **6.5 Tendering for Supply of Goods and Services.**

6.5.1 The SPO shall ensure tenders for over Kshs. 5 million are advertised, issued, received and opened as stipulated in the public procurement regulations.

6.5.2 The SPO shall ensure that security and secrecy of all tenders is maintained until they are opened.

6.5.3 The S.P.O. shall receive tender samples/literature and secure them to prevent disclosure of candidates' information.

6.5.4 The committee opening tenders shall serialize and sign pages of each tender accordingly.

6.5.5 Other methods of procurement shall be used below the Kshs. 5 million thresholds.

## **6.6 Tender Awards:**

6.6.1 The S.P.O shall present the Evaluated Tender Reports to Accounting Officer for Award/Rejection.

6.6.2 The S.P.O shall present the tender recommendations to the Accounting Officer to make decisions for award taking into account all the information that has been made available by the Evaluation Committee.

6.6.3 Awards of tenders by the Accounting Officer shall be final and binding unless successfully appealed against.

6.6.4 The Accounting Officer shall notify the candidate submitting tender that his/her tender has been accepted.

6.6.5 The University shall enter into a written contract based on tender documents with the successful tenderers.

## **6.7 Placing Purchase Orders for the Supply of Goods and Services.**

6.7.1 The S.P.O. shall prepare the purchase order in four copies based on PRNs from users.

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- 6.7.2 The S.P.O shall ensure that the acknowledgement copy, which is retained in purchasing Department, is signed by the supplier and returned.
- 6.7.3 The S. P.O. shall ensure that funds for the expenditure have been committed in the vote book.
- 6.7.4 The S.PO shall forward the order for signature by FO before it is issued to the supplier.
- 6.7.5 The S.PO shall issue the authorized order to the supplier and immediately ensure that signed acknowledgement copy is returned by the supplier.
- 6.7.6 The S.PO shall progress the supply of goods ordered within 30 days from the date of the order Issued.

### **6.8 Servicing Orders Submitted for Offers of Goods and Services.**

- 6.8.1 The SPO shall receive PRNs from user departments describing the materials needed.
- 6.8.2 The SPO shall ensure that the PRN has been authorized accordingly.
- 6.8.3 The SPO shall ensure that there is evidence of Availability of Funds for the procurement.
- 6.8.4 The DFO shall receive cases where funds are not available for urgent procurement and refer to Head of Department/FO where necessary.

### **6.9 Receipt and Storage of Materials Supplied by Suppliers.**

- 6.9.1 The SPO shall ensure that the copy of the order placed for supply of materials is sent to the store.
- 6.9.2 The Inspection and Acceptance Committee shall ensure that materials are checked and inspected for quality and quantity.
- 6.9.3 If goods are in order, the store keeper in consultation with the Inspection and Acceptance Committee shall write out Goods Received Note and take goods on bin.
- 6.9.4 The Stock Controller shall certify Goods Received Note for payment.
- 6.9.6 The materials which are surplus in user departments shall be returned to a relevant storehouse against Goods Returned Note.
- 6.9.7 They shall then issue an inspection Certificate

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#### **6.10 Issuing Out Materials to User Departments.**

- 6.10.1 The Store Controller shall receive SRNs from user departments describing the materials needed.
- 6.10.2 The Stores Controller shall ensure that SRNs are duly filled and authorized before processing.
- 6.10.3 The Storekeeper shall issue the requested items or suggest alternatives where the items are not available.

#### **6.11 Checking and Verifying Stock.**

- 6.11.1 The Stocktaking coordinators shall prepare stock sheets.
- 6.11.2 The Stocktaking coordinators shall instruct stock takers in their duties.
- 6.11.3 The stock sheets shall be under the control of principle stock taker.
- 6.11.4 The DFO shall refer necessary cases to FO.
- 6.11.5 At the end of stocktaking exercise, the stocktaking coordinator shall ensure that all stock sheets are collected and arranged in classification order.
- 6.11.6 The FO shall approve the stock sheets for adjustment of stock record.
- 6.11.7 DVC, AFD shall approve the write-off of loses of stocks/surcharge.

#### **6.12 Issuing Permanent Stores to the User Departments.**

- 6.12.1 The Storekeeper shall be responsible for correct accounting of all permanent Stores purchased.
- 6.12.2 The section head shall be responsible for the permanent stores issued to the section.
- 6.12.3 The inventory holder shall hand over the permanent stores issued to his/her successor when he/she leaves the University or is transferred.
- 6.12.4 The Stores Controller shall periodically check the permanent stores in the sections against records.

#### **6.13 Notification on the Need for the Disposal of an Item.**

- 6.13.1 The Officer-In-Charge of the section shall identify the items and lists them on the Board of Survey Form.
- 6.13.2 The list shall be forwarded to the VC seeking authority to convene a Board of Survey.



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6.13.3 Once the authority is granted, the Board of Survey is convened to conduct physical review of the condition of items

6.13.4 The Board of Survey recommendations shall be presented to the MB for approval.

6.13.5 The Board of Survey shall recommend the method to be used to dispose off the items as per Public Procurement and Disposal Act 2015 and regulations.

6.13.6 Subject to the method approved, the SPO shall initiate action for disposal of items.

6.13.7 When the item has been disposed off, a Disposal Certificate shall be prepared.