



KITALE NATIONAL POLYTECHNIC



QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

PROCUREMENT PROCEDURE MANUAL

KNP/PM/PROC/ 02

VERSION: C

REVISION: 1

Authorized by: _____ Principal	Sign: 	Date: <u>25TH OCT 2021</u>
Issued by: _____ Management Representative	Sign: 	Date: <u>25TH OCT 2021</u>

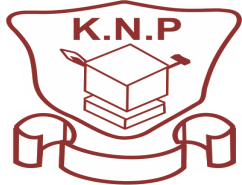
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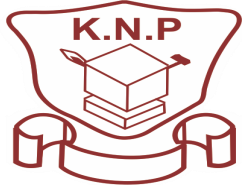
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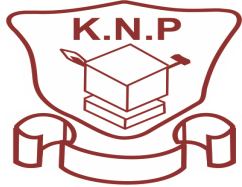
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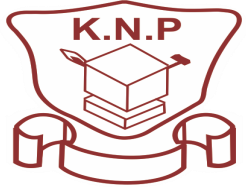
RECORDS OF CHANGE

NO.	DETAILS OF CHANGE	DATE
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CIRCULATION

NAME	COPY NO.
Principal	1.
Deputy Principal Administration	2.
Deputy Principal Academics	3.
Registrar	4.
Dean of students	5.
Management representative	6.
HOD Agriculture	7.
HOD Building and civil engineering	8.
HOD Business	9.
HOD Electrical /electronic	10.
HOD Hospitality Management	11.
HOD IT	12.
HOD Liberal studies	13.
HOD Maths and Applied sciences	14.
HOD Mechanical Engineering	15.
Examinations Officer	16.
Finance Officer	17.
Procurement Officer	18.
HOD Guidance and Counseling	19.
HOD Library	20.
Industrial Liaison Officer	21.
PC Coordinator	22.
Sports Officer	23.
External Auditor	24.

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PROCEDURE NUMBER 1: PROCUREMENT

1.0 GENERAL

1.1 PURPOSE:

The purpose of this procedure is to ensure effective procurement within the Polytechnic.

1.2 SCOPE:

This procedure applies to all procurement activities within the Polytechnic.

1.3 REFERENCES:

- a) Public Procurement and Asset Disposal Act 2015
- b) PPOA Manual (2009)
- c) Procurement procedure for public TVET Institutions
- d) Presidential Directives
- e) Public Procurement and Asset Disposal Regulations 2020

1.4 TERMS DEFINITIONS

P O - Procurement Officer

F.O- Finance Officer

1.5 PRINCIPAL RESPONSIBILITY

The P.O shall ensure adherence to this procedure

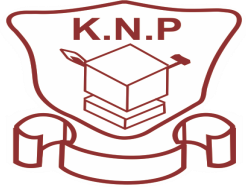
1.6 INTERFACES/INTERACTIONS

- a) Finance for payment of suppliers
- b) User department for submission of requisitions
- c) Principal for approval /advice/consultation

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Procurement plan submitted to the Authority within 60 days after beginning of the financial year	Review the Copies of duly approved procurement plan and records of submission

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Submission of quarterly report on 30% preference and reservation to the authority within the first two weeks of preceding quarter	Review the Copies of duly approved quarterly report forms and records of submission
Fairness in selection of suppliers	Review the requirements as per tender documents against the list of applicants and list of selected suppliers
Processing only orders that are in line with the plan	Review received orders and processed orders against procurement plan
Re –evaluation of suppliers annually	Review evidence- (minutes) of revaluation and decision made against time stipulated

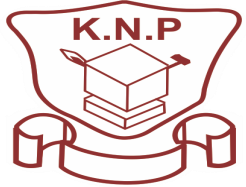
1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Computers & printers
- b) stationary
- c) personnel
- d) the Act- PPADA

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Budget for the previous year	<ul style="list-style-type: none"> - Procurement plan - Tender notice - List of tender applicants - Evaluation report/minutes - Tender award - Received goods/services
Tender opening committee	
Evaluation committee	
LPO/LSO	

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2.0 METHOD

2.1 Procurement Planning

2.1.1 This activity shall start with the P.O communicating to the FO as per the internal communication procedure manual to submit the approved budget by the first week of April

2.1.2 The PO then shall extract the approved departmental budgets and consolidate it to a polytechnic procurement plan and the submit it to the principal for approval

2.1.3 Upon approval of the procurement plan the PO together with the Principal will set advertisement date

2.2 Opening of Tenders

2.2.1 This activity shall start with the expiry of advertisement date and time. The chairman of tender opening committee shall close the tender box witnessed by the tenderers /bidders or their representatives.

2.2.2 After closing of the tender box the chairman of the tender opening committee shall convene a meeting of the tender opening committee and representatives/tenderers /bidders to open the tenders within the same day

2.2.3 The chairman tender opening committee shall forward tender documents to the Principal who will appoint tender evaluation committee to evaluate the tenders

2.3 Evaluation and Selection of Suppliers

2.3.1 This procedure shall start with the Chairperson of the evaluation committee convening a meeting of the evaluation committee to evaluate suppliers

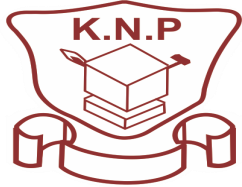
2.3.2 Evaluation of suppliers shall be done as per the criteria given in the tender document.

2.3.3 Upon the evaluation, the recommendation shall be forwarded to the head of the procurement unit (P.O) for professional opinion.

2.3.4 The PO shall express professional opinion and forward together with the evaluation report to the Principal (AO) who shall then award and notify the applicants.

2.3.5 After 7 days of notification the successful tenderers will sign the contract agreement.

2.3.6 For the prequalified suppliers they shall receive Quotation when and as need arises

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2.4 Purchasing

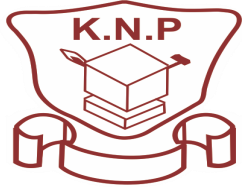
- 2.4.1 The process shall start with the PO raising the LPO/LSO after SOR have been approved by the principal.
- 2.4.2 The P.O shall then submit the LPO/LSO for signing by principal.
- 2.4.3 Upon signing of LPO/LSO the PO shall send it to the supplier for action.
Upon receipt of LPO/LSO by the supplier, the delivery of goods shall be made as per order and specification accompanied by delivery note and invoice
- 2.4.4 Receiving of goods shall be carried out by inspection and acceptance committee who shall then check, test and Inspect goods as per the order if they have been delivered in the right quantity, quality and specification. For low value procurement, inspection shall be carried out by the stores officers.
- 2.4.5 The storekeeper shall then make entries of the items in the system, certify the invoices and submit it to the FO for payment

2.5 Re-evaluation of Suppliers

- 2.5.1 Re-evaluation of suppliers shall be conducted annually to meet the criteria below:
- a. Timeliness
 - b. Quality
 - c. Quantity
 - d. Specification
 - e. Statutory/legal requirements
- 2.5.2 After the re-evaluation, the PO shall implement the decision arrived at by the committee and as appropriate and update the list of prequalified Suppliers

3.0 LIST OF APPLICABLE RECORDS/REPORTS

- a) LPO/LSO
- b) Evaluation and re-evaluation report
- c) List of pre-qualified suppliers
- d) Minutes of evaluation committee

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PROCEDURE NUMBER 2: DISPOSAL OF IDLE ASSETS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure that disposable and idle assets are disposed in an effective, efficient and transparent manner

1.2 SCOPE

This procedure shall cover disposals of all disposable and idle assets within The Polytechnic.

1.3 REFERENCES

- a) Public Procurement and Asset Disposal Act 2015
- b) PPOA Manual (2009)
- c) Public Procurement regulations 2020

1.4 TERMS DEFINITION

- a) PO- Procurement officer
- b) FO - finance officer
- c) COG- Council of Governors

1.5 PRINCIPAL RESPONSIBILITY

The PO shall ensure that this procedure is adhered to.

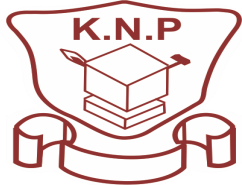
1.6 INTERFACES/INTERACTIONS

- a) Finance office to receive payments
- b) User departments for identification of idle assets
- c) Technical experts for advise on reserved price
- d) Principal for approval

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Timely identification and disposal of all surpluses, obsolete and unserviceable	Review disposal records against stipulated timelines

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equipment	
Disposal of all unserviceable/obsolete items	Review the list of unserviceable items against disposal records

1.8 RESOURCES

The resources to be used in the process are listed below:-


- a) Computers & printers
- b) stationery
- c) personnel
- d) PPADA 2015
- e) Procurement regulations 2020

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Disposal committee	Disposal list and recommendation on methods of disposal
Technical expert	Reserved price
List of unserviceable/obsolete/idle	Report of the compiled list items to be disposed
PPADA 2015	updated inventory

2.0 METHOD

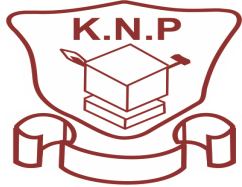
- 2.1 The PO shall communicate to the user department after the closure of the financial year to identify items due for disposal.
- 2.2 The user departments shall submit the list of item to the PO within 30 days after the close of the financial year for consolidation.
- 2.3 The PO shall submit the consolidated disposal plan to the principal for approval.
- 2.4 Upon approval of the disposal plan the PO shall start the the disposal through the appointed disposal committee.

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- 2.5 The disposal committee shall recommend the reserved price where technical advise is not required, and recommend the appropriate disposal method to the Principal.
- 2.6 The Principal will consider the recommendations from the disposal committee by approving/rejecting within 14 days after receiving the recommendations. If the recommendations are rejected, the Principal shall return the report to the committee for further consideration.
- 2.7 If the Principal approves the recommendation of the disposal committee, the PO shall initiate disposal process as per the Public Procurement and Asset Disposal regulations 2020. .
- 2.8 Upon disposal, the PO shall prepare a report and forward to the Principal and this procedure shall be deemed complete.

3.0 LIST OF APPLICABLE RECORDS/REPORT

- a) List of idle assets
- b) disposal report

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PROCEDURE NUMBER 3: REQUISITION

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure timely and effective requisition of stocks and items in The Polytechnic.

1.2 SCOPE

This shall cover the requisition of stocks and items in The Polytechnic.

1.3 REFERENCES

- a) Public Procurement and Asset Disposal Act 2015
- b) PPOA Manual (2009)
- c) Public procurement & Disposal regulation 2020

1.4 TERMS DEFINITION

- a) P.O Procurement Officer
- b) H.O.D Head of Department
- c) ERP – Enterprise Resource Planning System

1.5 PRINCIPAL RESPONSIBILITY

The P.O shall ensure this procedure is adhered to.

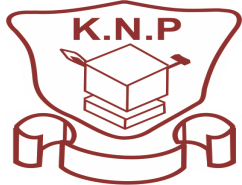
1.6 INTERFACES/INTERACTIONS

- a) Finance department to facilitate acquisition of unavailable items
- b) Principal for approval
- c) User department for requisitions and specification

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Processing authorized /Approved SOR	- review copies of SOR against record of issuance

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Obtaining clear specifications from the user department	- Reviewing complaints from suppliers and users in regard to specifications and supplied good respectively
Timely processing of requisitions	- Review the date of receipt of the SOR and the date of issuance against stipulated timeliness. - Review complains from users
Ensuring that all requisitions are within the annual consolidated procurement plan	- Checking SOR and records of issuance against departmental procurement plan submitted for the respective financial year.

1.8 RESOURCES

The resources to be used in the process are listed below:-

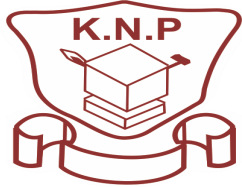
- a) Personnel
- b) stationary
- c) Computers and printers

1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Approved SOR	<ul style="list-style-type: none"> - Issuance of items - List of items issued - updated stores ledger - communications - Delivery and receiving of items
Inventory reports	
LPO	

2.0 METHOD

- 2.1 This procedure shall start with an officer requesting for a particular item in the ERP system and hence forwarding this request to their respective HOD for approval.

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2.2 Upon the HOD receiving the request he/she shall approve or disapprove the request as per this criterion

- a) Consumption rate
- b) Departmental budget
- c) Type of stock being requested for
- d) Urgency of the item being requested for.

2.3 In the case of disapproval, the HOD shall communicate back to the staff and give reasons and/ or recommendations as per the internal communication as per the internal procedure in the operations procedures manual within a day of receiving a request.

2.4 Upon approval the HOD shall forward the SOR to the PO for further consideration.

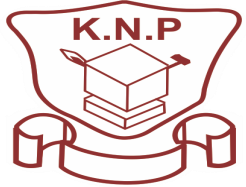
2.5 upon consideration the PO approves the SOR and forwards it to the FO for consideration. Upon consideration the FO shall forward SOR the Principal for approval and authorization. .

2.8 In the case of disapproval the principal shall communicate back to the respective HOD with comments.

2.9 Upon approval of the SOR the P.O shall liase with the store keeper to issue the items if they are available in the store, if not the PO shall then raise the LPO/LSO as per the procurement procedure no 1. Upon issuing of the items the process shall be deemed complete.

3.0 LIST OF APPLICABLE RECORDS/REPORTS

- a) Filled requisition form
- b) Updated stores ledger
- c) LPO/LSO

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PROCEDURE NUMBER 4: STOCK TAKING

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure that stock taking is carried out in an efficient, effective, transparent and accountable manner.

1.2 SCOPE

The procedure shall cover all stock taking in KNP

1.3 REFERENCES

- a) Public Procurement and Asset Disposal Act 2015
- b) PPOA Manual (2009)
- c) Public Procurement and Asset Disposal Regulations 2020

1.4 TERMS DEFINITIONS

- a) P.O -Procurement Officer
- b) F.O -Finance Officer
- c) D/P -Deputy Principal Administration
- d) C.O.G -Council Of Governors
- e) HOS- Head of Section

1.5 PRINCIPAL RESPONSIBILITY

The procurement officer shall ensure that this procedure is adhered to.

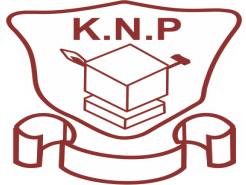
1.6 INTERFACES/INTERACTIONS

- a) HOD,S to organize and co-ordinate the stock taking in the department
- b) Deputy principal administration to administer the exercise

1.7 PERFORMANCE TARGET

The performance shall be measured through the overall performance of the Department basing on;

PERFORMANCE TARGET	MONITORING AND MEASUREMENT
Stock taking to be done within the month of December every year	Confirm availability of stock taking report and adherence to the stipulated timelines

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To have upto date inventory	Compare the stock taking report and the items in the inventory/action taken
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1.8 RESOURCES

The resources to be used in the process are listed below:-

- a) Computers & printers
- b) stationary
- c) personnel
- d) PPADA 2015

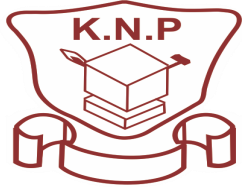
1.9 INPUTS AND OUTPUTS

INPUTS	OUTPUTS
Stock sheets	- communication
Inventory books/ledger balances	- Stock taking report
Stock taking schedule	

2.0 METHOD

2.1 Annual stock taking

- 2.1.1 The procedure shall start two weeks before the end of every academic year with the P.O communicating to HODs to carry out stock taking as per internal communication procedure stating the date of the exercise.
- 2.1.2 Upon receipt of this communication, the HOD shall within two days communicate to the departmental staff on when the stock taking shall be carried out and prepare for the exercise.
- 2.1.3 The preparation shall include:
 - a) The HOS and technicians shall ensure that the borrowed equipment and tools have been returned to the respective departments one day before the exercise and also shall return the lent-out equipment and tools.
 - b) Placing the tools and equipment to their respective areas.

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- 2.1.4 After closing the third term of the academic year, the P.O in liaison with the F.O, D/P Administration shall carry out the exercise in the presence of the respective HODs and technician.
- 2.1.5 The following tools shall be used during the exercise:
- a) Stock taking sheet
 - b) Asset register
 - c) Inventory
 - d) Permanent ledger
- 2.1.6 The P.O in liaison with the technician shall carry out the physical counting of all assets in the department and this shall be recorded in duplicate in a stock sheet The D/P Administration, F.O and Registrar shall be witnesses.
- 2.1.7 Upon completion of the physical counting of the assets and recording in stock sheet, they shall make remarks on the variances that have been noted and the respective HODs and P.O shall counter sign on these remarks. The duplicate stock sheet shall be left with the HOD
- 2.1.8 Upon Completion of stock taking exercise the P.O shall make a report on the stock taking capturing the variances noted recommend on what needs to be done.
- 2.1.9 This report shall be forwarded to the Principal within one month of completion of the stock taking for further action and this procedure shall be deemed complete.

3.0 LIST OF APPLICABLE RECORDS/ REPORT

- a) Filled Stock taking sheet
- b) Updated Asset register
- c) Inventory
- d) Permanent ledger