



KITALE NATIONAL POLYTECHNIC

QUALITY MANAGEMENT SYSTEM BASED ON ISO 9001:2015 STANDARD

**REPORT OF ACHIEVEMENT OF QUALITY OBJECTIVES FOR THE FY 2020/2021
PROCUREMENT DEPARTMENT**

| Objective | Who will be responsible? | What will be done? | When will it be completed? | What resources will be required? | How will the results be monitored and evaluated? | Achievement Status | Comments |
|--|----------------------------|--|---|--|--|---|---|
| <i>State a measurable quality objective addressing any of the dimensions of quality product/ service</i> | <i>Procurement officer</i> | <i>State activities to be undertaken to ensure that the quality objective is achieved</i> | <i>For every activity in column 3 indicate when it will be completed</i> | <i>Indicate the resources required to undertake the activities in column 3</i> | <i>Indicate how results will be monitored and evaluated that you've met the quality objective</i> | <i>Indicate the status of achievement (Achieved/Not achieved/ on track)</i> | <i>State any challenges faced in meeting the objective and the wayforward</i> |
| To establish a mechanism of re-evaluation of suppliers at least once a year by 30th June 2019 | Procurement officer | The P.O shall advise the principal to include the re-evaluation of suppliers as one of the responsibility during appointment of evaluation committee | by 30 th June 2019 | -Evaluation committee -Personnel -Computers -funds | - timeliness in delivery of the right quantity, right specification, the right quality and deliveries at the right place - suppliers compliance to the legal requirements | Achieved | Suppliers adhere to service delivery |
| To Maintain Timely Issuance of Requested Material by June 2019 | Procurement officer | Timely Acquisition of Materials by the P.O | every term as soon as the requisition is availed in the department i.e by the end of the second week after opening the term | - personnel - approved requisitions | - confirm and review issuance of the items by signing out from the system through biometric by the requesting officer | 75% achieved | Since the objective was not 100% achieved. It was carried forward to the financial year 2021/2022 |

PREPARED BY:
HEAD OF PROCUREMENT

SIGNATURE
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DATE:
25TH OCTOBER 2021