

<b>Document:</b>	PROCUREMENT PROCESS		
<b>College:</b>	CORPORATE	<b>Doc. No:</b>	UON/RM/PR
<b>Date of Issue:</b>	APRIL 30, 2019	<b>Rev No:</b>	02
<b>Issued By:</b>	VICE-CHANCELLOR	<b>Authorized By:</b>	UNIVERSITY EXECUTIVE BOARD



**UNIVERSITY OF NAIROBI**

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## REVISION HISTORY AND APPROVAL

Revision No	Change	Approval	Date Issued
01	First issue of the QMS Process Definition Specification	UMB	August 31, 2016
02	Second issue of the QMS aligned to the University Strategic Plan 2018 – 2023 Aligned Inputs with Sources Revised Inputs and Output Aligned Outputs with Receivers Revised Outputs with Receivers Replaced Metrics with KPIs Aligned KPIs with Process Metrics Aligned Risks with Opportunities Revised Risks and Opportunities Reviewed Process Activities e.g. added Inventory and Asset Management Reviewed Scope e.g. added Inventory and Asset Management, disposal Reviewed Monitoring Criteria e.g. added Contract Monitoring and Compliance with the Law	UEB	April 30, 2019

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<b>Sub Process</b>	<b>PROCUREMENT</b>	
Identifier	UON/RM/PR	
Owner	Deputy Vice-Chancellor (FPD)	
Approving authority	Vice-Chancellor	
Inputs & Sources of Inputs	<b>Input</b>	<b>Source of Input</b>
	Legal requirements and guidelines	The National Treasury; The Public Procurement and Asset Disposal Act 2015; The Public Procurement Regulatory Authority; The Administrative Review Board; Public Private Partnership (PPP) Act, 2013
	Budgetary estimates	Finance Process UON/RM
	Requests of goods and services	Units
	Specifications for good and services	Units; Processes
	Procurement plan	EPMIS
	Authority to Incur Expenditure	Units
	Disposal request	Units
Process Activities, including sub-processes	Procurement planning; Procurement Processing (Sourcing, Award, Receipt, Inspection and Acceptance, Payment); Inventory and Asset Management; Contract Management; Disposal of Assets	
Scope	The process covers all the aspects of procurement: procurement planning, procurement processing, inventory and asset management, contract management, disposal of assets	
Objective	a) To verify that the University receives the goods and services as specified b) To ensure that purchased products and services conforms to specified requirements	
Outputs & Receivers of Outputs	<b>Output</b>	<b>Receiver of Output</b>
	Procurement Plans	University Management & Units; National Treasury;

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		Oversight Bodies (PPRA, Parliament, Senate, EACC)
	Tender Advertisements	Public; Suppliers
	LPO	Suppliers
	Invoices	Financial Services Process UON/RM/FS
	Delivery reports	Units
	Disposal	Public; Disposal Committees; Management
	Statutory Reports	Oversight bodies (PPRA, PPRB, Parliament, Senate, EACC, Treasury, Auditor General)
Control Sources	The Constitution of Kenya (Part 227); Public Procurement and Disposal Act 2015; Preference and Reservations Regulations 2011; Legal Notices; PPRA Circulars; PPRA Manual; Guidelines for Framework Contracting 2010; Financial Regulations; CUE Standards and Guidelines 2014; University Service Delivery Charter; University Policies; Professional Associations (KISM)	
Key Performance Indicators (KPIs) & Performance Target	<b>KPI</b>	<b>Performance Target</b>
	Compliance to Procurement Plan	100%
	Conformance to User Requirements	100%
	Conformance to regulations and standards	100%
	Timeliness	As per service delivery charter
Monitoring Criteria	Process Audit; Contract Monitoring; Compliance with the Law	
Responsibilities	University Council; VC; DVC (FPD); Procurement Manager; College Principals; Unit Heads	
Documented Information	Procurement Plans; LPOs; Invoices; Receipts; Contracts; Asset Register; Evaluation Reports; Award Letters; Good receipt note; Good and Service Acceptance report; Procedure for procurement of goods and services (UON/OP/25); Procedure for disposal of stores and equipment (UON/OP/26); Procedure for management and control of outsourced services UON/OP/67; Procedure for inspection and acceptance of goods and services (UON/OP/69);	

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	Financial Management Information System (FMIS); e-Procurement Management System (EPMIS)	
Risks & Opportunities	<b>Risk</b>	<b>Opportunity</b>
	Corruption	Implementation of Corruption Risk Assessment /Mitigation Plan
	Inordinate delays	Automation of Procurement process (FMIS) and (EPMIS)
Process Map		

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**Process map**

