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



## **UNIVERSITY OF NAIROBI**

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## **REVISION HISTORY AND APPROVAL**

Revision	Change	Approval	Date Issued
No	Change	Арргочаг	Date issued
01	First issue of the QMS Process Definition Specification	UMB	August 31, 2016
	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		April 30, 2019
	Revised Outputs with Receivers		
	Replaced Metrics with KPIs	UEB	
02	Aligned KPIs with Process Metrics		
02	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		

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Sub Process	PROCUREMENT		
Identifier	UON/RM/PR		
Owner	Deputy Vice-Chancellor (FPD)		
Approving authority	Vice-Chancellor		
Inputs &	Input	Source of Input	
Sources of Inputs	Legal requirements	The National Treasury; The Public Procurement and	
	and guidelines	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	Units	
	services		
	Specifications for good	Units; Processes	
	and services		
	Procurement plan	EPMIS	
	Authority to Incur Units		
	Expenditure		
	Disposal request	Units	
Process Activities,	Procurement planning;	Procurement Processing (Sourcing, Award, Receipt,	
including sub-processes	Inspection and Accepta	ance, Payment); Inventory and Asset Management;	
	Contract Management; D	Disposal of Assets	
Scope	The process covers all the	ne aspects of procurement: procurement planning,	
	procurement processing	g, 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 &	Output Receiver of Output		
Receivers of Outputs	Procurement Plans University Management & Units; National Treasury;		

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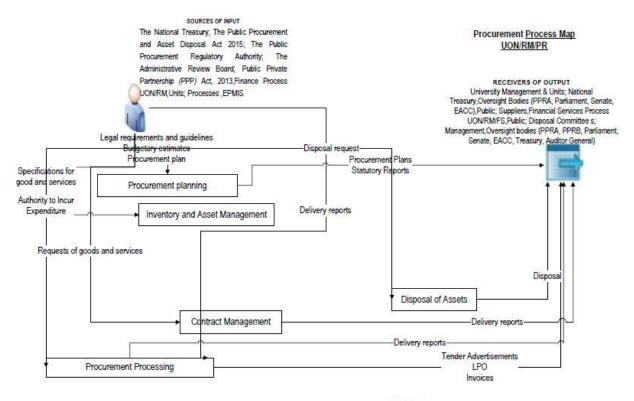
		Oversight Bodie	s (PPRA, Parliament, Senate,
	EACC)		
	Tender Advertisements Public; Suppliers		
	LPO Suppliers		
	Invoices	Financial Services	s Process UON/RM/FS
	Delivery reports	Units	
	Disposal	Public; Disposal (	Committees; Management
	Statutory Reports	Oversight bodie	es (PPRA, PPRB, Parliament,
		Senate, EACC, T	reasury, Auditor General)
Control Sources	The Constitution of Kenya	a (Part 227); Publ	ic Procurement and Disposal Act
	2015; Preference and Re	servations Regula	tions 2011; Legal Notices; PPRA
	Circulars; PPRA Manual; (	Guidelines for Fram	nework Contracting 2010; Financial
	Regulations; CUE Standar	ds and Guidelines	2014; University Service Delivery
	Charter; University Policies	s; Professional Asso	ociations (KISM)
Key Performance Indicators	KPI		Performance Target
(KPIs) & Performance Target	Compliance to Procuremen	nt Plan	100%
	Conformance to User Requ	uirements	100%
	Conformance to regulation	ns and standards 100%	
	Timeliness		As per service delivery charter
Monitoring Criteria	Process Audit; Contract Mo	onitoring; Complian	ce with the Law
Responsibilities	University Council; VC; D\	/C (FPD); Procure	ment Manager; College Principals;
	Unit Heads		
Documented Information	Procurement Plans; LPC	s; Invoices; Rece	eipts; Contracts; Asset Register;
	Evaluation Reports; Award Letters; Good receipt note; Good at		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);		nt (UON/OP/26);
	Procedure for managemen	t and control of outsourced services UON/OP/67;	
	Procedure for inspection as	nd acceptance of g	oods and services (UON/OP/69);

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		Financial Management Information System (FMIS); e-Procurement Management System (EPMIS)		
Risks &	Risk	Risk Opportunity		
Opportunities	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**



## CONTROLS

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)