



UNIVERSITY OF NAIROBI

Document: **PROCEDURE FOR PROCUREMENT OF GOODS AND SERVICES**

College: **CORPORATE**

Doc. No: **UON/OP/25**

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Rev No: **08**

Issued By: **VICE-CHANCELLOR**

Authorized By: **UNIVERSITY EXECUTIVE BOARD**

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0.1 DOCUMENT CHANGES

DATE	CLAUSE	AUTHORIZED BY
May 15, 2008		VC
July 29, 2009		VC
October 14,2009	0.1 Document changes	VC
March 21, 2011	0.1 changed date format 0.2 Added "Finance Officer" 3 - Deleted University Calendar, University Service charter and added Quality Manual 4. Deleted : <ul style="list-style-type: none"> • VC: Vice-Chancellor of University of Nairobi. • DVC (A&F)–Deputy Vice-Chancellor in charge of Administration and Finance. 	VC
March 25, 2014	0.2 Revised copy holders list 2 Added objective 5. Changed title to " definitions of terms and acronyms " and inserted table and added definitions for CPC,SPC, CAPC 7. 1 Added SWA and removed DVC(AA) 7.2 Replaced "who" with "shall" 7.3 Replaced "3"with "2" 7.5 "SWA" replaced with "SPC" 7.7 Inserted b) and amended c)	VC
March 31, 2015	<ul style="list-style-type: none"> • Added regulations 2006 and UON Procurement Manual • f) Added UON Procurement Manual • Added 'prepares procurement plans'; 'when they will be procured, the quantities to be procured and the method of procurement'; inserted b) • Added 'use the method of purchase identified in the Procurement Plan from' and deleted 'shall decide' 	VC

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	<ul style="list-style-type: none"> • Deleted d) and added g) • added 'before contract award' b) added VC • added 'completes GRN' • Added Records • Changed bullet number 	
August 31, 2016	<ul style="list-style-type: none"> • Changed the issuance and approver • Added a footnote in the cover page • Removed the distribution list • 8.0 Changed record to documented information • Reviewed Procedure for adequacy • Changed process map to procedure flow chart 	UMB
April 30, 2019	<ul style="list-style-type: none"> • Changed University Logo • Changed approver to UEB • Update copyright statement • Changed DVC (AF) to DVC (FPD) • Purpose update to the full name of act • 6 - Changed from Procurement manager to The Director Supply Chain Management • 7.1 a – List the allowed Procurement methods • 7.3 (g) – Added the role of the heads of procurements • 7.5 – enhanced the awards and contract requirements • 	UEB

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1. PURPOSE

The purpose of this procedure is to ensure that all goods and services required in the University are procured in accordance with the Public Procurement and Asset Disposal Act 2015 and regulations 2006, and the University of Nairobi Financial Regulations and University of Nairobi Procurement manual as per the Procurement Plans.

2. OBJECTIVE

To ensure that purchased products and services conforms to specified requirements

3. SCOPE

This procedure applies to all procurement of goods and services in the University of Nairobi

4. REFERENCES

- a) University Quality Manual
- b) Public Procurement and Asset Disposal Act, 2015
- c) Public Procurement and Disposal Guide, 2006
- d) Guidelines for Framework Contracting, 2010
- e) The University of Nairobi Financial Regulations
- f) Procurement Plans
- g) University of Nairobi Procurement Manual

5. DEFINITION OF TERMS AND ACRONYMS

Term	Acronym	Definition
Purchase Authorizing Officer		Any officer in the University of Nairobi who can approve/Authorize the purchase of goods/services
	RN	Requisition Note
	LPO	Local Purchase Order

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	AIE	Authority to Incur Expenditure
	RFQ	Request for Quotations.
Purchase Authorizing Office	PAO	Any officer in the University of Nairobi who can approve/Authorize the Purchase of goods/services
	GRN	Goods Received Note
	FO	Finance Officer
	I.A	Internal Auditor
	CPC:	College Procurement Committee
	CAPC	Central Administration Procurement Committee
	SPC	SWA Procurement Committee

6. RESPONSIBILITY

The Director Supply Chain Management will ensure that this procedure is implemented.

7. METHOD

7.1. Request for purchase of goods and services

- a) The Head of Department prepares annual procurement plans identifying the need for goods/services to be procured, when they will be procured, the quantities to be procured and the method of procurement and raises a request to the PAO for consideration.
- b) The procurement plans are approved by the Vice Chancellor

Approving Office AIE holder: Principals, Director SWA, DVC (FPD), Vice Chancellor and the Building Committee.

7.2. Authority to Purchase

The Procurement Approval Office approves the request and forwards it to the Procurement Office: - Director Supply Chain Management or College Procurement Officers use the method of purchase identified in the Procurement Plan from among the following: -

- a) Open Tender method of procurement

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- b) Restricted Tendering
- c) Request for quotations
- d) Direct Procurement
- e) Two- stage Tendering
- f) Design competition
- g) Electronic reverse auction
- h) Low value procurement
- i) Force accounts
- j) Competitive negotiations
- k) Request for proposal
- l) Framework agreements
- m) Any other procurement method and procedure as prescribed in regulations and described in the Tender Documents

7.3. Procurement of goods/services

This is done through either of the methods listed below: -

- a) The Director Supply Chain Management will advertise Tender in at least 2 daily newspapers.
- b) The Director Supply Chain Management will issue bid documents to restricted bidders
- c) The Procurement Officers will issue the request for quotations to potential suppliers and pre-qualified suppliers
- d) When the Tenders are opened, they are technically and financially evaluated.
- e) When the quotations are opened, they are analysed to make a decision on the best offer.
- f) When the tenders and quotations have been analysed, the user Department is given the price/cost amounts to process the A.I.E.
- g) The Head of Procurement reviews the Tender Evaluation report and provides a signed Professional opinion to the Vice Chancellor / DVC (F,P and D) ,Principals of Colleges and Director SWA.

7.4. Commitment of funds for Procurement

- a) The Finance Officer/College Bursar receives the quotation/tender price documents from the user Departments for commitment of funds of the proposed expenditure before contract award.
- b) The VC, DVC (FPD) or Principal approves the AIE depending on the threshold limits.

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- c) The documents are then forwarded to audit.

7.5. Award of Tender/Contracts

Upon professional opinion by the head of procurement

- a) For values below Ksh 500,000/= approval for award is by, DVC, Principal/Director/SWA
- b) For values above Ksh 500,000/= approval for award is by Vice Chancellor.

7.6. Auditing the Procurement Document

The Internal Auditor receives the expenditure approved documents and checks whether they are in order, accurate and consistent and forwards them to:

- a) Procurement Officers to raise LPO at Colleges/SWA
- b) Deputy Finance Officer to raise LPO at Central Administration
- c) Original LPO sent to the supplier by the Procurement Officers for delivery of goods/services

7.7. Delivery of goods/services Procured

- a) The supplier delivers the goods to Central Stores/College stores/ SWA stores.
- b) The goods are inspected as per procedure UON/OP/69
- c) The user completes GRN, certifies the suppliers invoice and forwards to Finance for payment processes.

8. DOCUMENTED INFORMATION

Relevant documented information shall be maintained

9. APPENDIX

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9.1. PROCEDURE FLOWCHART

