



UNIVERSITY OF NAIROBI PROCUREMENT DEPARTMENT

STRATEGIC PLAN 2014/2019

PURPOSE

Procurement Department was established by University Management in 2003 to comply with Public Procurement Act which requires that every public institution should have a professionally run department to perform procurement function.

MANDATE

The mandate of Procurement Department is as follows:-

- To procure goods, works and services on behalf of user departments as and when required
- To ensure that provisions of the Public Procurement and Asset Disposal 2015, Public Procurement and Disposal of Assets Regulations 2006 and University Financial Policy are implemented and followed during the procurement process.
- To ensure safe custody of purchased items and to account for their usage and disposal
- To advise the University Management on all issues pertaining to public procurement
- To develop corporate supply chain management and core procurement professionalism the University administrative structure
- To add value to the University teaching and research responsibilities by ensuring continuous availability of quality goods and services.

VISION

A center and Partner for Excellence and Professionalism

MISSION

The mission of Procurement Department is to provide user departments, suppliers and stakeholders with world-class goods and services that add value by meeting their needs and expectations, at the lowest cost possible.

CORE VALUES

Members of staff in Procurement Department will Endeavour to adhere to the following core values

- Professionalism in carrying out duties
- Integrity in dealing with the public
- Transparency and accountability in all activities
- Fair play in dealing with users and suppliers
- Promotion of public good
- Promotion of fair competition in procurement process

KEY PRINCIPLES

Operations of Procurement Department will be hinged on the following principles

- Ethical behavior all the times
- Observation and respect of all laws, rules and procedures
- Team work in performance of tasks
- Promotion of quality culture, cognizant of ISO 9001:2008
- ICT-driven procurement management
- People-focused, customer-driven consultative leadership
- Incorporation of industry best-practices

STRATEGIC ISSUES

Procurement Department operates in a challenging dynamic environment, internally, nationally and globally creating many strategic issues in its day-to-day operations. Key amongst these are:-

- Low level of trust and acceptance by user departments
- Low ranking of Procurement Department in the University Management structure which inhibits full participation in policy formulation
- The intertwined University organizational structure which makes coordination of procurement activities difficult
- Inadequate manpower and operational capacity to handle the whole scope of public procurement as envisaged by law
- Dynamic global economic environment which affects suppliers' pricing policy regularly
- Constantly changing user perception of quality, value and service which often makes it difficult to fully satisfy user needs and expectations.
- Ever evolving public procurement policies, regulations and procedures which require constant updating of knowledge and skills

Competition from other organizations in need of highly skilled procurement professionals which makes it difficult to attract and retain qualified staff.

STRATEGIC OBJECTIVES AND ACTION PROGRAMMES

No	Strategies	Expected Outcomes	Responsibility	Time Frame
1.0	To ensure continuous supply of goods and services			
1.1	Prepare procurement plans	Requirements of each user is known in advance	University Management, Users & Procurement	30 th August each year
1.2	Allocate adequate funds for purchase of goods, works and services	Departments will be able to meet most of their needs	University management, Users & Finance	Each financial year
1.3	Determine the critical items for each user	Available funds are used wisely Procurement effort is exerted on important issues	Users & Procurement	Continuously
1.4	Establish the Economic Order Quantities (EOQ) for critical items	Over ordering or under ordering will be avoided Wastage, obsolescence and redundancy of materials is avoided	Users, Central Stores & Procurement	Continuously
1.5	Initiate and complete tendering process within reasonable time	Contracts are concluded within the legally prescribed period of 120 days	Management, Legal Office, Procurement & bidders	60 days
1.6	Identify the right supplier with whom partnership is developed	Punctual delivery of goods, works and services Smooth resolution of problems that may arise out of deliveries made	Management, legal Office, Procurement, Users and Suppliers	30 days
2.0	To develop reliable supply sources for goods and services			
2.1	Use open tendering method	Free and fair competition attracts eligible suppliers	University Management, users & Procurement	60 days
2.2	Carry out proper assessment of bidders capability by means of	The right supplier is identified and awarded contract	Management & Procurement (Technical Evaluation Committee)	14 days

	professional Technical Evaluation Committee			
2.3	Award annual contracts to suppliers for common user items	Supplier will be able to plan for prompt deliveries, hence shortages are avoided Assurance on unit cost	Vice Chancellor, Legal Office, Procurement & users	Annually 30 th June
2.4	Partnership with manufacturers/suppliers of critical but technical products e.g. computers and accessories	Products of the latest technology are made available together with skills transfer	Vice Chancellor ,PPRA, Legal office, Procurement & users	Continuously
2.5	Establish supplier recognition award programs	Suppliers will be motivated to perform their best in terms of pricing, quality, delivery and after-sales service	University Management, Procurement & users	-
2.6	Make repeat orders for low-cost quality suppliers	Procurement lead-time is considerably reduced Negotiation on price discounts is possible	University Management, Procurement & users	Annual Contact
3.0	To reduce the overall expenditure on purchases			
3.1	Standardization, simplification and variety reduction of goods, works and services	Unit price will greatly reduce	University Management, Procurement, Central Stores & users	Continuously
3.2	Compliance with departmental procurement plan	Expenses resulting from wastage, obsolescence and redundancy will be greatly reduced	University Management, Procurement & users	Continual use of AIE
3.3	Compliance with departmental budgetary allocation	Over expenditure on allocation will be avoided	University Management, Finance, Internal Audit, Procurement & users	Continual use of AIE
3.4	Establish price baseline (index) of products by carrying	Purchase price will be within actual market rates	PPRA, University Management, Finance, Internal Audit,	Twice a year

	out regular market research	Case of price fixing will be reduced	Procurement & Users	
3.5	Prompt payment of invoices within 30 days	Suppliers will be motivated to reduce unit prices Credit period may be negotiated	Suppliers, users, Procurement, Central Stores, Finance & Audit	30 days
3.6	Negotiate costs of projects with contractors	Reduced project costs, resulting into overall savings	Management, Legal Office, Finance, Internal Audit, Procurement and Construction & Maintenance Department	-
3.7	Enhance project management	Prompt completion of projects Problems and additional expenditures resulting from delays and shoddy works will be avoided	University Management Legal Office, Finance, Internal Audit, Procurement and Construction & Maintenance Department, contract implementation teams	Obtain formal feedback
4.0	To enhance service delivery to customers			
4.1	Purchase the right goods and services as specified by users	Rejection of items delivered will be avoided	Administration, Procurement, users & Suppliers	Continuously
4.2	Purchase goods and services promptly as required by users	Identification of right supplier will be possible Unit prices will be competitive because it is possible to employ open tendering	Administration, Procurement, users & suppliers	Continuously
4.3	Purchase goods and services at the lowest (market) cost possible	Users will be able to comply with set budgetary levels and get value for every cent spent	Administration, Procurement & users (Tender Committee & Technical Evaluation Committees)	Use PPRA
4.4	Expedite delivery, inspection and acceptance of goods	Shortages will be avoided, low quality deliveries will be	Procurement, users & suppliers, inspection and acceptance committees	Continuous

	and services by suppliers	minimized		
4.5	Use ICT to store and avail information to interest parties	Customers and stakeholders will be making informed procurement initiatives	Administration, ICT Centre, Procurement & users	-
5.0	To contribute towards improvement of the University corporate governance			
5.1	Prepare and avail relevant reports which top management need to make decisions	Top management will treat Procurement as an indispensable unit	University Management, Procurement & users	All time quarterly/ half year/ annual
5.2	Promote image of University through ethical behavior towards customers and stakeholders	Adverse reports will be avoided, obtain competitive prices and prudent use of resources	University Management, Procurement & users	Carry out market survey every year
5.3	Conform to the requirements of ISO 9001:2008	Quality of products and service delivery will improve	University Management, Procurement & users	All the time
5.4	Comply with NEMA guidelines on environmental management	Quality of products and service delivery will improve	University Management, Procurement & users	100% all the time
5.5	Fully complete all commitments made under performance contract	University will be able to realize its legal mandate and corporate objectives	University Management, Procurement & users	100%
6.0	To enhance institutional capacity of Procurement Department			
6.1	Establish a Professional scheme of service	Skilled staff will be attracted	PPRA, Administration, Procurement & Finance	As per University policy
6.2	Enable all staff members to acquire recognized professional	Performance will improve Procurement staff	PPRA, Administration, Procurement & Finance	All those qualified

	qualifications	will be looked upon as capable of contributing to corporate policy formulation		
6.3	Encourage staff members to acquire higher education	Performance will improve Procurement staff will be looked upon as capable of contributing to corporate policy formulation	PPRA, University Management , Procurement & Finance	All the time in meetings
6.4	Upgrade staff members as appropriate, pay membership fees	Competent staff will be motivated to work for University	PPRA, University Management, Procurement & Finance	-
6.5	Attend relevant workshops and seminars	Staff will acquire latest ideas and practices	PPRA, Administration, Procurement & Finance	50%
7.0	To contribute to development of the procurement profession nationally			
7.1	Partner with PPRA in all pilot projects	Exchange of ideas; review of challenges	PPRA, Administration, Procurement &	When contacted
7.2	Organize seminars and workshops	Exchange of ideas; review of challenges	PPRA, Administration, Procurement &	4 per year

QUALITY POLICY STATEMENT

Procurement Department is committed to providing users, suppliers and stakeholders with goods and services that add value by meeting their needs and expectations.

STRATEGIC QUALITY OBJECTIVES

To realize this commitment, Procurement Department has set 8 strategic quality objectives for itself

- To purchase the right goods and services
- To purchase goods and services at the right time
- To purchase goods and services from the right suppliers

- To purchase goods and services at the lowest cost possible
- To enhance service delivery to users, suppliers and stakeholders
- To conform to NEMA guidelines
- To conform to ISO 9001:2015 Standards
- To conform to WHO guidelines on Good manufacturing Practice (GMP)

SERVICE CHARTER

We will always strive to provide prompt service and honest information to user departments, suppliers and external stakeholders.

REQUESTS FROM USERS

- We will process requests from user departments within a maximum of 30 days effective from date of receipt, depending on Procurement Method.

QUOTATIONS

- We will type, duly sign and include all relevant information on quotations sent out to suppliers
- We will clearly state specifications of goods or services required on the quotation form
- We will give suppliers a period of 7 days respond to request for quotations
- We will process bids within 7 days after opening

TENDER PROCESSING

- We will advertise annual tenders for common user items by July of each calendar year
- We will give bidders 14 days within which to submit their tenders
- We will open tenders in public immediately after closing time
- We will carry out technical evaluation of tenders within 21 days of opening
- We will submit evaluated tenders to the Vice Chancellor within 2 weeks of the technical report

CONTRACT AGREEMENT

- We will prepare Award Letters and other contract documents within 1 week of approval by the Vice Chancellor
- We will give suppliers 14 days within which to respond to the award
- We will confirm signing of Contract Agreement forms and send to supplier within 7 days of receipt
- We will prepare LPOs to the supplier within 2 weeks of signing Contract Agreement form

DELIVERY OF GOODS & SERVICES

- We will work with suppliers to ensure deliver of items within 2 weeks after receipt of LPOs
- We will arrange for inspection of goods delivered within 3days after delivery

RETURNS/SUSTITUTIONS OF REJECTED GOODS

- We will inform suppliers when goods are rejected and ask them to collect items within 2 days after delivery
- We will ask suppliers to substitute the rejected goods within 2 days after return of the goods

PAYMENT OF INVOICES

- We will forward suppliers' invoices to Bursar for payments within 3 days of delivery of goods & submission of invoice.
- We will work with Bursar to ensure payments are made within one month after submission of invoice

ENQUIRIES & COMPLAINTS

- We will strive to respond to all enquiries or complaints on the spot if all facts are available, especially by use of mobile phones
- Where more facts are necessary we will respond not later than 3 days of the enquiry or complaint
- We will take remedial action necessary and provide evidence to the concerned party

INFORMATION

- We may be contacted for information at any time of the day between 8am – 5pm using the following channels:

Telephone: 020-318262 – EXT. 28249: FAX: 020-2245566:

E-MAIL: manager-procurement@uonbi.ac.ke

[Hptt://procurement.uonbi.ac.ke](http://procurement.uonbi.ac.ke)



Proc-University of Nairobi



-@Procurement UON

IMPLEMENTATION PLAN

The Procurement Department Strategic Plan **2008/2013** will be implemented through annual Performance Contract Agreement negotiated and agreed between University Management Board (UMB) and Procurement Department.

The Performance Contract will be divided into four quarters, with specific deliverables. Procurement Department will be expected to give firm commitment on tasks to be undertaken and accomplished within each quarter. Achievements of the department will be defended by means of documentary evidence to be produced before the assessment panel at the end of each quarter.