



UNIVERSITY OF NAIROBI

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

College: **CORPORATE**

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

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Rev No: **04**

Issued By : **MANAGEMENT REPRESENTATIVE**

Authorized By: **VICE-CHANCELLOR**

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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

0.2 DOCUMENT DISTRIBUTION

COPY NO.	COPY HOLDER
01:MASTER COPY	DVC (A&F)
02	VC
03	FINANCE OFFICER
04	PROCUREMENT MANAGER
05	PRINCIPALS
06	CHAIRMEN OF DEPARTMENTS

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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 Disposal Act, 2005 and the University of Nairobi Financial Regulations as per the Procurement Plan.

2. SCOPE:

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

3. REFERENCES:

- i) Quality Manual
- ii) The Public Procurement and Disposal Act, 2005
- iii) The Public Procurement and Disposal Regulations, 2006.
- iv) The University of Nairobi Financial Regulations
- v) Procurement Plans

4. DEFINITION OF TERMS

- i) RN: Requisition Note.
- ii) LPO: Local Purchase Order.
- iii) AIE: Authority to Incur Expenditure.
- iv) RFQ: Request for Quotations.
- v) Purchase Authorizing Officer (PAO): Any officer in the University of Nairobi who can approve/Authorize the purchase of goods/services.
- vi) GRN: Goods Received Note.
- vii) F.O: Finance Officer.
- viii) I.A: Internal Auditor.

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5. RESPONSIBILITIES:

The Procurement Manager will ensure that this procedure is implemented.

6. METHOD:

6.1. Request for purchase of goods and services

The Head of Department identifies the need for goods/services to be procured and raises a request to the PAO for consideration.

Approving Office: Principals, Director, DVC (A&F), DVC (AA), VC and the Building Committee

6.2. Authority to Purchase

The Procurement Approval Office approves the request and forwards it to the Procurement Office: - Procurement Manager or College Procurement Officers who decide on the method of purchase among the following: -

- i) Open Tender method of procurement
- ii) Restricted Tender method of procurement
- iii) Request for quotations method of procurement
- iv) Direct or single sourcing method
- v) Expression of interest
- vi) Imprest purchase for small value items

6.3. Procurement of goods/services

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

- i) The Procurement Manager will advertise Tender in at least 3 daily newspapers.
- ii) The Procurement Manager will issue bid documents to restricted bidders
- iii) The Procurement Officers will issue the request for quotations to potential suppliers and pre-qualified suppliers
- iv) Cash imprest purchase and receipts
 - When the tenders are opened, they are technically and financially evaluated.
 - When the quotations are opened, they are analyzed to make a decision on the best offer.

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- When the tenders and quotations have been analyzed, the user Department is given the price/cost amounts to process the A.I.E. – Authority to Incur Expenditure.

6.4. Commitment of funds for Procurement

The Finance Officer/College Bursar receive the quotation/tender price documents from the user Departments for commitment of the proposed expenditure and forwards to the DVC (A&F) or Principal for approval depending on the threshold limits. The documents are then forwarded to audit.

6.5 A ward of Tender/Contracts

- For values up to 500,000/= award is by CPC, CAPC & SWA.
- For values above 500,000/= award is by Tender Committee.

6.6 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:

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

6.7 Delivery of goods/services Procured

- The supplier delivers the goods to Central Stores/College stores/ SWA stores
- Certifies the supplies invoice and forwards to Finance for payment processes.

7. APPENDIX:

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7.1 Process Map7.1 APPENDIX: Process Map for Procurement of Goods and Services

