

The department has the role of processing the approved procurements using the methods provided in the PPADA 2015 which include:

- Open Tender – preferred method
- Restricted Tendering if requirements of Section 103(2) are met
- Direct Procurement if the requirements of Section
- Request for Quotation- Threshold for goods- Kshs.3 million per quotation, Services- Kshs.3 million per quotation, Works- Kshs.5 million per quotation
- Low Value Method- Kshs.50,000 per item per year
- Request for Proposal

The following committees are key in the execution of procurement/disposal proceedings:

- Ad hoc Tender/Quotation Opening Committees
- Ad hoc Tender/Quotation Evaluation Committees
- Ad hoc Inspection and Acceptance Committees
- Ad hoc Disposal Committees
- Ad hoc Contract Implementation Committees

The Department provides the secretariat services for the committees