







KENYA UTALII COLLEGE, NAIROBI

PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

AUTHORIZATION: Procedures for Supply Chain Management are issued under the authority of:	
ISO (QMS)MANAGEMENT REPRESENTATIVE	
SIGNATURE	 
DATE	23/08/2024
PROCESS OWNER: DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT	
SIGNATURE:	
	
DATE:	23 rd Aug 2024.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

RECORD OF CHANGES

NO.	DATE	CLAUSE	REASON FOR REVIEW	PAGE	PROCESS OWNER
1.	01/08/2024	All/many clauses affected in the procedure	Procedure overhaul and rebuilding due to new organizational structure	All /numerous pages affected	DDSC



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

DOCUMENT DETAILS

1.	Section A: Quality Objectives
2.	Section B: Procedures
	Title
	Purpose
	Scope
	Reference
	Terminology
	Responsibility
	Inputs
	Methods
	Outputs
	Records



SECTION A: QUALITY OBJECTIVES

	OBJECTIVE	ACTIVITIES	RESOURCES	RESPONSIBILITY	TIME FRAME	KEY PERFORMANCE INDICATORS
1.	Acquisition of goods and services as per purchases requests	Tenders management Selection of Suppliers	Competent staff Procurement Plan Budget	DDSCM	Continuous	Procured goods and service as per PRFS raised.
2.	Quarterly Monitoring of Procurement Plan	Consolidate procurement plan Monitor procurement Plan.	Budget Competent staff Departmental procurement plans	DDSCM	Quarterly	Quarterly procurement plan Implementation report.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

SECTION B: PROCEDURES

1.0 PROCEDURES FOR ACQUISITION OF GOODS AND SERVICES

2.0 PURPOSE

The purpose of this procedure is to provide guidelines for the acquisition of goods and services.

3.0 SCOPE

The scope of the procedure is procurement planning, Procurement processing and disposal of assets.

4.0 REFFERENCES

1. ISO 9001:2015 Standard
2. Procurement Manual
3. The Public Procurement and Asset Disposal Act, 2015 (PPADA, 2015)
& Regulation 2020
4. Leadership and Integrity Act, 2012
5. Public Finance under Article 201



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

5.0 TERMS

6.0 RESPONSIBILITIES

Deputy Director Supply Chain Management

7.0 INPUTS

Competent Personnel

Budget

Procurement Plan

8.0 METHOD

8.1 Procurement Plan

8.1.1 Vote holders shall prepare their procurement plans as per the prescribed format.

8.1.2 Departmental procurement plans shall be validated and approved.

8.1.3 The DDSCM shall consolidate the Procurement plan.

8.1.5 The consolidated procurement plan shall be approved.

8.1.6 A copy of the approved Consolidated Procurement Plan shall be submitted to the National Treasury sixty (60) days after the commencement of the financial year.

8.1.7 The DDSCM shall monitor Implementation of Procurement Plan on a quarterly basis.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

8.2 Goods and Services Acquisition process

8.2.1 The DDSCM shall conduct market surveys and develop a market survey report.

8.2.2 DDSCM shall maintain an updated list of registered suppliers, contractors and consultants in various categories of goods, works or services

8.2.3 The DDSCM shall publish an invitation notice to candidates to submit applications to be prequalified.

8.2.4 The processing of all annual tenders shall be finalized before the close of each financial year.

8.2.5 The DDSCM shall evaluate the bidders as per the evaluation criteria.

8.2.6 The DDSCM shall award contracts to the qualified bidders.

8.2.7 The User department shall raise a PRF and provide specification.

8.2.8 The DDSCM shall raise LPOs

8.2.9 The LPOs shall be duly approved.

8.3 Direct Procurement

8.3.1 All direct procurement exceeding Ksh.500,000 shall be reported to the Public Procurement Regulatory Authority within 14 days after notification of the contract award.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

8.4 Award of Contracts

8.4.1 The DDSCM shall prepare contracts in line with the award decision.

8.4.2 The written contract shall be entered into, within the period of notification but not before fourteen(14) days have lapsed after notification, and within the tender validity period.

8.4.3 The institution shall enter into contract as provided in the PPADA,2015 for all procurement of goods, works and services whose value exceeds Ksh.1,000,000.

8.4.4 The next lowest evaluated bidder shall be awarded the contract within the tender validity period, upon forfeiture of the initial person awarded.

8.4.5 Contract awards shall be published as per PPRA requirements.

8.4.6 Amendments or variations to a contract shall be approved as prescribed in the PPADA,2015 for goods, works and services.

8.5 Inspection and Acceptance

8.5.1 An inspection and acceptance committee shall be constituted.

8.5.2 The Committee shall inspect the goods, works or services in accordance to specifications of the contract.

8.5.3 The Committee shall prepare an inspection and acceptance report.

8.6 Close of Contracts

8.6.1 The DDSCM shall close out a procurement contract after completion as per PPADA, 2015 and the Regulations.

8.6.2 The DDSCM shall issue a certificate to the contractor confirming delivery and acceptance of goods, works and services.



KENYA UTALII COLLEGE, NAIROBI
PROCEDURES FOR SUPPLY CHAIN MANAGEMENT DEPARTMENT (KUC/QMS/R/53)

8.7 Disposal of Assets

8.7.1 The DDSCM shall call for disposal of items from departments.

8.7.2 A disposal committee shall be constituted and terms of reference provided.

8.7.3 Items shall be disposed within six (6) months.

9.0 OUTPUTS

1. Procurement Plan
2. Acquisition of goods and services
3. Disposal of Assets

10.0 RECORDS

Procurement Plan,
LPO's,
Tenders ,
PRF's , Service Contracts, Disposal report'.