**Process:** **PROCEDURE FOR PROCUREMENT OF GOODS, SERVICES AND WORKS**

1. **Purpose:** To ensure efficiency, effectiveness and transparency in the process of procurement of goods, services and works

**Output:** Timely acquisition of goods, services and works

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|  | ACTIVITIES  | Inputs | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| 1 | **Preparation of a Procurement Plan** | * Departmental work plan
* Departmental procurement plan
* Departmental Budgets
 | * That an item is left out in the procurement plan
* The procurement plan is not adhered to
* New emerging and anticipated issues arise
* The budget deficit and Liquidity issues
 | * Low
 | * high
 | * Departments are encouraged to exhaustively produce the procurement plan proposals
* The university to diversify its revenue streams
* Vote control measures to be strictly adhered to
* Proper cash flow management
 | * Use of technology
 | * ERP implemented
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| 2 | Procurement of goods and services | * Sending Quotations to prequalified suppliers
* Opening of Tender box
* Receiving of goods/services
 | * Leakage of information before and after quotation
* Receiving of goods/services that were not tendered for
* Receiving of goods/services that are sub standard
* Issuance of LPO to the wrong person
* Issuance of LPO with the wrong amount
 | * high
 | * high
 | * ensuring that request for quotations are strictly sent to prequalified suppliers
* Tender box to be opened transparently and minutes taken
* Receive tender documents and request for quotations (RFQs) in sealed envelopes
* To ensure Inspection Committee’s recommendation before goods/services are received
* To ensure Inspection Committee’s receive goods/services in full
 | * Use of technology
 | * ERP implemented
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