



**JARAMOGI OGINGA ODINGA UNIVERSITY
OF SCIENCE AND TECHNOLOGY**

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

DOC. NO : JOOUST/PAF/PROC/OP 31

AUTHORIZED BY : DEPUTY VICE-CHANCELLOR SIGNATURE: 
PLANNING, ADMINISTRATION AND FINANCE

ISSUED BY : HEAD OF PROCUREMENT SIGNATURE: 

0.1 DOCUMENT DISTRIBUTION

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0.2 DOCUMENT CHANGES

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1.0 Purpose:

To ensure efficiency, effectiveness and transparency in procurement of goods, services and works.

2.0 Scope:

This procedure shall cover all procurement of goods, services and works within the University

3.0 References:

- i. ISO 9000:2015 Standard
- ii. JOOUST Quality Manual
- iii. JOOUST Statutes
- iv. Public Procurement and Disposal Act, 2005
- v. Public Procurement and Disposal Regulations, 2006
- vi. Public Procurement and Disposal General Manual, 2009
- vii. Government Circulars

4.0 Acronyms, Abbreviations and Definitions

- i. DVC (PAF): Deputy Vice-Chancellor (Planning, Administration and Finance)
- ii. FHS: Functional Heads (DVC, Deans, Directors, Registrars, Heads of Sections / Units, Chairpersons of Departments)
- iii. JOOUST: Jaramogi Oginga Odinga University of Science and Technology
- iv. LPO: Local Purchase Order
- v. LSO: Local Service Order
- vi. PRN: Purchase Requisition Note
- vii. Professional Opinion. This is a professional opinion given by the head of procurement unit to the CEO concerning the goods / service to be procured.
- viii. RFQ: Requests for Quotation.
- ix. VC: Vice-Chancellor

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5.0 Responsibility:

The Head of Procurement shall be responsible for the implementation and effective supervision of this procedure.

6.0 Method

6.1 Preparation of a Procurement Plan

6.1.1 The Head of Procurement shall develop a procurement plan and circulate it to all FHs in June preceding the financial year.

6.1.2 The respective FHs shall prepare a provisional departmental procurement plan in line with the provisional departmental budget prior to commencement of the financial year.

6.1.3 The Head of the Procurement shall receive the provisional procurement plan and constitute a committee to consolidate, aggregate, divide into lots and profile the procurement requirements within two weeks upon receiving the approved budget.

6.1.4 The Head of Procurement shall submit the departmental consolidated procurement plans to the VC for consideration and approval by UMB.

6.1.5 The Head of Procurement shall circulate the approved procurement plan to FHs within one week of receipt.

6.2 Prequalification of Bidders

6.2.1 The Head of Procurement shall prepare pre-qualification/solicitation documents for each identified category of goods, services and works three months preceding the financial year.

6.2.2 The Head of Procurement shall forward the pre-qualification advertisement to the PRO for publication in two daily newspapers with nationwide circulation and the University website.

6.2.3 The Tender Opening Committee shall receive, open and hand over the prequalification documents to the Head of Procurement after fourteen days of the advertisement.

6.2.4 The VC shall constitute an Evaluation committee to evaluate the prequalification applications.

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- 6.2.5 The Evaluation Committee shall receive the prequalification applications and make considerations based on the criteria detailed in the prequalification document and submit a report to the Head of Procurement within thirty days of constitution.
- 6.2.6 The Head of Procurement shall submit the prequalification evaluation report to the Tender Committee for consideration and approval within two weeks.
- 6.2.7 The Tender Committee shall forward the prequalification recommendations to the VC for final approval
- 6.2.8 The Head of Procurement shall receive the final approval and communicate to all the successful and unsuccessful bidders within 14 days.
- 6.2.9 The Head of Procurement shall receive communication from the pre-qualified bidders within 14 days.
- 6.2.10 The Head of Procurement shall prepare a list of prequalified suppliers for the purpose of selecting bidders for future contracts.

6.3 Procurement, Tender Opening, Evaluation and Disposal Committee Meetings

Committee meetings shall be conducted in accordance with the provisions of PPOA, PPDR, Circulars and Work Instructions.

6.4 Procurement of Goods and Services

- 6.4.1 The User Department shall initiate the procurement process by filling a PRN in line with the departmental procurement plan.
- 6.4.2 The respective FHs shall verify, confirm and approve the PRN.
- 6.4.3 The Finance Officer shall receive, confirm and approve if the PRN is within the budget.
- 6.4.4 The Head of Procurement shall receive the approved PRN, prepare and send the tenders or RFQs to the pre qualified suppliers within one week.
- 6.4.5 The Head of Procurement shall receive tenders or RFQ within 14 days or 7 days respectively.
- 6.4.6 The Tender Opening Committee shall open all the quotations and tenders received on the deadline.
- 6.4.7 The Evaluation Committee shall within 30days select bids based on technical and financial responsiveness.

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- 6.4.8 The Procurement office shall prepare professional opinion to the VC based on the evaluation committee recommendations for consideration and approval.
- 6.4.9 The VC shall consider and approve the professional opinion and forward to Procurement Office for action.
- 6.4.10 The Head of Procurement shall receive the approval and prepare a Local Purchase Order/Local Service Order
- 6.4.11 The legal Officer shall draft contracts where applicable and forward to DVC (PAF) and VC for signing.
- 6.4.12 The Head of Procurement/FO/RPA shall sign the LPO/LSO as required.
- 6.4.13 The Head of Procurement shall send the LPO/LSO/Contract to the supplier/contractor. A copy of the same shall be sent to the Finance Department, the Stores and to the Procurement file.
- 6.4.14 The Head of Procurement shall receive the goods, services or works within the stipulated time.
- 6.4.15 The Inspection & Acceptance Committee shall ensure that goods, services or works are fully delivered in accordance with the terms of LPO/LSO/Contract.
- 6.4.16 The Stores In-Charge shall receive the goods, services or works.

6.8 Procurement of Works and Major Capital Expenditure

- 6.8.1 Head of Procurement shall receive approved design of the works to be done from Estates department
- 6.8.2 The Head of Procurement shall forward the invitation to tender advertisement to the PRO for publication in two daily newspapers with nationwide circulation and the University website.
- 6.8.3 Head of Procurement shall prepare and issue bidding documents to all bidders responding to the invitation to tender notice.
- 6.8.4 Tender Opening Committee shall receive and open tenders in accordance with the instructions given in the tender documents and confirm the number returned.
- 6.8.5 The Evaluation Committee shall be constituted by the VC to evaluate bids based on technical and financial responsiveness set out in the bid documents within 30 days.

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- 6.8.6 The Procurement officer shall prepare the professional opinion based on the evaluation committee and forward to the VC for consideration and approval.
- 6.8.7 Head of Procurement shall notify all the unsuccessful and successful bidder(s) within 1 week after ratification by the VC
- 6.8.8 Head of Procurement shall receive response from the successful bidder in writing within 14 days of acceptance of the award.
- 6.8.9 The Head of Procurement shall liaise with the legal officer and prepare a contract.
- 6.8.10 The Head of Procurement shall send the contract to the supplier/contractor for signing
- 6.8.11 The Head of Procurement shall receive the signed contract from the supplier/contractor and forward the VC and DVC (PAF) for signing.
- 6.8.12 The Head of Procurement shall send the contract to the contractor/supplier for commencement of works.

6.9 Re-evaluation of suppliers

- 6.9.1 Head of Procurement shall ensure re-evaluation of suppliers bi-annually and on need basis.
- 6.9.2 Head of Procurement shall design and circulate a re-evaluation form to user departments.
- 6.9.3 Head of Procurement shall receive dully filled re-evaluation forms from user departments within 2 weeks after circulation for action.
- 6.9.4 Head of Procurement shall analyze the forms and forward the report to an ad-hoc committee for consideration and recommendations.
- 6.9.5 The Head of Procurement shall forward the recommendations to the VC for approval.
- 6.9.6 The Head of Procurement shall execute the approved recommendations within 2 weeks.

6.10 Disposal of Goods, Services and Works

- 6.10.1 The Head of Procurement shall notify departments to identify and forward all the items which are due for disposal in line with the Disposal Act.
- 6.10.2 Head of procurement shall receive disposal proposal and forward to the Disposal committee for consideration.
- 6.10.3 The Disposal Committee shall convene to consider, identify and recommend the methods to be used for the disposal.

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- 6.10.4 The Disposal Committee shall forward its recommendations to the VC for consideration and approval.
- 6.10.5 The Head of Procurement shall conduct the disposal according to the approved recommendations and Disposal Act.

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