



UNIVERSITY OF KABIANGA
ISO 9001:2015 BASED QUALITY MANAGEMENT SYSTEM
PROCUREMENT PROCEDURES MANUAL
REF: UoK/PM/MR/009

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PROCEDURE NUMBER 1 – PROCUREMENT OF GOODS, SERVICES AND WORKS

1.0 GENERAL

1.1 PURPOSE

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

1.2 SCOPE

Applies to procurement of goods, services and works in University of Kabianga.

1.3 REFERENCES

- a) Document Identification – **UoK/QM/MR/002.**
- b) Public Procurement and Asset Disposal Act 2015.
- c) Public procurement and Disposal Regulations 2020.
- d) Public Procurement Regulatory Authority Manual and Circulars
- e) Constitution of Kenya

1.4 TERMS AND DEFINITIONS

- a) PPDA – Public Procurement and Asset Disposal Act.
- b) LPO – Local Purchase Order.
- c) PRN – Purchase Requisition Note.
- d) AIE – Authority to Incur Expenditure.
- e) AIE Holder – Includes the Head of Schools, Departments and Sections.
- f) Accounting officer –Vice chancellor.

1.5 PRINCIPAL RESPONSIBILITY

The Head of Procurement shall ensure this procedure is implemented.

2.0 STEPS

- 2.1 This procedure shall start with the Head of Procurement 3 months to the start of any financial year, directing the schools and departments to submit their procurement plans in line with their approved estimate budget.
- 2.2 Upon receipt of the Schools and Department submissions, the Head of Procurement shall ensure consolidation of the same into the University's Procurement plan and submission of the same to the accounting officer for approval.
- 2.3 In approving, the procurement plan, the accounting officer shall consider
 - a) Whether the budget was adhered to.

- b) Whether the plan complies with the University's Strategic Plan 2016-2020
 - c) Whether the plan is in line with the signed Performance Contract.
- 2.4 In the event of disapproval, the Head of Procurement shall ensure action on any recommendations before resubmission.
- 2.5 On approval, the Head of Procurement shall disseminate the plan to schools and department for implementation.
- 2.6 After the dissemination of the approved procurement plan to schools and department, the Head of Procurement function select the suppliers, provide the signed professional opinion to the accounting officer for approval on the procurement proceedings as per PPADA 2015 and raise a PRN then forward to AIE holder for approval.
- 2.7 Upon approval of the PRN by the AIE holder, the PRN shall be forwarded to Finance Officer for signature and vote commitment.
- 2.8 Upon completion of PRN an LPO shall be raised against it and signed by the Head of Procurement, Finance Officer and approved by the Vice Chancellor or Deputy Vice Chancellor (A&F)
- 2.9 Upon the approval of the LPO, it shall be recorded and dispatched to the respective suppliers by Procurement staff for execution.



3.0 APPENDICES

3.1 LPO UNIVERSITY OF KABIANGA

P.O. BOX 2030- **20300** KERICHO

NO.

LOCAL PURCHASE ORDER

TO

.....

.....

ORDER No. Page :1 of 1
 DATEPRN.....
 DELIVER TO.....
 TOTAL AMOUNT.....
 PROJECT.....
 REQUIRED ON.....

Please supply the following:

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	VAT	AMOUNT
AMOUNT IN WORDS				TOTAL	

.....
 Snr Procurement Officer

.....
 Finance officer

.....
 VC/DVC (A & F)

- NOTE: 1. Alteration of whatever nature must be authorized, in writing, by the head of Procurement or the Finance officer.
2. Invoice must cover only items ordered which must correspond with our specifications
 3. All invoices must be addressed to the Finance officer, University of Kabianga, P.O BOX 2030-20200 Kericho and must quote Order number.
 4. Delivery must be within fourteen (14) days from the date of receipt of the LPO.



3.1 PRN

UNIVERSITY OF KABIANGA
ISO 9001:2015 CERTIFIED INSTITUTION
PURCHASE REQUISITION NOTE

TO:.....

Number : Page 1 of 2
 Date..... QUOTATION NO:
 Deliver to.....
 Total amount.....
 Project.....
 Required On.....

#	DESCRIPTION	QTY	UNIT	UNIT PRICE	VAT	AMOUNT(KES)

Remarks/Purpose.....

HEAD OF DEPARTMENT.....SIGN.....DATE.....

APPROVED BY HEAD OF PROCUREMENT DEPARTMENT.....DATE.....

APPROVED BY FINANCE & ADMIN OFFICER.....DATE.....

PROCEDURE NUMBER 2: STORES MANAGEMENT**1.0 GENERAL****1.1 PURPOSE**

The purpose of this procedure is to ensure effectiveness in stores management.

1.2 SCOPE

This procedure applies to the receiving, stock control and issuing of materials in all the stores at UNIVERSITY OF KABIANGA.

1.3 REFERENCES

- a) Document Identification – **UoK/QM/MR/002**.
- b) Public Procurement and Asset Disposal Act 2015.
- c) Public Procurement and Disposal Regulations 2020
- d) PPRA Manual and Circulars
- e) Constitution of Kenya

1.4 TERMS AND DEFINITIONS

- a) LPO – Local Purchase Order.
- b) GRN – Goods Received Note.
- c) SOR – Specification of Requirements.
- d) IN -Issue Note.
- e) AIE – Authority to Incur Expenditure
- f) AIE holder – Includes the Head of Schools, departments and sections.
- g) PPRA – Public Procurement Regulatory Authority

1.5 PRINCIPAL RESPONSIBILITY

The Head of Procurement shall ensure this procedure is adhered to.

2.0 STEPS**2.1 Verification of purchased stores.**

2.1.1 On delivery of the items, service or works, the chairman Inspection and Acceptance Committee shall ensure proper inspection / verification of the same before acceptance

2.1.1 The inspection and acceptance committee shall verify whether the items delivered meet the purchase specification in the LPO.

2.1.2 If items do not conform to the specifications, the Inspection and Acceptance committee shall reject them by raising a Goods Rejection note and Good Return Note

- 2.1.3 If the items meet the specifications, the inspection and acceptance committee shall receive them and sign the delivery note.
- 2.1.4 Upon acceptance of the items, the in charge stores generate GRN and stock them in various stock locations. ***See 3.1 for sample GRN.***
- 2.1.5 The officer in charge of stores shall then forward copy of LPO, Delivery Note and the invoice to Finance Office for payment processing.

2.2 Requisition and issuance of items from the store

- 2.2.1 This shall start with any member of staff raising an SOR requesting for an item from the store.
- 2.2.2 Upon raising the SOR, the member of staff shall forward it to the respective IAE holder for approval.
- 2.2.3 Upon approval, the AIE holder shall forward the SOR to the Finance office for Vote commitment and approval.
- 2.2.4 Upon approval and vote commitment, the AIE holder shall forward the SOR to the procurement officer who shall authorize the stores clerk to issue the items to the requesting member of staff.
- 2.2.5 Upon authorization, the Stores Clerk shall generate an issue note and issue the items and finally ensure that the requesting member of staff signs the issue note.

3.0 APPENDICES

3.1 GRN



UNIVERSITY OF KABIANGA
ISO 9001:2008 CERTIFIED INSTITUTION
P.O BOX 2030-20200, KERICHO
Email:purchasing@kabianga.ac.ke

GOODS RECEIVED NOTE

TO **GRN NO.....**
ORDER No.....
INVOICE NO.....
DATE

#	ITEM DESCRIPTION	UNIT	ORDER QTY	RECEIVED QTY	UNIT PRICE	AMOUNT	LINE DISC	NET AMOUNT

Certified that the quantities received have been taken on charge.

Posted by.....	Signature.....	Date.....
Received by.....	Signature.....	Date.....
Inspected by.....	Signature.....	Date.....
Certified for payment.....	Signature.....	Date.....

Head of department



UNIVERSITY OF KABIANGA
ISO 9001:2015 CERTIFIED INSTITUTION
P.O BOX 2030-20200, KERICHO

SPECIFICATION OF REQUIREMENTS

BY...

REF:

Page 1 of 1

DATE:

TIME:

DEPT:.....

QTY	UOM	DESCRIPTION	EST.AMOUNT(KES)
5	Ream(S)	Reams of photocopy papers	2,500

TOTAL EST.....

Remarks/Expected on: Field 1

REQUESTEDDF BY:.....
 (HEAD OF DEPARTMENT)

DATE.....

APPROVED BY:.....
 (FINANCE OFFICER)

DATE:.....

AUTHORISED BY:.....
 (PROCUREMENT OFFICER)

DATE:.....



UNIVERSITY OF KABIANGA
ISO 9001:2015 CERTIFIED INSTITUTION
P.O BOX 2030-20200, KERICHO

ISSUE VOUCHER

REF.NO.....

DATE.....

DEPARTMENT:.....

REQUESTED BY:.....

#	CODE	ITEM DESCRIPTION	UNIT OF MEASURE	QUANTITY REQUIRED	QUANTITY ISSUED

RECEIVED BY:

 SIGNATURE

PROCEDURE NUMBER 3: DISPOSAL OF IDLE ASSETS

1.0 GENERAL

1.1 PURPOSE

The purpose of this procedure is to ensure effectiveness, transparency and consistency in the disposal of idle assets.

1.2 SCOPE

This procedure applies to disposal of all idle assets at University of Kabianga.

1.3 REFERENCES

- a) Document Identification – **UoK/QM/MR/002**.
- b) Public Procurement and Asset Disposal Act 2015.
- c) Public Procurement and Disposal Regulations 2020.
- d) Public Procurement Regulatory Authority manual and circulars.
- e) Constitution of Kenya.

1.4 TERMS AND DEFINITIONS

- a) PPADA- Public Procurement and Asset Disposal Act.

1.5 PRINCIPAL RESPONSIBILITY

The Head of Procurement shall ensure this procedure is adhered to.

2.0 STEPS

2.1 This procedure shall start with the Head of Procurement either:-

- a) Receiving information from a Head of school, department or section on an idle asset, or
- b) Requesting Heads of schools, department and section to identify idle assets in their possession.

2.2 Upon receipt of the idle assets, the Head of Procurement shall convene a meeting with the Disposal Committee to consider the list of items for disposal and recommend a suitable method of disposal guided by the PPADA 2015. The committee shall also determine the re-sale value of assets in case the mode of disposal is selling

2.3 After the meeting, the Chairman Disposal committee shall furnish the Vice Chancellor with a report detailing the recommended modes of disposal for approval.

2.4 In approving the list, the accounting officer, shall consider:-

- a) Recommendations from the disposal committee,
- b) The reserve price.

- 2.5 In the event of disapproval, the accounting officer, give recommendations to the disposal committee for consideration.
- 2.6 In approving the report, the disposal committee shall consider the following:-
 - a) The accounting officer recommendations, and
 - b) Compliance to the PPADA 2015.
- 2.7 Upon approval and recommendations by the accounting officer, the Head of Procurement function shall provide the signed professional opinion to the accounting officer for approval on asset proceedings as per the PPADA 2015.
- 2.8 Upon approval of the professional opinion, the head of procurement function disposed the assets and records maintained.



UoK/F/MR/003

**UNIVERSITY OF KABIANGA
ANNEX INDICATING CHANGES MADE IN THE PROCEDURES**

Proc.No and clause	Date	Details of changes		Authorization - Officer Authorizing
		Initial clause details	Current approved clause details	
		Changes effected		Comment
Clauses as applicable	26/03/2018	ISO 9001:2008 International Standard requirements	ISO 9001:2015 International Standard requirements	Approved
Clauses as applicable throughout the procedures	17/05/2022	Public Procurement and Disposal Regulations 2006.	Public Procurement and Disposal Regulations 2020.	Approved

Approval

I _____ the Vice Chancellor UoK, having read and understood the content of the foregoing document, do hereby approve and authorize it for use in UoK Main Campus and its' other Campuses on this _____ day of (Month) _____ (year) _____.

Signed: _____ Date: _____