

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

**PROCUREMENT AND DISPOSAL POLICY**

**April 2024**

**Jaramogi Oginga Odinga University of Science and Technology**

**Procurement and Disposal Policy 2024**

**© Copyright JOOUST 2024**

This policy was written and produced by Jaramogi Oginga Odinga University of Science and Technology.

P.O. Box 210-40601 Bondo, Kenya

Telephone: + 254 - 57 2501804 / 2058000

Fax: + 254 - 572523851

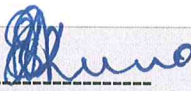
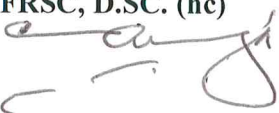
Email: [vc@jooust.ac.ke](mailto:vc@jooust.ac.ke)

Website: <http://www.jooust.ac.ke>

---

---

Procurement and Disposal Policy

<b>Policy Title:</b>	Procurement and Disposal Policy
<b>Policy Theme:</b>	To provide a framework for ensuring timely, efficient and effective acquisition of goods, services, works, inspection, acceptance and disposal of assets.
<b>Policy Contact:</b>	Vice-Chancellor
<b>Approval Authority:</b>	The Council
<b>Policy Category:</b>	Procurement of goods, services and works; and disposal of assets.
<b>Reference No:</b>	JOOUST/VC/ 01
<b>Commencement Date:</b>	
<b>Revision Date:</b>	March, 2024
<b>Revision No:/Issue No:</b>	02/3
<b>Approval Status:</b>	Approved by Council
<b>Signed:</b>	 ----- <b>Prof. Emily Achieng' Akuno, PhD, OGW</b> <b>Vice-Chancellor</b>  <b>Date:</b> <u>24.1.2025</u>
<b>Signed:</b>	----- <b>Prof. Shem Oyoo Wandiga, FRSC, D.SC. (hc)</b> <b>Chairman of Council</b>   <b>Date:</b> <u>25/01/2025</u>

## Table of Contents

Abbreviations and Acronyms.....	6
Terms and Definitions .....	7
<b>1 Introduction .....</b>	<b>10</b>
<b>1.1 Mission .....</b>	<b>10</b>
<b>1.2 Vision.....</b>	<b>10</b>
<b>1.3 Core Values .....</b>	<b>10</b>
<b>1.4 Philosophy .....</b>	<b>10</b>
<b>1.5 Motto .....</b>	<b>11</b>
<b>1.6 Policy Framework.....</b>	<b>11</b>
<b>2.0 The Policy.....</b>	<b>11</b>
<b>2.1 Purpose.....</b>	<b>11</b>
<b>2.2 Policy Statement .....</b>	<b>11</b>
<b>2.4 Objectives.....</b>	<b>12</b>
<b>2.6 Procurement Instruments of Contract Engagement.....</b>	<b>12</b>
<b>2.7.1 Restricted Tendering.....</b>	<b>13</b>
<b>2.7.3 Requests for Proposals .....</b>	<b>14</b>
<b>2.7.4 Requests for Quotations .....</b>	<b>14</b>
<b>2.8 Registration of Suppliers.....</b>	<b>14</b>
<b>2.10 Consideration of Award to Youth, Women, and Persons With Disability .....</b>	<b>14</b>
<b>2.11 Preferences And Reservations .....</b>	<b>15</b>
<b>2.12 Procurement Procedures .....</b>	<b>15</b>
<b>(i) Annual Procurement Plan .....</b>	<b>15</b>
<b>(ii) Purchase Requisition .....</b>	<b>15</b>
<b>(iii) Identification of the Method of Procurement .....</b>	<b>15</b>
<b>(iv) Invitation for Bids.....</b>	<b>15</b>
<b>(v) Opening of Bids.....</b>	<b>15</b>
<b>(vi) Evaluation of Bids.....</b>	<b>15</b>
<b>(vii) Professional Opinion.....</b>	<b>15</b>
<b>(viii) Approvals for Award of Tender .....</b>	<b>15</b>
<b>(ix) Contract .....</b>	<b>15</b>
<b>2.13 Tendering Process.....</b>	<b>15</b>
<b>2.14 E-Procurement.....</b>	<b>15</b>
<b>2.15 Inventory Management .....</b>	<b>15</b>

2.16 Procurement Records Management.....	16
2.17 Supplier Evaluation And Market Survey .....	16
2.18 Contract Management and Administration.....	16
2.18.1 Contract Management.....	16
2.18.2 Contract Administration.....	16
2.19 Disposal of Items .....	17
2.20 Code of Conduct .....	17
2.20.1 Obligation of university staff in the procurement process .....	17
2.21 Ethics In Procurement.....	17
3.0 Administration (Roles and Responsibilities) .....	17
3.1 University Council.....	17
3.2 Vice Chancellor/Accounting Officer .....	18
3.3 Head of Procurement .....	19
3.4 User Department .....	19
3.5 The Committees .....	19
3.5.1 Tender Opening Committee.....	19
3.5.2 Evaluation Committee.....	19
3.5.3 Inspection and Acceptance Committee.....	20
3.5.4 Disposal Committee.....	20
4.0 Review .....	20

### **Abbreviations and Acronyms**

AO	Accounting Officer / Head of Procuring Entity
EC	Evaluation Committee
HoP	Head of Procurement Unit
JOOUST	Jaramogi Oginga Odinga University of Science and Technology
OC	Opening committee
PPADA 2015	Public Procurement and Asset Disposal Act 2015
PPADR 2020	Public Procurement and Asset Disposal Regulation 2020
RFQ	Request for Quotation
RFP	Request for Proposal
VC	Vice Chancellor

## Terms and Definitions

<b>Accounting Officer (AO)</b>	Vice Chancellor
<b>Assets</b>	Movable and immovable property, tangible and intangible, including immovable property, stores, equipment, land, buildings, animals, inventory, stock, natural resources like wildlife, and intellectual rights vested in the University rights.
<b>Authority</b>	The Public Procurement Regulatory Authority is established under section 8 of this Act.
<b>Consultancy service</b>	Services of predominantly an intellectual, technical or advisory nature, and include services offered by all professionals.
<b>Contract Administration</b>	Management of terms of procurement or asset disposal contracts made with contractors or suppliers after tender award by a procuring entity, to assure compliance.
<b>Contractor</b>	A person who enters into a procurement contract with a procuring entity, and includes the main contractor;
<b>Design Competition</b>	Procurement procedure for obtaining competitive tenders for services that are creative and which require that part of the services be carried as part of the tender to facilitate opening and evaluation of the tenders.
<b>Disadvantaged Group</b>	Persons denied by mainstream society access to resources and tools that are useful for their survival in a way that disadvantages them and has been subjected to prejudice or cultural bias.
<b>Disposal</b>	Divestiture of the University assets by any means including the sale, rental, lease, franchise, or auction.
<b>E-procurement</b>	The process of procurement using electronic media such as the Internet or other information and communication technologies.
<b>Framework Agreement</b>	A pact between the University and a selected supplier (or suppliers) or contractor (or contractors) identified for a definite term to supply goods, works or services, whose quantities and delivery schedules are not definable or determinable at the beginning.
<b>Framework Contract</b>	A pact between the University and a selected supplier (or suppliers) or contractor (or contractors) identified for a definite term to supply goods works or services whose quantities and deliveries are not definable or determinable at the beginning,

with a commitment to order a minimum quantity of the required goods, works, or services.

<b>Preference</b>	The right or opportunity to select a tenderer from an identified target group that is considered more desirable than another.
<b>Pre-qualification</b>	The procedure to identify and shortlist tenderers that are qualified, before invitation for tenders/quotations.
<b>Pre-qualification procedure</b>	Procedure by which candidates are invited to demonstrate their qualifications before, and as a condition for, being invited to tender or submit proposals.
<b>Procuring Entity</b>	A public entity (JOOUST) making a procurement or asset disposal to which this Act applies.
<b>Reservations</b>	Exclusive preference to procure goods works and services set aside to a defined target group of tenderers within a specified threshold or region.
<b>Tender</b>	An offer in writing by a candidate to supply goods, services or works at a price; or to acquire or dispose of store equipment or other assets at a price, under an invitation to tender.
<b>Tenderer</b>	A person who submitted a tender under an invitation by a public entity.
<b>Tender Security</b>	A guarantee required from tenderers by the University and provided to the University to secure the fulfilment of any obligation in the tender process and includes such arrangements as bank or insurance guarantees, surety bonds, standby letters of credit, cheques for which a bank is primarily liable, cash deposits, promissory notes and bills of exchange tender securing declaration, or other guarantees from institutions as may be prescribed
<b>Urgent need</b>	The need for goods, works or services in circumstances where there is an imminent or actual threat to public health, welfare, safety, or property damage, such that engaging in tendering proceedings or other procurement methods would not be practicable.
<b>User Department</b>	The unit of the University that requisitions the goods, works or services being procured.



**Women**

Means a person of the female gender who has attained the age of eighteen years and includes a company, association or body of persons, corporate or unincorporated in which at least seventy per cent of the shareholders, members or persons and a majority of its directors are of the female gender.

**Youth**

A person who has attained the age of eighteen years and has not attained the age of thirty-five years and includes a company, association or body of persons, corporate or unincorporated in which at least seventy per cent of shareholders are persons who have attained the age of eighteen years and have not attained the age of thirty-five years.

## **1 Introduction**

The University Procurement standards are modelled around best practices and the Public Procurement and Asset Disposal Act 2015 and Public Procurement and Asset Disposal Regulations, 2020 which ensure fair, equitable, transparent, competitive and cost-effective acquisition of goods, services and works. The policy is designed to ensure, timely, efficient and economic procurement within the guidelines of good business practices. Unless stated otherwise, the policy will apply to all procurement actions irrespective of funding source and payment method. All purchases and procurements shall be within the procurement plan and approved budgets for the year.

‘Procurement’ includes all activities involving leasing and hiring, and may where appropriate include other activities accompanying the life cycle of goods (or service contracts) and the end-of-life disposal of goods which have been procured (whether or not they remain in our ownership). Adherence to the Procurement and Disposal Policy is both an individual and a corporate responsibility. Willful breach of this policy, or unauthorized departure from the Procedures derived from this Policy, may constitute a disciplinary offence.

### **1.1 Mission**

To provide transformative university education through integrated quality training, research and community engagement for sustainable development.

### **1.2 Vision**

A beacon of excellence in University Education, Research, Innovation and Community Engagement.

### **1.3 Core Values**

- Customer focus
- Impartiality
- Professionalism
- Responsiveness
- Integrity
- Meritocracy

### **1.4 Philosophy**

The University is anchored on the philosophy of a holistic approach to the service of humanity and other related areas of scholarship mediated through wisdom, science, and technology.

**1.5 Motto**

Oasis of Knowledge

**1.6 Policy and Regulatory Framework**

- (i) The Constitution of Kenya, 2010
- (ii) The Public Procurement and Asset Disposal Act 2015
- (iii) Public Procurement and Asset Disposal Regulations, 2020
- (iv) The Public Procurement and Disposal General Manual 2009 and the attendant Manuals
- (v) Government Circulars
- (vi) ISO 9001:2015 Quality Management System Standard

**2.0 The Policy**

**2.1 Purpose**

The purpose of this policy is to establish the procedures at Jaramogi Oginga Odinga University of Science and Technology for the acquisition of goods, services, works, acceptance, inspection and disposal of unserviceable, obsolete, obsolescent, or surplus stores, equipment or assets

**2.2 Policy Statement**

The University is committed to efficient and effective procurement of goods and services and also to achieving value for money. It confirms to management and staff, to actual and potential suppliers and contractors, to customers, to governmental and other regulators and to stakeholders in the wider community, the principles on which this organization procures and contracts goods, services, and works. For effective implementation, it requires from each person involved an active involvement, consideration, and weighting of the factors. The detailed procedures that follow are as a body to be considered confidential, although there are many cases where suppliers and others will need to be given details of individual procedures.

**2.3 Scope**

The Procurement and Disposal Policy applies to and binds all members of the Council, Senate, University Management Board, and all employees of the University in any situation where they are involved in a purchasing process, whether as requisitioners or specifiers, purchasers or negotiators, or those who validate or authorize payment.

## 2.4 Objectives

The University Procurement and Disposal Policy exists for several discrete but often interconnected purposes. The main objective of this policy is to ensure that the University complies with Article 227(1) of the Kenya Constitution 2010 which states that “When a State organ or any other public entity contracts for goods or services, it shall do so by a System that is fair, equitable, gender-sensitive, transparent, competitive and cost-effective”.

The specific objectives are as follows in line with the provisions of Article 227(1) and 227(2) of the Kenyan Constitution as stated above and the Act (PPADA, 2015):

The procurement process shall be;

- i. Legal
- ii. Accountable and auditable
- iii. Ethically, environmentally and socially responsible
- iv. Economically effective
- v. Conducive to maintaining the organization’s ability to exploit appropriate technological, commercial, and organizational developments as they arise
- vi. Capable of identifying, minimizing, and managing risks that may threaten the Procurement or the wider organization and
- vii. Open to continuous improvement and development, in particular by the training, development, and support of staff.

In addition, the procurement process shall only engage suppliers and contractors who subscribe to and operate on similar principles.

## 2.5 Limitations

Jaramogi Oginga Odinga University of Science and Technology will follow the policies outlined in the PPADA, 2015 as well as the Regulations in matters about procurement, except as it is deemed necessary to adhere to certain rules set forth by a specific donor.

Where there is a direct conflict between this policy and specific donor requirements, such conflicts shall be taken to the Council for further guidance and directives.

## 2.6 Procurement Instruments of Contract Engagement

The University will use five basic procurement instruments:

- a) Purchase orders
- (2) Consultant agreements (Service Orders),
- 3) project contracts (form of agreements),
- 4) service level agreements,
- 5) software licenses

## **2.7 Tendering Methods**

The University strives to ensure full and open competition, guarantee the objective performance of the contract, and eliminate the possibility of unfair competitive advantages. The following are the tendering processes applicable to the University;

### **2.7.1 Open National Tender**

The procedure for the open tender method shall be by sections 96, 97, and 98 of the Act.

### **2.7.1 Restricted Tendering**

Provisions governing restricted tendering as stipulated in the PPADA, 2015. Under section 102 (1) of this provision, a procuring entity may use restricted tendering if the following condition is satisfied:

- (a) competition for contract, because of the complex or specialized nature of the goods, works or services is restricted to prequalified tenderers resulting from the procedure under section 94;

### **2.7.2 Direct Procurement**

A procuring entity may use direct procurement if the following conditions are satisfied:

- i. The goods, works or services are available only from a particular supplier or contractor, or a particular supplier or contractor has exclusive rights concerning goods, works or services and no reasonable alternative or substitute exists.
- ii. For the acquiring of goods, works, or services provided by a public entity provided that the acquisition price is fair and reasonable and compares well with known prices of goods, works, or services in the circumstances
- iii. The procuring entity, having procured goods, equipment, technology or services from a supplier or contractor, determines that additional supplies shall be procured from that supplier or contractor for reasons of standardization or because of the need for compatibility with existing goods, equipment, technology or services, taking into account the effectiveness of the original procurement in meeting the needs of the procuring entity, the limited size of the proposed procurement in relation to the original procurement, the reasonableness of the price and the unsuitability of alternatives to the goods or services in question.
- iv. Owing to a catastrophic event, there is an urgent need for the goods, works or services, making it impractical to use other methods of procurement because of the time involved in using those methods.
- v. Due to war, invasion, disorder, natural disaster or there is an urgent need for the goods, works or services, and engaging in tendering proceedings or any other method of procurement would therefore be impractical, provided that the circumstances giving rise to the urgency were neither foreseeable by the procuring entity nor the result of dilatory conduct on its part.

### **2.7.3 Requests for Proposals**

The request for proposals method may be used for consultancy services/ professional services. Proposals will be sought from not less than five candidates conversant with the work to shed more light on it. Under section 116(1) of the Act, a procuring entity may use a request for proposals for procurement if:

- a. The procurement is of services or a combination of goods and services.
- b. The services to be procured are advisory or otherwise of a predominantly intellectual nature.

### **2.7.4 Requests for Quotations**

The University may use a request for quotations from the register of suppliers for a procurement if:-

- a. the estimated value of the goods, works or non-consultancy services being procured is less than or equal to the prescribed maximum value for using requests for quotations as prescribed in Regulations;
- b. the procurement is for goods, works, or non-consultancy services that are readily available in the market; and
- c. the procurement is for goods, works, or services for which there is an established market.

### **2.7.5 Other Forms of Tendering**

The other forms of tendering include the following with detailed explanations captured in the JOOUST procurement procedure manual.

- (i) Frame Work Agreement
- (ii) Two-Stage Tendering
- (iii) Design Competition
- (iv) Low Value Procurement
- (v) Force Account
- (vi) Electronic Reverse Auction

## **2.8 Registration of Suppliers**

The Head of Procurement shall maintain and continuously update lists of registered Suppliers, contractors, and consultants in various specific categories of goods, works, or services according to the procurement needs:

## **2.9 Consideration of Award to Youth, Women, and Persons With Disability**

To achieve this, the University will make positive efforts to utilize minority-owned firms by the disadvantaged groups to achieve the requirement as stipulated in the PPADA, 2015 – PART XII.

## **2.10 Preferences And Reservations**

The University under Article 227(2) of the constitution shall, subject to availability and realization of the applicable international or local standards, only such manufactured articles, materials or suppliers wholly mined and produced in Kenya shall be subject to preferential procurement. Preference shall be given to manufactured articles, materials and supplies partially mined or partially manufactured in Kenya or firms where Kenyans are shareholders of up to 40% shareholding.

### **2.10.1 Procurement Procedures**

The University has specific procurement procedures as elaborated in the JOOUST procurement procedure manual. They include the following:

- (i) Annual Procurement Plan
- (ii) Purchase Requisition
- (iii) Identification of the Method of Procurement
- (iv) Invitation for Bids
- (v) Opening of Bids
- (vi) Evaluation of Bids
- (vii) Professional Opinion
- (viii) Approvals for Award of Tender
- (ix) Contract

## **2.12 Tendering Process**

The tendering process under 2.7 above shall be as per the JOOUST Procurement procedure manual.

## **2.13 E-Procurement**

The University has developed a semi-automated procurement system and is fully committed to full automation of the procurement process. The progress towards this will be gradual as regulations and amendments are made to the existing legal framework.

### **2.13.1 E-Procurement Procedure**

The e-procurement procedure shall be as per the JOOUST Procurement procedure manual and the existing legal framework.

## **2.14 Inventory Management**

The function of inventory management is to manage stocks of goods and services. These involve the following, as elaborated in the JOOUST Procurement Procedure Manual:

- i. Receiving and Inspection of goods and services
- ii. Stock reconciliation

- iii. Stock-taking
- iv. Stock taking procedure
- v. Stock control procedures
- vi. Stock verification
- vii. Stock issuance

### **2.15 Procurement Records Management**

The Head of Procurement shall maintain a procurement file for each procurement process with the following information:

- a. Signed copy of the procurement instrument (e.g., contract or purchase order);
- b. Copies of all bids and offers;
- c. All purchase specifications including delivery requirements;
- d. Cost/price analysis that was the basis for the award cost or price; as applicable, a written justification as to why sole source or minimum competition was used;
- e. written explanation as to why the winning contractor was selected;
- f. Upon completion of the contract, written comments regarding the quality of the vendor's services and guidance and recommendations regarding potential future work;
- g. Any other as may be necessary for the procurement function.

These records must be maintained for at least six years after the resulting contract has been completed or if no contract resulted after the procurement proceedings were terminated.

### **2.16 Supplier Evaluation and Market Survey**

To achieve a competitive advantage and a cost-effective procurement function, the University shall have a well-developed and effective system of supplier evaluation and Appraisal, and market survey, as detailed in the JOOUST Procurement Procedure Manual:

### **2.17 Contract Management and Administration**

#### **2.17.1 Contract Management**

The existence of a contract shall be confirmed through the signature of a contract document incorporating all agreements between the parties and such contract shall be signed by the Vice Chancellor or an officer authorized in writing by the Vice Chancellor and the successful bidder.

#### **2.17.2 Contract Administration**

For every complex and specialized procurement contract, the Vice Chancellor shall appoint a contract implementation team which shall include members of the Procurement Department, the user, the technical department and consultant where applicable. The duties and roles of the team above shall be as indicated in the JOOUST Procurement Procedure Manual.



## **2.18 Disposal of Items**

Where the University Intends to dispose of unserviceable, obsolete, surplus stores or other assets and equipment, the end user heads will be required to compile a list of those items for submission to the Head of Procurement to facilitate the disposal process.

Disposal methods and procedures are indicated in the JOOUST Procurement Procedure Manual.

## **2.19 Code of Conduct**

The University requires full and open disclosure when dealing with procurement. The University employees and members of the Council must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, consultants and our customers/service providers. In case of doubt, as to the propriety of a procurement action, Council or the Accounting Officer should be contacted immediately.

### **2.19.1 Obligation of University staff in the procurement process**

University staff shall not engage in conduct resulting in a real, potential, or apparent conflict of interest. A conflict of interest may arise when any action by a University employee, whether isolated, recurring, or continuous, is to the direct financial advantage of this employee, their spouse, parent, or child. University employees shall neither solicit nor accept gratuities, favours, or anything of monetary value from contractors, sub-recipients, or parties of project contractors. Accounting Officer as guided by the Council will be responsible for determining the disciplinary action that will be imposed for any conflict of interest violations. Accounting Officer will oversee the conflict of interest of all employees in the university. Council will in turn handle conflict of interest for the accounting officer.

Complaints from bidders will be summarized and handled by the head of procurement in consultation with the accounting officer.

## **2.20 Ethics in Procurement**

Upholding of ethics is important to the integrity of the entire procurement process. The University shall require all members of staff to maintain the highest level of ethical conduct and honesty when performing procurement duties. The guiding ethical principles are indicated in the JOOUST Procurement Procedure Manual.

## **3.0 Administration (Roles and Responsibilities)**

It is the responsibility of the Council, the Accounting Officer, and the Head of Procurement to ensure the implementation of the policy. Specific procurement responsibilities are identified in the PPADA, 2015 as well as the subsequent regulations.

### **3.1 University Council**

As per PPRA Circular No 06 /2023, the responsibilities of the Council in the procuring entity as set out In the Act and the Code of Governance are to:

- a) Approve the procuring entity's internal policy documents that guide procurement and asset disposal operations. The policy documents must be aligned to the Act, The Regulations, and all Circulars issued by the Authority, the Cabinet Secretary of The

- National Treasury; and the Head of Public Service on public procurement and asset disposal operations in government including circulars on mandatory Reporting by procuring entities and disclosure of beneficial ownership information;
- b) Approve the procuring entity's budget, annual procurement and asset disposal Plans in line with Section 53 of the Act and Regulation 40 (4) of the Public Procurement and Asset Disposal Regulations, 2020 (the Regulations);
  - c) Approve the procuring entity's transfer of procurement responsibility to another Public entity subject to Section 52 of the Act;
  - d) Review, on at least a quarterly basis, the procuring entity's report on the Implementation of the annual procurement and asset disposal plan, in line with Regulation 40 (6) of the Regulations;
  - e) Ensure that the approved organization structure is aligned to the Act about the establishment and reporting lines of the procurement function taking due regard to the strategic role that the function plays in meeting the organization's mandate;
  - f) Review and direct on procurement matters brought to its attention by the Accounting Officer, including but not limited to any decision or policy or Proposed decision or policy of the entity, which in the Accounting Officer's opinion, may result in resources being used for the implementation of procurement plans in a way that is unlawful, unauthorized, inefficient, ineffective or uneconomical under Regulation 23(b) of the Regulations.
  - g) Procurement and Asset disposal of classified items, the Council shall approve the names of the nominated members of the special committee to handle the Procurement and asset disposal of classified items.

### **3.2 Vice Chancellor/Accounting Officer**

As per section 44 of the PPADA, 2015:

- (1) The Vice Chancellor or his appointee as per Section 69 (4) of the PPADA, 2015 shall be responsible for ensuring the University complies with the act.
- (2) In the performance of the responsibility under sub-section (2) the Vice-Chancellor shall be to
  - a. Ensure that procurement of goods, works and services of the University are within the approved budget of that entity.
  - b. Constitute all procurement and asset disposal committees within the University by the Act.
  - c. Ensure procurement plans are prepared in conformity with the medium-term fiscal framework and fiscal policy objectives and subject to subsection (3) submit them to the National Treasury.
  - d. Approve and sign all contracts of the procuring entity.

### **3.3 Head of Procurement**

As per section 47 of the Public Procurement Asset Disposal Act 2015 subsection (2) the head of the procurement function shall among other functions under the act, be responsible for rendering procurement professional advice to the Vice Chancellor.

Other Functions of the procuring function as per section 33 of Public Procurement and Asset Disposal Regulations, 2020 include;

1. to maintain and continually update standing lists of registered suppliers for the procuring entity under sections 57 and 71 of the Act;
2. to prepare tender and asset disposal documents to facilitate fair competition;
3. to prepare, publish, and distribute procurement and disposal opportunities including invitations to tender, requests for quotations and proposals, pre-qualification documents, and invitations for expressions of interest; coordinate the receiving and opening of tender documents;
4. to coordinate the evaluation of tenders, quotations, and proposals;

### **3.4 User Department**

As per section 34 of the Public Procurement and Asset Disposal Regulations, 2020 the functions of the User Department include;

- 1) The user department of a procuring entity shall be responsible for—initiating procurement and asset disposal requirements and forwarding them to the head of the procurement function;
- 2) participating in the evaluation of tenders, proposals and quotations;
- 3) managing, monitoring, and reporting any departure from the terms and conditions of the contract to the head of the procurement function;

### **3.5 The Committees**

#### **3.5.1 Tender Opening Committee**

The Vice-Chancellor shall appoint an ad hoc tender opening committee which shall:

- a. Have at least three (3) members
- b. At least one of the members shall not be directly involved in the processing or evaluation of the tender

#### **3.5.2 Evaluation Committee**

The Vice-Chancellor shall establish an ad hoc evaluation committee which shall:

- a. Deal with the technical and financial aspects of procurement as well as the negotiation of the process including evaluation of the bids, proposals for prequalification, registration lists, expressions of interest, and any other roles assigned to it.

### **3.5.3 Inspection and Acceptance Committee**

The Vice-Chancellor upon the recommendation of the Head of Procurement shall establish an ad hoc Inspection and Acceptance Committee composed of the Chairman and at least two other members;

The committee shall immediately after the delivery of the goods, works or services –

- a. Inspect and where necessary, test the goods received
- b. Inspect and review the goods, works, or services to ensure compliance with the terms and specifications of the contract
- c. Accept or reject, on behalf of the University the delivered goods, works or services

### **3.5.4 Disposal Committee**

The disposal committee shall be responsible for the verification and processing of all disposal recommendations in liaison with the Head of Procurement function as prescribed.

### **3.5.5 Contract Implementation Team**

For every complex and specialized procurement contract, the Vice-Chancellor shall appoint a contract implementation team which shall include members from the procurement function, the requisitioner, the relevant technical department and a consultant where applicable. To manage complex and specialized procurement contracts the contract implementation team shall be responsible for performing its functions as set out in the Act 2015

### **3.6 Implementation**

The Vice-Chancellor/Accounting Authority shall be responsible for the interpretation of this policy.

### **4.0 Review**

This policy will be reviewed every four (4) years when the need arises or as advised by the Council.