

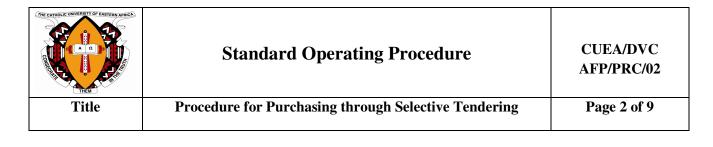
## The Catholic University of Eastern Africa

TITLE		AUTHOR	
PROCEDURE FOR PURCHASING THROUGH SELECTIVE TENDERIN			
CUEA/DVC ADM/PRC/02	10	NO. OF APPENDICES:	
		ONE	
AUTHORIZATION This Standard Operating Procedure is issued unc	der the a	uthority of:	
TITLE	ADMI	DEPUTY VICE CHANCELLOR NISTRATION FINANCE AND PLANNING	
SIGNATURE	Jamb		
DATE		10 December 2018	
ISSUEDATE		10 December 2018	
STAMP CONTROLLED / UNCONTROLLED		CONTROLLED	
<b>NOTE:</b> 1. Write amendments on the page provided	(Clause	. 0.2)	

 Controlled copies of this document will be in the Supply Chain Office's and the office Deputy Vice Chancellor's Administration Finance and Planning Office.

## 0. CONTENTS AND RECORD OF CHANGES

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#### 0.2 Record of Changes

No.	Date	Details	s of Changes	Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1.	10/12/2018	All	Complete Review of the Procedure	SCO

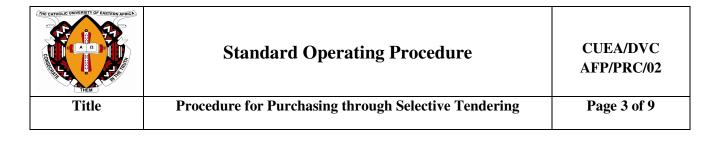
## 0.3 Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.

## 1.0 PURPOSE

To give guidelines on how the purchasing through selective tendering process is carried out to ensure the University obtains quality goods and services at competitive prices

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#### 2.0 SCOPE

The procedure applies to the process of purchasing through selective tendering carried out within The Catholic University of Eastern Africa.

#### 3.0 **REFERENCES**

- 3.1 CUEA Quality Management Manual
- 3.2 CUEA Procurement Policies and Procedures Manual, Draft

#### 4.0 **DEFINITION OF TERMS**

#### 4.1 Abbreviations

BQs	-	Bills of Quantities
CUEA	-	The Catholic University of Eastern Africa
DVC/AFP	-	Deputy Vice Chancellor, Administration Finance & Planning
HOD	-	Head of Department
LPO	-	Local Purchase Order
SCO	-	Supply Chain Officer
PRN	-	Purchase Requisition Note
VC	-	Vice Chancellor

#### 4.2 Definition of Terms

- 4.2.1 Assets: Movable and immovable property, either tangible or intangible.
- 4.2.2 *Candidate*: A potential supplier who is invited to take part in the University's procurement pre-qualification process.
- 4.2.3 *Contractor:* The person who enters into procurement contract with the University.
- 4.2.4 *Goods:* Means raw materials, products, equipment and commodities in solid, liquid or gaseous form and electricity as well as installation, transport maintenance or similar obligations related to the supply of the goods.
- 4.2.5 *Procurement:* Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.

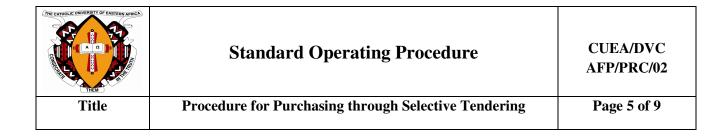
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- 4.2.6 *Procurement cycle:* Means the process that begins with initiation of an individual requirement to when goods or services have been delivered and accepted.
- 4.2.7 *Services:* Any object of procurement other than works and goods.
- 4.2.8 *Standard:* A characteristic or set of characteristics for an item which for reasons of quality level or compatibility with other products is generally accepted by the manufacturers and users of that item as a required characteristic for all items of that type.
- 4.2.9 *Supplier:* A person under contract with the University to supply goods, works or services.
- 4.2.10 *Tender:* An offer in writing by a tenderer to supply at a price goods, services or works pursuant to an invitation to tender by the University.
- 4.2.11 *Tenderer:* Means a person submitting a tender.
- 4.2.12 *Tender Document:* The document provided by the University to tenderers as a basis for preparation of their tenders/bids.
- 4.2.13 *Tender Opening Date:* A date and time designated by the University for the opening of tenders.
- 4.2.14 User Department: Means the Department, which initiates procuring proceedings.
- 4.2.15 *Works:* All work associated with the construction, reconstruction, demolition, repair or renovation of roads, bridges, dams, buildings or structures; installation of equipment, materials and decorations as well as services incidental to works.
- 4.2.16 *Requisition Form:* It is a form that one fills to ask for goods / services from the stores.

#### 5.0 PRINCIPAL RESPONSIBILITIES

The Supply Chain Officer has the full responsibility to ensure that this procedure is adhered to effectively.

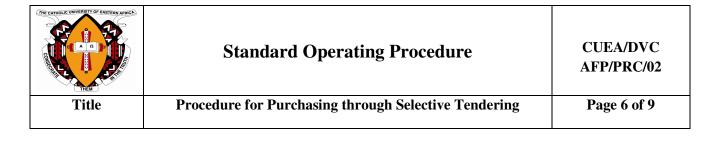
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#### 6.0 METHOD

- 6.1 Upon receipt of BQ's duly prepared by respective technical department and approved by the DVC AFP, the SCO invites tenders from the selected suppliers / service providers.
- 6.2 The Supply Chain Officer ensures that tender bids are submitted on or before the closing date as indicated in the BQ's.
- 6.3 The Procurement Committee opens the tender bids and forwards them to the respective technical team to carry out a technical and financial evaluation of the tender bids.
- 6.4 The Procurement Committee receives the evaluated tender bids with recommendations from the respective technical team, for deliberation and award accordingly.
- 6.4.1 If the Procurement committee concurs with the recommendations of the technical evaluating team, the tender is awarded accordingly; or
- 6.4.2 If the Procurement Committee does not concur, with the recommendations of the Technical team a different supplier / service provider is chosen after a different supplier or service provider is chosen after deliberation.
- 6.5 The DVC AFP communicates officially to the successful and unsuccessful tenderers notifying them of the tender results.
- 6.6 A contract or LPO is drawn as per the BQ's by the DVC AFP and forwarded to the Vice Chancellor for signing.

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## 7.0 APPENDICES

#### 7.1 CONTEXT

## 7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Availability of items in the market	Stock-outs
(ii)	Market price variations	Uncertainty in purchasing.
(iii)		
<b>(b</b> )	Internal Factors	Identified Risk / Opportunity
(i)	Availability of funds	Stock-outs
(ii)	Correct specifications from users	Longer lead-time, wrong pricing
(iii)		

#### 7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Suppliers	Timely payments
(ii)	Service Providers	Timely payments
(iii)	Sponsors	Quality services and goods

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## 7.2 RISK ANALYSIS AND CONTROL

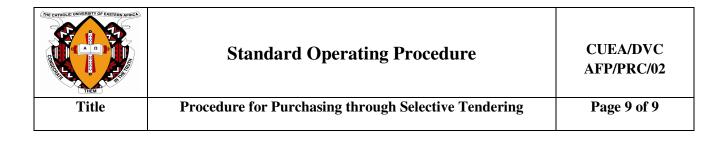
No	Risk	Cause	Ri	Risk Assessment			Control / Treatment
			Likelihood	Impact	Likelihood / Impact	Risk Level	
1	Stock-outs	Incorrect specifications	1	3	3	Low	
2	Uncertainity in purchasing	Market price variations	2	3	6	Medium	
3	Longer lead times	Incorrect specifications	2	3	6	Medium	
			2	2	4	Medium	
			1	3	3	Low	

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# **REQUIRED ORGANIZATIONAL KNOWLEDGE**(a) Trained Supply Chain personnel (b) Knowledge of user requirements (c) Knowledge of marker forces. 7.3

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#### 7.4 APPENDIX A: LOCAL PURCHASE ORDER (LPO) – CUEA/DVC FIN/PRC/01/fm 03

	THE CATHOLIC UNIVERS A. M. E. C. E. A PURCHASE ORDER	LPO NO This Ord	P.O. 0020 Telep Wire Tel/I Ema 0	Box 621 0 Nairo 0 hone: 8 less: 0 7ax: 254 11: procu 615 r must be	57, bi - Ke 89160 20 25 -20-8 uremen	enya 01-6 25811-5 891084 nt@cuea.edu	1	
ro:		on all De Correspo		es, Invoi	ces an	d		
		EXPECT	ED DELI	ERY D	ATE			
	ply the following goods/services:	REQUIS	ITION NC				<u><u></u></u>	
NO.	ITEM DESCRIPTION	QTY	UNIT OF			TOTAL AMO	1	
NO.			ISSUE	KSHS.	CTS.	KSHS.	CTS.	
				-				
						1		
					1			
		CHARC	GED TO: /	VC NO				
PREPARED	Y : PROCUREMENT OFFICER NAME		SIG	iN		DATE		
AUTHORISE	BY: 1. FINANCIAL ADMINISTRATOR NAME		SIC	iN		. DATE		
	2. DVC's/VC NAME		SIG	in		. DATE		
date of issu 2. Supply of G Partial deliv	DISTRIBUTION: 1. Original (White) = Supplier, 2. Duplicate (Green (Terms and Conditions) od: Orders must be executed within the specified period. Th e. After 90 days orders will be treated as automatically cano cods and Services MUST be accompanied by Delivery Not ey is not acceptable. Il be effected within 30 days AFTER receipt of Invoice.	his LPO is vali celled without	d for 90 day any further	s from the notice.	CU	Quadruplicate (Blue) EA/DVC ADM/PRO		
vision	02						Date	 10 <sup>th</sup> Dec 20