


# The Catholic University of Eastern Africa

TITLE	AUTHOR
<b>PROCEDURE FOR PURCHASING THROUGH SELECTIVE TENDERING CUEA/DVC ADM/PRC/02</b>	<b>SUPPLY CHAIN OFFICER</b>
	NO. OF APPENDICES:
	<b>ONE</b>
<b>AUTHORIZATION</b> This Standard Operating Procedure is issued under the authority of:	
<b>TITLE</b>	<b>DEPUTY VICE CHANCELLOR ADMINISTRATION FINANCE AND PLANNING</b>
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<b>DATE</b>	<b>10 December 2018</b>
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<b>NOTE:</b> 1. Write amendments on the page provided (Clause 0.2) 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 (dd-mm-yy)	Details of Changes		Authorization
		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)	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	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	Stock-outs	Incorrect specifications	1	3	3	Low	
2	Uncertainty 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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### 7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

- (a) Trained Supply Chain personnel
- (b) Knowledge of user requirements
- (c) Knowledge of market forces.

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



**THE CATHOLIC UNIVERSITY OF EASTERN AFRICA**

**A. M. E. C. E. A**

P.O. Box 62157,  
00200 Nairobi - Kenya  
Telephone: 8891601-6  
Wireless: 020 2525811-5  
Tel/Fax: 254-20-8891084  
Email: procurement@cuea.edu

**LOCAL PURCHASE ORDER**

TO: \_\_\_\_\_

**LPO NO** **06151**

This Order number must be quoted on all Delivery Notes, Invoices and Correspondence.

EXPECTED DELIVERY DATE .....

Please Supply the following goods/services:

REQUISITION NO .....

ITEM NO.	ITEM DESCRIPTION	QTY	UNIT OF ISSUE	UNIT PRICE		TOTAL AMOUNT	
				KSHS.	CTS.	KSHS.	CTS.

CHARGED TO: A/C NO \_\_\_\_\_

PREPARED BY : PROCUREMENT OFFICER NAME ..... SIGN ..... DATE .....

AUTHORISED BY: 1. FINANCIAL ADMINISTRATOR NAME ..... SIGN ..... DATE .....

2. DVC's/VC NAME ..... SIGN ..... DATE .....

DISTRIBUTION: 1. Original (White) = Supplier, 2. Duplicate (Green) = Accounts Office, 3. Triplicate (Yellow) = Stores/Users, 4. Quadruplicate (Blue) = Book Copy

**(Terms and Conditions)**

CUEA/DVC ADM/PRC/01/fm 03

- Validity period: Orders must be executed within the specified period. This LPO is valid for 90 days from the date of issue. After 90 days orders will be treated as automatically cancelled without any further notice.
- Supply of Goods and Services MUST be accompanied by Delivery Note and Invoice(s)  
Partial delivery is not acceptable.
- Payment will be effected within 30 days AFTER receipt of Invoice.

ISO 9001:2008 CERTIFIED



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