




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR RE-EVALUATION OF SUPPLIERS (SUPPLIER PERFORMANCE MANAGEMENT) CUEA/DVC FIN/PRC/05	PROCUREMENT OFFICER
	NO. OF APPENDICES:
	ONE A
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR FINANCE
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DATE	
ISSUE DATE	
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NOTE: <ol style="list-style-type: none"> 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Procurement Office's and the Deputy Vice Chancellor's Finance Office. 	

Revision	00		Date	2 May 2014
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0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
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0.3 Distribution / Circulation

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


1.0 PURPOSE

To provide guidelines on how the process of re-evaluation of suppliers is carried out in the University to measure the performance of existing suppliers / service providers.

2.0 SCOPE

The procedure applies to the procedure for re-qualification of suppliers is carried out within The Catholic University of Eastern Africa.

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3.0 REFERENCES

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

4.0 TERMS AND DEFINITIONS

4.1 Abbreviations

CUEA	-	The Catholic University of Eastern Africa
DVC/FIN	-	Deputy Vice Chancellor, Finance
HOD	-	Head of Department
PO	-	Procurement Officer

4.2 Definition of Terms

4.2.3 *Contractor:* The person who enters into procurement contract with the University.

4.2.5 *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.

4.2.7 *Procurement:* Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.


4.2.9 *Services:* Any object of procurement other than works and goods.

4.2.11 *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.

4.2.12 *Supplier:* A person under contract with the University to supply goods, works or services.

4.2.17 *User Department:* Means the Department which initiates procuring proceedings.

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4.2.18 *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.

5.0 PRINCIPLE RESPONSIBILITIES

The Procurement Officer has the full responsibility to ensure that this procedures is adhered to effectively.


6.0 METHOD

- 6.1 After the completion of the prequalification of suppliers, the Procurement Officer shall inform all users / store keepers on the need to monitor the performance of the selected suppliers for the financial year / Period specified.
- 6.2 Towards the end for every financial year, the Procurement Officer shall conduct a review and appraisal of suppliers' performance guided by the criteria set out in this procedure" Re-evaluation / Supplier Performance (CUEA/DVC FIN/PRC/05 fm 01).
- 6.3 Towards the end of each prequalification period, the Procurement Officer shall prepare a report with recommendation and forward it to the Procurement Committee for approval to disqualify and delete the suppliers with poor performance from the list of prequalified suppliers. The PO shall also seek approval to retain the well performing suppliers for the next pre-qualification period.
- 6.4 The Procurement Officer shall notify the disqualified suppliers in writing.

7.0 APPENDICES

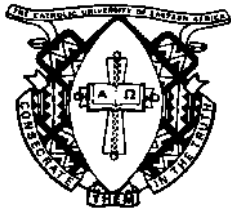
- 7.1 Appendix A: Supplier Re-evaluation Form – CUEA/DVC FIN/PRC/05 fm 01

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7.1 APPENDIX A: SUPPLIER RE-EVALUATION FORM

Appendix A: Supplier Re-Evaluation Form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

Procurement Department

SUPPLIER RE-EVALUATION FORM

P.O. Box 62157
Nairobi - KENYA
Telephone: 8891601-6
Fax: 254-20-8891084

Supplier's Name..... Date.....

PART A: To be filled by the user/Stores

1. Instructions: indicate your rating by apportioning marks accordingly.

No.	CRITERIA	Full Score (100%)	Marks Awarded
a.	Quality of goods delivered or services rendered	25	
b.	Timely delivery	25	
c.	Frequent partial delivery	25	
d.	Frequent change of price	25	
Totals		100	
Minimum score/pass mark		60	


2. What is your overall rating of the services provided by this supplier?

Very Good **Good** **Fair** **Poor**

3. Are you happy with the services of this supplier? **Yes** **No**

If NO give reasons.....
.....
.....
.....

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Give areas you would like the supplier to improve on:

- (i).
- (ii).
- (iii).

4. Any other comment:

.....

 sign:.....
stamp:.....

PART B: For Official use only:

Total marks awarded:

.....

Action taken:

.....

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