




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR REQUEST FOR QUOTATIONS CUEA/DVC FIN/PRC/01	PROCUREMENT OFFICER
	NO. OF APPENDICES:
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR FINANCE
SIGNATURE	
DATE	
ISSUE DATE	
STAMP CONTROLLED / UNCONTROLLED	
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. 	

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0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Content

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0.2 Record of Changes

No.	Date (dd-mm-yy)	Details of Changes		Authorization
		Page	Clause/subclause	Title
1.	20/05/2011	1-20	Procedure No (CUEA/DVC ADM/PRC/01)	PO
2.	20/05/2011	6	6.0, 6.1	PO
3.	20/05/2011	8	6.1, 6.2.1-6.2.2	PO
4.	20/05/2011	14	6.5	PO
5.	27/07/2011	14	6.5	PO
6.	06/02/2012		Review of the procedure to reflect DVC Finance	PO
7.	23/03/2012	9-10	Review of procedure on Pre-qualification Re-evaluation	PO
8.	07/02/2013	12,14	7.0 Addition of a column on unit of issue in general requisition and computer & related items forms	PO
9.	24/04/2014	6-22	6.0 Method – Review to remove cl. 6.1, to make cls 6.2 – 6.6 into individual procedures	PO


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 request for quotation process is carried out to ensure the University obtains quality goods / services at competitive prices.

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2.0 SCOPE

The procedure applies to the process of request for quotations 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 TERMS AND DEFINITIONS


4.1 Abbreviations

BQs	-	Bills of Quantities
CUEA	-	The Catholic University of Eastern Africa
DVC/FIN	-	Deputy Vice Chancellor, Finance
HOD	-	Head of Department
LPO	-	Local Purchase Order
PO	-	Procurement Officer
PRN	-	Purchase Requisition Note
VC	-	Vice Chancellor

4.2 Definition of Terms

- 4.2.1 *Candidate*: A potential supplier who is invited to take part in the University's procurement pre-qualification process.
- 4.2.2 *Contractor*: The person who enters into procurement contract with the University.
- 4.2.3 *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.
- 4.2.4 *Procurement*: Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.
- 4.2.5 *Procurement cycle*: Means the process that begins with initiation of an individual requirement to when goods or services have been delivered and accepted.

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

4.2.7 *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.

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

4.2.9 *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.

4.2.10 *Tenderer*: Means a person submitting a tender.

4.2.11 *Tender Document*: The document provided by the University to tenderers as a basis for preparation of their tenders/bids.

4.2.12 *Tender Opening Date*: A date and time designated by the University for the opening of tenders.

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

4.2.14 *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.

4.2.15 *Requisition Form*: It is a form that one fills to ask for goods / services from the stores.


5.0 PRINCIPLE RESPONSIBILITIES

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

6.0 METHOD

6.1 The PO receives a duly completed and approved General Requisition Form or ICT Requisition Form (CUEA/DVC FIN/PRC/01 fm01 & 02).

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- 6.1.1 If the specifications are not satisfactory, the General Requisition Form or ICT Requisition Form is returned to the user with comments; or
- 6.1.2 If the specifications are satisfactory, the PO floats (invites) quotations from the shortlisted suppliers within 5 working days and ensures that the quotations are submitted back on or before the closing date as specified in the Request for Quotation Form (CUEA/DVC FIN/PRC/01 fm 04)
- 6.2 The Procurement Committee opens the submitted quotations, deliberates and awards following criteria (CUEA/DVC FIN/PRC/01/ L 01).


~~The Procurement Committee is guided by the following parameters/criteria to award/reject suppliers quotations: quality, price, suppliers capability, availability of items/stocks and availability of funds (Budgets).~~

- 6.2.1 The Procurement Officer analyses the quotations within 5 working days and submits them back to the Procurement Committee for adjudication / awarding; or
- 6.2.2 For urgent and easy to analyze quotations a decision is made immediately and the PO creates an LPO (CUEA/DVC FIN/PRC/01 fm 03) which shall be approved within 2 working days.
- 6.3 The Procurement Committee awards as follows:
- 6.3.1 If awarded the approved quotations are sent to the PO for issuance of the LPO to the successful supplier(s) within 2 to 4 working days. The LPO specifies the delivery time / delivery schedule. Lead time depends on availability of stocks as per the supplier's advice. Goods available ex-stock, the lead time shall be 5 working days; or
- 6.3.2 If rejected, the quotations are set to the PO who advises the User accordingly.

7.0 APPENDICES

- 7.1 Appendix A: General Requisition Form – CUEA/DVC FIN/PRC/01/fm 01
- 7.2 Appendix B: ICT Requisition Form – CUEA/DVC FIN/PRC/01/fm 02
- 7.3 Appendix C: Local Purchase Order (LPO) – CUEA/DVC FIN/PRC/01/fm 03


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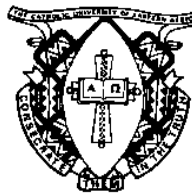
7.4 Appendix D: Request for Quotations Form – CUEA/DVC FIN/PRC/01/fm 04

7.5 Appendix E: Criteria for Accepting / Rejecting Supplier Quotations

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7.1 APPENDIX A: GENERAL REQUISITION FORM – CUEA/DVC FIN/PRC/01/fm 01



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

**P.O. Box 62157
Nairobi - KENYA
Telephone: 2525811-6
Fax: 254-20-8891084
E-Mail: procurement@cuea.edu**

GENERAL REQUISITION

NAME OF DEPARTMENT:

Requisitioned by : Name..... Sign: Date:

Signed by HOD/Dean: Name: Sign: Date:

The department requires the following items/materials:

S. No.	ITEM DESCRIPTION	Qty	Unit Of Issue	Unit Price (Kshs.)	Amount	
					Kshs.	Cts.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						

Account Vote to be charged:


I confirm that there are funds to purchase the above items/materials.

Signed: Budgeting & Reporting Officer: Name: Sign: Date:

Signed: Financial Administrator : Name..... Sign: Date:

Approved/Not approved: Vice Chancellor/DVCs: Signature: Date:

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7.2 APPENDIX B: ICT REQUISITION FORM – CUEA/DVC FIN/PRC/01/fm 02



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

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

REQUISITION FORM FOR COMPUTERS AND ICT RELATED ITEMS

NAME OF DEPARTMENT:

Requisitioned by : Name: Sign: Date:

Signed by HOD/Dean: Name: Sign: Date:

The department requires the following items/materials:

S. No.	ITEM DESCRIPTION	Qty	Unit Of Issue	Unit Price (Kshs.)	Amount	
					Kshs.	Cts.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Account/Vote to be charged:

I certify that the above items/materials and the specifications are consistent with the university needs and priorities.

Signed: ICT Manager: Name: Sign: Date:


I confirm that there are funds to purchase the above items/materials.

Signed: Budgeting & Reporting Officer: Name..... Sign: Date:

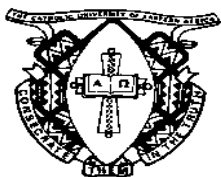
Signed: Financial Administrator: Name..... Sign: Date:

Approved/Not approved: Vice Chancellor/DVCs: Signature..... Date:

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7.4 APPENDIX D: REQUEST FOR QUOTATIONS FORM – CUEA/DVC FIN/PRC/01/fm 04



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A

REQUEST FOR QUOTATION

**P.O. Box 62157
Nairobi - KENYA
Telephone: 891601-6
Fax: 254-20-891084
Email: procurement@cuea.edu**

QUOTATION NO. CUEA/PROC/001/2013-2014

Suppliers Name, Address and Tel. No./Fax No.

Date:

Closing Date:

Closing Time:

COMPANY'S NAME

P.O Box

NAIROBI

Tel:

You are invited to submit quotation for the materials/services, etc listed below. Please note:-

- (a) This is not an official order.
- (b) Unit Price i.e. price per item **must include VAT** where applicable.
- (c) Your quotation should include all taxes and delivery costs to The Catholic University of Eastern Africa.
- (d) Original Quotation in a plain sealed envelope and **clearly marked the quotation number on top** Left Hand side, must be dropped in our **Quotation Box** on or before the closing date indicated above.

Authorized by: -----


Procurement officer.

To be completed by the Supplier:

S. No	Item Description	Unit of Issue	Qty Req	Unit Price (Ksh)	Remarks
1.					
2.					
3.					
4.					
5.					
Include 16% VAT if applicable					

Supplier's Signature and Rubber Stamp----- Date -----

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7.5 APPENDIX E: CRITERIA FOR AWARDING / REJECTING SUPPLIER QUOTATION – CUEA/DVC FIN/PRC/01/L 01



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CRITERIA FOR AWARDING / REJECTING SUPPLIER QUOTATION

The Procurement Committee is guided by the following parameters/criteria to award/reject suppliers quotations:

1. Quality;
2. Price;
3. Suppliers capability;
4. Availability of items/stocks ; and
5. Availability of funds (Budgets).

CUEA/DVC FIN/PRC/01/L 01

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