




The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR PRE-QUALIFICATION OF SUPPLIERS CUEA/DVC FIN/PRC/04	PROCUREMENT OFFICER
	NO. OF APPENDICES:
	TWO (A & B)
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR FINANCE
SIGNATURE	
DATE	
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Revision	00		Date	2 May 2014
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	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 2 of 7

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Content

0.	CONTENTS AND RECORD OF CHANGES	2
1.0	PURPOSE	2
3.0	TERMS AND DEFINITIONS.....	3
4.0	REFERENCES	3
5.0	RESPONSIBILITIES	4
6.0	METHOD	4
7.0	APPENDICES	5

0.2 Record of Changes

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1.				
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4.				
5.				
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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 pre-qualification of suppliers process is carried out to ensure the University obtains credible supplier base.

2.0 SCOPE

The procedure applies to the process of pre-qualification of suppliers carried out within The Catholic University of Eastern Africa.

Revision	00		Date	2 May 2014
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	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 3 of 7

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
- PO - Procurement Officer

4.2 Definition of Terms

- 4.2.2 *Candidate*: A potential supplier who is invited to take part in the University's procurement pre-qualification process.
- 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.
- 4.2.6 *Pre-qualifications*: Means the procedure of identifying qualified persons/individuals or contractors for consideration to participate in tenders and/ or quotations.
- 4.2.7 *Procurement*: Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.
- 4.2.8 *Procurement cycle*: Means the process that begins with initiation of an individual requirement to when goods or services have been delivered and accepted.
- 4.2.9 *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.

Revision	00		Date	2 May 2014
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	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 4 of 7

4.2.13 *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.

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

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

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

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

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 procedure is adhered to effectively.

6.0 METHOD

6.1 The PO consolidates categories of items / services needed for use by the University in the next financial year by the last quarter of the preceding financial year.


6.2 The PO shall present the list of categorized items to the Procurement Committee for approval:

6.2.1 If approved, the PO shall prepare a prequalification advertisement to appear in the local newspaper. The advertisement is valid for at least 21 working days; or

6.2.2 If not approved it shall be referred back to the PO with comments / advice.

6.3 The Procurement Committee shall open the prequalification documents immediately after the closing date.

Revision	00		Date	2 May 2014
----------	----	--	------	------------

	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 5 of 7

6.4 The PO shall sort the opened prequalification documents and present them to the procurement committee for evaluation.

6.5 The Procurement Committee shall carry out an evaluation exercise to identify and select suitable suppliers / service providers using the Criteria for Selection of New Suppliers (CUEA/DVC FIN/PRC/04/L 01).

~~6.6 The Procurement Committee shall use the following criteria (parameters) in the selection of new suppliers:~~

- ~~a) Legal Registration~~
- ~~b) Financial Stability~~
- ~~c) Experience~~
- ~~d) List of Clientele~~

6.6 The Committee shall determine the total number of points / marks for each criteria (clause 6.5) and award marks accordingly.

6.7 The Committee shall determine the cut off points / marks in each category as per criteria used in 6.5 and decide / select the suppliers accordingly. Minutes of the Procurement Committee during the evaluation and selection of suppliers shall be comprehensively documented and maintained.

6.8 The PO shall prepare letters of both successful and unsuccessful suppliers as per the results of clause 6.7 above and forward it to the DVC FIN to notify the suppliers. The PO shall prepare a supplier register of the successful list of tenderers (suppliers).


6.9 Supplier who have applied to become part of CUEA suppliers but did not take part in the prequalification of suppliers of they are not in the Suppliers Register, shall be evaluated as per the criteria in clause 6.5 and the Procedure of Prequalification of Suppliers (CUEA/DVC FIN/PRC/04) shall be followed.

7.0 APPENDICES

7.1 Appendix A: Supplier Register (CUEA/DVC FIN/PRC/2013-2015)


7.2 Appendix B: Criteria for Selection of New Suppliers (CUEA/DVC FIN/PRC/04/L 01)

Revision	00		Date	2 May 2014
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	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 6 of 7

(Appendix A Missing)

Revision	00		Date	2 May 2014
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	Standard Operating Procedure	CUEA/DVC FIN/PRC/04
Title	Procedure for Pre-Qualification of Suppliers	Page 7 of 7

**7.2 APPENDIX B: CRITERIA FOR SELECTION OF NEW SUPPLIERS
– CUEA/DVC FIN/PRC/04/L 01**



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CRITERIA FOR SELECTION OF NEW SUPPLIERS

The following is the Criteria (Parameters) to be use by the Procurement Committee to select New Suppliers:

- (a) Legal Registration
- (b) Financial Stability
- (c) Experience
- (d) List of Clientele

CUEA/DVC FIN/PRC/04/L 01

Revision	00		Date	2 May 2014
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