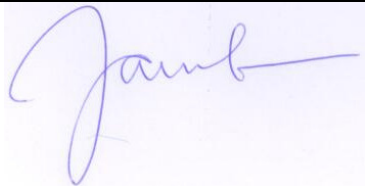



The Catholic University of Eastern Africa

TITLE	AUTHOR
PROCEDURE FOR RE-EVALUATION OF SUPPLIERS (SUPPLIER PERFORMANCE MANAGEMENT) CUEA/DVC ADM/PRC/05	SUPPLY CHAIN OFFICER
	NO. OF APPENDICES:
	FOUR (4) 7.1 – 7.4
AUTHORIZATION This Standard Operating Procedure is issued under the authority of:	
TITLE	DEPUTY VICE CHANCELLOR ADMINISTRATION, FINANCE & PLANNING
SIGNATURE	
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NOTE: 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.	

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0. CONTENTS AND RECORD OF CHANGES

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0.2 Record of Changes

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


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 and service providers.

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2.0 SCOPE

The procedure applies to the procedure for re-evaluation of suppliers is 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

CUEA	-	The Catholic University of Eastern Africa
DVC/AFP	-	Deputy Vice Chancellor, Administration & Finance
HOD	-	Head of Department
SCO	-	Supply Chain Officer

4.2 Definition of Terms

- 4.2.1 *Contractor:* The person who enters into procurement contract with the University.
- 4.2.2 *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.
- 4.2.3 *Procurement:* Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.
- 4.2.4 *Services:* Any object of procurement other than works and goods.
- 4.2.5 *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.

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

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

4.2.8 *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 PRINCIPAL RESPONSIBILITIES

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

6.0 METHOD


6.1 After the completion of the prequalification of suppliers, the Supply Chain 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 Supply Chain 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 AFP/PRC/05 fm 01).

6.3 Towards the end of each prequalification period, the Supply Chain 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 SCO shall also seek approval to retain the well performing suppliers for the next pre-qualification period.

6.4 The Supply Chain Officer shall notify the disqualified suppliers in writing.

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7.0 APPENDICES

7.1 CONTEXT


7.1.1 External / Internal Factors

(a)	External Factors	Identified Risk / Opportunity
(i)	Economic inflation	Fluctuation in prices
(ii)	Suppliers statutory obligations	Not registered/not met
(iii)	International relations	Business insecurity
(b)	Internal Factors	Identified Risk / Opportunity
(i)	Internal restructuring	Random changes in the process
(ii)	Quality goods	Poor quality goods
(iii)		

7.1.2 Relevant Interested Parties

	Party	Needs and Expectations
(i)	Suppliers	Prompt clearance.
(ii)	Procuring entity	Reliable suppliers.
(iii)	Government regulatory bodies	Compliance.


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7.2 RISK ANALYSIS AND CONTROL

No	Risk	Cause	Risk Assessment			Risk Level	Control / Treatment
			Likelihood	Impact	Likelihood / Impact		
1	Fluctuation in prices	Economic inflation	3	2	6	Medium	Proper tendering process
2	Unregistered business	Uncompliant suppliers	1	3	3	Low	Proper tendering process
3	Business insecurity	Weak business relations	2	3	6	Medium	Timely communication
4	Changes in internal process	Internal restructuring	2	2	4	Medium	follow procedure
5	Low quality goods	Failure to follow specifications	2	3	6	Medium	Proper tendering process

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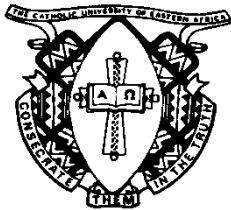
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7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

- (a) Trained supply chain personnel.
- (b) Knowledge of user requirements.
- (c) Knowledge of the market.

7.4 SUPPLIER RE-EVALUATION FORM

THE CATHOLIC UNIVERSITY OF EASTERN AFRICA



A. M. E. C. E. A

Supply Chain 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	

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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.....

.....

.....

.....

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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