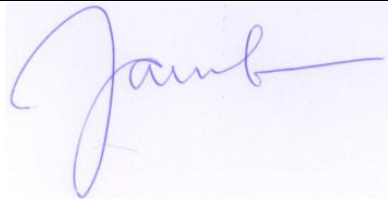



The Catholic University of Eastern Africa

| TITLE | AUTHOR |
|---|--|
| PROCEDURE FOR REQUEST FOR QUOTATIONS CUEA/DVC ADM/PRC/01 | SUPPLY CHAIN OFFICER |
| | NO. OF APPENDICES: |
| | THREE (3) 7.1 – 7.3 |
| AUTHORIZATION This Standard Operating Procedure is issued under the authority of: | |
| TITLE | DEPUTY VICE CHANCELLOR ADMINISTRATION FINANCE AND PLANNING |
| SIGNATURE |  |
| DATE | 10 December 2018 |
| ISSUE DATE | 10 December 2018 |
| STAMP CONTROLLED / UNCONTROLLED | CONTROLLED |
| NOTE: <ol style="list-style-type: none"> Write amendments on the page provided (Clause 0.2) Controlled copies of this document will be in the Supply Chain Officer's and the office Deputy Vice Chancellor Administration Finance and Planning | |

| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|

| | | |
|---|---|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | CUEA/DVC AFP/PRC/01 |
| Title | Procedure for Request for Quotations | Page 2 of 12 |

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

| | | |
|-------|--|---|
| 0. | Contents and Record of Changes..... | 2 |
| 1.0 | Purpose..... | 2 |
| 2.0 | Scope..... | 3 |
| 3.0 | References..... | 3 |
| 4.0 | Definition of Terms..... | 3 |
| 5.0 | Principal Responsibilities..... | 4 |
| 6.0 | Method..... | 4 |
| 7.0 | Appendices..... | 6 |
| 7.1 | Context..... | 6 |
| 7.1.1 | External / Internal Factors..... | 6 |
| 7.1.2 | Relevant Interested Parties..... | 6 |
| 7.2 | Risk Analysis and Control..... | 7 |
| 7.3 | Required Organizational Knowledge..... | 8 |

0.2 Record of Changes

| No. | Date | Details of Changes | | Authorization |
|-----|-------------------|--------------------|------------------------------|---------------|
| | <i>(dd-mm-yy)</i> | <i>Page</i> | <i>Clause/subclause</i> | <i>Title</i> |
| | 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 give guidelines on how the request for quotation process is carried out to ensure the University obtains quality goods and services at competitive prices.

| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|

| | | |
|---|---|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | CUEA/DVC AFP/PRC/01 |
| Title | Procedure for Request for Quotations | Page 2 of 12 |

2.0 SCOPE

The procedure applies to the process of request for quotations (RFQ) 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 and 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 *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.

| | | | | |
|----------|-----------|--|------|--------------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|-----------|--|------|--------------------|

| | | |
|---|--|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | <p>CUEA/DVC AFP/PRC/01</p> |
| <p>Title</p> | <p>Procedure for Request for Quotations</p> | <p>Page 2 of 12</p> |

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.

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 PRINCIPAL RESPONSIBILITIES

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


6.0 METHOD

| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|

| | | |
|---|---|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | CUEA/DVC AFP/PRC/01 |
| Title | Procedure for Request for Quotations | Page 2 of 12 |

- 6.1 The SCO receives a duly completed and approved General Requisition Form or ICT Requisition Form (CUEA/DVC AFP/PRC/01 fm01 & 02).
- 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 SCO 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 AFP/PRC/01 fm 04)
- 6.2 The Procurement Committee opens the submitted quotations, deliberates and awards following criteria (CUEA/DVC AFP/PRC/01/ L 01).
- 6.2.1 The Supply Chain 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 SCO creates an LPO (CUEA/DVC AFP/PRC/01 fm03) 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 SCO 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 sent to the SCO who advises the User accordingly.

| | | | | |
|----------|-----------|--|------|--------------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|-----------|--|------|--------------------|

| | | |
|---|---|--------------------------------|
|  | Standard Operating Procedure | CUEA/DVC AFP/PRC/01 |
| Title | Procedure for Request for Quotations | Page 6 of 12 |

7.0 APPENDICES

- 7.1 Appendix A: General Requisition Form – CUEA/DVC AFP/PRC/01/fm 01
- 7.2 Appendix B: ICT Requisition Form – CUEA/DVC AFP/PRC/01/fm 02
- 7.3 Appendix C: Local Purchase Order (LPO) – CUEA/DVC AFP/PRC/01/fm 03
- 7.4 Appendix D: Request for Quotations Form – CUEA/DVC AFP/PRC/01/fm 04
- 7.5 Appendix E: Criteria for Accepting / Rejecting Supplier Quotations

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) | Incorrect 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 |


| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|

| | | |
|---|--|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | <p>CUEA/DVC AFP/PRC/01</p> |
| <p>Title</p> | <p>Procedure for Request for Quotations</p> | <p>Page 6 of 12</p> |

7.2 RISK ANALYSIS AND CONTROL

| No | Risk | Cause | Risk Assessment | | | Risk Level | Control / Treatment |
|----|---------------------------|-------------------------|-----------------|--------|---------------------|------------|-----------------------|
| | | | Likelihood | Impact | Likelihood / Impact | | |
| 1 | Stockouts | Unavailability of goods | 1 | 3 | 3 | Low | Check re-order levels |
| 2 | Uncertainty of purchasing | Price fluctuations | 2 | 3 | 3 | Low | Market surveys |
| 3 | Longer lead times | Unavailability of goods | 2 | 3 | 6 | Medium | Improve relationships |
| | | | 2 | 3 | 6 | Medium | |
| | | | 2 | 2 | 4 | Medium | |
| | | | 1 | 3 | 3 | Low | |
| | | | | | | | |
| | | | | | | | |

| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|

| | | |
|---|--|--------------------------------|
|  | <h2>Standard Operating Procedure</h2> | <p>CUEA/DVC AFP/PRC/01</p> |
| <p>Title</p> | <p>Procedure for Request for Quotations</p> | <p>Page 6 of 12</p> |

7.3 REQUIRED ORGANIZATIONAL KNOWLEDGE

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

| | | | | |
|----------|----|--|------|-------------|
| Revision | 02 | | Date | 10 Dec 2018 |
|----------|----|--|------|-------------|