



SEKU/MR/OP/63: PROCEDURE FOR PROCUREMENT OF GOODS, SERVICES AND WORKS

AUTHORIZATION:	
This procedure has been issued under the authority of: MR	
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ISSUE NO	03
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Controlled issue of this procedure will be final in case of dispute	
UNIVERSITY	CORPORATE

1.0 PURPOSE

This procedure will facilitate the coordination of the ISO QMS certification process in the University.

2.0 SCOPE

This procedure shall apply to all plans and activities culminating in the University acquiring the ISO 9001:2008 certification.

3.0 REFERENCES

- i. South Eastern Kenya University ISO quality policy statement
- ii. SEKU ISO quality manual
- iii. ISO 9001:2008 standard
- iv. PC Secretariat & ISO guidelines on ISO QMS certification³.
- v. The Public Procurement and Disposal Act 2005 & Regulations
- vi. Public Procurement and Disposal General Manual

4.0 ABBREVIATIONS AND DEFINITIONS

- i. **Coordination:** Action taken to plan and carry out the activities by the various University operating units leading to the University obtaining ISO 9001:2008 certification.
- ii. **DVC, CS** - The Deputy Vice Chancellor Corporate Services.
- iii. **SQ&PM** – Strategy, Quality and Performance Management
- iv. **ISO QMS** – ISO Quality Management System
- v. **ISO 9001:2008 standard** – Standard established, and globally applicable and recognized, by the International Standards Organization, on quality management by all institutions whether public or private, and regardless of their nature of business or size of operation.
- vi. **MR** - Management Representative
- vii. **Open Tender:** This is a tender placed in the newspapers in which any company with the capability to supply the items /provide the service is invited to submit their bid.
- viii. **Bid:** Price offer
- ix. **Public Auction:** Sale to the highest bidder at the fall of the hammer
- x. **LPO** : Local Purchase Order

- xi. **LSO** : Local Service Order
- xii. **MRN**: Material Requisition Note
- xiii. **AIE** : Authority to Incur Expenditure

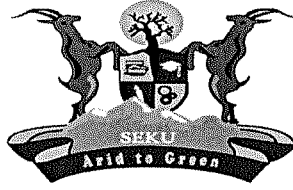
5.0 RESPONSIBILITIES

The Head of Procurement office shall be responsible for the effective implementation of this procedure.

6.0 Procedure details

- 6.1 Procurement Officer shall request for and receive procurement plans from the user Departments /sections. The Procurement Officer shall then prepare a consolidated annual procurement plan for the University.
- 6.2 The consolidated annual procurement plan shall be realigned with the approved University annual budget and approved by the Management.
- 6.3 The User Department in consultation with their Departmental procurement plan shall raise a requisition to the Deputy Vice Chancellor (Corporate Services) for approval.
- 6.4 The Procurement Officer shall advertise, send out request for proposals or float quotations (SEKU/FPD/PROC/RFQ – 001) to the eligible firms.
- 6.5 The firms shall submit their requests for proposals, quotations or tenders for evaluation.
- 6.6 The evaluation report shall be presented to the Tender committee for approval for purchases exceeding KES. 1,000,000.00 and to the Procurement Committee for purchases below KES. 1,000, 000.00
- 6.7 User Departments shall prepare PRN and an AIE which shall be forwarded to Budgetary Control section (Finance) for commitment in vote book.
- 6.8 Once the approval has been granted by the VC or DVC - CS, Procurement Department shall issue an LPO/LSO (SEKU/VC/AUDIT/LPO/003) to the supplier identified and the supplier.
- 6.9 The goods will be delivered in the store where the user department's representative and the stores officer will Inspect & Accept/reject the goods. If rejected goods shall be returned to the supplier.

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- 6.10 If accepted, the Storekeeper shall receive the goods accompanied with a delivery note and an invoice and shall then raise a goods received note (GRN) (SEKU/VC/AUDIT/GRN – 001) and forward to the procurement office for payment processing.
 - 6.11 In case of a service, the service will be delivered direct to the user department.
 - 6.12 The goods will then be kept in the store by the store keeper for safe custody awaiting user departments to request for them.
 - 6.13 The user department/stores officer will organize the mode of delivery to the end user. The University uses Material Requisition Note (IRN) SEKU/VC/AUDIT/IRN/007
 - 6.14 For services the user department will write a certificate of completion to confirm that work has been successfully delivered.
 - 6.15 Procurement Department after being satisfied that services have been rendered or goods have been delivered will forward the necessary documents to the Finance officer for payment.
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SOUTH EASTERN KENYA UNIVERSITY

SEKU/MR/OP/064: PROCEDURE FOR DISPOSAL OF IDLE ASSETS

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2.0 SCOPE

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3.0 REFERENCES

- vii. South Eastern Kenya University ISO quality policy statement
- viii. SEKU ISO quality manual
- ix. ISO 9001:2008 standard
- x. PC Secretariat & ISO guidelines on ISO QMS certification³.
- xi. The Public Procurement and Disposal Act 2005 & Regulations
- xii. Public Procurement and Disposal General Manual

4.0 ABBREVIATIONS AND DEFINITIONS

- xiv. **Coordination:** Action taken to plan and carry out the activities by the various University operating units leading to the University obtaining ISO 9001:2008 certification.
- xv. **DVC, CS** - The Deputy Vice Chancellor in charge of Corporate Services
- xvi. **SQ&PM** – Strategy, Quality and Performance Management
- xvii. **ISO QMS** – ISO Quality Management System
- xviii. **ISO 9001:2008 standard** – Standard established, and globally applicable and recognized, by the International Standards Organization, on quality management by all institutions whether public or private, and regardless of their nature of business or size of operation.
- xix. **MR** - Management Representative
- xx. **Open Tender:** This is a tender placed in the newspapers in which any company with the capability to supply the items /provide the service is invited to submit their bid.
- xxi. **Bid:** Price offer
- xxii. **Public Auction:** Sale to the highest bidder at the fall of the hammer
- xxiii. **LPO** : Local Purchase Order
- xxiv. **LSO** : Local Service Order
- xxv. **MRN:** Material Requisition Note
- xxvi. **AIE** : Authority to Incur Expenditure

5.0 RESPONSIBILITIES


The Procurement Officer is responsible for the adequate preparation and implementation of this procedure.

6.0 PROCEDURE DETAILS

- 6.1 The user Departments shall, in conjunction with the stores clerk identify the obsolete/Unserviceable/surplus Stock/Idle assets that requires disposal.
- 6.2 The heads of Departments shall forward the list of obsolete/ Unserviceable/ surplus Stock/Idle assets to the disposal committee
- 6.3 The disposal committee in conjunction with the heads of Departments shall review the list and identify the value of assets which require disposal.
- 6.4 The disposal committee shall segregate the obsolete/ Unserviceable/surplus Stock/Idle assets
- 6.5 The disposal committee shall approve/disapprove the assets to be disposed.
- 6.6 The disposal committee shall determine the disposal method most appropriate for each item (either by sale by open tender, public auction, transfer to another public entity, trade-in, dumping, burning or burying)
- 6.7 Publication and advertising of the items for disposal shall be done either through the media, electronic or tender bids for eligible bidders to participate.
- 6.8 Bids shall be received, opened, evaluated and awarded to the bidder with the best Offer.



SEKU/MR/OP/065: PROCEDURE FOR STORES

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- v. The Public Procurement and Disposal Act 2005 & Regulations
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- ii. **DVC, CS** - The Deputy Vice Chancellor in charge of Corporate Services.
- iii. **SQ&PM** – Strategy, Quality and Performance Management
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- vi. **MR** - Management Representative
- vii. **Open Tender:** This is a tender placed in the newspapers in which any company with the capability to supply the items /provide the service is invited to submit their bid.
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- xii. **MRN:** Material Requisition Note
- xiii. **AIE :** Authority to Incur Expenditure

5.0 RESPONSIBILITIES

The Procurement Officer is responsible for the adequate preparation and implementation of this procedure.

6.0 PROCEDURE DETAILS

6.1. Receipt of materials

6.1.1. The supplier shall deliver the items at the central stores/catering stores accompanied by the delivery note and the invoice.

6.1.2. Materials are inspected & accepted/rejected.

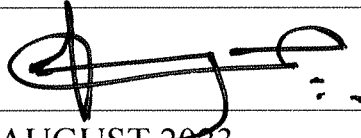
6.2. Disbursement of materials

6.2.1. The user Department shall raise a duly filled MRN (SEKU/VC/PROC/F - 005) and forward it to the store keeper.

6.2.2. The store keeper shall check the availability of the materials requested; if available, the store keeper shall issue the materials as requested and record in the stores ledger.



SEKU/MR/OP/071: PROCEDURE FOR SUPPLIER APPRAISAL & RATING

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UNIVERSITY	CORPORATE

1.0 PURPOSE

The purpose of this procedure is to ensure effective and efficient appraisal and rating of suppliers.

2.0 SCOPE

This procedure covers supplier appraisal and rating.

3.0 REFERENCES

- i. Public procurement and disposal act 2007

- ii. SEKU ISO quality manual

4.0 ABBREVIATIONS AND DEFINITIONS

- i. **Coordination:** Action taken to plan and carry out the activities by the various University operating units leading to the University obtaining ISO 9001:2008 certification.
- ii. **DVC, CS** - The Deputy Vice Chancellor in charge of administration and human resource management.
- iii. **SQ&PM** – Strategy, Quality and Performance Management
- iv. **ISO QMS** – ISO Quality Management System
- v. **ISO 9001:2008 standard** – Standard established, and globally applicable and recognized, by the International Standards Organization, on quality management by all institutions whether public or private, and regardless of their nature of business or size of operation.
- vi. **MR** - Management Representative

5.0 RESPONSIBILITIES


The Procurement Officer is responsible for the effective implementation of this procedure.

6.0 PROCEDURE DETAILS

- 6.1 Suppliers shall be categorized according to the nature of goods/services they supply to the University and evaluated annually.
- 6.2 The categories shall dictate the evaluation criteria for consultancies, works, goods, general consumables and services as regards delivery, quality and price.
- 6.3 Suppliers shall be evaluated on meeting agreed upon delivery periods, conformance to specifications (Quality conformance) and price.
- 6.4 Conformance to the quality shall be determined by the rate of rejection/returns/reworks of goods, Services and works.
- 6.5 Conformance to the pricing shall be calculated as the number of orders with price variation as a percentage of the total number of orders given.



SEKU/MR/OP/009: PROCEDURES FOR INTERNAL UNIVERSITY PROJECTS

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SEKU	CORPORATE

1.0 PURPOSE

The purpose of this procedure is to define the process of putting up new infrastructure in the University.

2.0 SCOPE

The procedure covers all projects undertaken internally by the University.

3.0 REFERENCE

- 1) SEKU Strategic Plan.
- 2) The SEKU Quality Management Systems
- 3) Public Procurement and Disposal Act 2005
- 4) Quality Management System
- 5) Environmental Management and coordination Act.
- 6) National Construction Authority Act

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS

B.O.Q – Bill of Quantities

SEKU – South Eastern Kenya University

MR- Management representative

P&D- Planning and Development

DVC - CS - Deputy Vice Chancellor Corporate Services

MOPW- Ministry of Public Works

C.o.W – Clerk of Works

NCA – National Constructions Authority

NEMA – National Environmental Management Authority

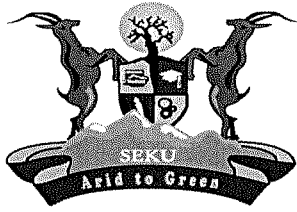
5.0 RESPONSIBILITIES

The DVC - CS shall be responsible for the effective implementation of this procedure.


6.0 PROCEDURE DETAILS

6.1. Project initiation

- 6.1.1. Upon approval of a project by council /management the Department prepares drawings and material estimates and present them to Management for approval
- 6.1.2. Upon approval of drawings and material estimates the Department makes a requisition for materials and the labour force to the DVC – CS. and the DVC CS respectively.
- 6.1.3. When materials are supplied the project is implemented as per the drawings.
- 6.1.4. On completion the department applies for a project completion certificate from MoPW.



SEKU/MR/OP/008: PROCEDURES FOR CONTRACTED UNIVERSITY PROJECTS

AUTHORIZATION:	
This procedure has been issued under the authority of the Office of : MR	
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SEKU	CORPORATE

1.0 PURPOSE

The purpose of this procedure is to define the process of putting up new infrastructure in the University.

2.0 SCOPE

The procedure covers all the contracted projects undertaken by the University.

3.0 REFERENCE

- 1) SEKU Strategic Plan.
- 2) The SEKU Quality Management Systems
- 3) Public Procurement and Disposal Act 2005
- 4) Quality Management System
- 5) Environmental Management and coordination Act.
- 6) National Construction Authority Act

4.0 TERMS, DEFINITIONS AND ABBREVIATIONS

B.O.Q – Bill of Quantities

SEKU – South Eastern Kenya University

MR- Management representative

P&D- Planning and Development

DVC - CS - Deputy Vice Chancellor Corporate Services

MOPW- Ministry of Public Works

C.o.W – Clerk of Works

5.0 RESPONSIBILITIES

The DVC - CS shall be responsible for the effective implementation of this procedure.

6.0 PROCEDURE DETAILS

1.6.1 Project initiation

- 7.1.1** The Department shall raise the need of the required facility/Infrastructure to the management.
- 7.1.2** The University Management Board discusses and gives recommendation.
- 7.1.3** The request is then forwarded to the University Council, for approval

7.1.4 Upon approval the Department requests for a consultant to prepare to prepare the drawings and B.O.Q.

7.1.5 The management forwards BoQ to the procurement department for implementation.

1.1. Monitoring of contracted projects

1.1.1. The department organizes a site handing over meeting to the contractor.

1.1.2. During the meeting a project progress inspection schedule is prepared.

1.1.3. The Project progress inspection schedule is followed to completion of the project.

1.1.4. During the project period interim certificates are issued based on the contract agreement or conditions

1.1.5. Upon completion the project is handed over to the University.