



**COUNTY GOVERNMENT
OF BUNGOMA**

COUNTY ASSEMBLY OF BUNGOMA

PROCUREMENT POLICY AND PROCEDURE MANUAL

January, 2023

COUNTY ASSEMBLY SERVICE BOARD

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FOREWORD



This Manual seeks to give guidelines on all matters relating to procurement within the County Assembly of Bungoma. It is cognizant of the fact that procurement in public service is guided by the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Disposal Regulations

of 2020.

The institution commits to adhere to the Public Procurement Act to ensure fairness, equity, competition and public confidence in the procurement process. This in turn will cushion the institution from legal liability.

With the implementation of this manual, the County Assembly of Bungoma establishes a method of operation for procurement, storage, distribution of goods/services, disposal of un-serviceable, obsolete or surplus stores and equipment.

This manual is addressed to all Members of County Assembly and staff, it should be complied to and its guidelines followed as recommended for better communication in the County Assembly.

A handwritten signature in blue ink, reading "Emmanuel M. Situma". The signature is stylized with a large initial 'E' and a long horizontal stroke.

Hon. Emmanuel M. Situma
Chairperson, County Assembly Service Board.

PREFACE



Procurement process in the County Assembly of Bungoma shall be regulated by the provisions of Chapter Six of the Constitution of Kenya 2010, the Anti-corruption and Economics Crimes Act, 2003, the Public Officers and Ethics Act and the Leadership and Integrity Act.

The County Assembly demands greater efficiency and effectiveness from the Procurement Section in order to meet its obligation of delivering quality service to its esteemed customers.

This manual has operationalized the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Disposal Regulations, 2020 in the County Assembly setup.

Though the manual shall be executed by Procurement Section, it has information and guidelines that must be followed by all members of staff who are expected to read and familiarize themselves with the guidelines and the PPADA 2015.

A handwritten signature in blue ink, consisting of a large, stylized 'C' followed by the name 'Wafula' in a cursive script.

Charles W. Wafula

Secretary, County Assembly Service Board

DEFINITION OF TERMS

- Act:** Means the Public Procurement and Disposal Act, 2015
- Approved Suppliers List:** Means the list of suppliers that has been prequalified to supply goods, services and works to the County Assembly of Bungoma
- Tenderer:** Means a person who has submitted a tender to a procuring entity.
- Common User Items:** Means items which are regularly required by all departments. These items include stationery, cleaning materials, furniture, printers and computers.
- Contract:** Means an agreement in writing entered into between the County Assembly of Bungoma and a candidate pursuant to an award of tender in accordance with the Act.
- Contractor:** Means a person who enters into a procurement contract with a procuring entity.
- Corruption:** Has the meaning assigned to it in the Anti-Corruption and Economic Crimes Act, 2003 and includes the offering, giving, receiving or soliciting of anything of value to influence the action of a public official in the procurement or disposal process or in contract execution.
- Direct Procurement:** Means direct contracting without competition.
- Disposal:** Means the divestiture of the County Assembly assets, including intellectual, proprietary rights, goodwill and other rights of a procuring entity by any means including sale, rental, franchise, auction or any combination however classified other than those regulated by any other written law.
- Financial year:** Means the period from 1st July of any year to 30th June of the following year.
- Fraudulent practice:** Includes misrepresentation of facts in order to influence a procurement or disposal process or the exercise of a contract to the detriment of the procuring entity, and includes collusive practices amongst bidders prior to or after bid submission designed to establish bid prices at

artificial non-competitive levels to deprive the procuring entity of the benefits of free and open competition.

Goods: Includes raw materials, things in liquid or gas form, electricity and services that are incidental to the supply of the goods.

Prequalification of suppliers: Means a process by which candidates are invited to demonstrate their qualifications prior to, and as condition for, being invited to tender or submit proposals.

Procurement: Means the acquisition by purchase, rental, lease, hire purchase, license, tenancy, franchise, or by any other approved contractual means of any type of works, services or goods including livestock or any combination.

Procurement

Supplies Head: Means the person who heads the Procurement Section in the County Assembly of Bungoma.

Services: Means any objects of procurement or disposal other than works and goods and includes professional, non-professional and commercial types of services as well as goods and works which incidental are to but not exceeding the value of those services.

Standard: Means 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 the item as a required characteristic for all items of that type.

Supplier: Means a person under contract with the County Assembly of Bungoma to supply goods, works or services.

Tender: Means an offer in writing by a tenderer to supply at a price goods, works or services, pursuant to an invitation to tender by the County Assembly of Bungoma.

Tender Documents: Means the documents provided by the County Assembly to the tenderers as a basis for preparation of their tenders.

Tender Opening Date: Means a date and time designated by the County Assembly for the opening of the tenders.

- Tender/Bidding:** Means soliciting of offers through competitive manuals for supply of goods and services.
- Works:** Means the construction, repair, renovation or demolition of buildings, roads or other structures and includes the installation of equipment and materials, site preparation and other incidental services
- Corrupt practice:** Means offering, giving, receiving, or soliciting, directly or indirectly, anything of value to influence improperly the actions of another party.
- Coercive practice:** Means impairing or harming, or threatening to impair or harm, directly or indirectly, any party or the property of the party to influence improperly the actions of a party.
- Collusive practice:** Means an arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.

LIST OF ABBREVIATIONS AND ACRONYMS

AIE	Authority to Incur Expenditure
GRN	Goods Received Note
LPO	Local Purchase Order
LSO	Local Service Order
OT	Open Tender
PE	Procuring Entity
PO	Procurement Officer
PR	Purchase Requisition
SCM	Supply Chain Management
TEC	Tender Evaluation Committee
TOC	Tender Opening Committee
CAB	County Assembly of Bungoma.
PPADA	Public Procurement and Disposal Act
PPADR	Public Procurement and Asset Disposal Regulations
IFMIS	Integrated Financial Management Information System

CHAPTER ONE

1.1. Introduction

The procurement process in the County Assembly is guided by various statutory provisions including the Public Procurement and Asset Disposal Act, 2015 and Public Procurement Regulations 2020 and internal administrative guidelines that are issued from time to time.

1.2. The Purpose of the Manual

The purpose of the Procurement Manual is to establish a method of operation for procurement, storage, distribution of goods/services, disposal of un-serviceable, obsolete or surplus stores and equipment by the County Assembly of Bungoma.

The aim of the Manual is to enable the County Assembly of Bungoma to:

- (a) Maximize economy and efficiency;
- (b) Promote competition and ensure that competitors are treated fairly;
- (c) Promote integrity and fairness;
- (d) Increase transparency and accountability;
- (e) Increase public confidence in the procurement process in the County Assembly.

1.3. Scope, application and limitations

- a) The Manual applies to all procurement of goods, works and services by the County Assembly.
- b) The Manual covers the standard procurement cycle from initiation to final delivery of works, goods and services. It will help to:
 - (i) Ensure consistency in decision making for comparable situations;
 - (ii) Introduce procedures for all procurement activities;
 - (iii) Provide a point of reference against which principles and practices can be evaluated; and
 - (iv) Serve as a training manual for County Assembly officers and provide guidance based on best international practices.
- c) Consistent application of the provisions and procedures of the Manual throughout the County Assembly is essential to achieve improved efficiency, transparency, uniformity of documents and decisions, and reduced costs of procurement.

CHAPTER TWO

2.0. GENERAL CONSIDERATIONS

2.1. Procurement Principles

- a) The County Assembly is a steward of public funds and therefore both the County Assembly and its suppliers must adhere to the highest ethical standards, both during the bidding process and throughout the execution of a contract.
- b) The Public Procurement and Disposal Act 2015 requires that the following general principles shall be given due consideration when exercising the procurement functions:
 - (i) Value for money;
 - (ii) Fairness, integrity and transparency;
 - (iii) Effective competition;
 - (iv) Efficiency and Economy;
- c) All officers are required to consistently apply the principles, policies and procedures in this Manual, together with professional judgment and management, to ensure the highest standards of integrity and competency are met as promulgated within the procurement policy and operational framework.

2.1.1. Value for Money

Value for money is the trade-off between price and performance that provides the greatest overall benefit under the specified evaluation criteria. The purpose of public procurement is to obtain the best value for money. It is important to consider the acquisition cost, cost of maintenance and running costs, disposal cost of a purchase and its fitness for purpose and ability to meet the County Assembly requirements.

2.1.2. Fairness, Integrity and Transparency

- a) To achieve best value for money, the procurement process must protect the County Assembly from prescribed practices such as fraud, corruption, collusion and other unethical practices.
- b) Each procurement process must be conducted on the basis of clear and appropriate regulations, rules, processes, procedures and standards that are applied consistently to all potential suppliers.
- c) **Further**, the manner in which the procurement process is undertaken must provide all stakeholders of the organization with assurance that the process is fair and transparent and that integrity has been maintained.
- d) The County Assembly and its officers must maintain fairness during the

procurement process. This means that all suppliers must be offered equal access to the same opportunity. A fair process is free from favoritism, self-interest or preference in judgment.

- e) **Integrity is when** an Officer exhibits morality in their actions. Morality means that an individual has strong moral principles, honesty and decency as character traits. A person of integrity has a sense of honesty and truthfulness that is apparent in their professional and personal conduct. Demonstrating integrity reduces the risk of reputational damage and preserves the public image of the County Assembly.
- f) Transparency ensures that everything in relation to a procurement process is visible and evident to everyone **and that nothing is hidden**. Information on procurement policies, procedures, opportunities and processes is clearly defined and made public to all interested parties concurrently. A transparent system has clear rules and mechanisms to ensure compliance with established rules (unbiased specification; objective evaluation criteria; standard solicitation documents etc.).

2.1.3. Effective Competition

- a) By fostering effective competition amongst suppliers, the County Assembly applies the principles of fairness, integrity and transparency to achieve best value for money.
- b) Effective competition is achieved under the following conditions:
 - (i) Sufficient number of prospective suppliers;
 - (ii) Prospective suppliers are independent of each other;
 - (iii) Competition for the same business opportunity under the same conditions ;
and
 - (iv) Response to the procurement opportunity by a sufficient number of offers.

2.1.4. Efficiency and Economy

- a) Officers must demonstrate efficiency and economy throughout all procurement processes; this avoids undue implementation delays and helps to achieve value for money.
- b) Procurement processes must be well organized, and carried out with regard to quantity, quality and timelines, at the optimum prices in accordance with the policies and procedures of the County Assembly;
- c) The processes applied must be proportionate to the value and complexity of the requirement, to ensure that the associated costs are minimized and in line with the

budget for the activity.

2.2. Separation of Duties

2.2.1. Separation of duties is a basic internal control that attempts to ensure no single individual has the authority to execute an entire transaction in the procurement process. This is one of the most effective ways of preventing fraud, as it removes the possibility of a person having an inordinate amount of authority to handle multiple stages in the procurement process and creates a check-and-balance system to decentralize control of the procurement process.

2.2.2. Separation of duties ensures that the three main duties in the procurement process are adequately separated. These duties are:

- (i) Determining the need (e.g. requisition, specification, budget holder approval)
- (ii) Undertaking the procurement (e.g. sourcing and commitment)
- (iii) Effecting the financial aspects (e.g. authorizing payment)

2.2.3. Separation of duties should apply to the entire process, including the bidding procedure, tender evaluation, contract management and most importantly payment. Incompatible functions such as initiating, approving & recording transactions, reconciling balances, accepting goods, certifying services performed, effecting payments and reviewing reports should not be done by one person.

2.2.4. However, in some situations an adequate level of segregation of duties may not be possible due to lack of sufficient staff. In such situations detailed supervisory review and oversights (audit reviews) of related activities is required as a compensating control activity.

2.2.5. Dispatch of Procurement Documents to Suppliers.

Letters addressed to suppliers and contracts signed shall be dispatched from the Clerk's Office. These shall include;

- (i) Notification of award letters to suppliers.
- (ii) Contracts signed for tenders awarded.
- (iii) A register shall be maintained to keep record of persons collecting the document from the Clerk's office.
- (iv) Copies of the documents shall also be filed by the Procurement Section and the Records Management Office.

2.3. Transparency, Accountability and Ethics

2.3.1. Upholding of ethics is important to the integrity of the entire procurement process.

The County Assembly shall require all members of staff to maintain the highest level of ethical conduct and honesty when performing procurement duties.

- 2.3.2.** All staff in the **Procurement Section** shall be expected to observe professional ethics and guidelines by the Chartered Institute of Purchasing & Supply (CIPS). Provisions of Chapter Six of the Constitution of Kenya 2010 and the Public Officer Ethics Act, 2003 shall also apply in regulating ethical conduct of all members of staff involved in the procurement process.
- 2.3.3.** The procurement system must ensure fairness, integrity, transparency and value for money in the procurement of goods, services and works. The Procurement Manual is designed to facilitate the procurement of goods, services and works of the right quality, price, time and place through effective competitive bidding processes.
- 2.3.4.** The County Assembly is entrusted with public funds to provide services and support to the County Assembly policies and programmes. The use of funds for procurement must be conducted in a transparent and open manner, allowing stakeholders access to information on procurement actions by the Assembly.
- 2.3.5.** The County Assembly requires that:
- (i) All Officers involved in procurement proceedings from initiation to completion shall be held accountable and responsible for their actions; all suppliers, contractors and consultants will be treated fairly and given equal opportunity to obtain contracts with the Assembly;
 - (ii) Procurement shall be carried out in the most efficient manner, upholding the principles of value for money, transparency and fairness;
 - (iii) Funds will be used solely for the purposes for which they have been budgeted ;
 - (iv) All transactions are properly authorized and fully supported by written records;
 - (v) Value for money can be demonstrated by comparison with market rates;
 - (vi) All officers involved in the procurement process must adhere to the Code of Ethics.

2.4. Code of Ethics

2.4.1. Ethical Principles

- a) An Officer shall not use his or her authority or office for personal gain. Personal gain includes accepting or requesting anything of value, material or otherwise, from bidders, prospective bidders or suppliers for the Officer, his or her spouse, parents,

children or other close relatives or for other persons from whom the officer might gain direct or indirect benefit; this includes gifts, money, property or other assets and transactional favors. An officer shall seek to maintain and enhance the reputation of the County Assembly by:

- (i) Maintaining the highest standards of honesty and integrity in all relationships both inside and outside the Assembly;
- (ii) Developing the highest possible standards of professional competence;
- (iii) Using funds and other resources for which he or she is responsible to provide the maximum benefit to the Assembly;
- (iv) Exercising utmost discretion throughout the entire procurement process to keep private information as such.

2.4.2. Corrupt, Fraudulent and Unethical Practices

- a) By adhering to the principles of ethics in procurement, three major risks are mitigated;
 - (i) Performance measures carry a risk of poor performance due to corruption;
 - (ii) Fiduciary risk is the risk that funds entrusted to the government will be misdirected;
 - (iii) Reputational risk is the possibility that the perception of an institution will be damaged.
- b) Corrupt, fraudulent, coercive and collusive practices are strictly prohibited.
- c) Bid rigging is a common form of corruption in procurement. The impacts of bid rigging, or collusion in pricing in competitive procedures, are extreme: it raises costs of procurement, destroys competitive markets, undermines the reputation of the procuring agency, and sharply increases the risks of corruption.
- d) An Officer shall in no way contribute to an activity that could be considered bid rigging and should proactively support a strong competitive process that is carried out in an ethical manner.

2.4.3. Conflict of Interest

- a) The appearance or perception by others of a conflict of interest can often be as detrimental as a conflict itself. Therefore, it is important that Officers be diligent to situations that could lead to real, potential, or apparent conflicts of interest in the course of their work. Promptly disclosing and dealing with any conflict is critical to avoiding potentially serious consequences for the effectiveness and integrity of the County Assembly.
- b) As soon as an officer is aware of a personal interest, he shall immediately declare the

interest that may affect or might reasonably be deemed by others to affect impartiality in any matter relevant to his duties.

- c) In instances in which an Officer has a real or potential conflict of interest, financial or otherwise, the Officer must disclose the conflict immediately in writing and formally abstain from any procurement process or decision-making involved in suppliers' selection or contract management. This involves interactions with former or future employers and disclosure and use of non-public information.
- d) An Officer shall not use knowledge gained from their role for private gain, financial or otherwise; nor shall an Officer use their role for personal reasons to impact the positions of those they favor or do not favor.

2.4.4. Confidentiality and Accuracy of Information

- a) An Officer shall respect the confidentiality of information gained in the course of duty and shall not use such information for personal gain or for the unfair benefit of any bidder or supplier.
- b) Any non-public information is considered confidential and internal to Procurement. An Officer shall not furnish information to bidders or suppliers that could provide an unfair advantage or disadvantage to a bidder.
- c) Information given by an Officer in the course of his or her duty shall be true, fair and not designed to mislead.
- d) An Officer shall not intentionally misrepresent his/her functions, official title or the nature of their duties to any entities external to the County Assembly.

2.4.5. Competition

An Officer shall treat all bidders and suppliers with fairness and impartiality, and avoid any business arrangement that might prevent the effective operation of fair competition.

2.4.6. Gifts and Hospitality

- a) An Officer involved in any aspects of procurement shall not accept gifts, favors, or any such remuneration from current or potential County Assembly suppliers regardless of the value and regardless of whether the outside source is or is not soliciting business with the Assembly.
- b) An Officer shall refrain from accepting any business hospitality that might be viewed by others as having an influence in making a business decision as a result of accepting that hospitality.

2.4.7. Reporting

An Officer has a duty to report any unethical conduct by a colleague, a bidder or a

supplier to the relevant authorities in the County Assembly.

2.5. Guiding Principles

The guiding ethical principles that shall guide all employees involved in procurement activities shall include the following:

2.5.1. All employees shall:

- a) Observe the Procurement Manual with commitment and shall appreciate its importance, value and the necessity of integrity;
- b) Comply both with the letter and spirit of the law applicable to the public procurement system;
- c) Reject any procurement practice which might be deemed improper;
- d) Not solicit or accept bribes or be involved in corrupt or fraudulent practices;
- e) Be accountable for their actions in the procurement process;
- f) Not allow patronage or nepotism;
- g) Prevent theft of County Assembly assets;
- h) Shall ensure that supplies, equipment and assets bought or acquired by a procuring entity shall not be used for personal benefit;
- i) Ensure that information received from participants in public procurement shall not be disclosed to unauthorized persons and shall not be used for personal gain.
- j) Declare and submit gifts beyond Kshs.20,000 received in the discourse of work;
- k) Avoid excessive socializing with members of the business community who participate in public procurement;
- l) Uphold the code of ethics of their respective professions, provided these do not conflict with the public procurement law;
- m) Not unduly influence or exert pressure on any member of a Committee or any other employee of the County Assembly to take a particular action which favors or tends to favor a particular bidder;
- n) Not open any sealed bid, including such bids as may be submitted through an electronic system and any document required to be sealed, or divulge their contents prior to the appointed time for the public opening of the bid or documents;
- o) Perform their work diligently and expeditiously, strictly applying the stated evaluation criteria, without discrimination;
- p) Maintain confidentiality in the evaluation of tenders;
- q) Respond promptly and courteously to all proper requests for information, complaints or enquiries;

- r) Observe other laws, regulations, rules and practices relating to health and safety standards as well as environmental protection. This will particularly apply in the preparation of procurement specifications and in the inspection and acceptance of the procurement items.

2.6. Examples of Unethical Conduct

2.6.1. The following are examples of the type of conduct prohibited by the Code of Ethics:

- a) Revealing confidential or “inside information” either directly or indirectly to any bidder or prospective bidder;
- b) Discussing a procurement with any bidder or prospective bidder outside the official rules and procedures for conducting procurements;
- c) Favoring or discriminating against any bidder or prospective bidder in the drafting of technical specifications or standards, or in the evaluation of bids;
- d) Destroying, damaging, hiding, removing, or improperly changing any official procurement document;
- e) Accepting or requesting money, travel, meals, entertainment, gifts, favors, discounts or anything of material value from bidders or prospective bidders;
- f) Discussing or accepting future employment with a bidder or prospective bidder;
- g) Using a position of power to unfairly advantage or disadvantage a bidder in the tender process;
- h) Receiving a gift, loan, or other reward in exchange for not publicly tendering a contract and instead directly awarding it to a certain company;
- i) Instructing/influencing/requesting any other Officer or representative of the County Assembly in a procurement process to violate the rules or procedures defined in the Procurement Manual;
- j) Ignoring evidence that the Code of Ethics has been violated by a Member of the Tender Board, any Officer or other employee ;
- k) Ignoring illegal or unethical activity by bidders or prospective bidders, including any offer of personal inducements or rewards.

2.6.2. Sanctions for Non-compliance with Ethical Standards

- a) Due to the special and additional trust placed on those involved in the procurement processes as custodians of County Assembly funds, adherence to the Code of Ethics by Officers is obligatory.
- b) Any unethical conduct will be considered an offence subject to disciplinary action under the relevant provisions of the County Assembly code of conduct.

CHAPTER THREE

3.0. PROCUREMENT REGULATORY FRAMEWORK AND FUNCTION

3.1. The Procurement Regulatory Framework

3.1.1. The procurement function of the County Assembly are anchored on the provisions of the outlined statutory guidelines;

- (i) The Constitution of Kenya 2010;
- (ii) The Public Finance Management Act, 2012 and Public Finance Management Regulations 2015(County Governments)
- (iii) Public Procurement and Asset Disposal Act, 2015 and Public Procurement Regulations 2020.
- (iv) Supplies Practitioners Management Act 2007;and
- (v) Other enabling procedures, rules and regulations of the County Assembly.

3.1.2. The Procurement Function of the CAB (County Assembly of Bungoma) is also premised on sound professional principles, practices, and ethics that apply in the area of purchasing and supplies, thus, CAB recognizes and applies in its procurement operations, guidelines by the professional bodies of purchasing and supplies.

3.1.3. The Procurement Manual deals with the procurement of goods, works and services. The Manual provides the respective policy guidelines and procedures in the procurement process.

3.1.4. The County Assembly Strategic Plan provides the framework within which the operational guidelines on procurement are based. Thus, it is recognized that the procurement function must be carried out with efficiency necessary to ensure that the County Assembly achieves its stated objectives.

3.1.5. Procurement Staff in the County Assembly shall endeavor to source goods, works and services competitively, at the right place, from the right source, with the right specifications that meets user needs and in the right quantity, delivered at the right time to the right internal customer.

3.1.6. The CAB shall at all times obtain value for money spent on procurement by ensuring that only those items which are needed and procured and that the items are of good quality and stored appropriately to preserve their quality.

3.2. Procurement Function

- (i) Under Section 2 of PPADA, 2015 the procurement function shall report

functionally and administratively to the Accounting officer who is the Clerk of the County Assembly.

- (ii) All officers in procurement shall possess practicing license under Section 20 (1) & (6) of the Supplies Practitioners Management Act, 2007 and undertake continuous professional training with relevant professional bodies.
- (iii) Procurement officers shall uphold values and principles of public service under Article 232 of the Constitution of Kenya, Section 2 of Supplies Practitioners Management Act 2007 and Section 3 of PPADA, 2015.
- (iv) The Procurement Section is expected to execute its procurement mandate by providing advisory service on procurement to the County Assembly and other organs of the Assembly to ensure total compliance with the procurement Act, regulations, and other statutory requirements.
- (v) All procurement requests for presentation and approval by the Clerk shall have the input of the Procurement Officer to give guidance on the right procurement method while the Principal Finance Officer will guide on the budgetary provisions.
- (vi) The Procurement Section of the County Assembly shall be premised on sound professional principles, practices, and ethics that apply in the area of purchasing and supplies.

3.3. Staffing of the Procurement Function

- (i) The Procurement Section shall be staffed with personnel trained in the procurement profession and with a reasonable experience in handling procurement matters.
- (ii) The County Assembly will in as far as possible hire and provide continuous professional training to staff that are involved in the procurement activities so as to have an understanding of the requirements contained in the procurement system procedures and perform duties effectively.

Procurement staff will embrace the below principles:

- (a) Integrity
- (b) Professionalism
- (c) Honesty
- (d) Accountability
- (e) Transparency
- (f) Reliability

3.4. Obligations of Officers

- a) The guiding principles of ethical behavior are impartiality, independence and

integrity. Ethical behavior must be promoted and supported by appropriate systems and procedures, but systems and strict adherence to procedures alone cannot create an ethical and accountable procurement function.

- b) It is essential that all procurement activities are carried out in a manner above reproach, with complete impartiality and with no preferential treatment. The procurement process must allow suppliers, contractors and consultants to compete for business on a fair basis. Officers associated with the procurement function are responsible for protecting the integrity of the procurement process and maintaining fairness in the County Assembly's treatment of all suppliers, contractors and consultants.

3.4.1. Responsibilities of the Procurement Section

The procurement function shall undertake the following functions:

- a) Interpretation, implementation and enforcement of Public Procurement and Assets Disposal Act and regulations and procedures and any other procurement laws legislated from time to time;
- b) Providing advice to the County Assembly on all matters relating to procurement;
- c) Coordinating the preparation of annual procurement plans by all units of the County Assembly;
- d) Processing procurement requirements from user departments;
- e) Preparing in conjunction with users, proper standard quality specifications to guide purchasing officers so that they are able to purchase only those products that meet recommended quality standards;
- f) Preparing and processing tender documents and quotations in consultation with user and technical departments in compliance with procurement procedures;
- g) Issuing invitations for bids through all the prescribed procurement methods in PPADA 2015;
- h) Facilitating the process of opening of tender/quotation bids in liaison with tenderers and user departments;
- i) Communicating decisions of the County Assembly Management on procurement matters to tenderers, users and other relevant departments;
- j) Facilitating the implementation of contracts;
- k) Ordering, follow-up, or processing of goods delivery schedules to user departments and to stores;
- l) Performing market research and price survey on items and services required by the

County Assembly;

- m) Maintaining an up-to-date suppliers' database;
- n) Preparing annual tender returns for use by Management in overall planning;
- o) Preparing and submitting award contracts on monthly and quarterly basis to the Public Procurement Regulatory Authority for publication and also terminated contracts.

3.4.2. Responsibilities of the Head of Procurement Section

As Head of the procurement function, the Procurement Officer will be responsible to the Accounting officer for:

- (a) Interpretation, implementation and enforcement of public procurement regulations and procedures;
- (b) Providing professional advice to the Clerk before awarding contracts;
- (c) Advising the entire institution on all matters relating to procurement;
- (d) Coordinating the preparation of the Annual Procurement Plan;
- (e) Receipt and custody of samples submitted by tenderers;
- (f) Coordinating procurement of goods and services;
- (g) Coordinating inventory and stock control;
- (h) Liaison on contract management for goods, services and works:
- (i) Supplies inspection;
- (j) Coordinating the Disposal Committee for disposal of surplus and unserviceable items;
- (k) Managing the procurement function, including staff development;
- (l) Promoting and enhancing good relations with key suppliers;
- (m) Quality control in liaison with users and technical departments and custody of approved sample.

CHAPTER FOUR

4.0. THE PROCUREMENT PROCESS

Preparation of Procurement Plan

Introduction

Inadequate finances is a key constraint to meeting the procurement needs in the County Assembly, since finances are limited while needs are unlimited hence the need to prepare procurement plans to limit procurement requests to the items in the procurement plans; which in turn should be closely tied to the allocated budgets.

The public procurement regulations require that procurement plan is prepared annually for all procurement needs. Procurement plan define what is to be procured, the estimated cost, and when to procure. As is the case with other financial budgets, procurement plan cover a financial year and should be in accordance with the approved budget estimates.

The plans shall be prepared and submitted to the Accounting Officer and then uploaded to the National Treasury prior to the commencement of the financial year. All heads of department shall be required to prepare procurement plans for their respective departments covering all items of procurement including:

- (a) Consumables
- (b) Furniture and office equipment
- (c) Tools of work and gear
- (d) Maintenance and repair
- (e) Construction Works
- (f) Research materials
- (g) Insurance services
- (h) Hospitality services.
- (i) Consultancy services
- (j) Security services
- (k) Capital items - Machines, Motor Vehicle

4.1. Considerations when preparing Procurement Plan

Before making a proposal in a Procurement Plan for the County Assembly to spend funds, the heads of departments shall constitute a committee within the County Assembly having the relevant expertise and experience;

This committee will consider:

- (a) Overall institutional priorities in the light of resource constraints;

- (b) Estimated expenditure;
- (c) Available options and alternatives;
- (d) Opportunity;
- (e) Value addition for other activities;
- (f) Market trends;
- (g) Applicable/relevant legislation;
- (h) On-going research and development.
- (i) Where the recommendation of this committee is that procurement is necessary, then the item can be incorporated into the plan.

4.2. Preparing Procurement Plan

- i. Heads of Departments shall prepare procurement plan and departmental budget prior to the commencement of the financial year by 15th of July every year. This shall be done in time for consolidation of the departmental plans and budgets into the respective County Assembly plans (Budget and Procurement plan);
- ii. The departmental procurement plans shall be submitted to the Head of Procurement for consolidation one month prior to the commencement of the financial year;
- iii. Heads of Department shall be expected to know the estimated cost of goods and services to be procured by their departments in order to prepare realistic procurement plan;
- iv. The Heads of Department shall be guided by the previous year's purchase prices or they may carry out a market survey to understand the prevailing market prices;
- v. The Head of Procurement Function shall have the dual responsibility of co-ordinating preparation of procurement plans for all departments and coordinating the preparation of the overall annual procurement plan ;
- vi. The Procurement Plan shall be approved by the Clerk of the County Assembly and uploaded on the National Treasury portal through the National Integrated Financial Management Information System (IFMIS).

4.3. Implementing Procurement Plans

- i. All procurements must be in line with the Procurement Plan and Budget.
- ii. The Procurement Section shall provide feedback through quarterly and annual reports showing the reconciliation between planned and actual procurement acquisitions. They will be required to give reasons for any variance.
- iii. The feedback shall be submitted through a prescribed form/format.

4.4. Initiation of Procurement

- i. Procurement is initiated after the need for an item, service or works has been identified and certified by the Head of Department.
- ii. The Head of Department shall confirm the availability of funds for the intended purpose and whether it is in the procurement plan.
- iii. The main steps involved in initiating the procurement process are as follows:
 - a) User lists down requirements with technical specifications;
 - b) User estimates the cost of the requirements in line with the market survey report by the Procurement Section.
 - c) User compares the total cost against the budgetary allocations;
 - d) User reconciles the total cost and the budgetary provisions and corrects by additions or prioritization and comes up with a final list;
 - e) The Head of Department supports the request to procure by confirming its conformity with the procurement plan and budget requirements of the department;
 - f) A purchase request form/Internal memo addressed to the Clerk shall be used for this purpose.
- iv. The Head of Department shall submit the duly filled and ascertained purchase request form/internal memo to the Accounting Officer for authorization.
- v. Upon authorization, depending on the threshold, the appropriate procurement method as outlined in the PPADA 2015 and PPADR 2020 shall apply.

4.5. Preparing Specifications

- i.** Users have the responsibility of drawing up the correct specifications of their procurement needs before forwarding them to Procurement Function. If need be, users may seek external technical expertise from drawing up specifications;
- ii.** Items should be described in sufficient details in terms of performance without prejudice towards particular brands. Specification may be presented by one or a combination of the following: description, sample, drawings, capacity, usage and/or standards. This is what is referred to as technical specifications;
- iii.** Use of brand names or models is discouraged when preparing specification as it limits competition. Where these are necessary, however, the user may need to liaise with relevant technical departments or the procurement function in drawing up such specifications;
- iv.** Once specifications have been drawn up they shall not be changed without the involvement of the user and must be submitted together with purchase requisition.

The user shall not change the specifications once the procurement process is underway;

- v. Such changes in specification shall be communicated to prospective bidders through an addendum placed on the County Assembly website, sent via email, newspaper or supplier portal.

4.6. Pre-Qualification

- i. The County Assembly may conduct a pre-qualification procedure as a basic procedure prior to adopting an alternative procurement method other than open tender for the purpose of identifying the best few qualified firms for the subject procurement.
- ii. Pre-qualification shall be for complex and specialized goods, works and services.
- iii. In conducting a pre-qualification procedure the Accounting Officer shall publish an invitation notice to candidates to submit applications to be pre-qualified.
- iv. The invitation shall include—
 - a) The name, address and contact details of the procuring entity;
 - b) Outline of the procurement requirement, including the nature and quantity of goods, works or services and the location and timetable for delivery or performance of the contract;
 - c) Statement of the key requirements and criteria to pre-qualify;
 - d) Instructions on obtaining the pre-qualification documents, including any price payable and the language of the documents; and
 - e) Instructions on the location and deadline for submission of applications to pre-qualify;
 - f) Applicable preferences and reservations or any conditions arising from the related policy;
 - g) Declaration that it is open to bidders who meet the eligibility criteria; and
 - h) Requirement that only bidders with capacity to perform can apply.

4.7. Registration of Suppliers

- i. The Head of Procurement shall maintain and continuously update lists of registered suppliers, contractors and consultants in various specific categories of goods, works or services according to its procurement needs.
- ii. An application to be included in the list of the procuring entity may be made at any time, at no cost and shall contain proof of the following—
 - a) eligibility criteria as prescribed in the Act; and

- b) capability criteria that defines necessary qualifications, experience, resources, equipment and facilities to provide what is being procured;
- iii. The County Assembly may seek clarification from the candidate or relevant government agency on eligibility but not on capability.
- iv. The lists shall be applied on the alternative procurement methods as specified and appropriate and the list shall —
 - a) Be generated through portal, websites and people submitting hard copies of their intention to supply;
 - b) Allow for continuous applications and hence updating;
 - c) Be evaluated leading to registration on a bi-annual basis;
 - d) Be generated through market knowledge and survey; and be as may be prescribed.

4.8. Invitation to Tender

The Accounting Officer shall ensure the preparation of an invitation to tender that sets out the following:

- i. The name and address of the County Assembly;
- ii. The tender number assigned to the procurement proceedings by the procuring entity;
- iii. A brief description of the goods, works or services being procured including the time limit for delivery or completion;
- iv. An explanation of how to obtain the tender documents, including the amount of any fee, if any;
- v. An explanation of where and when tenders shall be submitted and where and when the tenders shall be opened;
- vi. a statement that those submitting tenders or their representatives may attend the opening of tenders;
- vii. Applicable preferences and reservations pursuant to this Act;
- viii. A declaration that the tender is only open to those who meet the requirements for eligibility;
- ix. Requirement of serialization of pages by the bidder for each bid submitted; and any other requirement as may be prescribed.

All tender documents shall be uploaded on the PPIP portal and on the County Assembly Website for downloading by the tenderers.

4.9. Submission and Receipt of Tenders

- i. Submission of tender documents whether in electronic or manual form, shall

be in writing, signed and in the case of manual submission, they shall be sealed in an envelope;

- ii. A tender document and the envelope, in which it is sealed in, shall bear the tender number assigned to the procurement or asset disposal proceedings by the procuring entity;
- iii. A tender shall be submitted before the deadline for submitting tenders and any tender submitted after the deadline shall not be accepted by the procuring entity;
- iv. The County Assembly shall ensure that the place or site where tenders shall be submitted is open and accessible and shall provide, in that place or site, a tender box including an electronic tender box that complies with the prescribed requirements in regulations.
- v. Each tender that is delivered shall be placed unopened in the tender box:
 - a) If the tender is delivered by post, by the staff of the procuring entity immediately upon receipt; or
 - b) If the tender is delivered otherwise than by post, by the person delivering the tender.
- vi. If a tender that is delivered by post is inadvertently opened, the fact of that opening shall be recorded on the envelope by the person who opened the tender and the tender shall then be placed in the tender box.
- vii. If a tender or part of a tender cannot fit in the tender box it shall be received in the manner set out in the tender documents or the invitation to tender or, if no such manner is set out, in the manner determined by the procuring entity and the procuring entity shall acknowledge receipt of the tender documents.
- viii. For electronic submissions, the National Treasury has incorporated procurement tendering processes in its Integrated Financial Management System (IFMIS) where suppliers bid through online submissions in the suppliers portal. The County Assembly will advertise its tenders through the Daily Newspapers and have them posted on County Assembly Website www.bungomaassembly.go.ke and the Public Procurement Information Portal (PPIP) for the widespread access to the information. Suppliers/tenderers will be required to submit their tenders online where evaluation process will also take place online.

4.10. Opening of Tenders

- i. An accounting officer shall appoint a tender opening committee specifically for the

procurement in accordance with the following requirements and such other requirements as may be prescribed—

- a) The committee shall have at least three members; and
 - b) At least one of the members shall not be directly involved in the processing or evaluation of the tenders.
- ii.** Any bid withdrawn in writing shall not be eligible for evaluation or consideration in the tender process.
- iii.** Immediately after the deadline for submitting tenders, the tender opening committee shall open all tenders received.
- iv.** Those submitting tenders or their representatives may attend the opening of tenders.
- v.** The tender opening committee shall assign an identification number to each tender and record the number of pages received.
- vi.** As each tender is opened, the following shall be read out loud and recorded in a document to be called the tender opening register—
- a) The name of the person submitting the tender;
 - b) the total price, where applicable including any modifications or discounts received before the deadline for submitting tenders except as may be prescribed; and
 - c) If applicable, what has been given as tender security.
- vii.** No tenderer shall be disqualified by the procuring entity during opening of tenders.
- viii.** The accounting officer shall, on request, provide a copy of the tender opening register to a person submitting a tender.
- ix.** Each member of the tender opening committee shall—
- a) Sign each tender on one or more pages as determined by the tender opening committee; and
 - b) Initial, in each tender, against the quotation of the price and any modifications or discounts, where applicable.
- x.** The tender opening committee shall prepare tender opening minutes which shall set out—
- a) A record of the procedure followed in opening the tenders; and
 - b) The particulars of those persons submitting tenders, or their representatives, who attended the opening of the tenders.
- xi.** To acknowledge that the minutes are true reflection of the proceedings held, each member of the tender opening committee shall—
- a) Initial each page of the minutes;

- b) Append his or her signature as well as initial to the final page of the minutes indicating their full name and designation.
- xii.** A person who causes the physical loss of tender documents provided for under this section commits an offence.

4.11. Responsiveness of Tenders

- i.** A tender is responsive if it conforms to all the eligibility and other mandatory requirements in the tender documents.
- ii.** A responsive tender shall not be affected by—
 - a) Minor deviations that do not materially depart from the requirements set out in the tender documents; or
 - b) Errors or oversights that can be corrected without affecting the substance of the tender.
- iii.** A deviation described in subsection (2)(a) shall—
 - a) Be quantified to the extent possible; and
 - b) Be taken into account in the evaluation and comparison of tenders.

4.12. Evaluation of Tenders

- i.** The evaluation committee appointed by the accounting officer pursuant to Section 46 of the Act shall evaluate and compare the responsive tenders other than tenders rejected.
- ii.** The evaluation and comparison shall be done using the procedures and criteria set out in the tender documents and, in the tender for professional services, shall have regard to the provisions of the Act and statutory instruments issued by the relevant professional associations regarding regulation of fees chargeable for services rendered.
- iii.** The evaluation committee shall prepare an evaluation report containing a summary of the evaluation and comparison of tenders and shall submit the report to the head of procurement for his or her review and recommendation.
- iv.** The person responsible for procurement shall, upon receipt of the evaluation report submit such report to the accounting officer for approval as may be prescribed in regulations.
- v.** The evaluation shall be carried out within a maximum period of thirty days.
- vi.** The evaluation report shall be signed by each member of evaluation committee.

4.13. Post-Qualification

- i.** An evaluation committee may, after tender evaluation, but prior to the award of the tender, conduct due diligence and present the report in writing to confirm and verify the qualifications of the tenderer who submitted the lowest evaluated responsive tender to be awarded the contract in accordance with this Act.
- ii.** The conduct of due diligence under subsection (1) may include obtaining confidential references from persons with whom the tenderer has had prior engagement.
- iii.** To acknowledge that the report is a true reflection of the proceedings held, each member who was part of the due diligence by the evaluation committee shall:
 - a) Initial each page of the report; and
 - b) Append his or her signature as well as their full name and designation.

4.14. Professional Opinion

- i.** The head of procurement function shall, alongside the report to the evaluation committee as secretariat comments, review the tender and the evaluation report and provide a signed professional opinion to the Clerk on the procurement or asset disposal proceedings.
- ii.** The professional opinion may provide guidance on the procurement proceeding in the event of dissenting opinions between tender evaluation and award recommendations.
- iii.** In making a decision to award a tender, the Clerk shall take into account the views of the head of procurement in the signed professional opinion referred to.

4.15. Recommendation for Contract Awards

Subject to prescribed thresholds all tenders shall be evaluated by the evaluation committee for the purpose of making recommendations to the accounting officer through the head of procurement to inform the decision of the award of contract to the successful tenderers.

4.16. Successful Tender

The successful tender shall be the one who meets any one of the following as specified in the tender document—

- a) The tender with the lowest evaluated price;
- b) the responsive proposal with the highest score determined by the procuring entity by combining, for each proposal, in accordance with the procedures and criteria set

out in the request for proposals, the scores assigned to the technical and financial proposals where Request for Proposals method is used;

- c) The tender with the lowest evaluated total cost of ownership; or
- d) The tender with the highest technical score, where a tender is to be evaluated based on procedures regulated by an Act of Parliament which provides guidelines for arriving at applicable professional charges:

4.17. Notification of Intention to enter into a Contract

- i.** Before the expiry of the period during which tenders must remain valid, the accounting officer of the procuring entity shall notify in writing the person submitting the successful tender that his tender has been accepted.
- ii.** The successful bidder shall signify in writing the acceptance of the award within the time frame specified in the notification of award.
- iii.** When a person submitting the successful tender is notified under subsection (1), the accounting officer of the procuring entity shall also notify in writing all other persons submitting tenders that their tenders were not successful, disclosing the successful tenderer as appropriate and reasons thereof.
- iv.** For greater certainty, a notification does not form a contract nor reduce the validity period for a tender or tender security.

4.18. Processing of Local Purchase Order (LPO) and Local Service Order (LSO)

The following steps must be adhered to:

- a) The user department **MUST** ensure that an approved Purchase requisition or internal memo is physically delivered to a procurement officer in the department for him or her to take necessary action;
- b) The Procurement Section will not accept responsibility for any approved memo or purchase requisition that have not been submitted to the responsible person for procurement;
- c) The officer receiving must register the memo/PR in the register at the Procurement Section, ensure that all the necessary fields are completed including the time the purchase requisition/internal memo has been delivered, sign off the register and ensure that the person responsible for procurement also signs off the register as proof of receipt;
- d) Only properly approved purchase requisitions/Memos will trigger the procurement

process;

- e) Incomplete or inaccurate PR/Memos submitted to the department will be returned to the requestor disclosing the reason the PR/Memo has been returned; when the revised one is submitted, the original must also be attached when submitting;
- f) The Procurement Section will process the request accordingly;
- g) Once the LPO/LSO is prepared and approved by the Clerk it will be sent to the supplier;
- h) All persons responsible for organizing retreats **MUST** ensure that a copy of the approved memo reaches the Procurement Section two days before the planned retreat within the working days (Monday-Thursday 8.00a.m-5.00pm) to enable seamless processing of the LSO and early reservations for the hotels.

4.19. Travel services

- a) Flight bookings for officers on official duty;
- b) The user will be required to forward their request to the accounting officer for approval through complete travel request form filled by the user.
- c) On approval of the request, the Procurement Section will proceed and make the bookings from a prequalified supplier for provision of local and international travel agency and air ticketing services.
- d) Officers will be required to plan on their travels accordingly and make requests on time to enable the Procurement Section make early bookings on the same.
- e) After your travel, the officer will be required to share the boarding pass with the Procurement Section for payment process.

4.20 Delivery of Goods

- a) Once the LPO has been approved and forwarded to the supplier, the goods and/or services must be delivered within the stipulated period;
- b) All goods and service must be delivered to the required standards (quantity and quality) and as per the specifications given on the LPO.
- c) Once the goods and/or services are delivered, a delivery note must be signed to indicate that the goods are as per the specifications on the LPO;
- d) If they are not, then under no circumstance should a delivery note be signed.

4.21 Inspection and acceptance committee

1. The accounting officer shall establish an ad hoc Committee known as the inspection and acceptance committee.
2. The inspection and acceptance committee shall be composed of a chairman and at

least two other members appointed by the accounting officer.

3. The inspection and acceptance committee shall immediately after the delivery of the goods, works or services—
 - a) Inspect and where necessary, test the goods received;
 - b) Inspect and review the goods, works or services in order to ensure compliance with the terms and specifications of the contract; and
 - c) Accept or reject, on behalf of the procuring entity, the delivered goods, works or services.
4. The inspection and acceptance committee shall—
 - a) ensure that the correct quantity of the goods is received;
 - b) Ensure that the goods, works or services meet the technical standards defined in the contract;
 - c) Ensure that the goods, works or services have been delivered or completed on time, or that any delay has been noted;
 - d) Issue interim or completion certificates or goods received notes, as appropriate and in accordance with the contract.
 - e) An appointed inspection committee will be required to confirm the conformity of the goods and give a report.

4.22 Supplier Invoices

- a) Once goods and services have been delivered and accepted the supplier can then prepare their invoice for payment.
- b) The invoice shall be received at the Clerk's office to authorize processing of payment; the procurement office must attach all supporting documents covering all the processes above and forward the same to the Accounts Payable Department for processing.
- c) The invoice should have the following documents attached
 - i. Original copy of the invoice that has been received at the Clerk's office and marked for payment processing;
 - ii. Original copy of the delivery note fully signed and or the GRN;
 - iii. Duplicate copy of the Local Purchase Order/LSO;
 - iv. Fully signed inspection report/inspection and acceptance certificate by the appointed inspection committee and or a Contract Implementation Team report for specialized contracts;
 - v. An approved Memo/Purchase requisition;
 - vi. A copy of the contract;

- vii. Professional opinion;
- viii. A copy of the appointment letter for evaluation;
- ix. A copy of the evaluation report;
- x. A copy of the notification of award;
- xi. A copy of the acceptance letter from the supplier/Contractor.
- xii. An inspection and re-inspection report (for motor vehicle servicing).

4.23 Payments to suppliers.

- a) The payment process begins with the presentation of the invoice to the Procurement Section. The invoice is attached with all approved and relevant documentation.
- b) Once the documents have been confirmed to be complete, they are delivered to finance for payment.

Refer to the finance policy and procedure document for a detailed payment process.

CHAPTER FIVE

5.0. METHODS OF PROCUREMENT OF GOODS AND SERVICES

Choice of Procurement Procedure

- i.** Open tendering shall be the preferred procurement method for procurement of goods, works and services.
- ii.** The County Assembly may use an alternative procurement procedure only if that procedure is allowed and satisfies the conditions under the Public Procurement and Asset Disposal Act 2015 for use of that method.
- iii.** Open tendering shall be adopted for procurement of goods, works and services for the threshold prescribed in the respective national and county Regulations.

Methods of Procurement

- i.** Subject to the Act and prescribed provisions, the accounting officer shall procure goods, works or services by a method which may include any of the following—
 - a) Open tender;
 - b) Two-stage tendering;
 - c) Design competition;
 - d) Restricted tendering;
 - e) Direct procurement;
 - f) Request for quotations;
 - g) Electronic reverse auction;
 - h) Low value procurement;
 - i) Force account;
 - j) Competitive negotiations;
 - k) Request for proposals;
 - l) Framework agreements; and
 - m) Any other procurement method and procedure as prescribed in regulations and described in the tender documents.
- ii.** Applicable preferences and reservations or any conditions arising from the related policy;
- iii.** Declaration that it is open to bidders who meet the eligibility criteria; and
- iv.** Requirement that only bidders with capacity to perform can apply

Open Tender

- i.** The threshold for national advertising envisaged under Section 96(2) and (5) of the Act shall be as specified in the matrix in the Second Schedule to the Regulations.

Threshold for advertising of open tender.

- ii. The procedure for open tender method shall be in accordance with Sections 96, 97 and 98 of the Act.
- iii. The minimum time for preparation of tenders for purposes of Time for preparation of open tender shall be a period of seven days for national and county specific tenders.

Two Stage Tendering

Two stage tendering shall be done in accordance with Section 99 of the PPAD Act 2015 and the minimum time for preparation of tenders shall be a period of seven days at every stage of tendering.

a) Design Competition

Pursuant to Section 101(3) of the Act, the following shall be the procedure for the design competition process—

- i. Preparation of tender documents;
- ii. Appointment of independent assessors in accordance with Section 101(4) of the Act;
- iii. Issuance of the notice of invitation to participate in the design competition;
- iv. Submission of design proposals by the tenderers;
- v. Opening of bids;
- vi. Appointment of an ad hoc evaluation committee in accordance with Section 101 (4) of the Act;
- vii. Evaluation of the design proposals in accordance with the criteria set out in the bid documents;
- viii. Submission of design competition report to the head of procurement function for review;
- ix. Preparation of a professional opinion by the head of the procurement function who shall submit it to the accounting officer for approval;
- x. Notification of results to all bidders and declaration of the best three design schemes; and
- xi. Payment of honorarium as provided in the bid document inviting the design competition.

b) Restricted Tendering

- i. The accounting officer may use restricted tendering ,only if any of the conditions set out in Section 102(1) of the PPAD Act 2015 are satisfied;
- ii. Using the restricted tendering method shall be subject to the procurement

thresholds set out in the Second Schedule of the Regulations;

- iii. A procuring entity shall, for the purpose of identifying prequalified contractors pursuant to Section 102(1)(a) of the PPAD Act 2015, use the pre-qualification procedures set out in Sections 93, 94 and 95 of the Act;
- iv. Where restricted tendering is used pursuant to Section 102(1) (b) of the PPAD Act 2015, the procuring entity shall invite tenders from at least ten persons selected from the list maintained as provided under Sections 57 and 71 of the PPAD Act 2015 or otherwise as permitted under Section 56 of the PPAD Act 2015;
- v. Where restricted tendering is used pursuant to Section 102(1) (c) of the PPAD Act 2015, the procuring entity shall invite tenders from all the known suppliers of the goods, works and services;
- vi. The minimum time for preparation of tenders for the purposes of Section 102 of the PPAD Act 2015 shall be a period of seven days;
- vii. For greater certainty of Section 102(1)(d) of the PPAD Act 2015, any procurement under Section 102(1)(c) of the Act, the procuring entity shall place an advertisement on its website or on state portal regarding their intention to procure through restricted tender for at least three days before inviting tenders and where any bidder outside the known suppliers emerge, he or she shall be invited to bid.

c) Direct Procurement

In addition to direct procurement requirements set out under Section 103 of the Act, the following shall apply:

- i. The County Assembly shall conduct procurement using the direct procurement method subject to threshold matrix set out in the Second Schedule in the PPAD Regulations 2020;
- ii. Where the procurement officer uses direct procurement, the County Assembly shall record the reasons upon which it makes a determination that the relevant condition set out in Section 103 of the Act has been satisfied;
- iii. The accounting officer shall, within fourteen days after the notification of the award of the contract, report any direct procurement of a value exceeding five hundred thousand shillings to the Authority in a format provided by the Authority;
- iv. The accounting officer shall not enter into a contract under Section 104 of the Act unless it is satisfied that the officer meets the requirements of the procuring entity as specified and is at the prevailing real market price;
- v. A procuring entity shall negotiate with a person for the supply of the goods, works or

services being procured in accordance with the provisions of the Act and the Regulations.

- vi.** A procuring entity shall negotiate with a person for the supply of the goods, works or services being procured in accordance with the provisions of the Act and the Regulations.
- vii.** A procuring entity shall not use direct procurement in a discriminatory manner;
- viii.** Any direct procurement bid shall be evaluated in accordance with the provisions of the Act and the Regulations;
- ix.** The negotiations shall be conducted by the Ad hoc evaluation committee appointed by the accounting officer
- x.** The Ad Hoc evaluation committee responsible for negotiation may negotiate on terms that include-
 - a) Price
 - b) Terms of contract
 - c) Terms of delivery
 - d) Scope of work or service
- xi.** On completion the committee shall prepare a report and submit it to the head of procurement function for professional opinion and for onward submission to the accounting officer for approval and award of the contract.
- xii.** Any direct procurement shall require the prior approval of the accounting officer in writing except under urgent need where approval shall be granted in line with Section 69(3) of the Act.
- xiii.** For greater certainty, the fourteen days window period between the notification of award and signing of the contract provided for under Section 135(3) of the Act shall not apply for direct procurement method.
- xiv.** The resultant contract shall be in writing and signed by both parties as provided for under Section 104(d) of the Act.

5.1. Request for Quotations

- i.** Request for quotations shall be subject to the procurement threshold in the Second Schedule.
- ii.** The accounting officer or such other person delegated in writing by the accounting officer shall, and for the purposes of the procurement process, appoint an Ad Hoc evaluation committee in accordance with Section 78 of the Act.
- iii.** The Ad Hoc evaluation committee shall carry out the evaluation in accordance with

the Act and these regulations.

- iv. Before any decision to award procurement under a request for quotation, the head of procurement function shall by way of professional opinion make a recommendation based on a market survey.

5.2. Low Value Procurement

- i. A procuring entity may use low value procurement method under Section 107(b) of the Act, where:
 - a) The estimated cost of goods, works or services being procured per item per financial year is as per the threshold matrix in the Second Schedule;
 - b) No benefit would accrue to a procuring entity in terms of time or cost implications if a procuring entity uses requests for quotations or any other procurement method;
 - c) The procedure is not being used for the purpose of avoiding competition; or
 - d) The procedure has been recommended by the head of procurement function after conducting a market survey and approved by the accounting officer or such person delegated in writing by the accounting officer.

Where the accounting officer finds it necessary to use low value procurement method, that accounting officer may only delegate that function to the head of procurement function to procure the goods, works or services from a reputable outlet or provider through direct shopping or using credit cards or direct funds transfers to that outlet

5.2.1. Procedure for Low Value Procurement

- i. The user is required to write a requisition of the good or service to the Clerk for approval;
- ii. The head of the procurement function will analyze the need and carry out a market survey of the same and give recommendation for low value procurement.
- iii. Any low value procurement shall be supported by the original Kenya Revenue Authority Tax Receipt (KRA ETR Receipt) duly signed by the person undertaking the low value procurement of goods, works or services.
- iv. The goods procured shall be taken on charge by the officer responsible for the stores after the user department has confirmed the quantity and quality of the goods, works or services, before they are issued to the respective user department.

5.3. Framework Agreement Method

The County Assembly may enter into a framework agreement through open tender in accordance with Section 114 for the supply of goods, works or services where—

- a) The quantities and delivery schedules are not definable or determinable at the beginning; and
- b) The need for the subject procurement is expected to arise on a repeated basis over a definite period of time.

Conditions for use of framework agreement method

- i.** The County Assembly shall not use framework agreement in such a way as to prevent, restrict or distort competition;
- ii.** The County Assembly shall not award a contract under the framework agreement where there is evidence demonstrating that—
 - a) The prices of goods, works or services are above the indicative market prices; or
 - b) Material corporate governance issues have been detected.
- iii.** Procuring entity shall not procure using a framework agreement of another procuring entity except for those concluded under institutional frameworks prescribed in the Act and these Regulations.
- iv.** Subject to Section 114 of the Act, the County Assembly may enter into a framework agreement through open tender using an invitation to tender which shall specify—
 - a) That the procuring entity intends to establish a framework agreement;
 - b) The number of suppliers or contractors which shall not be less than seven alternative vendors;
 - c) The duration of the framework agreement which shall not exceed three years;
 - d) The evaluation criteria;
 - e) An estimate of the total volume or scope of work or quantity of purchases expected to be made for the duration of the framework agreement, as appropriate; and
 - f) Any other information as may be deemed relevant.
- v.** Where applicable, a procuring entity shall specify in the tender document the relative weighting that it gives to each of the criteria.
- vi.** The weighting referred to may be expressed by providing a range within an appropriate maximum spread.
- vii.** An ad hoc evaluation committee shall be appointed by the accounting officer in accordance with Section 46 of the Act.
- viii.** The bids submitted shall be evaluated in accordance with the provisions of the Act and these Regulations.

- ix. The evaluation committee shall apply the evaluation criteria set out in the bid documents when evaluating the bids and the evaluation report shall be submitted to the head of the procurement function.
- x. The head of the procurement function shall prepare a professional opinion and submit it to the accounting officer for consideration prior to the approval and award of the framework agreement.
- xi. An accounting officer shall award a contract under the framework agreement in accordance with Section 86 of the Act.

5.4. Procurement Of Consultancy Services

- i. The County assembly shall use request for proposal pursuant to Section 116 of the Act and shall be subject to the procurement thresholds set out in the second schedule of the PPADA 2015
- ii. The notice inviting expression of interest prepared by a procuring entity pursuant to Section 119 of the Act shall give a minimum period of seven days for tenderers to submit their expressions of interest.
- iii. In addition to the requirements provided for under Section 119(4) of the Act, the County Assembly shall advertise expression of interest for its procurements on its notice boards located in conspicuous public areas.
- iv. The opening of expression of interest shall be carried out in accordance with Section 78 of the Act and Regulations 25 and 73.
- v. The instructions for the submission of technical and financial proposals envisaged under Section 123(2)(c) of the Act shall be specified in the request for proposal document.
- vi. Pursuant to Section 121(2) of the Act, the professional fees and rates chargeable shall be guided by the rates approved by the respective professional bodies where applicable.
- vii. The quoted fees or charges under this regulation shall be guided by the provisions of Section 124(7)(d) of the Act.
- viii. A procuring entity shall provide a basis or an estimate to facilitate a bidder to comply with the provisions of this regulation.
- ix. For the purposes of Section 126(2) of the Act, the criteria for evaluation of tenders shall be as set out in Section 80(3) of the Act.
- x. Despite the provisions of Section 126(3) of the Act, an accounting officer of a procuring entity may reduce the evaluation period after taking into account the following circumstances-

- a) Where the scope of the assignment is not complex;
- b) Where the assignment can be done by individual consultants;
- c) Where the budget is fixed;
- d) Where the selection is done through single sourcing
- i. Where the conditions under paragraph (2) apply, the evaluation period may not be more than fourteen days. Pursuant to Sections 125 and 97 of the Act, the time for preparation of the proposal shall be a minimum period of seven days.
- ii. Pursuant to Section 120 of the Act, technical proposals shall be opened first before opening of financial proposals where the tender document requires submission of separate technical and financial bids.
- iii. For purposes of Section 78(6)(b) of the Act, no announcement for the prices shall be required at the opening of technical proposal where the tender document requires submission of separate technical and financial bids.
- iv. For the purposes of Section 117(b) of the Act, the terms of reference prepared by a procuring entity shall set out:
 - v. The background including the reasons necessitating the procurement;
 - vi. The objects to be achieved by the procurement
 - vii. The output and deliverables expected from the person to be awarded the tender;
- viii. The qualifications necessary for a person to be awarded the tender;
- ix. The duration of the assignment; and
- x. Any other relevant information as may be required in the tender documents.
- xi. Pursuant to Section 124(2) and (4) of the Act, the Quality and Cost Based Selection (QCBS) method shall be conducted as follows
 - a) Both the quality and the cost of bids shall be taken into account in a process under which technical bids are evaluated without accessing the financial bids; and
 - b) The relative weight to be given to the quality and cost components of the evaluation shall depend on the nature of the assignment and shall be stated in the request for proposals.
- xii. A bid submitted under the Quality and Cost Selection (QCBS) method shall be submitted under the two envelopes submission method and evaluated to determine:
 - a) Quality with regard to a technical bid, in accordance with
 - i. An evaluation against set criteria on a merit point system to determine the total technical score for the technical bid received; and
 - ii. The total scores determined compared to the minimum technical score.
 - b) Only bids which have attained the minimum technical score shall proceed to the

opening of the financial bid which shall be conducted as follows:

- i.** The bidders who shall have attained the minimum technical scores shall be invited to attend the opening of the financial bids;
- ii.** During the opening of the financial bids, the procuring entity shall read out the technical score to all bidders who attained the minimum technical scores;
- iii.** An evaluation shall be done against a set criteria on a merit point system to determine the total financial score for the financial bid; and
- iv.** The total scores determined compared to the minimum financial score.
 - c) Total weighted cost score, with regard to a financial bid, where the bidder attained the minimum technical score; and
 - d) Bidder obtaining the highest combined score based on the formula provided in the request for the proposal document shall be recommended for the award of contract.
- i.** Pursuant to Section 124(4) of the Act, the evaluation criteria provided in the request for proposal tender document shall take into account the following among others:
 - a) Specific experience;
 - b) Methodology proposed including key deliverables;
 - c) Key personnel;
 - d) Transfer of knowledge; and
 - e) Participation of nationals.
- ii.** Pursuant to Section 124(7) of the Act, a Quality Based Selection (QBS) method shall be conducted as follows—
 - a) A technical evaluation shall be conducted against the set criteria on a merit point system to determine the best technical bid without accessing the financial bids;
 - b) The quality of a bid shall be the primary factor to be considered; and
 - c) The bid with the highest technical score shall take priority in the first instance.
- iii.** The procedure for the Quality Based Selection (QBS) method of a technical bid shall be conducted in three stages.
- iv.** The preliminary examination shall be done following the opening of a technical bid to determine whether a bidder has qualified on the basis of having passed or failed the selection for the bid and the responsiveness of bids to the terms of the bidding document.
- v.** A bid that fails to qualify or that is found to be nonresponsive to the terms of the bidding document shall be eliminated from further evaluation.
- vi.** The technical evaluation criteria shall be used to:
 - a) Evaluate each technical bid against the technical evaluation criteria; and

- b) The same method of technical evaluation as that utilized for the Quality and Cost Based Selection (QCBS) method under regulation 122.
- vii. The evaluation committee shall prepare a technical evaluation report of the technical bids received which shall:
 - a) Substantiate the results of the evaluation;
 - b) Describe the relative strengths and weaknesses of the bids; and
 - c) Indicate which bid is recommended to proceed to the
- viii. A financial evaluation shall be conducted of the bidder:
 - a) Who submitted the best evaluated technical bid being invited to submit a financial bid where only technical bids were submitted;
 - b) Of the financial bid of the bidder who submitted the best evaluated technical bid where both technical and financial bids were submitted under the dual envelope method.
- ix. The financial bid shall be negotiated by the procuring entity in accordance with the provisions of these Regulations.
- x. In this regulation "Quality Based Selection" means an evaluation method that uses quality as the primary factor in a process under which technical bids are evaluated without accessing the financial bids and a financial evaluation is undertaken only for the best technical bid.
- xi. Where a procuring entity uses the fixed budget selection evaluation method in the request for proposals pursuant to Section 124(9) of the Act—
 - a) The procuring entity shall indicate its available budget in the tender document, and evaluation shall be considered as follows—
 - i.** a bidder shall be required to provide, within the stated budget, the best possible technical and financial bids, in separate envelopes; and
 - ii.** the bidder with the evaluated technical bid of the highest quality, which is within the stated budget, shall be recommended for the award of the contract.
 - b) the schedule of requirements or the terms of reference prepared by the procuring entity shall contain all the necessary detail to portray the sufficiency of the budget for the performance, by a bidder, of the expected tasks as shall be contained in the contract;
- xii. The procedure for the fixed budget selection evaluation method of a technical and financial bid shall be conducted in three stages.
- xiii. Following the opening of a technical bid, a preliminary examination shall be conducted to determine—

- a) Whether a bidder has qualified on the basis of having passed or failed the selection for the bid; and
- b) The responsiveness of bids to the terms of the bidding document.
- xiv. A bid that fails to qualify or that is found to be nonresponsive to the terms of the bidding document shall be rejected.
- xv. A technical evaluation of a bid shall be conducted—
 - a) To evaluate each technical bid against the technical evaluation criteria; and
 - b) Following the same method of evaluation as that utilized for the Quality and Cost Based Selection method.
- xvi. An evaluation committee shall prepare a technical evaluation report of the technical bids received which shall—
 - a) Substantiate the results of the evaluation;
 - b) Describe the relative strengths and weaknesses of the bids; and
 - c) Indicate which bid is recommended to proceed to the financial evaluation.
- xvii. The evaluation committee shall prepare a technical evaluation report prior to the commencement of a financial evaluation.
- xviii. Bidders that have qualified on the technical criteria shall be notified of the date and time set for the opening of the financial bids and financial bids shall be opened publicly and at the public opening there shall be publicly read out the—
 - a) Name of the bidder;
 - b) Technical score; and
 - c) Bid price.
- xix. A financial evaluation shall be conducted and any bid that exceeds the budget shall be rejected.
- xx. Subject to any negotiations that may need to be held, the bidder who has submitted the highest ranked technical proposal, of bids submitted within the budget, shall be recommended for the award of contract.
- xxi. Negotiations shall be carried out in accordance with the provisions of these Regulations.
- xxii. The evaluation committee shall prepare an evaluation report for submission to the accounting officer through the head of procurement function and shall be accompanied by the professional opinion.
- xxiii. A procuring entity may, in accordance with Section 124(8) of the Act, use a least cost selection method to identify the lowest priced bid which meets all the commercial and technical requirements.

- xxiv. The least cost selection method shall require the use of separate sealed envelopes for submission of technical and financial bids.
- xxv. The procedure for the least cost selection method evaluation of a technical bid shall be conducted in three stages.
- xxvi. A preliminary examination shall be conducted to determine—
 - a) Whether a bidder has qualified, on the basis of having passed or failed the selection for the bid; and
 - b) The responsiveness of bids to the terms of the bidding document.

CHAPTER SIX

6.0. SUPPLIER EVALUATION, MARKET SURVEY, RECORD MANAGEMENT AND INVENTORY CONTROL

Introduction

In order to achieve competitive advantage and a cost effective Procurement Section, the County Assembly requires a well-developed and effective system of supplier evaluation and market survey.

Supplier Evaluation

- i. Supplier evaluation refers to determination of the supplier's capability to meet institutional demands of quality, quantity and timelessness of orders. The emphasis is on preventing receipt of defective materials rather than detecting defects at a later stage.
- ii. Supplier evaluation shall therefore assist in prior assessment of supplier capacity and competence. The aim of the Assembly is to get value for money by acquisition of goods, services and works of the required quality and reliability at the most favourable price.
- iii. Supplier evaluation shall be objective, logical, consistent and fair. The resulting ratings or rankings shall be used to develop and update a supplier database for use in pre-qualifying suppliers and carrying out a market survey.
- iv. The following factors shall be considered during supplier evaluation:
 - a) Quality control records,
 - b) Timeless in delivery, shortages, license, credit terms, reputation, management,
 - c) Location/ proximity,
 - d) Early/ late consignments,
 - e) Rejects for quality deficiency,
 - f) After-sale services,
 - g) Compatibility with existing equipment,
 - h) Ease of communication for everyone,
 - i) Consistency in the quality of items and variations in the prices tendered/ outdated within a given period.
- v. The County Assembly shall draw the attention of all suppliers to the fact that their continued business relationship with the institution will depend on past performance and timeliness in fulfilling tender obligations.

Market Survey

- i. The Procurement Function shall have a unit dedicated to market survey. The unit shall conduct continuous market surveys and develop an internal resource base (data bank).
- ii. The unit shall carry out surveys in other institutions using similar goods, services or works using a survey tool.
- iii. This shall be used by the County Assembly for price comparisons and establishment for market trends.
- iv. The data bank shall be used for both technical and financial evaluation of bids.

Records Management

- i. The County Assembly shall ensure the Procurement Section is staffed with a qualified records manager to facilitate proper keeping and retrieval of procurement files and tender documents;
- ii. Procurement documents shall be kept for at least six (6) years from the date of opening;
- iii. Procurement files will contain all relevant documents including payment vouchers and contract close out certificate;
- iv. No officer shall tamper with tender documents or cause disappearance of tender documents in any way;
- v. Procurement officers shall be responsible for files/tender documents under their custody during and after evaluation.
- vi. Files submitted for annual audit shall be under the care of the Principal Finance Officer during audit period and shall be returned officially to Head of Procurement after audit.
- vii. No procurement file or tender document shall be issued to any officer without prior approval of the Clerk through Head of Procurement Section.
- viii. The records for procurement shall include: -
 - a) A brief description of the goods, works or services being procured;
 - b) If a procedure other than open tendering was used, the reasons for doing so;
 - c) If, as part of the procurement procedure, anything was advertised in a newspaper or other publication, a copy of that advertisement as it appeared in that newspaper or publication;
- ix. For each tender, proposal or quotation that was submitted, the following shall form the records: -

- a) The name and address of the person making the submission;
 - b) The price, or basis of determining the price, and a summary of the other principal terms and conditions of the tender, proposal or quotation;
 - c) A summary of the proceedings of the opening of tenders, evaluation and comparison of the tenders, proposals or quotations, including the evaluation criteria used as prescribed;
 - d) If the procurement proceedings were terminated without resulting in a contract, an explanation why they were terminated;
 - e) A copy of every payment voucher showing payment was made to the supplier awarded the tender
- x. Such other information or documents that is necessary.

CHAPTER SEVEN

7.0. DISPOSAL OF ASSETS

Disposal Procedures

- i. The employee in charge of unserviceable, obsolescent, obsolete or surplus assets shall bring the matter to the attention of the disposal committee through the Head of Procurement function;
- ii. The employee shall comply within a reasonable time after the assets become unserviceable, obsolete or surplus;
- iii. There shall be a technical report where appropriate by a relevant expert of the subject items for disposal that takes into account the real market price and in so doing, the technical expert shall set up a reserve price which shall be the minimum acceptable price below real market value of the boarded items;
- iv. Subject to prescribed restrictions, the disposal committee shall meet within the prescribed period to conduct a survey and review the items, while considering the technical report and recommend the best method of disposal to the Accounting Officer;
- v. The Accounting Officer shall disclose the reserve price to the prospective tenderers based on the technical report and prices set;
- vi. Where there is no responsive bidder, the Accounting Officer shall have powers based on the recommendations of disposal committee to revise the reserve price to ensure expeditious disposal of assets and set it forth in the disposal documents so as to be known by any prospective buyer of the boarded items;
- vii. After receiving the recommendations of the disposal committee, the Accounting Officer may approve or reject the recommendation of the committee.
- viii. If the Accounting Officer approves the recommendations of the disposal committee, the assets that became unserviceable, obsolete or surplus shall be disposed-off in accordance with those recommendations;
- ix. If the Accounting Officer rejects the recommendations of the disposal committee he or she shall give further direction on the matter and may refer the matter back to the committee for further consideration.

Methods of disposal

- i. Subject to prescribed provisions of the law, the Accounting Officer of a procuring entity may dispose assets by a method which may include any of the following;
 - a) transfer to another public entity or part of a public entity, with or without financial adjustment;

- b) sale by public tender;
 - c) sale by public auction trade-in;
 - d) waste disposal management
- ii. Radioactive or electronic waste shall be disposed off only to persons licensed to handle the respective waste under Section 88 of the Environmental Management and Coordination Act, 1999.

Restriction on disposal to employees

- i.** The Accounting Officer shall not dispose-off assets to an employee of the public entity or a member of a board or committee of the public entity except as expressly allowed under the Act and the regulations;
- ii.** An Accounting Officer who, pursuant to artificial valuation, disposes off assets to an employee of the public entity or a member of a board or committee of the public entity commits an offence.

CHAPTER EIGHT

8.0. REPORTING REQUIREMENTS FOR THE COUNTY ASSEMBLY.

Reports on General Procurement Transactions to the relevant authorities;

- a) Terminations of Procurement and Asset Disposal Proceedings. Should be reported within 14 days of termination to the Public Procurement Regulatory Authority (PPRA).
- b) Direct procurements of a value exceeding Kshs.500, 000/ should be reported within 14 days of notification of award (Regulation 62 of the Public Procurement and Disposal Regulations, 2020).
- c) Disposal of public asset(s) to employees: As and when used 14 days of the disposal (Regulation 93(2) of the Public Procurement and Disposal Regulations, 2020).
- d) Contract awards (Quarterly) to be submitted within 14 days after close of the quarter i.e. by 14th day of the subsequent Quarter.
- e) Contract Amendment/Variation -As and when used/done submitted quarterly.

8.1 Report on Preferences and Reservation scheme

- a) Report on all contract awards where Preferences and Reservation schemes are applied quarterly within 14 days after close of the quarter (i.e. by 14th day of the subsequent Quarter)
- b) Six (6) Months report on Preferences and Reservation of contracts awarded to Youth, Women and Persons with Disability. Every six (6) months/biannual within 14 days after close of the half of the Financial Year (i.e.by January 14th and July 14th respectively).
- c) Part of Annual Procurement Plan demonstrating procurements set aside under the Preference and reservation scheme annually within sixty (60) days after commencement of the Financial Year i.e. by 31st August.

9.0. REVIEW

This manual is subject to review from time to time.

ANNEXURES

ANNEXURE 1: ANNUAL PROCUREMENT PLAN

Procuring Entity's Name

Financial Year

Status.....

No.	Item description	Unit	Qty	Procurement Method	Source of Funds	Estimated Cost Kshs. '000	Time Process	Invite / Advertise Tender	Bid opening	Bid evaluation	Tender award	Notification of Award	Contract Signing	Total time to contract signature	Date for completion of contract
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
1.	Planned Days														
actual	Days														
Varia	nance														
2.	Planned														

	Days														
actual															
Days															
Varia															
nce															
3.															
4.															
To															

Prepared by: Head of the Procurement Function: SignDate

Approved by: Accounting Officer: Sign Date

ANNEXURE 2: ANNUAL ASSET DISPOSAL PLAN

Financial Year:

Name of the Procuring Entity:

No.	Item Description	Qty	Unit of Issue	Date of purchase	Purchase Price	Estimated current value	Justification for disposal	Item Life span	Ref. No to the asset register	Disposal Method	Cost of managing disposal	Dates for completing key disposal activities
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Prepared by: Head of Procurement: Sign Date

Approved by: Accounting Officer: Sign..... Date

ANNEXURE 3: GOODS RECEIVED NOTE

Name & Address of Supplier				
DATE OF SUPPLY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL VALUE
TOTAL				

GOODS HAVE BEEN CERTIFIED AS CORRECT RECEIPTS.

Name of receiving Officer..... Signature..... Date.....

Certified by..... Signature..... Date.....

ANNEXURE 4: RETURN TO STORES-DAMAGED STOCK



COUNTY ASSEMBLY OF BUNGOMA

RETURN TO STORES- DAMAGED STOCK		
Department		
Name of officer		
Date		
Description of item		
Asset tag barcode no.		
Status of damaged Item		
Reason that led to the damage		
Signature		
Name of receiving officer		
Designation		
Date		

ANNEXURE 5



COUNTY ASSEMBLY OF BUNGOMA

INTERNAL PURCHASE REQUISITION APPROVAL

CONFIRMATION, RECOMMENDATION AND APPROVAL

1. The Head of procurement confirms that the activity is in the procurement plan.

Item Name:.....

Item code:.....

Quarter:

Quantity:

Remarks.....

.....

Signature:..... Date:.....

2. The Head of Finance confirms availability of funds for this purchase

Estimated budget for the proposed purchase as per user requisition

Ksh.....

Actual available budget for the proposed budget

Ksh.....

Remarks:.....

.....

.....

Signature:.....Date.....

3. The Clerk of the County Assembly approves/does not approve this request.

.....

.....

Signature:.....

Date.....

ANNEXURE 6



COUNTY ASSEMBLY OF BUNGOMA

DEPARTMENTAL USER REQUISITION APPROVAL FORM

Department			
Name Of Officer (User)		Designation	
Item Requested		Quantity	
Specifications		Estimated Budget	
Approved By Head of Department			
Name			
Signature		Date	
The Head Of Procurement Confirms That The Activity Is In The Procurement Plan			
Item Name		Item Code	
Quantity		Quarter	
Remarks			



**COUNTY GOVERNMENT OF
BUNGOMA**

CONTACTS

P.O. BOX 1886 – 50200 Bungoma



info@bungomaassembly.go.ke



0208000663/0202651905



www.bungomaassembly.go.ke



Bungoma County Assembly



@AssemblyBungoma