

**MAPPING TO BE PROCESSED FOR THE PROCUREMENT OF GOODS AND SERVICES THROUGH RFQ**

<b>Step</b>	<b>Activity</b>	<b>Number of days</b>	<b>Actor</b>	<b>Organization costs (Kshs)</b>	<b>Customer costs (Kshs)</b>
1	Head of Department places a request ( with specifications) based on the approved procurement plan and budget to DVC A&F for approval through the ERP.	1	Head of Department	Nil	-
2	The DVC A&F approves and the system prompts the Procurement officer to take action.		DVC A&F		
3	PO assigns the APO to process Request for Quotation (RFQ)		Procurement Officer	Nil	2700

4	APS generates the RFQ		APO		
5	The APS floats the quotation to the prequalified/registered suppliers via group email.		Assistant procurement officer		
6	The Suppliers submit the quotation within the stipulated time. Through the electronic Quotation Box	7	Supplier		
7	Appointment of Opening and Evaluation Committee		VC		
8	Opening of Quotations	1	Opening committee (Chairperson, User, Procurement personnel, Appointed by the Accounting officer.	2700	-
9	Evaluation of Quotations	1	Evaluation committee (Chairperson, User, Procurement Relevant Technical person		-

			Appointed by the Accounting officer		
10	The Evaluation report is prepared in the system and relevant documents are uploaded.		Evaluation committee		
11	The procurement officer prepares a professional opinion and forwards to the VC for consideration in the ERP system.	1	PO	Nil	-
12	The VC considers the professional opinion and approves the purchase of the goods/service.	2	Vice-Chancellor	Nil	-
13	The procurement officer generate a Purchase requisition	1	PO	Nil	-
14	The user confirms in the system		User		

15	Finance Officer commits funds		Finance Officer		
16	The Procurement Officer raises the LPO /LSO. This prompts the DVC A&F for approval.	1	PO	Nil	-
17	DVC A&F approves the LPO/LSO which is automatically sent to the supplier and prompts the PO for further action.		DVC A&F		
18	The supplier delivers the goods/services.	10	Supplier	Nil	
19	The storekeeper invites the inspection and acceptance committee for inspection. (manual)	1	Storekeeper		
20	The committee assesses the suitability of supplied goods and issues a certificate.		Inspection & Acceptance Committee.	Nil	-

21	The storekeeper takes custody of the goods delivered. (manual)		Storekeeper		
22	The storekeeper updates the stock levels and generates a Goods Received Note which updates finance inventory ledgers.		Storekeeper		
23	The user generates a Stores Requisition Note (SRN)	1	Head of section	Nil	-
24	Procurement Officer approves issuance		Procurement Officer		
25	The storekeeper issues the goods to the user which updates the stock ledger at finance		Storekeeper		
26	The storekeeper scans payment documents ( PRN, LPO, Delivery note,				

	Inspection Certificate, GRN and Invoice) and uploads into the system.				
<b>Total No. of days</b>	<b>27 Days</b>	<b>25 Actors</b>	<b>Kshs. 3,300</b>	<b>Kshs. 2,700</b>	

### **Benefits**

1. Drastic reduction of the procurement process timeframe - from 60-27 days.
2. Improved accountability in the procurement process.
3. Reduced number of actors.
4. Reduced cost.
5. Improved Customer Service
6. Increased efficiency.

### **Group Three Assignment**

**Mapping the process as should be for the procurement of goods and services through Framework Contracting**

Step	Activity	Number of days	Actor	Organization costs (Kshs)	Customer costs (Kshs)
1	Consolidation and approval of annual procurement plan. Prior to the commencement of the financial year.		PO & VC		
2	Processing of framework contracts for all items in the procurement plan. Prior to the commencement of the financial year.	At planning stage 4 – 5 months	PO & VC		
3	The Head of the Department places a request based on the approved procurement plan and budget to DVC A&F for approval through the ERP.	1	Head of Department	Nil	-

4	The DVC A&F approves and the system prompts the Procurement officer to take action.		DVC A&F		
5	The procurement officer generates a Purchase Requisition Note	1	APO	Nil	-
6	The user confirms in the system		User		
7	Finance Officer commits funds		Finance Officer		
8	The Procurement Officer raises the LPO /LSO. This prompts the DVC A&F for approval.	1	PO		
9	DVC A&F approves the LPO/LSO which is automatically sent to the supplier and prompts the PO for further action.		DVC A&F		



10	The supplier delivers the goods/services.	10	Supplier		
11	The storekeeper invites the inspection and acceptance committee for inspection. (manual)	1	Storekeeper		
12	The committee assesses the suitability of supplied goods and issues a certificate.		Inspection & Acceptance Committee.		
13	The storekeeper takes custody of the goods delivered. (manual)		Storekeeper		
14	The storekeeper updates the stock levels and generates a Goods Received Note which updates finance inventory ledgers		Storekeeper		
15	The user generates a Stores Requisition Note	1	Head of section		

	(SRN)				
16	Procurement Officer approves issuance		Procurement Officer		
17	The storekeeper issues the goods to the user which updates the stock ledger at the finance		Storekeeper		
18	The storekeeper scans payment documents ( PRN, LPO, Delivery note, Inspection Certificate, GRN and Invoice) and uploads into the system.	1	Storekeeper		
<b>Total No. of days</b>		12 Days	<b>17Actors</b>		

## Benefits

1. Drastic reduction of the procurement process timeframe - 12 days.
2. Bulk discounts as a result of bulk purchase
3. Improved accountability in the procurement process.

4. Elimination of opening and evaluation committee meetings which is the case in RFQ process.
5. Variety by attracting the best in the market through open tender process
6. Reduced number of actors to 17
7. Reduced cost.
8. Improved Customer Service
9. Increased efficiency.