





KISII NATIONAL POLYTECHNIC

PROCEDURE FOR PROCUREMENT AND ASSET DISPOSAL

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0.2 RECORDS OF CHANGE

NO.	Date (dd-mm-yy)	Details of changes		Authorization/ Name
		Page	Clause/Sub-clause and comment	
01	15/3/2016	All	General review in line with ISO 9001:2015	Omweri Joyce
02	30/09/2020	All	General review in line with ISO 9001:2015 & ISO/IEC 27001:2013	Mary Koigi

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0.3 DISTRIBUTIONS

HOLDER	COPY NUMBER	LOCATION
Principal	01	PRINCIPAL'S OFFICE
Deputy Principal, Administration	02	D/PRINCIPAL, ADMIN'S OFFICE
Deputy Principal, Academics	03	D/PRINCIPAL, ACADEMICS' OFFICE
Management Representative	04	MR'S OFFICE
Procurement Officer	05	DEPARTMENTAL OFFICE
Finance Officer	06	FO'S OFFICE

0.4 ABBREVIATIONS

Abbreviations given in the IMSM apply in addition to:

L.S.O. – Local Service Order

L.P.O. - Local Purchase Order.

P.P.R.A. - Public Procurement Regulatory Authority.


P.P.A.D.A – Public Procurement & Asset Disposal Act 2015

P.P.A.D.R - Public Procurement & Asset Disposal Regulations 2020

1.0 PURPOSE

To ensure the procurement process is conducted appropriately.

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2.0 SCOPE

Applies to suppliers and the entire KNP community.

3.0 REFERENCES

3.1 Public Procurement and Asset Disposal Act 2015

3.2 Public procurement and disposal general manual

3.3 Public procurement regulations.

3.4 Departmental Inventory records.

3.5 IMS Manual.

4.0 TERMS AND DEFINITIONS

4.1 **Unserviceable items** – Those determined as uneconomical to service and maintain.

4.2 **Disposable Items** – Items that are not required by the users.

4.3 Other Terms and Definitions in the IMS Manual apply.

5.0 RESPONSIBILITIES


The procurement officer is responsible for implementation of this procedure.

6.0 METHOD

6.1 Procurement


6.1.1 User departments prepare their procurement plans and submit them to the Procurement Officer three (3) months before the commencement of the financial year.

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- 6.1.2 The PO prepares a corporate procurement plan by consolidating all departmental procurement plans for approval by the Governing Council by 30th June.
- 6.1.3 The procurement officer prepares tender and pre-qualification documents and an advertisement notice for tendering by the end of June.
- 6.1.4 The bidders submit tender documents within the specified period and sign the tender register.
- 6.1.5 The tender opening committee opens the tender documents on the date scheduled.
- 6.1.6 The evaluation committee evaluates tender documents and prepares a report.
- 6.1.7 The procurement officer reviews the tender evaluation report and provides a signed professional opinion to the Principal.
- 6.1.8 The principal awards tender(s) to responsive bidders based on the professional opinion.
- 6.1.9 The procurement officer sends notifications of award to successful bidders, regret letters to unsuccessful bidders and receives letters of acceptance from successful bidders within 14 days from the date of award.
- 6.1.10 The procurement officer prepares contract documents for signing by the Principal.

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6.1.11 The procurement officer prepares LPO/LSO using approved requisitions from the user departments.

6.1.12 The Finance Officer verifies prices and confirms the availability of funds and then forwards the LPO/LSO to the principal for approval.

6.1.13 The procurement officer sends LPO/LSO to the suppliers.

6.1.14 Suppliers acknowledge the receipt of LPO/LSO and deliver goods/services within 30 days.

6.2 Store Receiving and Issuing

6.2.1 The supplier delivers goods to the store

6.2.2 The stores officer convenes the Inspection and Acceptance committee immediately.

6.2.3 The inspection committee verifies the goods received


6.2.4 If the goods are accepted, the stores officer generates a Goods Received Note and ledgers the goods.

6.2.5 The storekeeper issues goods to users based on approved requisitions.

6.2.6 The user signs the ledger book for items received.

6.2.7 The storekeeper updates the stores ledgers.

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6.2.8 If the goods are rejected, the stores officer prepares the Goods Return Note in triplicate

6.2.9 The Inspection & Acceptance committee and the user sign the Goods return Note citing reason(s)

6.2.10 The security officer authorizes the release of the goods

6.3 Supplier Payment

6.3.1 The procurement Officer submits the invoice, delivery note, certificate of completion and LPO/LSO to the Internal Auditor for verification within ten days.

6.3.2 The Internal Auditor forwards the verified invoice, delivery note, certificate of completion and LPO/LSO to the FO within seven days.

6.3.3 The Finance Officer prepares payment vouchers for goods/services delivered within seven days.

6.3.4 The Finance Officer forwards payment vouchers to the principal for approval.


6.3.5 The Finance Officer prepares cheques and records in the cheque register.

6.3.6 The supplier collects cheque(s) and signs the payment schedule.

6.4 Asset Disposal

6.4.1 The end user identifies and lists the obsolete items in the form for Disposal of Unserviceable/Obsolete/surplus stores or assets (KNP/IMS/PROC/F015) and forwards it to the procurement officer on a termly basis.

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6.4.2 The disposal committee prepares a report in liaison with the relevant expert of the subject item for disposal within seven days and submits to the principal who authorizes review of the item(s).

6.4.3 The disposal committee reviews the item(s) for disposal within 7 days and recommends the best method of disposal to the principal.

6.4.4 The Principal consults the Governing Council for ratification and authorizes the committee to start the disposal process.

6.4.5 Items/Information assets are disposed as per the PPAD Act, 2015

6.5 Monitoring and Evaluation of External Providers

This shall be done in accordance with the procurement policy.

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KISII NATIONAL POLYTECHNIC

SUPPLIER SECURITY POLICY

POLICY /PROCEDURE

Kisii National Polytechnic is committed in accordance with the company purpose and values to maintaining and improving information security and minimizing exposure to risk within the company to provide and support our services for our customers, to ensure secure and resilient services and to offer timely and a reliable customers support services thus enriching the customer experience

It is KNP policy therefore to ensure that;

1. Information security risks will be identified and maintained at an acceptable level to ensure procurement of solutions that are able to provide the level and quality of information security required
2. Risks resulting from organizational, physical environmental and emerging technological changes and the use of third parties will be assessed and appropriately managed
3. Contracts with third parties shall define their information security responsibilities
4. During the duration of contracts with third parties Kisii National Polytechnic will manage the relationship to ensure information security is maintained.
5. Kisii National Polytechnic as appropriate, will allow third parties access to its information /information
6. Information security awareness will be made available to all third parties as appropriate
7. All breaches of information security will be reported to and investigated by following the existing incident management procedure
8. Third party access to KNP information/information systems for support and/or maintenance will be monitored and subject to periodic checks.