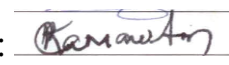


KEPHIS	DOC. NO.SOP/KEPHIS/SUP/01	
	ISSUE NO. 01	REV. NO. 05
SECTION: SUPPLIES	ISSUED BY: Supplies Assistant	Signed:  DATE: 01/03/2018
SOP FOR PROCUREMENT OF GOODS AND SERVICES	APPROVED BY: Head Procurement	Signed:  DATE: 01/03/2018

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1.0 Purpose

To indicate the steps involved in procurement of goods and services.

2.0 Scope

This procedure describes the process of procurement of goods and services from requisition to acquisition and issue to user.

3.0 References

- 3.1 KEPHIS purchasing and supplies manual
- 3.2 Public Procurement and Asset Disposal Act, 2015
- 3.3 Public Procurement and Disposal Regulations 2006
- 3.4 Work Instructions
- 3.5 ISO 9001:2015 Standard
- 3.6 KEPHIS QMS Manual

4.0 Definitions

- 4.1 LPO - Local Purchase Order
- 4.2 HP - Head Procurement
- 4.3 WI - Work Instruction
- 4.4 GRN- Goods Received Note
- 4.5 SO – Supplies Officer
- 4.6 SA – Supplies Assistant
- 4.7 MD - Managing Director
- 4.8 AGPO – Access to Government Procurement Opportunities

4.9 IAC –Inspection and Acceptance Committee

5.0 Responsibility

The Head of Procurement is responsible for this SOP

6.0 Schematic Representation

Management Review						
Sources of Inputs	Inputs	Activities	Outputs	Receivers of Outputs	Risks	Checks/Controls
-User purchase requisitions	-User specifications	-Floating tender/s or request for quotations from suppliers -Opening of tenders or quotations -Technical evaluations	-Awarding of contract to supply through LPOs -Delivery of procured items to the Supplies Store	-User departments -Planning & Implementation Department	-Biased choice of suppliers -Poor technical evaluation to favor particular supplier/s	-Ensure that suppliers are given an equal chance to do business with the institution -Training on evaluation criteria for end-users and/or Evaluation Committees

7.0 Procedure

7.1 The HP receives approved requisition note/memo for goods/services from the user (annex requisition note).

7.2.1. For each item costing up to Kshs 30,000, the Head Procurement may issue petty cash to the SA to purchase from the supply market or instructs the SO/SA to issue LPO to a reputable company.

7.2.2 For urgent items, the HP instructs the Supplies Officer to source the goods from any reputable supplier in the market or from the prequalified list as allowed under the Act

7.2.3 For repeat purchases, the HP instructs the Supplies Officer to use the previous supplier provided that the prices are still valid.

7.2.4 For routine repair and maintenance service, the HP instructs the Supplies Officer to contact the contracted service and maintenance firm or manufacturer, appointed dealer, or local supplier to carry out the service or repair of the item.

7.2.6. For office equipments under full maintenance contract, the HP instructs the Supplies Officer to contact the contractor to supply the consumables when required

7.3 For items costing more than Kshs 30, 000, the HP instructs SO to get quotation/tender as allowed under the Act and Regulations (WI.2/KEPHIS/SUP/01)

7.4 On the deadline for submission of tenders/quotations, HP convenes the tender opening committee by phone or email to open the tenders/quotations (WI.4/KEPHIS/SUP/01).

7.4.1 For items exceeding 500,000 the Evaluation Committee evaluates tenders/quotations to select the most advantageous offer (WI.5/KEPHIS/SUP/01) and forwards recommendations to the HP.

7.4.2 For items valued from 30,000 to 500,000 the technical evaluation is carried out by the user and the report is forwarded to HP.

7.5 The HP evaluates the report and writes a letter of professional opinion to the MD for approval

7.6 If approved, the HP issues LPO to firm indicating delivery date and other terms (WI.6/KEPHIS/SUP/01). LPOs for firms registered under youth, women and persons living with disabilities will be stamped "AGPO"

7.7 The Supplies Assistant (Supplies Store) receives goods in the store and invites the user or Inspection and Acceptance Committee to verify that the goods meet the required specifications and issue an Inspection and Acceptance Certificate

7.8.1 Goods that meet requirements are accepted, posted into stores records (GRN) and issued to users on request (WI.7/KEPHIS/SUP/01)

7.8.2 If rejected the SA (Supplies Store) notifies supplier for replacement or correction. A Gate Pass is issued for the rejected items.

7.9 For regional offices procurement is through WI.1/KEPHIS/SUP/01

7.10 30% of the annual procurement budget shall be awarded to youth, women and persons living with disabilities in line with legal notice No. 114 of 2013 and Public Procurement and Asset Disposal Act, 2015

8.0 Records

8.1 ACCPAC data base

8.2 Tender Register

8.3 Quotation Register

8.4 HP Professional Opinion

8.5 Evaluation Committee Reports

8.6 Quotations/Tenders submitted by suppliers

8.7 Inspection & Acceptance Certificate

REVISION DETAILS					
REVISION SUMMARY	REASON	DATE	REVISED BY	ISSUE NUMBER	REVISION NUMBER
1. Amendment of Clause 6.6 and 6.7 2. Addition of Clause 7.0 and record 7.8 3. Deletion of Clause 6.2.1, 6.2.5 and 6.4.1 4. Change of issuer	To be aligned with current Procurement Laws and regulations. Officer has since left the organization	15/09/2014	H-PROC	0	3

1. Clause 6.6 YAGPO replaced with AGPO 2. Amend clause 6.8.2	To reflect work instruction WI. 7/KEPHIS/SUP/01	01/04/2016	H-PROC	1	3
3. Review of entire document	To be aligned with the current Procurement Laws and Regulations	08/07/2016	H-PROC	0	4
1. Review of entire document	To be aligned to the ISO 9001:2015 Standard Requirements	01/03/2018	H-PROC	1	5