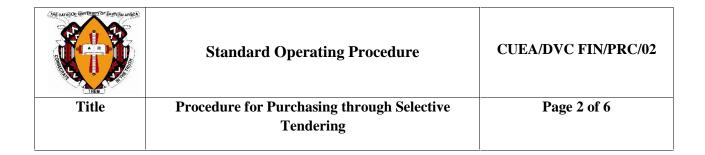


The Catholic University of Eastern Africa

TITLE	AUTHOR			
PROCEDURE FOR PURCHASING THROUGH SELECTIVE TENDERING	PROCUREMENT OFFICER			
CUEA/DVC FIN/PRC/02	NO. OF APPENDICES:			
AUTHORIZATION				
This Standard Operating Procedure is issued und	der the authority of:			
TITLE	DEPUTY VICE CHANCELLOR FINANCE			
SIGNATURE				
DATE				
ISSUE DATE				
STAMP CONTROLLED / UNCONTROLLED				
NOTE: 1. Write amendments on the page provided (Clause 0.2) 2. Controlled copies of this document will be in the Procurement Office's and the Deputy Vice Chancellor's Finance Office.				

Revision	00	Date	2 May 2014



0. CONTENTS AND RECORD OF CHANGES

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	(dd-mm-yy)	Page	Clause/subclause	Title
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0.3 Distribution / Circulation

This standard operating procedure is available at relevant functions for authorized users.

1.0 PURPOSE

To give guidelines on how the purchasing through selective tendering process is carried out to ensure the University obtains quality goods / services at competitive prices.

2.0 SCOPE

The procedure applies to the process of purchasing through selective tendering carried out within The Catholic University of Eastern Africa.

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3.0 REFERENCES

- 3.1 CUEA Quality Management Manual
- 3.2 CUEA Procurement Policies and Procedures Manual, Draft

4.0 TERMS AND DEFINITIONS

4.1 Abbreviations

BQs - Bills of Quantities

CUEA - The Catholic University of Eastern Africa

DVC/FIN - Deputy Vice Chancellor, Finance

HOD - Head of Department LPO - Local Purchase Order PO - Procurement Officer

PRN - Purchase Requisition Note

VC - Vice Chancellor

4.2 Definition of Terms

- 4.2.1 Assets: Movable and immovable property, either tangible or intangible.
- 4.2.2 *Candidate*: A potential supplier who is invited to take part in the University's procurement pre-qualification process.
- 4.2.3 *Contractor*: The person who enters into procurement contract with the University.
- 4.2.4 *Goods:* Means raw materials, products, equipment and commodities in solid, liquid or gaseous form and electricity as well as installation, transport maintenance or similar obligations related to the supply of the goods.
- 4.2.5 *Procurement:* Means the purchasing, hiring or obtaining by any other contractual means of goods, works and services.
- 4.2.6 *Procurement cycle:* Means the process that begins with initiation of an individual requirement to when goods or services have been delivered and accepted.
- 4.2.7 *Services:* Any object of procurement other than works and goods.

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- 4.2.8 *Standard:* 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 that item as a required characteristic for all items of that type.
- 4.2.9 *Supplier:* A person under contract with the University to supply goods, works or services.
- 4.2.10 *Tender:* An offer in writing by a tenderer to supply at a price goods, services or works pursuant to an invitation to tender by the University.
- 4.2.11 *Tenderer*: Means a person submitting a tender.
- 4.2.12 *Tender Document:* The document provided by the University to tenderers as a basis for preparation of their tenders/bids.
- 4.2.13 *Tender Opening Date:* A date and time designated by the University for the opening of tenders.
- 4.2.14 *User Department:* Means the Department which initiates procuring proceedings.
- 4.2.15 *Works:* All work associated with the construction, reconstruction, demolition, repair or renovation of roads, bridges, dams, buildings or structures; installation of equipment, materials and decorations as well as services incidental to works.
- 4.2.16 *Requisition Form:* It is a form that one fills to ask for goods / services from the stores.

5.0 PRINCIPLE RESPONSIBILITIES

The Procurement Officer has the full responsibility to ensure that this procedures is adhered to effectively.

6.0 METHOD

6.1 Upon receipt of BQa duly prepared by respective technical department and approved by the DVC FIN, the PO invites tenders from the selected suppliers / service providers.

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- 6.2 The Procurement Officer ensures that ender bids are submitted on or before the closing date as indicated in the BQ's.
- 6.3 The Procurement Committee opens the tender bids and forwards them to the respective technical team to carry out a technical and financial evaluation of the tender bids.
- 6.4 The Procurement Committee receives the evaluated tender bids with recommendations from the respective technical team, for deliberation and award accordingly.
- 6.4.1 If the Procurement committee concurs with the recommendations of the technical evaluating team, the tender is awarded accordingly; or
- 6.4.2 If the Procurement Committee does not concur with the recommendations of the Technical team a different supplier / service provider is chosen after deliberation.
- 6.5 The DVC FIN communicates officially to the successful and unsuccessful tenderers notifying them of the tender results.
- A contract or LPO is drawn as per the BQs by the DVC FIN and forwarded to the Vice Chancellor for signing.

7.0 APPENDICES

7.1 Appendix A: Local Purchase Order

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7.1 APPENDIX C: LOCAL PURCHASE ORDER (LPO) – CUEA/DVC FIN/PRC/01/fm 03

A. M. E. C. E. A LOCAL PURCHASE ORDER TO:			LPO NO This Order on all De Correspondence	P.O. Box 62157, 00200 Nairobi - Kenya Telephone: 8891601-6 Wireless: 020 2525811-5 Tel/Fax: 254-20-8891084 Email: procurement@cuea.edu LPO NO 06151 This Order number must be quoted on all Delivery Notes, Invoices and Correspondence. EXPECTED DELIVERY DATE						
Diage	Supply the following	a goodeleapyicae:								
Please Supply the following goods/services:				REQUISITION NO						
NO.	ITEM	DESCRIPTION	QTY	ISSUE	KSHS.	CTS.	KSHS.	CTS		
					3					
								-		
			CHARC	GED TO: A	VC NO					
PREPA	RED BY : PROCUREM	ENT OFFICER NAME		sic	iN		. DATE			
AUTHORISED BY: 1. FINANCIAL ADMINISTRATOR NAME				SIGN				DATE		
	2. DVC's/VC	NAME		SIG	iN		DATE			
	DISTRIBUTION:	1. Original (White) = Supplier, 2. Duplicate (Gr	een) = Accounts Office	z, 3. Triplicate (Y	fellow) = Store	s/Users, 4.	Quadruplicate (Blue	e) = Book C		

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