



DEDAN KIMATHI UNIVERSITY OF TECHNOLOGY PROCEDURES MANUAL

Title:	PROCEDURE FOR PROCUREMENT AND SUPPLIES	Reference	DEKUT/PM-8. 4
		Issue/Rev.	3/2

PROCEDURE DETAILS

Procurement of Goods and Services

Step	Procedure Activity	Who	When	Record
2.1a	Request for procurement plans from all departments	PO	3 months prior to the beginning of every financial year	Memo
2.2a	i) Request made by user department. NB All requests must include specifications.	HoD	As per departmental procurement plans	Memo
	ii) Request for emergencies	HoD	As need arises	Memo
2.4a	Approval of request	DVC (A F)	On request	Approval
2.5a	Solicit quotations for items within KES one million threshold	PO	As per PPDA	Quotations
2.6a	Approval to purchase	TC/PC	As per analysis	Minutes
2.7a	Raise LPO/contract as per minutes or tender document	PO	As per approval	Completed LPO/Contract
2.8a	Approval of the LPO/contract	VC/DVC (AF)	After voting	LPO
2.9a	Notify supplier to collect LPO and deliver goods	PO	As per approval	LPO register



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2.0 (b) Receipt and Issuing of Goods in the Store

Step	Procedure Activity	Who	When	Record
2.1b	Delivery of goods	Supplier	As per LPO/contract	◇ Goods Delivery Note ◇ Invoice
2.2b	Verification of goods	IAC	On delivery	◇ Stores Receipt Note ◇ Copy of LPO
2.3b	Return of goods that do not meet user specifications	IAC	Immediately	Goods Rejected Note
2.4b	i) Requisition of general supplies from the stores	HoD	As need arises	Requisition document
	ii) Confirmation and voting	Officer In-Charge of Stores	As per request	Departmental Vote
	iii) Issue of goods	Officer In-Charge of Stores	As per request	Store Issue Note
	iv) Return of goods that do not meet user specifications	HoD	Immediately	◇ Stores Receipt Note ◇ Memo



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2.0 (c) Tendering and Pre-qualification of suppliers

Step	Procedure Activity	Who	When	Record
2.1c	Identification of method	TC	As per PPDA	Minutes
2.2c	i) Preparation of specifications	HoD	On request	Specifications
	ii) Preparation of tender documents	PO	On request	Tender documents
2.3c	Advertisement of the tender	PO	On request	Media advert
2.4c	Selling of tender documents	FO	As per advert	Copy of receipt
2.5c	Opening/prequalification of tenders	TOC	As per PPDA	Minutes
2.6c	Evaluation of the tender	TEC	As per PPDA	Minutes
2.7c	Awarding of tender	TC	As per PPDA	Minutes
2.8c	Notification of award of tender	VC	Within 30 days	Letter
2.9c	i) Preparation of the contract	Legal Officer	As per PPDA	Contract documents
	ii) Seeking quotations in cases of pre-qualified suppliers	PO	As need arises	Quotations
2.10c	Signing of the contract	VC	As per Tender	Copy of signed contract
2.11c	Evaluation of KPI	PM	Quarterly	Performance Report



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3.0 REVISION HISTORY

Issue/ Revision	Date	Page(s)	Change Description	Changed by	Approved by
3/2		All	New Issue	ISO Steering Committee	Vice-Chancellor