



**THE KENYA SCOUTS ASSOCIATION**  
**PROCUREMENT POLICY**

**MARCH 2016**

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**LIST OF ABBREVIATIONS AND ACRONYMS**

DN	Delivery Note
GoK	Government of Kenya
HoD	Head of Department/Division
PO	Procurement Office
Nec	National Executive Commissioner
NEC	National Executive Committee
HQ	Headquarters
IAC	Inspection and Acceptance Committee
LPO	Local Purchase Order
LSO	Local Service Order
PE	Procuring Entity
PU	Procurement Unit
PPDA	Public Procurement and Disposal Act
PPDR	Public Procurement and Disposal Regulations
PV	Payment Voucher
TC	Tender Committee
PC	Procurement Committee
SO	Stores Officer
PO	Procurement Officer
TOR	Terms of Reference
PPOA	Public Procurement Oversight Authority

**PREAMBLE**

The public procurement reforms in Kenya have culminated in promulgation of the Public Procurement and Disposal Act 2015 and the Public Procurement and Disposal Regulations 2006 that provide a legal framework for regulating public procurement, with oversight functions carried out by the Public Procurement Oversight Authority (PPOA). A Public Procurement Policy in KSA provides detailed guidance on general issues in procurement that are not adequately covered by the Act and Regulations.

This policy is prepared to address the specific procurement requirements of Kenya Scouts Association, which have not been explicitly addressed in the referred instruments. The procurement processes set out in this policy have reference to the salient provisions of the Act, Regulations and the Procurement General Manual (obtained from PPOA) which should be read together with this policy.

Some of the vital and general steps leading to effective specific procurements for Kenya Scouts Association have been incorporated in this Policy. HODs of all units are therefore required to familiarize themselves with the guidelines provided in this policy and strictly adhere to them. The policy has been approved by the National Executive Committee as a guide to the systems and procedures that should govern the procurement of all association's goods, works and services.

**1.0 INTRODUCTION**

Kenya Scouts Association (KSA) is a registered member of the World Organization of the Scouts Movement (WOSM). It is a voluntary, non-political and educational Movement for young people open to all without distinction of origin, race, gender, creed or ethnic/tribal background in accordance with the purpose, principles and method as conceived by the founders as stated below;

a) **Purpose**

To contribute to the development of young people in achieving their full physical, intellectual, emotional, spiritual, social, and character potentials as individuals, as responsible citizens and as members of their local, national, regional and international communities.

b) **Principles**

i. Duty to God

Adherence to spiritual principles. Loyalty to the religion that expresses them and acceptance of duties resulting there from.

ii. Duty to others

Loyalty to our country in harmony with the promotion of local, national, regional and international peace, understanding and co-operation/integration.

Participation in the development of society with recognition and respect for the dignity of ones fellow man and for the integrity of nature.

iii. Duty to self

Responsibility of the one's self; realization of ones right to develop, learn and grow, learning to assert oneself, make ones decision, set aims and identify the necessary steps to achieve ones full potentiality.

c) **Method**

Is a system of progressive self-education that should be applied to all sections, taking into account the socio-cultural environment of the young people.

The Scout method is applied in the following ways:

i. Law and promise.

- ii. Learning by doing.
- iii. Membership of small groups (patrol system) requiring adult guidance, progressive discovery and acceptance of responsibility and training towards self-governance directed towards the development of competence, self-reliance, honesty and leadership skill objectives.
- iv. Progressive and stimulating programs (progressive scheme) consisting of varied activities based on one's own interest including games, useful skills and service to community, all taking place largely in an outdoor setting.
- v. Symbolic framework or symbolic background where the scouts relate to their socio-cultural background in order to have a programmed that has a national touch.
- vi. Relationship between adults and young people where leaders have the responsibility to keep an eye on the young ones especially the Sungura, as they are delicate majority.

## **KSA VISION**

To be the largest Youth Educational Movement in a peaceful and harmonious Country, where every young person – boy or girl is self-reliant and empowered to enjoy his/her rights and realize their full potential to become useful citizens

## **KSA MISSION**

The mission of Scouting in Kenya is to contribute to the education of young people through a value system based on the Scout Law and Promise; to help build a better world where people are self-fulfilled as individuals and play a constructive role in the society

## **KSA OBJECTIVES**

We, the Kenya Scout Association want to contribute in preparing free, supportive, responsible and committed citizens, who are needed to build a better future for Kenya.

## 1.1 PROCUREMENT POLICY OVERVIEW

The Kenya Scouts Association considers the expenditure of funds to be an important responsibility and requires all persons involved with the purchase of goods and services to exercise good judgment in spending KSA funds. KSA Procurement Policy is drawn and guided by the Public Procurement and Disposal Act (PPAD) .The purpose of PPAD Act is to establish procedures for the procurement and the disposal of unserviceable, obsolete or surplus stores and equipment by public entities to achieve the following objectives

- To maximize economy and efficiency;
- To promote competition and ensure that competitors are treated fairly ;
- To promote the integrity and fairness of those procedures;
- To increase transparency and accountability in those procedures;
- To increase public confidence in those procedures
- To facilitate the promotion of local industry and economic development

## 1.2 OBJECTIVES OF THE PROCUREMENT PROCEDURES POLICY

Objectives of these procurement procedures as guided by the Act and Regulations are to:

- a) **guide procuring units:** by providing guidelines on the procurement processes and procedures for PEs to adhere to Regulations and guidelines;
- b) **enhance economy:** by promoting competition among suppliers, KSA shall ensure best practices that will obtain best prices and quality;
- c) **enhance efficiency:** by providing a choice of alternative procurement methods where efficiency shall be achieved without hindering competition as set out in section 29 and Part VI of the Act;
- d) **Increase transparency:** by following formal written procedures throughout the process and using explicit criteria to award contracts. To the extent possible, information on tender process shall be made available to the public;



- e) **increase integrity and public confidence:** by adopting procedures that are in line with the PPD Act and Regulations to ensure fair treatment of suppliers;
- f) **Ensure full accountability** through proper management and monitoring of the procurement, delivery and receiving processes.

### **1.3 THE SCOPE OF THE KENYA SCOUTS ASSOCIATION PROCEDURES POLICY**

Kenya Scouts Association is responsible for the expenditure of all organization funds. Kenya Scouts is responsible for adopting procurement laws governing the purchases of equipment, materials, supplies and services for the organization.

The user department shall be responsible for initiating requisition for the procurement of goods and services in accordance with the approved annual budget and strategy. The procurement department shall work closely with the user department in ensuring quality, standards, transparency and cost effectiveness in the procurement process. The procurement officer shall follow the approved procurement process flow. (See figure 1.5, 1.6 on page 12)

The procedures in the policy shall be used in acquisition, receipt, storage, distribution and disposal of goods, works and services in Kenya Scouts Association. These procedures shall remain effective until announced otherwise by Management of KSA. This policy covers:

- a) The generic and specific steps in procurement for Kenya Scouts Association;
- b) Institutional arrangements for provision of oversight functions within the Kenya Scouts Association;
- c) Procurement planning and its linkage to budgeting process and implementation;
- d) Administration of the complete procurement cycle up to and including the receipt and acceptance of items procured;
- e) The disposal of unserviceable, obsolete or surplus stores, other assets and equipment;

**NB:** In all such cases, the issuing of purchase orders, record keeping, and any other procurement activity shall be channeled through the procurement office in order that the proper purchasing records may be maintained.

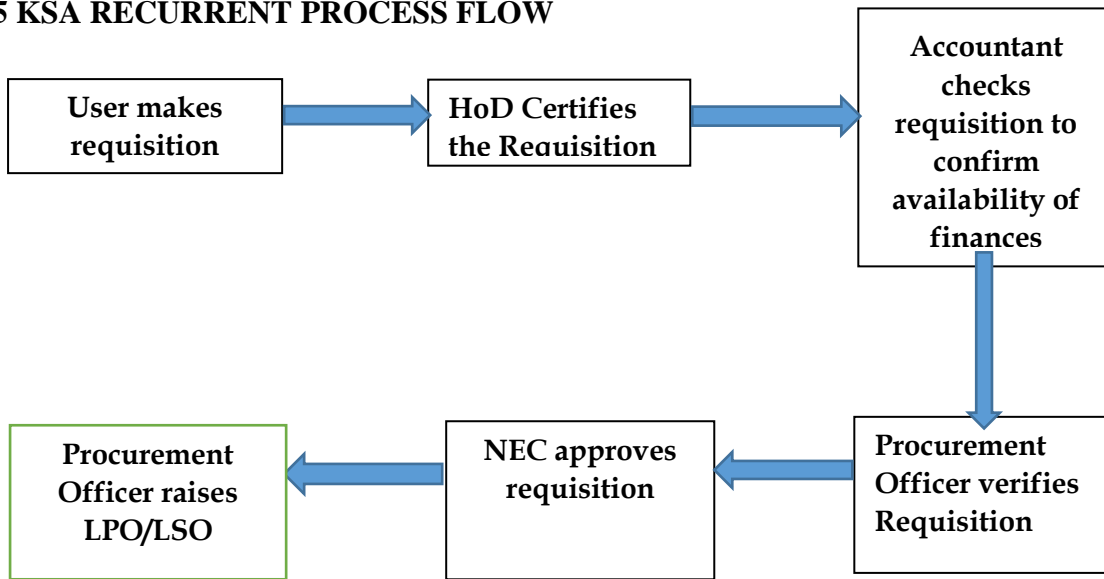
#### **1.4 THE PROCUREMENT CYCLE**

The Service is responsible for carrying out all the procedures pertaining to the complete procurement cycle. It is important to be familiar with the complete procurement cycle and to ensure that there are effective management procedures in place to properly manage each step.

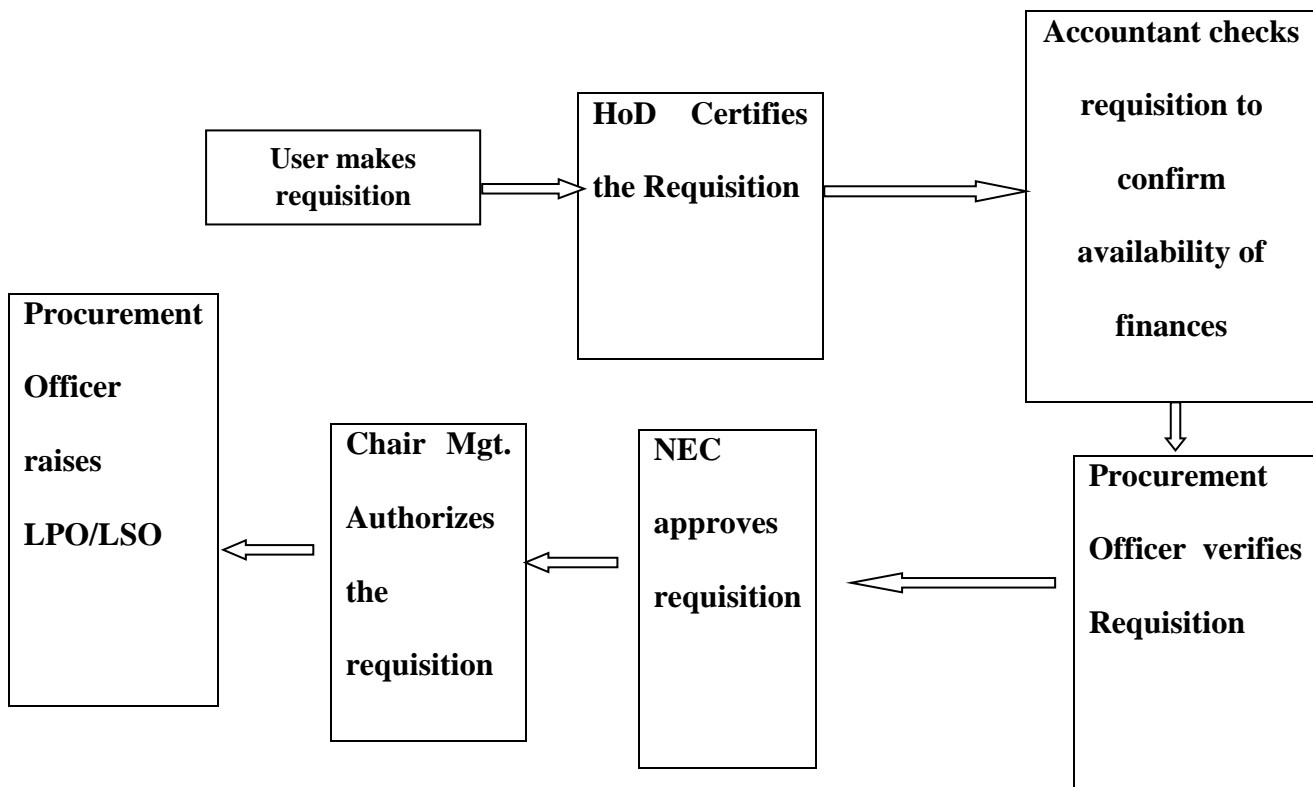
The complete Procurement Cycle shall include:

- (a) Preparation of Procurement Plans
- (b) Preparation of procurement specifications and initiation of the procurement process
- (c) Preparation of Pre-qualification/Tender/Bid documents
- (d) Advertisement/initiation of bids
- (e) Receiving and Opening Bids
- (f) Evaluation of Bids
- (g) Adjudication and Contract Award
- (h) Notification of Contract Award
- (i) Negotiations (where applicable)
- (j) Preparation and Signing of Procurement Contract
- (k) Contract Administration
- (l) Receipt Inspection and Acceptance of goods, works, services and consulting services.
- (m) Storage and Inventory Management

**1.5 KSA RECURRENT PROCESS FLOW**



**1.6 KSA SPECIAL EXPENDITURE PROCESS FLOW**



**2.0 PURCHASING REQUIREMENTS**

- i. Kenya Scouts Association shall, pursuant to section 26(3) of the Act, undertake procurement in accordance with the threshold matrix set out in Public procurement &

Disposal regulations, 2006. The approval of authorities for all procurement methods shall, for the purpose of section 26(3) of the act be set out in the first schedule. This will help in determining the procurement method applicable.

- ii. The accounting officer (NEC) shall be responsible for signing contracts for the procurement and disposal activities on behalf of the organization for contracts entered into in accordance with the Act and the Regulations and for contracts above 3 million by Chief commissioner as per finance guidelines
- iii. All procurement shall be within the approved budget of the organization and shall be planned by the organization through an annual procurement plan.
- iv. The organization shall establish a tender committee, procurement unit and such other bodies as are required under the Regulations for the purpose of making such decisions on behalf of the organization as are specified in the Act and the Regulations

## **2.1 PROCUREMENT METHODS**

Kenya scouts Association falls under Class C of public entities, and procurement methods are determined by the Act.

### **2.1.1 OPEN TENDER METHOD**

The preferred procurement method is open tendering as provided in the PPDA 2015 section 29. The details of how open tenders should be conducted are contained under Part V of the PPDA 2015. However, where open tendering is not the appropriate method, the Act provides for use of alternative procurement methods subject to fulfilling the conditions provided under Part VI of the PPDA 2015. The KSA PU that conducts procurement using the open tender method shall be subject to the procurement thresholds (limits) set out in the PPDR 2006.

The KSA PU that conducts procurement using the open tender method shall be subject to the procurement thresholds (limits) set out in the PPDR 2006. Also the specifications used in

open tendering must be clear to give the correct and complete description of what is to be procured and thus allow fair and open competition among the candidates. In case of works the specifications shall include bills of quantities, design and drawings. In case of technical specifications for equipment reference should not be made to particular trademarks, names, brands, design, type, product or service provided or to a specific origin unless it is unavoidable in which case there shall be a statement allowing equivalents of what is referred to.

### **2.1.2 ALTERNATIVE PROCUREMENT METHODS**

Where open tendering is not feasible and justified under Part VI of the PP&D Act 2015 and included in the procurement plan, a procuring entity may use the following alternative procurement methods as provided in the PPD Act and Regulations:

- a) restricted tendering;
- b) Direct procurement
- c) Request for proposals;
- d) Request for quotations;
- e) Procedure for low-value procurements; and
- f) Specially permitted procurement procedure.

### **2.1.3 RESTRICTED TENDERING**

A procuring entity may use restricted tendering if the following conditions are satisfied -

- a) competition for contract, because of the complex or specialized nature of the goods, works or services is limited to prequalified contractors:
- b) the time and cost required to examine and evaluate a large number of tenders would be disproportionate to the value of the goods, works or services to be procured; and there is only a few known suppliers of the goods, works or services as may be prescribed in the regulations

#### **2.1.4 REQUEST FOR PROPOSAL**

A procuring entity may use a request for proposals for a procurement if —

- a) the procurement is of services or a combination of goods and services; and
- b) the services to be procured are advisory or otherwise of a predominately intellectual nature.

#### **2.1.5 PROCEDURE FOR LOW-VALUE PROCUREMENTS**

A procuring entity may use a low-value procurement procedure if;

- a) the estimated value of the goods, works or services being procured are less than or equal to the prescribed maximum value for that low-value procurement procedure;
- b) any other prescribed conditions for the use of the low-value procurement procedure are satisfied.

#### **2.1.6 SPECIALLY PERMITTED PROCUREMENT PROCEDURE**

A procuring entity may use a procurement procedure specially permitted by the Authority which may include concessioning and design competition. For the purpose of this section-

- a) "concessioning" means a procurement that encourages the mobilization of private sector resources for the purpose of public financing, construction, operation and maintenance of development projects and may include build-down and operate, build-own-operate and transfer, build-operate and transfer or similar types of procurement procedures;
- b) "design competition" means a procurement procedure for obtaining competitive bids for services which are creative in nature and which require that part of the services be carried as part of the bid to facilitate evaluation of the bids and such services include architecture, landscaping, engineering, urban design projects, urban and regional planning and fine arts.

### **2.1.7 REQUEST FOR QUOTATIONS**

A procuring entity may use a request for quotations for a procurement if —

- a) the procurement is for goods that are readily available and for which there is an established market; and
- b) The estimated value of the goods being procured is less than or equal to the prescribed maximum value for using requests for quotations.

At least three firms will be invited to submit quotations using the prescribed request for quotation form those invited will be requested to give their bids within a specified period and in the manner indicated in the request for quotation form.

### **2.1.8 DIRECT PROCUREMENT**

A procuring entity may use direct procurement as allowed under subsection (2) or (3) as long as the purpose is not to avoid competition. A procuring entity may use direct procurement if the following are satisfied —

- a) there is only one person who can supply the goods, works or services being procured; and
- b) There is no reasonable alternative or substitute for the goods, works or services.

A procuring entity may use direct procurement if the following are satisfied —

- a) there is an urgent need for the goods, works or services being procured;
- b) because of the urgency the other available methods of procurement are impractical; and
- c) The circumstances that gave rise to the urgency were not foreseeable and were not the result of dilatory conduct on the part of the procuring entity.

### 3.0 COMMITTEES

#### 3.1.1 KENYA SCOUTS ASSOCIATION TENDER COMMITTEE

Kenya Scouts Association shall have a TC constituted in accordance with the PPDA 2015 and PPDR 2006. The composition of these committees as outlined in the regulations shall be as follows:

##### Composition of the KSA Tender Committee

- i. Deputy Chief Commissioner
- ii. Treasurer
- iii. Deputy NEC
- iv. Co-opt 2 members from management depending on specialty of the procurement
- v. The Procurement Officer shall be the Secretary to the Committee

The quorum for the Tender Committee is 5 members including the Chairperson. The Chief Commissioner shall appoint an alternate member for each member of the tender committee and only the alternate shall attend any meeting of the tender committee whenever the member is unable to attend.

Tender committee shall present to management the following for ratification

- a) Award through open tender, restricted tenders, requests for proposals, direct procurement and request for quotations as per the PPDR 2006.
- b) Review tender documents and requests for proposals as per the PPDR 2006.
- c) Award contracts through open tender, or quotations for renting, hiring, letting, subletting of buildings and other facilities by the institution.
- d) Approve bids through open tender for sale of institution's stores.
- e) Approve variations of contract conditions of contracts previously awarded by the committee.



- f) Review, verify and ascertain that all procurement and disposal has been undertaken in accordance with the act, these regulations and the terms set out in the tender documents.
- g) Approve the selection of the successful tender or proposal.
- h) Ensure that the Service does not pay for goods and services in excess of prevailing market prices.
- i) Review the selection of procurement method and where a procurement method, other than open tender, has been proposed, to ensure that the adoption of the other procurement method is in accordance with the act, these regulations and any guidelines stipulated by the authority.
- j) Approve the amendment of contracts previously awarded by the tender committee, in accordance with the act and these regulations.
- k) Undertake any other functions and duties as are provided under the Act, the Regulations or as may be stipulated by the Authority.

### **TERM OF OFFICE**

The members of the tender committee shall be appointed by the Chief Commissioner in consultation with the National Executive Committee for five years renewable once.

#### **3.1.2 Kenya Scouts Association Procurement Committees**

Kenya Scouts Association shall be responsible for procurement of goods, works and services as per the first schedule of the PPDR 2006.

The Procurement Committee shall be composed of;

- a) head of unit/section to serve as the chairman of the committee;
- b) the finance officer or an officer carrying out related functions; and
- c) Three other members appointed by the National Executive Committee.

The quorum for a meeting of the procurement committee shall be the chairman and at least two other members. Where any member is unable to attend a meeting of the procurement committee, that member shall delegate authority to an appropriate official, who shall attend the meeting in his or her place. Members of the procurement committee shall ensure that their authority is only delegated to officials with appropriate skills and experience to represent them at a meeting of the procurement committee.

Decisions of the procurement committee shall be by consensus and where there is no consensus, the decision shall be through voting by simple majority and where there is a tie, the chairman shall have a second or casting vote.

The procurement committee may invite independent advisers or members of the procurement unit to explain submissions or provide technical advice, where required.

### **3.1.3 Evaluation Committee**

The evaluation committee shall be composed of a chairman and at least two other members appointed by the National Executive Commissioner upon recommendation by the procurement unit.

For each procurement of items with technical specifications, Kenya Scouts Association shall establish an evaluation committee for the purposes of carrying out the technical and financial evaluation of the tenders or proposals.

A technical committee shall be responsible for:

- a. The technical evaluation of the tenders or proposals received in strict adherence to the compliance and evaluation criteria set out in the tender document.
- b. Performing the evaluation with all due diligence and within a period of thirty days after the opening of the tenders.

An evaluation committee shall prepare a report on the analysis of the tenders received, and final ratings assigned to each tender and submit the report to the tender committee.

The evaluation committee report shall include:

- a) minutes of the opening of the tenders or proposals;
- b) results of the preliminary evaluation, with reasons why if any tenders or proposals were rejected;
- c) a recommendation to award the tender to the lowest evaluated bidder or to the person who submitted the proposal with the highest total score.

**Note:** The evaluation and comparison shall be done using the procedures and criteria set out in the tender documents and no additional criteria shall be used.

### **3.1.4 Inspection and Acceptance Committee**

The Inspection and Acceptance committee shall carry out its functions in accordance with regulation 17 of the PPDR 2006. The essence of this committee's work is to confirm that what is being delivered by the supplier conforms to the specifications of what was ordered by the organization and is proper and in fitting conditions to be accepted for use, storage and distribution to end users.

The Kenya Scouts Association inspection and acceptance committees shall be composed of a Chairman and at least two other members appointed by the NEC on the recommendation of the procurement unit.

The inspection and acceptance committee shall be convened immediately after delivery of the goods, works or services.

This committee shall:

- a) inspect and where necessary, test the goods received;
- b) inspect and review the goods, works or services in order to ensure compliance with the terms and specifications of the contract;
- c) accept or reject, on behalf of the procuring entity, the delivered goods, works or services;

- d) ensure that the correct quantity has been received;
- e) ensure that the goods, works or services meet the technical standards defined in the
- f) contract;
- g) ensure that the goods, works or services have been delivered or completed on time, or that any delay has been noted;
- h) ensure that all required POLICYs or documentation have been received; and
- i) issue interim or completion certificates or goods received notes as appropriate and in accordance with the contract.

### **3.1.5 Kenya Scouts Association disposal Committees**

Kenya Scouts Association shall establish a disposal committee comprising of at least 5 members as follows:

- a) an officer in charge of Finance;
- b) the Head of procurement unit who shall be secretary;
- c) three heads of end user departments 2 of whom shall be volunteers.

The committee shall select a chairman from among its members. The disposal committee shall pursuant to section 128(20) of the PPDA, first meet within fourteen days of its appointment and subsequently at least once in every quarter.

The accounting officer shall give the disposal committee a written notice as to whether he rejects or accepts the recommendations of the disposal committee within fourteen days of receipt of the recommendations.

## **4.0 DISPOSALS OF KSA COMMODITIES**

### **4.1.1 Overview of Disposal**

Disposal is a critical element of the stores, equipment and other assets management of the Service. When any equipment is obsolete, its keeping, through maintenance costs, storage,

parking, insurance, etc., may well exceed the returns that can be derived from that piece of equipment and the investment of additional monies. When stores are perishable, keeping them run risks of misuse, using shelf space unduly and not signaling requirements for what may be life savings products. Disposal is thus one of the element of managing procurement and supply and distribution. It focuses on safeguarding assets and on sending information for decision making. Disposing is thus a function that is necessary to guarantee that public monies are not applied to useless or obsolete equipment and assets and that when stores are disposed of, they are sold at the best achievable value in the market. Disposal may be considered as the third life of any items acquired by a Procuring Entity;

- i. First, it is procured and accepted (the procurement cycle);
- ii. Second it is utilized by the Procuring Entity in the discharge of its duties (the usage life cycle, often referred to as life cycle);
- iii. Third and finally, it has then to be disposed off (the disposal cycle).

Because disposal involves residual values that may be received and can contribute to the cost of renewal, it involves deciding when to dispose of a certain item and may involve health and safety standards issues. It has to be regulated and managed as provided for by the Act and the Regulations.

## **5.0 PAYMENT FOR GOODS, WORKS AND SERVICES**

Goods, works and services received should be paid within 30 working days after all the processes have been completed.

## **6.0 PROCUREMENT UNIT**

**The procurement unit shall** but not limited to:

- i. maintain and update annually standing list of registered tenderers required by the organization

- ii. Prepare consolidated procurement and disposal plans
- iii. co-ordinate the receiving and opening of tender documents
- iv. Maintain and archive documents and records of the procurement and disposal activities for the required period.
- v. Carry out periodic market surveys to inform the placing of orders.
- vi. Carry out any other functions or duties as may be provided under the Act or the Regulations

## **6.1 PROCUREMENT PLANNING FOR KENYA SCOUTS ASSOCIATION**

### **6.2 Procurement Plan**

The procurement plan is an instrument for implementation of the budget and should be prepared by the user departments with a view to avoiding or minimizing urgent procurements that do not enable realization of value for money. The procurement plan must be integrated into the budget processes based on the indicative or approved budget, as appropriate, and as provided in regulation 20(2) of the PPDR 2006.

The budget as well as the procurement plan shall be based on realistic cost estimates derived from the market research database which is to be compiled and updated regularly by the Procurement Unit as provided in regulation 8 (3) (z) of the PPDR 2006.

The departmental /sectional procurement plans shall be consolidated by the Head of Procurement to come up with an institution's corporate procurement plan.

The Procurement Unit should verify the departmental/sectional procurement plans to ensure that they are representative of the operational requirements of the institution and subsequently forward the same to the National Executive Committee for approval. The consolidated PP for the

Association should be discussed and agreed in the senior management meeting. The National Executive Committee shall approve the PP on or before 30th day of May in ending FY. The approved PP will become operational on the 1st day of July in the new FY. The contents of a procurement plan should adopt the format provided in the Appendix (B) of this POLICY.

### **6.3 Procurement Planning Procedures**

1. Each individual PU shall prepare a procurement plan based on known or proposed procurement requirements derived from Programme work plans.
2. Work plan from which the contents of the procurement plan are to be derived shall include:
  - a) a detailed breakdown of goods, works and services to be procured;
  - b) a schedule of procurement requirements in order of priority; and
  - c) a statement of financial and other resources required supported by a schedule.
3. In planning their procurement activities, the PU shall take the following into account:
  - a) aggregation of requirement to achieve lower unit costs;
  - b) allocation of biddable lots ensuring that requirements are not split up without a justified reason;
  - c) joint procurement with other PUs where possible to combine similar requirements and pre-qualification to cover groups of contracts where similar goods, works, services requiring a pre-qualification exercise are required during the financial year;
  - d) the requirements will be supported with descriptions, specifications and estimated costs;
  - e) the requirements will be related to the institution's budgets and any requirement in excess will be reviewed and scaled down as appropriate;
  - f) the appropriate method for procurement will be selected depending on the threshold set in this policy; and

- g) a procurement schedule showing the various tasks involved in the procurement and the expected delivery time will be entered in the plan.
4. The procurement method to be used shall be selected in accordance with the information contained in the market research data bank and the Threshold Matrix of the PPDR 2006.

## **7.0 HOW TO ORDER MATERIALS, EQUIPMENT AND SERVICES**

Purchasing starts with the need that develops in a department. This need for materials, supplies, services and equipment is satisfied and expressed in the form of a purchase requisition. This need must not wait until an emergency exists because of failure to plan properly. The department shall anticipate far enough in advance allowing ample time for its proper procurement.

KSA shall invite tenders from only the persons who have been pre-qualified as laid down in Public procurement and disposal Regulations 2006 Part III SECTION 25(3).

### **7.1 Managing Lead Time**

Orders that arrive too early or too late result in either excessive inventory or stock-out. However, whereas short lead-times reduce the length of forecast, long lead-times result in increase of safety stock, which ironically may result in overstocking, with all the attendant problems. To ensure that required customer service levels are met, it is inevitable that internal systems are in place to manage lead time.

### **7.2 EXEMPTION OF PURCHASES DETERMINED TO BE AN EMERGENCY**

The existence of an emergency condition may create an immediate and serious need for service, or purchases that cannot be met through normal competitive procurement methods, and the lack which of would seriously threaten the function of the organization. A contract may be awarded under emergency conditions provided that an emergency procurement is



made as practicable under the circumstances. Emergency procurement shall be limited to those goods and services necessary to meet the emergency.

Once the framework contract is in place prompt acquisition of supplies in case of emergencies and disasters can be done by directly issuing LPO/LSO against existing contracts without resorting to fresh invitations to bid. The users are however cautioned against miss-use of the emergency procedures. Emergencies shall be fully justified by whoever takes action to overcome the emergency because the approving authority reserves the right to approve or reject such procurement initiatives. Emergency Circumstances are those which cannot be anticipated and planned

- i. No other conditions would apply to warrant the exemption of purchasing through the guidelines of this policy.
- ii. Nothing contained in these conditions shall be construed to mean that the lowest priced goods or inferior or substandard goods must be purchased. The organization is to purchase goods at the lowest cost consistent with the quality and service required within the stipulated time frames.

### **7.3 DELIVERY OF GOODS**

Delivery of the goods shall be made by the Supplier to the place and in accordance with the terms specified by KSA in its Schedule of Requirements. The Supplier shall notify KSA of the full details of the delivered goods by delivering together with the goods a full set of the following documents:-

- i. Copies of the Supplier's invoice showing the goods description, quantity, unit price and total price
- ii. Delivery note
- iii. Manufacturer's and or Supplier's warranty certificate
- iv. Packing list identifying contents of each package

## **8.0 CREATION OF CONTRACT**

Pursuant to the provisions of section 68 of the Act, the person submitting the successful tender and the procurement entity (KSA) shall enter into a written contract based on the tender documents. No contract is formed between the person submitting the successful tender and the procurement entity (KSA) until the written contract is entered into.

## **8.1 CONTRACT TERMINATION**

The procurement unit shall obtain the approval of the tender committee which authorized the original contract, prior to terminating the contract. Kenya Scouts Association may, without prejudice to any other remedy for breach of contract, by written notice sent to the Supplier, terminate its contract in whole or in part due to any of the following: -

- i. if the Supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by KSA
- ii. if the Supplier becomes insolvent or bankrupt
- iii. If the Supplier abandons or repudiates the Contract.

## **8.2 PREFERENCES AND RESERVATION IN PROCUREMENT**

Subject to availability and realization of the applicable international or local standards, only such manufactured articles, materials or supplies wholly mined and produced in Kenya shall be subject to preferential procurement. Accounting officer shall when processing procurement ,reserve a prescribed percentage of its budget ,which shall not be less than thirty per cent ,to the disadvantaged group and comply with the provisions of the Act in respect to preferences and reservations.

## **8.3 INVENTORY CONTROL, ASSET AND STORES MANAGEMENT**

The organization shall manage its inventory, assets and stores for the purpose of preventing wastage and loss, and continuing utilization of supplies. The accounting officer shall ensure

that all inventory ,stores and assets purchased are received ,but shall not be used until taken on charge and as a basis for ensuring that all the procured items are properly accounted for and put in proper use as intended by the organisation

## **9.0 REVISION OF THIS POLICY**

This policy will be amended from time to time by KSA to embrace any emerging procurement Best Practices and major policy changes in the procurement regulations of Kenya. Any user of this policy who has suggestions on areas of this policy which may need to be reviewed will notify the National Executive Commissioner KSA. The National Executive Commissioner will on a regular basis analyze emerging issues in the course of the implementation of the policy and notify Management of any areas which may be considered for review. Management shall from time to time appoint a Review Committee which will be charged with the task of reviewing the policy in consultation with stakeholders and relevant program units. The Committee will make recommendations to Management

## **9.1 POLICY IMPLEMENTATION & AMENDMENT**

The existence of the procurement Policy Framework of Kenya Scouts Association as legal document may be terminated in the event that:

1. It is repealed by the National Executive Committee;
2. KSA is dissolved;
3. There is reorganization or merger of subcommittees by the National Executive Committee.

## **9.3 APPENDICES**

Appendix A: Requisition Form

Appendix B: Procurement Plan Template

Appendix C: Tender /Quotation Opening Form

Appendix D: Request for Quotation

Appendix E: Local Purchase Order

Appendix F: Local Service Order

Appendix G: Inspection and Acceptance Certificate

**APPENDIX A: Requisition Form****KENYA SCOUTS ASSOCIATION****REQUISITION FORM**

No.	DETAILS	AMOUNT	
		Kshs	Cts

Requested by..... Signature..... Date.....  
**(User)**

Certified by..... Signature..... Date.....  
**(HOD)**

Checked by..... Signature..... Date.....  
**(Accountant)**

Verified by..... Signature..... Date.....  
**(Procurement officer)**

Approved by..... Signature..... Date.....  
**(NEC)**

**APPENDIX B: Procurement Plan Template**

Item	Priority	No.of units	Unit price	Total cost	Procurement method	Single/multi year	Budget availability	sources of funds

**APPENDIX C: TENDERS/ QUOTATIONS OPENING FORM**

TENDER /REQUEST FOR PROPOSALS (RFP)//EXPRESSIONS OF INTEREST/  
 QUOTATION

NO.....

FOR SUPPLY OF.....

Bidder identification			Prices		Remarks
Names	Address	Country/Town	Shs	Cts	

## APPENDIX D: REQUEST FOR QUOTATION

KENYA SCOUTS ASSOCIATION  
(REQUEST FOR QUOTATION)

To: Seller's Name and Address

From: Buyer's

Designation and Address

..... Quotation No.....

Box..... Date.....

You are invited to submit quotation on materials listed below:

- THIS IS NOT AN ORDER.** Read all conditions and instructions carefully before quoting.
- This quotation should be submitted marked " Quotation No" ..... for Supply and Delivery of General items and be addressed so as to reach the buyer or be placed in the **Quotation** box not later than .....at 10:00 am.
- Your quotation should indicate final costs unit which includes costs for delivery, discount, duty and sale.
- Return the original copy and retain the duplicate for your record.

NO	ITEM DESCRIPTION <i>(Please Quote for the following items)</i>	UNIT OF ISSUE	QUANTITY REQUIRED	UNIT PRICE	DAYS TO DELIVER	COUNTRY OF ORIGIN	REMARKS
							<b>Mandatory Requirements</b> - Certificate Of Incorporation - Valid Tax compliance Certificate

## FOR OFFICIAL USE ONLY

Seller's Signature ..... Opening by: (1) ..... Designation ..... Signature

Date:..... (2) ..... Designation ..... Signature

(3)..... Designation .....Signature

Date..... Time.....

## CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2 (c) whichever applied to your type of business. You are advised that it is a serious offence to give false information on this form

<p><i>Part 1 – General:</i></p> <p>Business Name .....</p> <p>Location of business premises. .....</p> <p>Plot No..... Street/Road .....</p> <p>Postal Address ..... Tel No. .... Fax ..... E mail .....</p> <p>Nature of Business .....</p> <p>Registration Certificate No. ....</p> <p>Maximum value of business which you can handle at any one time – Ksh.....</p> <p>Name of your bankers ..... Branch.....</p>
--

	<p style="text-align: center;"><b>Part 2 (a) – Sole Proprietor</b></p> <p>Your name in full ..... Age .....</p> <p>Nationality ..... Country of origin .....</p> <ul style="list-style-type: none"> <li>• Citizenship details.....</li> </ul>																									
	<p style="text-align: center;"><b>Part 2 (b) Partnership</b></p> <p>Given details of partners as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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3.	.....	.....	.....	.....																						
4.	.....	.....	.....	.....																						
	<p style="text-align: center;"><b>Part 2 (c) – Registered Company</b></p> <p>Private or Public .....</p> <p>State the nominal and issued capital of company-</p> <p style="padding-left: 20px;">Nominal Kshs.....</p> <p style="padding-left: 20px;">Issued Kshs.....</p> <p>Given details of all directors as follows</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;"></th> <th style="width: 30%;">Name</th> <th style="width: 30%;">Nationality</th> <th style="width: 20%;">Citizenship Details</th> <th style="width: 10%;">Shares</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>2.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>3.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> <tr> <td>4.</td> <td>.....</td> <td>.....</td> <td>.....</td> <td>.....</td> </tr> </tbody> </table>		Name	Nationality	Citizenship Details	Shares	1.	.....	.....	.....	.....	2.	.....	.....	.....	.....	3.	.....	.....	.....	.....	4.	.....	.....	.....	.....
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4.	.....	.....	.....	.....																						



5	.....
Date ..... Signature of Candidate .....	

**APPENDIX E: Local Purchase Order**

**KENYA SCOUTS ASSOCIATION  
(LOCAL PURCHASE ORDER)**

**To** .....  
 .....  
 .....

**Date**.....

Please deliver the following goods to ..... on or before..... and submit invoices without delay.

Item no.	Description of goods	Unit of purchase	of	Quantity	Unit price	Amount

Requested by: (PO)	Date.....Signature.....
Checked by: (D/NEC)	Date..... Signature.....
Approved by: (NEC)	Date..... Signature.....
Authorized by: (Chair Management)	Date..... Signature.....

## CONDITIONS

**All orders are to be carried out strictly in accordance with specifications given. No departure is allowed without our prior agreement and in writing.**

1. Prices are VAT inclusive in this order.
2. Orders must be executed within the period tendered unless instructions are given to the contrary. If the service is not effected as agreed, this order is liable for cancellation and/or payment of penalty.
3. We reserve the right to inspect the service on this order, but such inspection does not relieve the supplier of his responsibility for defects in material and/or workmanship.
4. All deliveries must be consistent with the sample contrary to which the entire supply will be declined
5. All deliveries must be accompanied with a delivery note
6. All deliveries must be made during the normal working hours of 8:30 -5:00 pm Monday to Friday.
7. All deliveries shall be at the designated area.



**CONDITIONS**

**All services are to be carried out strictly in accordance with specifications given. No departure is allowed without our prior agreement and in writing.**

1. Prices are VAT inclusive in this order.
2. Orders must be executed within the period tendered unless instructions are given to the contrary. If the service is not effected as agreed, this order is liable for cancellation and/or payment of penalty.
3. We reserve the right to inspect the service on this order, but such inspection does not relieve the supplier of his responsibility for defects in material and/or workmanship.
4. All invoices must contain a description of work done.
5. All services must be done during the normal working hours of 8:30 -5:00 pm Monday to Friday.

**APPENDIX G: INSPECTION AND ACCEPTANCE CERTIFICATE**

This is to certify that the below listed goods and/or services delivered to Kenya Scouts Association have been inspected by the KSA Inspection and Acceptance Committee and to the best of the committee’s knowledge, they meet the specified standards of quantity and quality as defined in the procurement contract specifications.

S/NO	SUPPLIER	ITEM DESCRIPTION	QUANTITY		COST	
			ORDERED	DELIVERED	UNIT PRICE	TOTAL

REMARKS.....  
 .....  
 .....

Name..... Signature..... Date.....  
 Name..... Signature..... Date.....  
 Name..... Signature..... Date.....  
 Name..... Signature..... Date.....

**APPENDIX H: THRESHOLDS GOVERNING PROCUREMENT METHODS**

The Threshold Matrix in First Schedule of the PPDR 2006 which sets out the minimum and maximum levels of expenditure for use of particular procurement and segmentation of duties for different officers and committees in the procurement cycle under Section 26 (3) (c) of the PPD Act 2015 shall be used as stipulated by different classes of procuring entities.