REPUBLIC OF KENYA

Centre for Mathematics, Science and Technology Education in Africa (CEMASTEA)

General Operating Procedures

SUPPLY CHAIN MANAGEMENT PROCEDURE MANUAL

Signature		Date
Prepared by: Head of Department		18th September, 2026
Controlled by: Management Representative		05/10/2026
Approved by: The CEO		05/10/2026

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GENERAL

1.0 Purpose

The purpose of this procedure is to ensure that procurement of works, goods and services are carried out efficiently and effectively in line with CEMASTEA quality manual, ISO 9001:2015 standard requirements, Procurement Manual, Public Procurement and Asset Disposal Act 2015 and the Public Procurement and Asset Disposal Regulations 2020.

2.0 Scope

This procedure is applicable to planning, identification and evaluation of suppliers, purchasing, storage and issuance of goods and services as applicable.

3.0 References

The Constitution of Kenya

Public Procurement and Asset Disposal Act 2015

Public Procurement and Asset Disposal Regulations 2020

Public procurement and Disposal General Manual 2020

Suppliers Practitioners management Act 2007

Preferential Master Roll No. 1 of 2020

Public Office Ethics Act 2003

ISO 9001:2015 Standard

CEMASTEA Quality Manual

CEMASTEA Procurement Manual

CEMASTEA Service Charter

4.0 Definition of Terms and Acronyms

In addition to the relevant common definitions of terms given in ISO 9000, the following specific definitions shall apply:

DOS	**Dean** of studies
HOS	**Head** of Section
PPADA	Public Procurement and Asset Disposal Act 2015
PPADR 2020	Public Procurement and Asset Disposal

Regulations 2020

PPRA	Public Procurement Regulatory Authority
PPIP	Public Procurement & Information Portal
NT	National Treasury
PSCMO	**Principal** Supply Chain Management Officer
FO	**Deputy Director** Finance Officer
AO	Accounting Officer
BOG	Board of Governance
AGPO	Access to Government Procurement Opportunities
SR	Store Requisition
SO	Service Order
PO	Purchase Order
PR	Purchase Requisition

Process Owner: These people are responsible for managing and/or carrying out the process. They generally have the greatest understanding of what is required to control and improve the processes.

5.0 Principal responsibility

The Principal Supply Chain Management Officer has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes. The supply chain officers shall ensure the implementation of the procedures.

6.0 Method

6.1 Preparation of Procurement plan

6.1.1 The PSCMO requests all the process owners to prepare their annual procurement plans based on the approved budget estimates by 15th day of July.

6.1.2 The PSCMO receives the departmental annual procurement plan from process owners by the end of July each year.

6.1.3 The PSCMO prepares an aggregate annual procurement plan by mid-August each financial year as per the budget estimates.

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6.1.4 The PSCMO presents the annual procurement plan to the BOG for approval by the last week of August each year.

6.1.5 The PSCMO receives the approved annual procurement plan from the BOG

6.1.6 The PSCMO submits a copy of upload the approved annual procurement plan to National Treasury and ensures it is uploaded on the PPIP for PPRA by 31st August each year.

6.1.7 The PSCMO circulates the approved annual procurement plan to all the process owners within the first quarter after submission to PPRA and the NT.

6.1.8 The PSCMO ensures the budget is uploaded by the finance officer on the EGP and staff start keying in their departmental procurement plans in the EGP system

6.1.9 The PSCMO ensures the EGP process of the procurement plan is followed until approval by the BOG

6.2 Procurement Execution (Registration of Suppliers, Issue of Tender Documents)

6.2.1 The PSCMO receives suppliers' relevant legal documents, evaluates and after approval of the evaluation report updates the list of registered suppliers in the database and the list is approved within two weeks. With the adoption of the Electronic Government Procurement (EGP) system, suppliers' legal documents are submitted and verified online, and once approved; their details are automatically updated in the EGP portal and an official list of registered suppliers is updated and maintained.

6.2.2 The PSCMO prepares the tender documents for advertisement purposes within a week.

6.2.3 The PSCMO communicates to the Government Advertising Agency for advertisement placing the advert in the government portal or may upload in the website and the Public Procurement and Information Portal.

The PSCMO shall prepare and publish tender notices directly through the Electronic Government procurement (EGP) system, which automatically uploads and avails the advertisements on the public procurement information portal (PPIP). Where necessary, the notice is published on the institution's website for wider reach.

6.2.4 AO publishes the tender documents directly onto the EGP portal. Bidders access and download the tender documents directly from the system at no cost, in compliance

with the Public Procurement and Asset Disposal Act (PPADA)

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6.3 Opening of Tenders

6.3.1 The PSCMO receives the letters of appointment of the tender opening committee from the AO.

6.3.2 The PSCMO shall ensure that the tender opening committee conducts the electronic opening of tenders on the EGP system within the prescribed timeframe in accordance with the law.

6.3.2 The PSCMO prepares the minutes of the tender opening and ensures they are Signed by all the members of the tender opening committee.

6.4 Evaluation of Tenders

6.4.1 The PSCMO receives and/or uploads the AO's approved appointment letters for the ad hoc tender evaluation committee into the EGP system

6.4.2 The PSCMO facilitates access of tender documents and opening minutes to the evaluation committee through the EGP system and ensures evaluation is completed within 2 weeks

6.4.3 The PSCMO prepares and uploads the tender evaluation report in the EGP system within 30 days after completion of evaluation.

6.4.4 The PSCMO prepares and uploads the professional opinion in the EGP system for the AO to act within a day.

6.4.5 In the event that the evaluation report and professional opinion is not approved, the PSCMO takes into consideration the recommendations of the AO

6.5 Notification of Intention to Award, Letter of award and preparation of contracts

6.5.1 Upon receiving the approved evaluation report and professional opinion, the PSCMO prepares the intention to award letter and sends it to the successful bidder within a day

6.5.2 The PSCMO prepares letters of notification of intention to award and debriefing letters and submits to the AO for approval within a day.

6.5.3 Upon receipt of the approved notification of intention to award and debriefing letters, the PSCMO communicates the outcome of the tender process to all bidders within a day.

6.5.4 After the standstill period of 14 days, the PSCMO sends the letter of award to the successful bidder and receives an acceptance letter.

6.5.5 The PSCMO prepares the contract, submits it to the AO for signing within 30 days following the acceptance letter from the successful bidder.

6.6 Receiving of Purchases

6.6.1 The PSCMO notifies the inspection committee of the delivery of goods.

6.6.2 The inspection committee inspects the goods / services, prepares, and signs the inspection report.

6.7 Compilation of payments documents

6.7.1 The PSCMO ensures timely compilation of the payment documents and submits to the Finance department within two weeks after receipt of invoice.

6.8 **Issuance of Goods**

6.8.1 The PSCMO receives an SR from the user department and issues the goods.

6.8.2 The PSCMO issues available stock and updates the S11 daily.

6.8.3 The user department requests the PR for out of stock goods and services and the PSCMO submits it to the AO for approval.

6.8.4 Based on the recommendation, the P SCMO communicates to the user department on the status of the requisition within a week.

6.8.5 If the purchase is recommended the process of procurement shall be done as per clause 6.2

6.9 **Stock-taking**

6.9.1 The P SCMO prepares the stock-taking document and circulates to the process owners by the 2nd week of June of every year.

6.9.2 The P SCMO receives the departmental and sectional stock-taking reports,

compiles and submits to the AO the overall organizational stock-taking report by the 30th day of June every year.

6.10 Disposal of the obsolete, unserviceable and surplus items

6.10.1 The PSCMO requests process owners to upload list of disposals by the last month of each financial year.

6.10.2 The PSCMO consolidates the list of disposable items within a week after the deadline of submission of staff.

6.10.3 The PSCMO submits the list of disposables to the BOG through the AO for approval of the annual disposal list and uploads to the EGP by 31st August every year.

6.10.4 The AO appoints a committee for disposal and PSCMO prepares the minutes and submits to the AO for approval within a week.

6.10.5 The PSCMO ensures that the disposal of the materials is done in accordance with the method recommended by the disposal committee as per the PPAD Act 2015 and the PPADR 2020 within the financial year.

6.11 Movement of goods outside CEMASTEA

6.11.1 PSCMO receives requests from the user department on items to be taken out of the centre for the purpose of donation, disposal, and repair etc.

6.11.2 PSCMO prepares the gate pass and submits it to the AO for approval.

6.12 Evaluation of Outsourced Suppliers

6.12.1 The inspection committee ensures that products delivered meets the required specification and prepares an inspection report.

6.12.2 The PSCMO ensures the monitoring of performance, and re-evaluation of external providers of products/ services is done quarterly.

6.12.3 The PSCMO ensures communication on the evaluation for the service providers is done for improvement purposes where necessary.

6.12.4 In case the service provider does not adhere to the improvements stated by the next evaluation period the terms and conditions of the contract may apply.

6.13 Control of externally provided properties

6.13.1 The PSCMO ensures that all externally provided properties such as samples and bid documents are stored well and where applicable returned.

6.13.2 The P SCMO ensures that communication and documentation of any loss of externally provided property is done.

6.14 Repairs and maintenance

6.14.1 The P SCMO ensures that the maintenance schedule for plants, machines and equipment is managed by the relevant technical staff when required.

6.14.2 The PSCMO shares a copy of the annual contract for service and maintenance with the user department within a week after signing a contract.

6.15 Stock Control

6.15.1 The PSCMO updates the stores' records and stock take is done every quarter.

7.0 Key Performance Indicators

Key Performance Indicator	Target	Frequency of monitoring & evaluation	Responsibility
Extent of adherence to 100% transition of procurement processes to the EGP system	100%	Quarterly	PSCMO
Preparation of payment documents and submitted to finance within 2 weeks after receipt of invoice and all relevant payment documents.	100%	Quarterly	PSCMO
Supplier Registration within 14 working days	100%	Biannual	PSCMO
Processing of tenders	100%	90 days after advertisement	PSCMO
Notification of successful and unsuccessful bidders	100%	1 day after the	PSCMO
Disposal of obsolete stores	100%	60 days from the date of advertisement	PSCMO
Monitoring performance and re-evaluation of external providers based on their ability to provide products/ services.	100%	Quarterly	PSCMO

8.0 Retained Documentation

1. Approved annual procurement plan
2. List of registered of suppliers
3. Tender documents and opening minutes
4. Tender evaluation report and professional opinion
5. Contracts
6. Approved Annual Disposal list, minutes and reports
7. Supplier performance evaluations
8. Local Purchase Orders and Local Service Orders

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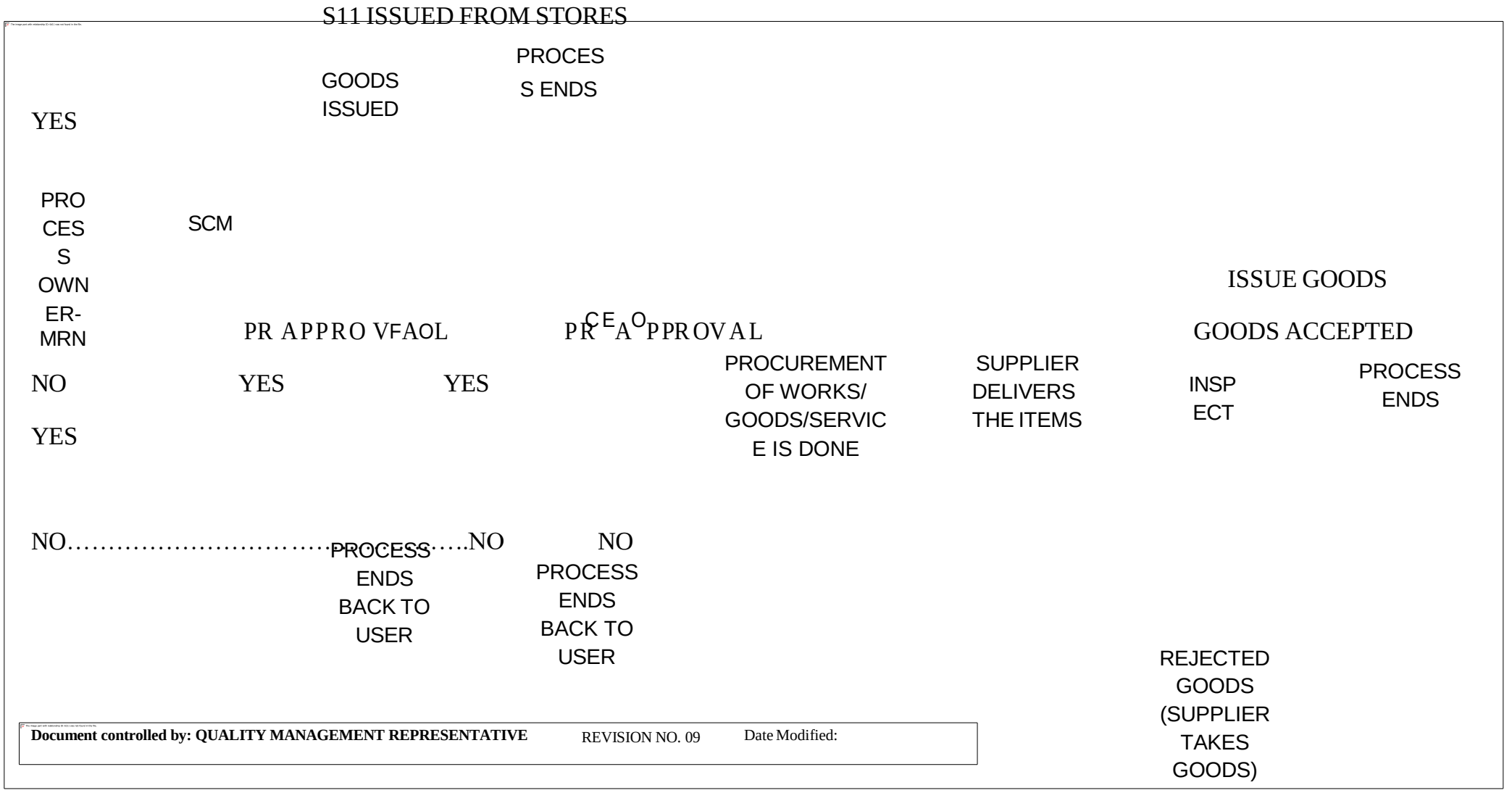
9.0 Annexes

9:1 Process interaction matrix

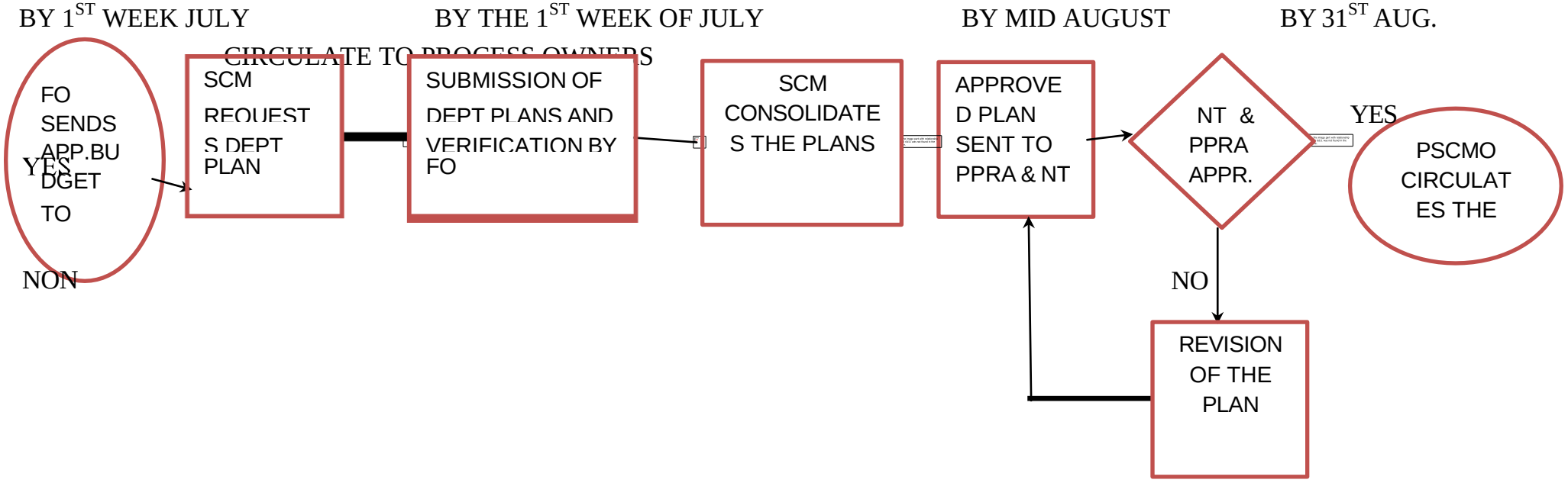
Stakeholder	Inputs	Activities	Outputs	Customer
Process owners /User Department.	Departmental, programs and committees procurement plans, stock take, SR & Specifications	Requisitions Inspection of works, goods and services	Approved annual procurement plans Approved requisitions Delivery documents Issuing documents (S11)	All staff PPRA/NT
Suppliers	Supplier Company profiles and relevant legal documents Bid documents	Registration of suppliers Opening and evaluation of tenders Payment processing	List of registered suppliers Tender evaluation reports, Professional	PSCMO Supplier

			Opinions, Contracts, LPOs, LSOs Timely Payment	
Disposal committee Process owners	List of disposable items, Annual disposal plan and Disposal committee members	Verification of the disposal items by the committee Advertisement of disposal Disposal report approval by AO Disposal of obsolete, unserviceable and surplus goods	Disposal report Payment receipts	All Staff

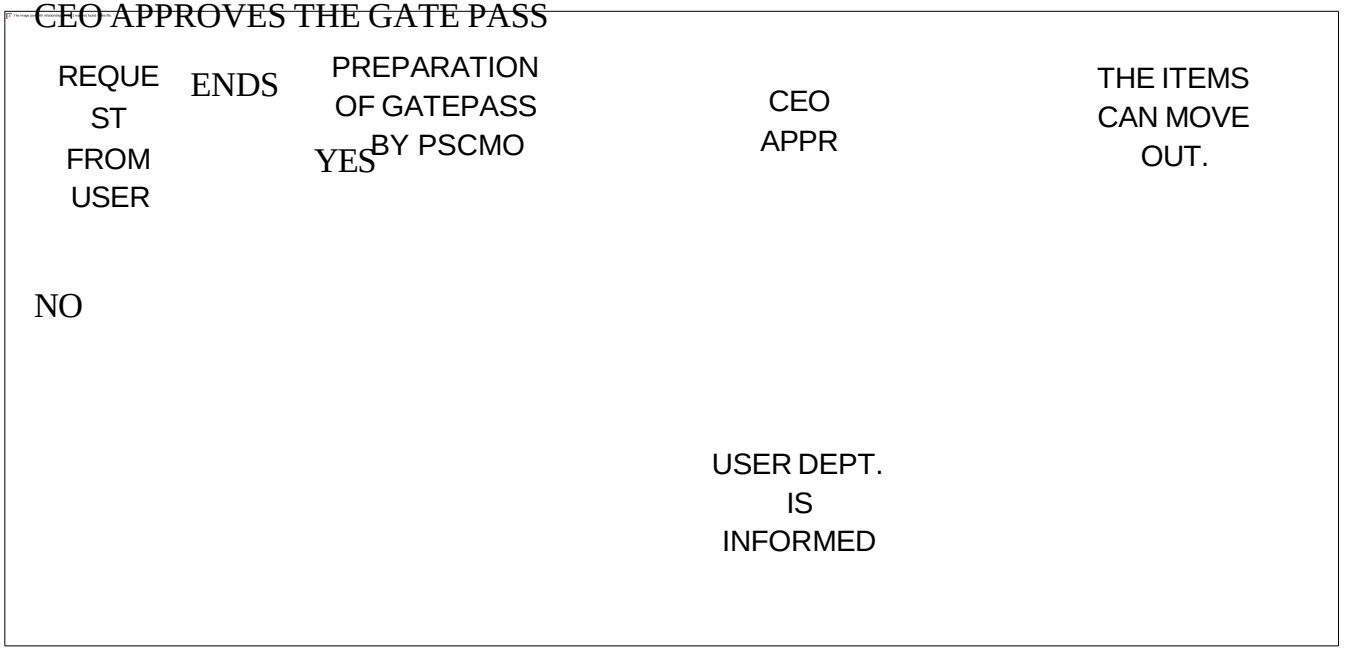
9.2 Process Mapping



PREPARATION OF A PROCUREMENT PLAN



MOVEMENT OF ITEMS OUTSIDE CEMASTEA

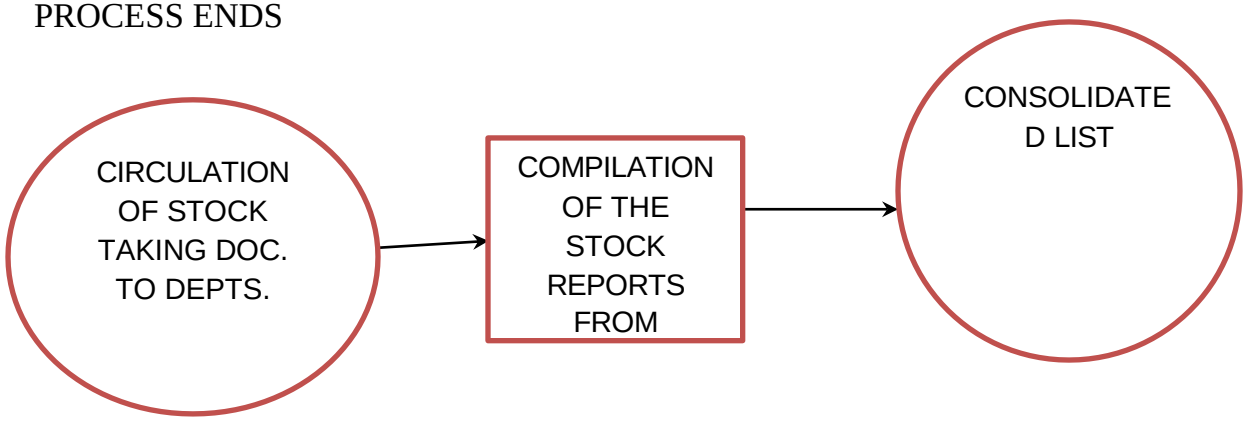


PROCESS ENDS

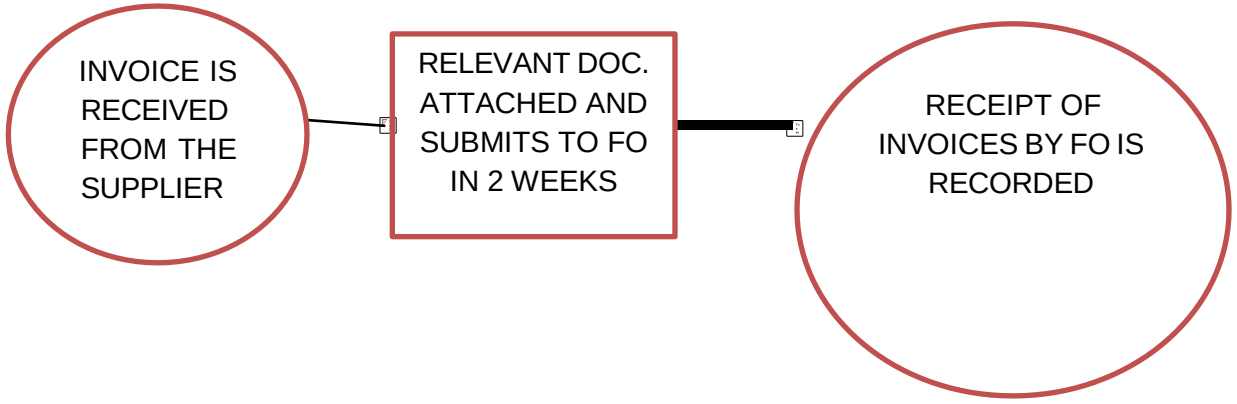
STOCK TAKING

WITHIN 1ST WEEK OF JUNE-BY 14TH JUNE EACH YEAR-BY 30TH JUNE

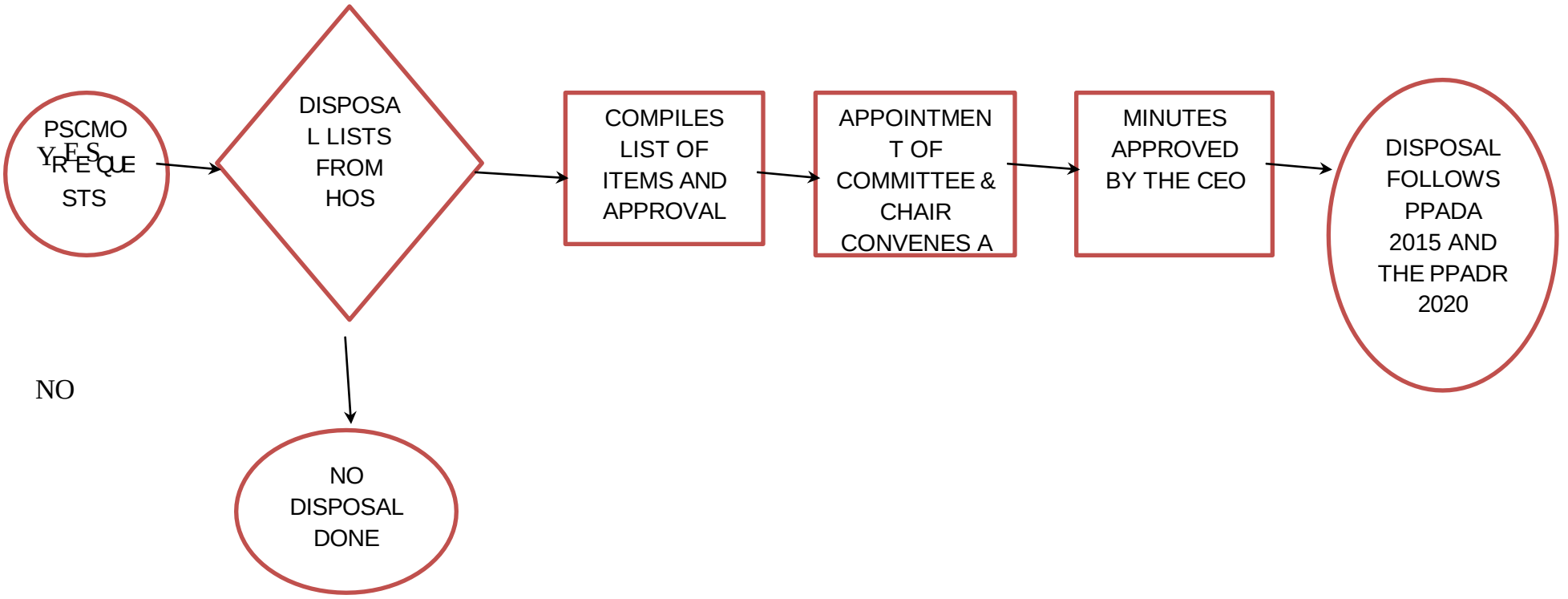
PROCESS ENDS



PAYMENT DOCUMENTS



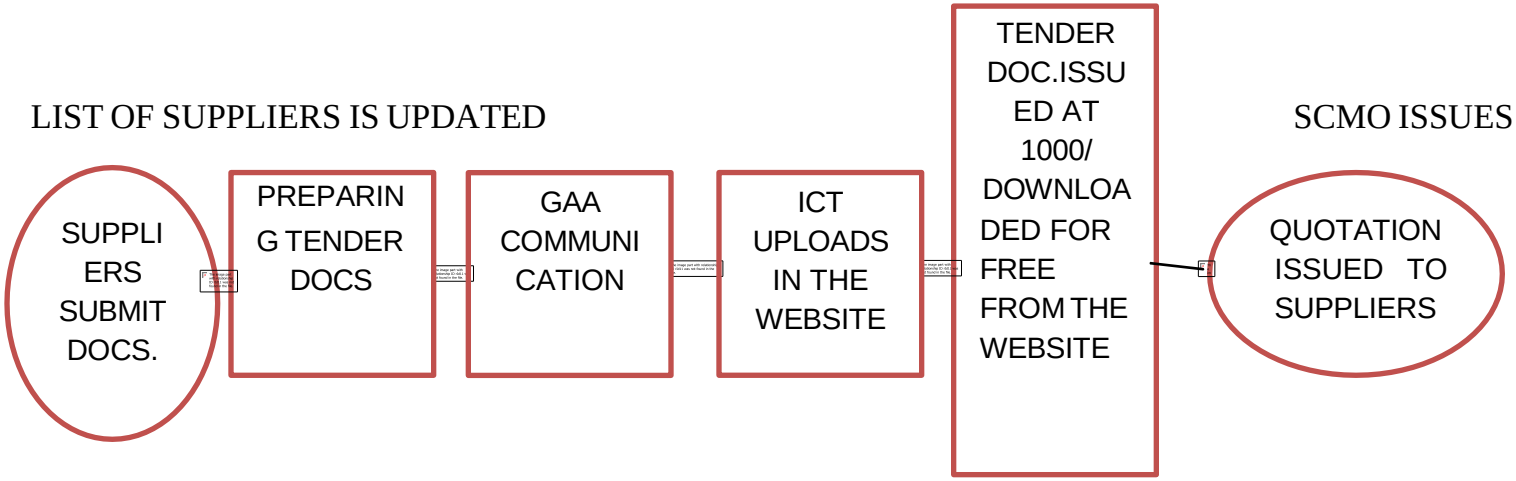
DISPOSAL OF OBSOLETE ITEMS



ADVERTISEMENT OF TENDERS

LIST OF SUPPLIERS IS UPDATED

SCMO ISSUES QUOTATIONS/PROPOSALS



PROCUREMENT EXECUTION (TENDERS)

