



**SUMMARY OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL
ASSESSMENT REPORT FOR UASIN GISHU COUNTY GOVERNMENT FOR
2017/2018 FINANCIAL YEAR**

MARCH , 2019

This report is a product of a Procurement and Asset Disposal Assessment conducted by the Public Procurement Regulatory Authority (the Authority) pursuant to its mandate under the Public Procurement and Asset Disposal Act, 2015 (the Act). Section 9 of the Act bestows on the Authority the responsibility to monitor the public procurement system and report on the overall functioning and recommend any actions required for improvement. Part IV of the Act, further requires the Authority to ensure that the procurement procedures established under this Act are complied with. Specifically, Section 43 of the Act gives the Authority powers to assess procurement and asset disposal records / systems as a way of monitoring compliance.

In view of the above, a procurement and disposal assessment of County Government of Uasin Gishu was conducted from 25th to 27th March, 2019. The assessment covered procurement and disposal proceedings for the period 1st July, 2017 to 30th June 2018. The main objective of the assessment was to determine the extent to which the Procuring Entity (PE) complied with the Act and the applicable regulations; circulars and directives issued by the Authority and other generally acceptable professional best practices, in conducting their procurement and disposal activities. The assessment also aimed at identifying strengths and weaknesses (if any), as well as risks inherent in the procurement system and propose remedial measures to address the weaknesses identified.

An Entry Meeting with the PE's representatives was held on 25th March, 2019 to discuss the scope of the assessment, the assessors' and PE's expectations, access to documentation and other issues relevant to the exercise. For purposes of assessing the procuring entity's compliance and risk levels, the assessors examined sampled contracts and focussed on two broad indicators namely: institutional arrangements, procurement and disposal processes. The sampling was done randomly but in a structured manner to include all item categories (i.e. goods, works, services and disposals) and procurement and disposal methods used during the period under assessment. The review used qualitative and quantitative data collection methods. The methods included interviews, observation, confirmation and examination of records.

The assessment was mainly limited / constrained by incomplete records.

The summary of the key findings based on the two broad indicators were as follows;

While the procurement function was established, some members of staff were not in the procurement cadre and required re-designation. The PE also had an approved procurement plan for the 2017-2018 financial year which was prepared in the appropriate format. The disposal committee had been established. The Procurement Function maintained procurement files but were incomplete.

The entity used standard tender documents and the accounting Officer appointed committees on procurement. Among the weaknesses identified in the procurement processes were failure by the evaluation committee to adhere to the evaluation criteria in some instances and preparing contracts without attaching key documents that were deemed to form part of the contract.

Upon conclusion of the assessment the overall compliance and risk rating of the PE's procurement and asset disposal system was determined based on compliance and risk rating criteria defined in the Authority's Compliance Monitoring Manual. To this end County Government of Uasin Gishu attained a compliance level of 57.1 % which is considered marginal compliant and moderate risk level of 42.9%.

The procuring entity should establish and commission an internal procurement and disposal policy, maintain complete procurement files, initiate all procurement with detailed purchase requisitions, and ensure tender opening committees open tenders as per prescribed procedure. Detailed recommendations for addressing the weaknesses are captured in Section Four of this report. The procuring entity should implement the recommendations within the specified timelines and update the Authority on the same for purposes of follow up.

