



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

JUNE, 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 assessment of Vihiga County Government was conducted from 20th to 24th May 2019. The assessment covered procurement 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 SCM (Supply Chain Management) staff representatives was held on 20th May 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 entities' compliance and risk levels, the assessors examined sampled contracts and intended to focus on two broad indicators namely: institutional arrangements, procurement and disposal processes. However, disposal ones were not done as the procurement entity never conducted disposals during the period 2017-2018 financial year. The sampling was done randomly but in a structured manner to include all item categories (i.e. goods, works and services) and procurement and 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 constrained by absence of senior officials and a number of SCM officers; and accessibility to some of the documentation which made the field work to take long than anticipated.

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

There is a general weakness in procurement process management. While there were departmental procurement plans, there was no evidence that the government had a consolidated county procurement plan; and neither do they plan for the 30% procurement access to the youth, Women and PWD. Procurements are initiated by use of memos instead of the standard purchase requisition forms; which do not include all the requisite details such as the cost estimates; and that notwithstanding, none of the initiated procurements had individual procurement plans developed for their effective management.

In terms of evaluation of bids, the committees appointed for the purpose were not proposed by the SCM unit; and evaluations were not done as per the criteria indicated in the tender documents; neither did they prepare the evaluation report in the required format; and while the successful bidders were notified, the unsuccessful ones were not notified simultaneously.

Procurement records were found to be incomplete; and there was no evidence that the county government submits mandatory reports to PPRA.

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, the County Government of Vihiga attained a compliance level of **50.4%** which is considered marginally compliant and a moderate risk score of **49.6%**.

The procuring entity should immediately address the institutional, organizational and procurement process capacity weaknesses identified. Detailed recommendations for addressing the weaknesses are captured in Section Two of this report.

