



**SUMMARY OF PROCUREMENT AND DISPOSAL
ASSESSMENT REPORT FOR ELDAMA RAVINE
TECHNICAL AND VOCATIONAL COLLEGE FOR
2019-2020 FINANCIAL YEAR**

March, 2021

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 Eldama Ravine Technical and Vocational College (ERVTC) was conducted from 8th to 10th March, 2021. The assessment covered procurement and disposal proceedings for the period 1st July, 2019 to 30th June 2020. The main objective of the assessment was to establish the extent to which Eldama Ravine Technical and Vocational College followed the procedures and rules established in PPADA, the attendant Regulations, Circulars and the Directives issued by PPRA for the procurement of goods, works and services and for disposal of public assets. The assessment also assessed procurement performance and risk levels of the PE's procurement function. Further, the assessment makes recommendations for corrective measures against weaknesses and irregularities identified.

An entry meeting with the PE's representatives was held on 8th March, 2021 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 weaknesses in the maintenance of procurement records which made the retrieval of procurement records slow and time consuming.

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

The College has established a Procurement Function which reports directly to the Accounting Officer, had a procurement plan for the 2019-2020 financial year and used standard tender documents in the processing of the tenders. However, there were some weaknesses in the institutional arrangements which included

failure to appoint a disposal committee despite having huge stock of disposable items, failure to submit reports on contract awards to the Authority and to publicize the awards in the website and notice board; lack of procurement and asset disposal manual and inadequate storage facilities.

Among the strengths identified in the procurement and disposal processes were preparation of annual procurement plan, use of standard quotation forms and initiating a procurement process through purchase requisition and the choice of the procurement methods for the sampled procurement was also appropriate. However, the head of the procurement function did not prepare the professional opinions and submit them to the Accounting Officers to facilitate the award of the tenders. Further, the successful and unsuccessful bidders were not notified at the same time. Other weaknesses included failure to appoint the tender opening and evaluation committees to perform some of the responsibilities; failure to disclose the successful bidder and the contract sum to the unsuccessful bidders. The PE did not carry out market survey to inform placing of orders and the contract agreements were very sketchy. The county did not reserve 30% of its procurement budget to the target group in the procurement plan.

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, has Eldama Ravine Technical and Vocational College attained a compliance level of **41%** which is considered partial compliant and a moderate risk of **59%**.

The Procuring entity should undertake urgent measures to ensure that the non-compliance issue identified in the report are adequately addressed. It is critical to note that some of issues cited in this report were raised in the assessments that were carried out by the Authority earlier. The detailed recommendations for addressing the weaknesses are captured in the action plan 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.