



**SUMMARY OF PROCUREMENT AND DISPOSAL  
REVIEW REPORT FOR KITALE NATIONAL  
POLYTECHNIC FOR THE 2019-2020 FINANCIAL  
YEAR**

**February, 2021**

This report is a product of a Procurement and Disposal Review 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 review procurement and disposal records / systems to monitor compliance with the Act.

In view of the above, a procurement and disposal review of Kitale National Polytechnic (KNP) was conducted from 15<sup>th</sup> February, 2021 to 26<sup>th</sup> February, 2021. The main objective of the review was to determine the extent to which the Procuring Entity (KNP) followed the procedures and rules established in 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 review also helps to identify strengths and weaknesses, as well as risks inherent in the procurement system and propose measures against any weaknesses and irregularities identified.

The review covered procurement proceedings for the period 1<sup>st</sup> July, 2019 to 30<sup>th</sup> June, 2020. The areas of focus during the review were: the institutional arrangements, procurement and disposal processes and contract management. The reviewers examined sampled contracts to verify their compliance with the Act, the attendant Regulations and other directives issued by the Authority and other relevant bodies from time to time.

An entry meeting with the KNP's management team was held on 15<sup>th</sup> February, 2021 to discuss the scope of the review, the review plan, the reviewers' and KNP's expectations, access to documentation and other administrative issues. The contracts reviewed were sampled randomly but in a structured manner to include all item categories (i.e. goods, works, services and disposals) and procurement methods. The review used qualitative and quantitative data collection methods. The methods included interviews, observation, confirmation, analysis and review of records.

The review was mainly limited / constrained by incomplete procurement file that was created by keeping documents in different files.

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

KNP has functioning procurement function staffed with the procurement professional. KNP has procurement plan but the plan is not consolidated. The entity has procurement file in place but the availed files were incomplete. The KNP was submitting half year report while they did not submit other mandatory report as required. KNP has tender and RFQ registers as well as

boxes and their stores record were regularly updated and the entity was doing stock taking once in a year.

The procurement process was not initiated vide purchase requisition. KNP was using standard tender document that in most cases it contained evaluation criteria and award criteria. The tender were invited through daily newspaper and some bidders were invited from the list of suppliers for the case of RFQ. Evaluation committee were using evaluation criteria set out in the tender document issued to the bidders and the head of the procurement function provided his professional opinion then the AO approved the award. In most case KNP was notifying only the successful bidder.

Contract agreement was entered between KNP and the contractor. The contract award for AGPO businesses for half year was reported to PPRA as provided in Section 138 of the Act. However, there was no record to indicate that the contract was published/ publicized as required under Section 138 of the Act. Inspection and acceptance committee was dully appointed by the AO and Inspection and acceptance certificate prepared. The payment for the contracts was made and the head of procurement did not prepare monthly progress report contrary to the provision of Section 152 of the Act. The PE maintained individual procurement files marked with relevant tender numbers and description of works. However, the files were incomplete as some document were filed in separate files.

Upon conclusion of the review the overall compliance and risk rating of the KNP'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 KNP has attained a compliance level of **80.3%** which is partial compliance.

The procuring entity should endeavour to improve its performance by implementing the recommendation contained in this report and putting in place all other appropriate systems and structures to ensure that procurement and disposal activities are undertaken in accordance with the Procurement Law. 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.