



**SUMMARY OF PROCUREMENT AND
DISPOSAL REVIEW REPORT FOR TAMABCH
TEACHERS COLLEGE FOR 2019/2020
FINANCIAL YEAR**

May 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, 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 Tambach Teachers College (TTC) was conducted from 24th May to 4th June, 2021. The main objective of the review was to determine the extent to which the Procuring Entity (PE) 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 1st July, 2019 to 30th 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 PE's management team was held on 24th May 2021 to discuss the scope of the review, the review plan, the reviewers' and PE'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 constrained by delay in retrieval of procurement records.

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

Institutional arrangements

TTC had established a Procurement Function staffed with three (3) officers each assigned to a respective responsibilities within the function. The function is

headed by Procurement officer who reports functionally and administratively to the Accounting Office. The entity had a disposal committee dully constituted, a procurement plan prepared in the appropriate format, filed mandatory reports with the Authority and a secure tender box placed in an accessible location within the entity. However, the institutional arrangements had some weaknesses which included; lack of an approved staff establishment for the Procurement Function to determine the optimum number staff, lack of a procurement manual/policy to facilitate making of procurement decisions in a structured and systematic way and failure to allocate at least 30% of the procurement budget to enterprises owned by youth, women and persons living with disability .There were also some weaknesses in the maintenance of procurement records.

Procurement Processes

The entity planned for most of the procurement processed during the 2019/2020 financial year in accordance with the provision of Section 53 of the Act. Appropriate standard tender documents with evaluation and award criteria were used in processing respective tenders; invitation to tender was made through tender notices posted on widely circulating newspapers. Instruction on obtaining, submission, closing date of the tender and tender opening dates provided in the tender notices and adequate time allowed to bidders for preparation and submission of their bids. Further adhoc committees were dully appointed by the AO and members of the evaluation committee conducted independent evaluation of tender using the criteria provided in the tender document and score sheets maintained. The head of procurement in accordance with Section 84 of the Act also issued professional opinion

However, weaknesses were noted in the following areas; Initiation of most procurement was not documented hence it could not be ascertained if it was done in accordance with the requirement of Section 73 of the Act and Regulation 22 of the PPDR 2006. In some cases the evaluation criteria provided in the tender document was not objective and quantifiable; Notification of bidders was not done at the same time as required under section 87 of the Act; and failure by successful bidders to avail performance security;

Contract Management

TCC entered into written contracts with successful bidders in accordance with Section 135 of the Act. The entity reported contract awards to the Authority. However the entity did not publish the contract awards in their website and noticeboard as required under Section 138 of the Act, Inspection and acceptance committee did not issue certificates or prepared minutes after inspection of the goods. In other instances, there was delay in payment of suppliers eg in tender No TAMCO/001/2019/2020 for supply and Delivery of Fresh Bread. In addition, the head of procurement did not prepare monthly progress reports therefore the

AO was not updated on the implementation status of the contracts. In addition, performance securities were not availed by successful bidders thus exposing to the risk that may arise due to non-performance of the contract.

Upon conclusion of the review 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, TCC has attained a compliance level of **60 %**, which is partially compliant.

In this regard, TCC 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 4 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.