

THRESHOLDS MATRIX FOR CLASS C PROCURING ENTITIES

Procurement Method	Maximum or minimum level of expenditure allowed for the use of a particular procurement method			Segregation of duties for different officers and committees in the procurement cycle under section 26(3)(c) of the Act)			
	Goods	Works	Services	Person responsible for procurement initiation	Body responsible for the awarding the contract	Person responsible for signing the Contract	Verification of receipt of goods, services or works
Restricted tender Under 73 (2)(c) of the Act	The Maximum level of expenditure shall be Kshs 3,000,000 above this threshold use open tender	The Maximum level of expenditure shall be Kshs 3,000,000 above this threshold use open tender	The Maximum level of expenditure shall be Kshs 1,000,000 above this threshold use open tender	The Head of the Procuring entity or the Head of the User Department	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
	The minimum level of expenditure is Kshs 500,000. Below this threshold use request for quotations	The minimum level of expenditure is Kshs 500,000. Below this threshold use request for quotations	The minimum level of expenditure is Kshs 500,000. Below this threshold use request for quotations	Head of the User Department	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
Request for proposals (s. 76(1) of the Act)	This method is not applicable for goods	This method is not applicable for works	Maximum level of expenditure shall be determined by the funds allocated in the budget for the particular procurement	The Head of the Procuring entity or the Accounting Officer	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
			There is no minimum expenditure for the use of this method	The Head of the Procuring entity or the Accounting Officer	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
Request for quotations(s 88 of the Act)	Maximum level of expenditure under this method is Kshs 500,000	Maximum level of expenditure under this method is Kshs 500,000	Maximum level of expenditure under this method is Kshs 500,000	Head of the User Department	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
				Head of the User Department initiates procurement whose expenditure is below Kshs. 100,000	Procurement committee awards for procurement whose expenditure is below Kshs.100,000	Head of the User Department signs contract for procurement whose expenditure is below Kshs.100,000	Inspection and acceptance committee
Direct procurement Under 74 (2) and (3) of the Act.	No minimum or maximum expenditure under this method provided the conditions under this section are met	No minimum or maximum expenditure under this method provided the conditions under this section are met	No minimum or maximum expenditure under this method provided the conditions under this section are met	The Head of the Procuring entity or the Accounting Officer	Tender committee	The Head of the Procuring entity or the Accounting Officer	Inspection and acceptance committee
				Head of the User Department initiates procurement whose expenditure is below Kshs. 200,000	Procurement committee awards for procurement whose expenditure is below Kshs 200,000	Head of the User Department signs contract for procurement whose expenditure is below Kshs.200,000	Inspection and acceptance committee
Low value procurement (s 90 of the Act)	Maximum level of expenditure under this method is Kshs 5,000 per procurement per item	Maximum level of expenditure under this method is Kshs 5,000 per procurement per item	Maximum level of expenditure under this method is Kshs 5,000 per procurement per item	Head of the User Department	User	The Head of the Procurement Unit	Stores officer
	There is no minimum expenditure for the use of this method	There is no minimum expenditure for the use of this method	There is no minimum expenditure for the use of this method	Head of the User Department	User	The Head of the Procurement Unit	Stores officer

