**Process:** **PROCEDURE FOR PROCUREMENT OF GOODS, SERVICES AND WORKS**

1. **Purpose:** To ensure efficiency, effectiveness and transparency in the process of procurement of goods, services and works

**Output:** Timely acquisition of goods, services and works

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|  | ACTIVITIES | Inputs | RISK | RISK LEVEL | RISK IMPACT | MITIGATION | OPPORTUNITY | ACTIONS |
| 1 | **Preparation of a Procurement Plan** | * Departmental work plan * Departmental procurement plan * Departmental Budgets | * That an item is left out in the procurement plan * The procurement plan is not adhered to * New emerging and anticipated issues arise * The budget deficit and Liquidity issues | * Low | * high | * Departments are encouraged to exhaustively produce the procurement plan proposals * The university to diversify its revenue streams * Vote control measures to be strictly adhered to * Proper cash flow management | * Use of technology | * ERP implemented |
| 2 | Procurement of goods and services | * Sending Quotations to prequalified suppliers * Opening of Tender box * Receiving of goods/services | * Leakage of information before and after quotation * Receiving of goods/services that were not tendered for * Receiving of goods/services that are sub standard * Issuance of LPO to the wrong person * Issuance of LPO with the wrong amount | * high | * high | * ensuring that request for quotations are strictly sent to prequalified suppliers * Tender box to be opened transparently and minutes taken * Receive tender documents and request for quotations (RFQs) in sealed envelopes * To ensure Inspection Committee’s recommendation before goods/services are received * To ensure Inspection Committee’s receive goods/services in full | * Use of technology | * ERP implemented |