



## Procurement Office

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### Ms Sheila AKala -College Procurement Officer

Mr.Francis Nyaribo- Assistant Procurement Officer

Lilian Bisonga -Secretary

Ms.Ruth Kinyua- Procurement Assistant

## Services Offered

1. Interpretation, implementation, and enforcement of public procurement law
2. Providing advice to the College on all matters relating to procurement.
3. Maintain and continuously update standing lists of registered suppliers required by the college through continuous registration of eligible suppliers, and suppliers on framework agreements
4. Prepare, publish and distribute procurement and disposal opportunities including invitation to tender documents and invitation for expression of interest.
5. Coordinate the receiving and opening of quotations
6. Maintain and safeguard procurement and disposal documents and records in accordance with the regulations
7. Issuing invitations for bids through quotations.
8. Prepare College consolidated procurement and disposal plans
9. Coordinating the preparation of annual procurement plans by all department of the College.
10. Processing procurement requirements from user departments.
11. Preparing a specifications catalogue which will spell out, for the various categories of items, the University standards of quality to guide purchasing officers so that they are able to purchase only those products that meet recommended quality standards.
12. Preparing and processing quotations in consultation with user and technical departments in compliance with procurement procedures.
13. Facilitating the process of opening of quotation in liaison with user departments.
14. Implementing the decisions of the college principal with regard to Procurement including giving professional opinion and maintaining proper records of such decisions.
15. Prepare contract documents in line with the award decision
16. Ordering, follow-up, or processing of goods delivery schedules to user departments and college stores.
17. Performing market research and price survey on items and services required by the college.



18. Maintaining an up-to-date suppliers' database.

19. Preparing annual tender returns for use by management in overall planning.

## Downloads

[Procurement and Disposal Manual](#) [8]

[Quotation Evaluation Report Form](#) [9]

[Disposal Plan CHSS 2017-2018 Format](#) [8]

[Procurement Plan 2017-2018](#) [10]

[Item Codes CHSS](#) [11]

## Physical Location

Education Building Ground Floor, **Room No.4**

**Office Hours: 8AM- 5PM Weekdays**

## Contacts

P. O. Box P.O.BOX 30197 - 00100, NAIROBI -

MAIN CAMPUS

Telephone:

254-20-318262 EXT. 28056

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