



PROCUREMENT POLICY

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Content

1. Policy Purpose
2. Policy Objective
3. Definitions
4. Policy Principles/Content

1. Purpose

- 1.1. To ensure that ethical, transparent, fair and unbiased procurement activity is carried out effectively and efficiently across the university.
- 1.2. The university should ensure that procurement is done in compliance to the stated policies and relevant statutory and legal requirements.

2. Objective

The objective of the Procurement Policy is to ensure that the University gets the best value for money, taking into account whole of life costs. Procurement may take place through tenders, requests for proposals, requests for expressions of interests, or through direct purchase through various means.

3. Policy

- 3.1. The University seeks value for money in procurement through a balanced result of financial and non-financial factors.
- 3.2. The procuring of goods and services shall take into account: the mix of quality, cost and resources; fit for purpose; total cost of ownership; risk and flexibility to conduct procurement activities using appropriate expertise and resources.
- 3.3. The university shall ensure timely procurement of goods and services to maintain efficient and effective service delivery.
- 3.4. The university shall be fair and transparent while dealing with suppliers.

4. Purchasing

- 4.1. Purchase order less than a particular amount as defined in the scheme of financial delegation can be processed at division or college level.
- 4.2. Purchases above a particular threshold shall follow the respective policies as defined in scheme of Financial Delegation.
- 4.3. Where applicable university shall maintain a preferred supplier agreement.
- 4.4. In case of an emergency, normal purchasing rules may be set aside for specific goods and services where:
 - 4.4.1. the goods and/or services are required to complete or continue significant tasks
 - 4.4.2. it is impossible to purchase goods and services under normal purchasing procedures.
 - 4.4.3. Emergency purchasing is to be used solely to meet immediate emergency requirements, and must never be used solely for expediency. Authorizing officers are to ensure that emergency purchases are strictly controlled.
- 4.5. The Director Finance or the authorized officers as per the scheme of delegation shall waive the competitive quotation requirement where it is impracticable to do so or in case of urgent orders.
- 4.6. Where there is single or sole supplier, the need for competitive quotation is eliminated.
- 4.7. The Fixed Assets are to be purchased in compliance to the **Fixed Asset Policy**.
- 4.8. The purchase orders are to be approved as per the authority limits set in the Scheme of Delegation.

5. Roles and Responsibilities

Director Finance - Overall oversight, implementation and enforcement of the procurement policy.
Senior Management Group/Head of Faculties/ Sections and Find Controllers - Overall responsibility of the Faculty/Sections procurement of goods, works and services and to ensure compliance with the Procurement policy.

Procurement Office - Implementation, enforcement and compliance to this policy and provide guidance and training to all departments as and when required. Continuous improvement of the



policy.

6. Related documents

This policy serves as the principle guidance for all other specific procurement related policies.

- General Procurement Policy
- Scheme of Financial Delegations