



Guide for Process Documentation

 Republic of Kenya	 GDC Geothermal Development Company Green Energy for Kenya		
Institution/Organization Name:	GEOTHERMAL DEVELOPMENT COMPANY		
Affiliations; Ministry / Department/ County/Parent Company:	MINISTRY OF ENERGY		
Economic Sector Alignment:	ENERGY		
Big 4 Alignment:	MANUFACTURING		
Accounting Officer:	ENG. JARED O. OTHIENO		
Period: FY	2021/2022		
Process Documentation			
Service Name			
Brief Description Document Purpose/Service	Request by Prequalification		
Document Control: Change Record/ Version Number	ISO Documentation		
Process Owner: Name and Position	Eng. Jared O. Othieno, MD & CEO		
Process Writer (s): Name and Position	1. Justus Muhambi, Snr. Assistant 1 2. Bernard Owour, Supply Chain Officer		
Process Reviewer (s) Name and Position	1. Patrick Kaptoo, Deputy Manager, Supply Chain 2. Doris Kyaka, Manager, Supply Chain		
STEPS/FLOW/SEQUENCE			
Step	Event/ Activity/ Action	Time/ No. Of Days	Actor
1.	<ul style="list-style-type: none"> Describe the Process Boundaries; what triggers start, inputs, outputs and end <p>1. Request by Prequalification</p> <ul style="list-style-type: none"> GDC shall from time to time carry out supplier selection through pre-qualification, or use of other government institutions list, dealers listing suggested by user departments. Where a pre-qualification exercise is undertaken, an advertisement in at least 	<ul style="list-style-type: none"> Every after two (2) years 	<ul style="list-style-type: none"> User departments Supply Chain Government Advertising Agency Suppliers Front Office Officers Complainant

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	<p>one of the leading dailies shall be made inviting prospective suppliers to apply for pre-qualification through Government Advertising Agency.</p> <ul style="list-style-type: none"> • The advertisement shall stipulate the conditions for participation, the closing date, time and if there is a guideline to be collected. The Pre-qualification guidelines shall have the criteria for qualification against which the responses shall be evaluated. • Once the pre-qualification tender has closed, the responses shall be evaluated by committees nominated by the heads of Departments in consultation with the Manager Supply Chain and appointed in writing by the MD & CEO for a period of thirty (30) days. • The evaluation report will be submitted to Manager Supply Chain for preparation of Professional Opinion for approval by MD & CEO approving listing of firms that qualified in the evaluation to be added onto the existing list of pre-qualified suppliers. An updated list of suppliers shall be created. • The procurement section shall communicate to all bidders indicating the status of their application for the pre-qualification. • Where in the process of procurement there are no pre-qualified suppliers for the procurement, the Supply Chain Department shall borrow a list from state entities for approval by MD & CEO before adoption and use by GDC. 		
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2.

(Add rows as necessary)

EXCEPTIONS TO THE NORMAL FLOWS

Title	No.	Description	Time	Actor
(if any other, add rows)				

Process Maps/Visuals

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Business process flowcharts/ swim lanes/screen shots

1. WORK FLOW – PREQUALIFIED FOR SUPPLIERS

