



Guide for Process Documentation

 Republic of 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	Procurement by Quotation		
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 • Request for Quotation • This method restricted to approved registered list of suppliers and whose estimated value of the goods, works, non-consultancy services being 	<ul style="list-style-type: none"> • 30 days 	<ul style="list-style-type: none"> • User department • Supply Chain • Suppliers • Front Office Officers • Complainant

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	<p>procured is less or equal to the prescribed threshold and readily available in the market and there is an established market.</p> <ul style="list-style-type: none">• The same initial check on the procurement plan and availability of PR. Detailed specifications of the items shall also be recorded on the same form or issued as attachments. The firms to be invited must be from the pre-qualified supplier/service providers list with a minimum of three firms and as many as practicable.• Quotations shall be sent to bidders and where sent out via email, an email print out shall be printed and filed in the procurement file otherwise a circulation form stamped by the bidders shall be filed. An opening committee shall open on closing date by the and record details in a quotation opening form. The user department and the procurement unit shall evaluate the bids within a maximum period of ten (10) days and give recommendations in an evaluation report to the Manager, Supply Chain.• The Manager Supply Chain shall alongside the report to the		
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	<p>evaluation committee as secretarial comments review the tender evaluation report and provide a signed professional opinion to the MD & CEO on the procurement proceedings.</p> <ul style="list-style-type: none">• The Professional Opinion may provide guidance on procurement proceeding. In the event of dissenting opinion between tender evaluation and award recommendation.• In making a decision to award a tender, the accounting officer shall take into account the views of the Manager, Supply Chain in the signed Professional Opinion. The Supply Chain department shall notify bidders on their bid status, (whether they were successful or not) and also the user department. Upon expiry of 14 days after intention to award, and without Complains on the award, (Ref: Procurement Act and Regulations), the Supply Chain department issue an award letter and in consultation with Legal Services department shall have a contract prepared and signed		
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	<p>with successful bidders and issue Local purchase order.</p> <ul style="list-style-type: none"> An LPO shall be issued out to the successful bidder, where a contract is required, the legal department in consultations with Supply Chain department shall prepare and sign contracts with successful bidders. 		
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2.

(Add rows as necessary)

EXCEPTIONS TO THE NORMAL FLOWS

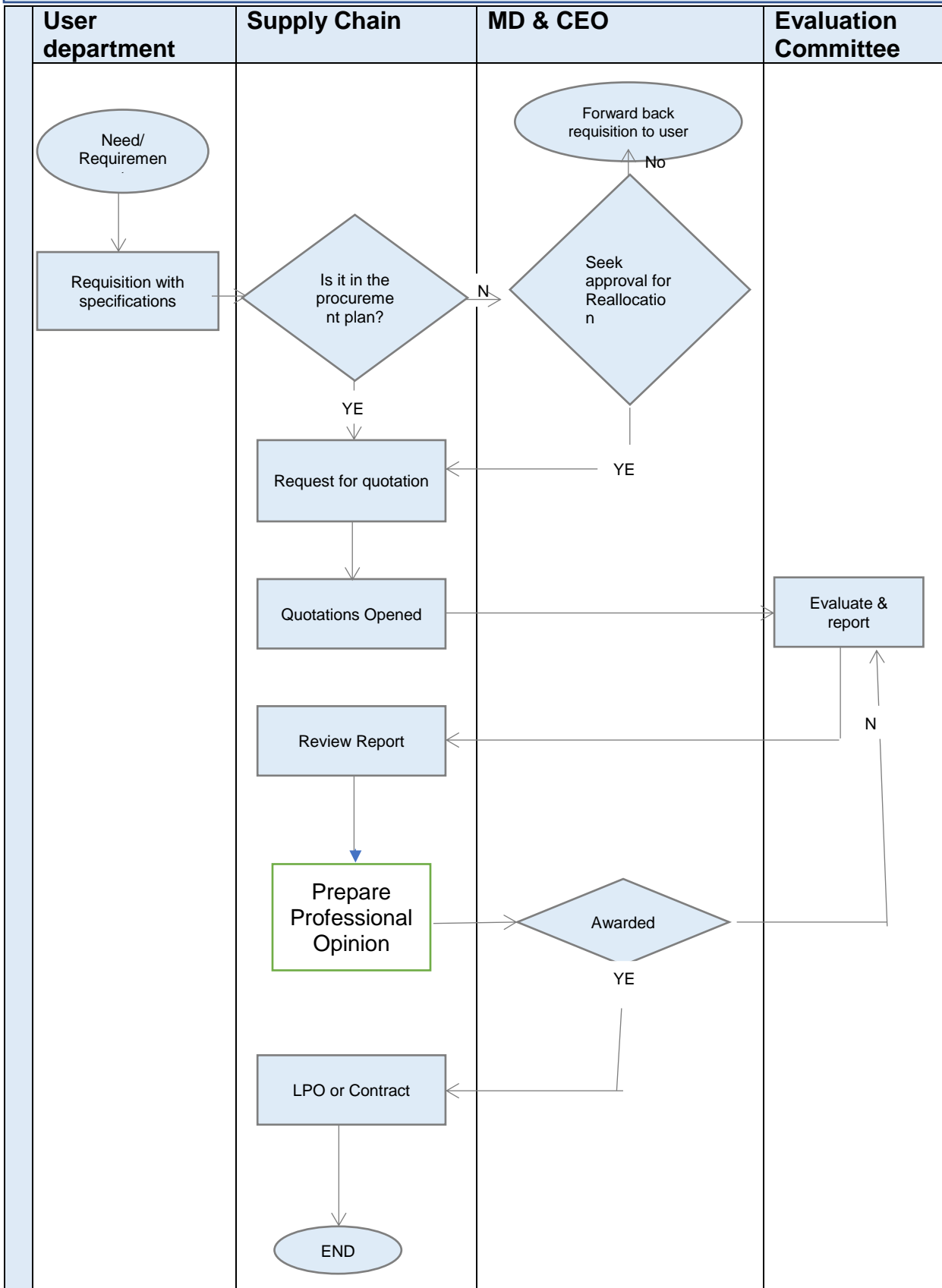
Title	No.	Description	Time	Actor
Tender Complaint	1.	Receipt of complaints		
(if any other, add rows)				

Process Maps/Visuals

Business process flowcharts/ swim lanes/screen shots

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REQUEST FOR QUOTATION (RFQ) PROCUREMENT PROCESS



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