THE REPUBLIC OF KENYA

THE COUNTY GOVERNMENT OF GARISSA

SUPPLY CHAIN MANAGEMENT POLICY AND PROCEDURES MANUAL

SEPTEMBER 2026



THE COUNTY GOVERNMENT OF GARISSA

SUPPLY CHAIN MANAGEMENT POLICY AND PROCEDURES MANUAL

SEPTEMBER 2026

© THE COUNTY GOVERNMENT OF GARISSA

All rights reserved. No part of this publication may be reproduced, stored in a retrieval system, or transmitted in any form or by any means electronic, mechanical, photocopying, recording, scanning or otherwise, without the prior permission in writing of the The County Government of Garissa.

County Government of Garissa
County Headquarters, Office of the Governor
Lamu Road, Opposite Young Muslim Academy
P.O. Box 563–70100, Garissa, Kenya
Tel: +254 4621 02604
Email: procurement@garissa,go.ke
Website: www.garissa.go.ke

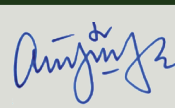
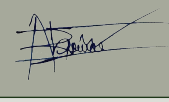
First Edition 2026

Document Control

Item	Details
Document Title	County Government of Garissa Supply Chain Management Policies and Procedures Manual
Document Type	Internal Governance, Operational and Control Manual
Prepared For	County Government of Garissa
Version	1.0
Effective Date	1st October, 2026
Supersedes	Not applicable - first formal Supply Chain Management Manual for the County Government of Garissa
Review Cycle	Every three years or earlier where required by law, regulation, Government directive, County organizational change, delegated authority change, e-GP/ IFMIS reform, audit finding, client review comment or operational need
Approval Authority	Accounting Officer / County Executive Committee Member for Finance and Economic Planning, as applicable
Classification	Internal Official Use

Approval

This Supply Chain Management Policies and Procedures Manual has been reviewed and approved for implementation by the County Government of Garissa. The Manual shall serve as the official institutional framework governing procurement planning, procurement processing, contract management, supplier oversight, inspection and acceptance, stores and inventory management, asset accountability, asset disposal, emergency procurement, donor-funded procurement, records management, performance monitoring and compliance within the County Government.

Name	Designation	Signature	Date
Abass ismail khar	CECM-Finance and economic planning		1ST OCTOBER, 2026
Abdilatif sheikh	Chief Officer – Finance		1ST OCTOBER, 2026
Mohamed Abdi Hassan	Director Supply Chain Management		1ST OCTOBER, 2026

Foreword

The County Government of Garissa is a constitutionally established County Government with responsibility for delivering devolved public services, implementing County development priorities and managing public resources within the framework of the Constitution, public finance management law, procurement law and County governance requirements. As a County Government, its procurement and supply chain management arrangements are not merely administrative processes. They are core institutional systems through which public funds are translated into health services, roads, water infrastructure, education support, agriculture and livestock interventions, trade facilitation, environmental management, public works, ICT services, municipal services and other County priorities.

The County operates through multiple departments, directorates, sub-county and ward-level service delivery interfaces, technical programmes and support functions. These institutional arrangements require a supply chain management system that is legally compliant, operationally responsive, sufficiently decentralized for service delivery, and sufficiently controlled to protect public resources. Procurement decisions within the County must therefore be anchored in planning, budget discipline, technical adequacy, competitive and lawful processes, contract delivery, inspection and acceptance, inventory control, asset accountability and clear records.

This Manual has been prepared as the first formal Supply Chain Management Policies and Procedures Manual for the County Government of Garissa. It provides an integrated institutional framework for translating applicable procurement, asset disposal, public finance management and County Government requirements into practical internal procedures, roles, controls, approval workflows, records standards and implementation tools. It is intended to strengthen consistency across departments while preserving lawful management discretion and operational flexibility required in a County Government environment.

All officers involved in procurement and supply chain management activities are required to familiarize themselves with this Manual and apply it consistently in the execution of their responsibilities. The Manual should be treated as a living governance instrument that supports service delivery, accountability, value for money and continuous improvement in the management of public resources.



Hon Abass ismail
CECM-Finance and economic planning.
Garissa County Government

Preface

This Supply Chain Management Policies and Procedures Manual has been prepared as the first formal manual to guide procurement and supply chain management activities within the County Government of Garissa. It has been developed in recognition of the need for a coherent County-wide framework that supports lawful procurement, prudent public finance management, delivery assurance and accountability across departments, programmes, service delivery units and spending entities.

The Manual provides a structured institutional framework for translating applicable procurement, asset disposal, public finance management and county government requirements into practical internal procedures, roles, controls, approval workflows, documentation standards and operational tools. It is designed to support consistent implementation across departments while recognizing the County's decentralized procurement support arrangements and the professional oversight role of the Director Supply Chain Management.

The Manual addresses the full supply chain management lifecycle, including procurement planning, demand management, requisitioning, procurement method selection, tendering, evaluation, award, contract management, supplier performance oversight, inspection and acceptance, stores and inventory controls, asset accountability, asset disposal, procurement records management, digital procurement alignment, compliance monitoring and continuous improvement.

Procurement within a County Government environment is directly linked to service delivery, budget implementation, development planning, infrastructure delivery, emergency response, local economic participation and stewardship of public resources. The Manual therefore provides guidance not only for the supply chain management function, but also for user departments, finance, legal, internal audit, stores, ICT, contract managers, committees and all officers who participate in the procurement and asset disposal cycle.

This Manual shall be implemented alongside applicable laws, regulations, Government directives, PPRA guidance, National Treasury circulars, donor or development partner financing conditions where applicable, and County Government policies and administrative instructions. Where procedures are not currently documented, this Manual provides a basis for institutionalizing good practice, strengthening internal controls, improving audit readiness and supporting consistent implementation across the County Government.

Table of Contents

Document Control ..... *ii*
Approval ..... *iii*
Foreword ..... *iv*
Preface ..... *v*
Institutional Vision, Mission, Values and Supply Chain Directorate Charter ..... *xii*
County Government of Garissa Vision and Mission ..... *xii*
Supply Chain Directorate Charter ..... *xii*
Supply Chain Directorate Core Values ..... *xiii*
Alignment with Procurement and Public Finance Principles ..... *xiii*
Acronyms and Abbreviations ..... *viv*
Definitions and Interpretation ..... *xv*
Legal and Regulatory Framework ..... *xvi*
Legal Interpretation and Application ..... *xx*
Application of the Legal and Regulatory Framework ..... *xx*

Section 1: Governance, Purpose, Scope and County Context 1

1.1 County Context and Institutional Mandate 1
1.2 Purpose of the Manual 1
1.3 Guiding Principles 2
1.4 Scope and Application 3
1.5 Governance and Institutional Responsibility 4
1.6 Digital Alignment 5
1.7 Review and Continuous Alignment 5

Section 2: Institutional SCM Governance and Organizational Responsibilities 6

2.1 Introduction 6
2.2 Governance Principles 6
2.3 County SCM Governance Structure 7
2.4 Organizational Alignment with County Service Delivery Mandate 10
2.5 Role of the County Treasury 10
2.6 Role of the Accounting Officer 12
2.7 Role of County Management and Chief Officers 12
2.8 Role of the Directorate of Supply Chain Management 12
2.9 Departmental Supply Chain Support 12
2.10 Role of User Departments 13
2.11 Role of Finance, Accounts and Asset Management 13
2.12 Role of Legal Services 13
2.13 Role of Internal Audit and Oversight 14

2.14 Legal and Regulatory Application 14
2.15 Institutional Accountability and Continuous Improvement 14

Section 3: Procurement Planning, Demand Management and Budget Alignment 15

3.1 Introduction 15
3.2 Objectives of Procurement Planning 15
3.3 Annual Procurement Planning 16
3.4 Departmental Procurement Planning 16
3.5 Demand Management 16
3.6 Budget Alignment and Expenditure Control 17
3.7 Procurement Scheduling and Readiness 17
3.8 Procurement Packaging and Consolidation 17
3.9 Market Assessment and Cost Estimation 18
3.10 Planning for Works, Infrastructure and Technical Procurement 18
3.11 Planning for Donor-Funded and Externally Supported Procurement 18
3.12 Sustainability, Inclusion and Lifecycle Considerations 18
3.13 Procurement Planning Records and Accountability 19
3.14 Procurement Plan Implementation, Variance Reporting and Legal Anchor 19

Section 4: Procurement Initiation, Methods and Process Management ... 20

4.1 Introduction 20
4.2 Department-Level Initiation of Procurement 20
4.3 Procurement Requisition Requirements 20
4.4 Review of Requisitions 21
4.5 Specifications, Terms of Reference and Scope Definition 21
4.6 Budget Confirmation and Commitment Control 21
4.7 Selection of Procurement Method 21
4.8 Consultancy and Non-Consultancy Services 22
4.9 Preparation, Issuance, Receipt and Opening of Procurement Documents 22
4.10 Evaluation, Award and Contract Commitment 22
4.11 Procurement Records and Integrity 23
4.12 Legal and Regulatory Application 23

Section 5: Evaluation, Professional Opinion, Award and Procurement Decision Governance 24

5.1 Introduction 24
5.2 Constitution and Role of Evaluation Committees 24
5.3 Secretariat and Professional Support 24
5.4 Evaluation Report 25
5.5 Professional Opinion 25
5.6 Award Approval and Notification 25
5.7 Debriefing, Complaints and Procurement Challenges 25

5.8 Evaluation Integrity and Continuous Improvement 26
5.9 Legal and Regulatory Application 26

Section 6: Contract Management, Variations, Supplier Performance and Delivery Oversight 27

6.1 Introduction 27
6.2 Contract Management Responsibility 27
6.3 Contract Implementation Planning 27
6.4 Supplier Performance Management 28
6.5 Variations, Amendments and Extensions 28
6.6 Non-Performance, Defects and Corrective Action 28
6.7 Dispute Management, Suspension and Termination 29
6.8 Contract Closure 29
6.9 Complex and Specialized Contract Implementation Teams 29
6.10 Legal and Regulatory Application 30

Section 7: Inspection, Acceptance, Stores and Payment Interface 31

7.1 Introduction 31
7.2 Inspection and Acceptance Governance 31
7.3 Role of User Departments and Technical Officers 32
7.4 Role of Director Supply Chain Management 32
7.5 Receipt of Goods and Stores Interface 32
7.6 Works, Consultancy and Non-Consultancy Acceptance 32
7.7 Linkage to Payment Processing 32
7.9 Legal and Regulatory Application 38

Section 8: Stores, Inventory Management and Asset Accountability 34

8.1 Introduction 34
8.2 Stores and Inventory Governance 34
8.3 Receipt, Recording and Custody 35
8.4 Issue, Use and Departmental Accountability 35
8.5 Asset Recording, Tagging and Movement 35
8.6 Reconciliation, Verification and Loss Management 35
8.7 Linkage to Disposal 35
8.8 Stock-Taking, Stock Verification and Custody of County Property 35
8.9 Legal and Regulatory Application 36

Section 9: Asset Disposal Management 37

9.1 Introduction 37
9.2 Identification and Disposal Planning 37
9.3 Technical Assessment and Valuation 37
9.4 Disposal Methods and Execution 37
9.5 Specialized, Hazardous and ICT Disposal 38

9.6 Disposal Records and Proceeds 38
9.7 Legal and Regulatory Application 38

Section 10: Emergency, Special and Donor-Funded Procurement 39

10.1 Introduction 39
10.2 Emergency Procurement 39
10.3 Operational Preparedness 39
10.4 Special Procurement Arrangements 40
10.5 Donor-Funded and Externally Supported Procurement 40
10.6 Records and Post-Procurement Review 40
10.7 Legal and Regulatory Application 40

Section 11: Procurement Performance, Compliance, Ethics and Continuous Improvement 42

11.1 Introduction 42
11.2 Performance Monitoring and Reporting 42
11.3 Compliance Monitoring and File Completeness 42
11.4 Ethics, Confidentiality and Conflict of Interest 43
11.5 Supplier Integrity and Due Diligence 43
11.6 Complaints, Fraud and Irregularities 43
11.7 Capacity Building and Continuous Improvement 43
11.8 Procurement Compliance Reviews, Market Survey and Supplier Intelligence 43

Section 12: Manual Governance, Review and Amendment Control 45

12.1 Introduction 45
12.2 Status, Custody and Implementation 45
12.3 Interpretation and Legal Hierarchy 45
12.4 Review Cycle and Amendment Procedure 46
12.5 Communication, Training and Implementation Support 46
12.6 Monitoring and Continuous Alignment 46
12.7 Manual Implementation, Quality Assurance and Change Control 46

Operational Process Protocols 47

Protocol 1: Procurement Lifecycle Guide and Departmental Checklist 47
Protocol 2: Annual Procurement Planning and APP Amendment 49
Protocol 3: Requisition-to-Solicitation Process 49
Protocol 4: Open Tendering 50
Protocol 5: Request for Quotations 50
Protocol 6: Direct and Restricted Procurement 51
Protocol 7: Consultancy Services 51
Protocol 8: Non-Consultancy Services 52
Protocol 9: Works and Infrastructure Procurement 52
Protocol 10: Evaluation, Professional Opinion and Award 53
Protocol 11: Contract Management and Variation Control 53

Protocol 12: Inspection, Acceptance and Payment Interface 53
Protocol 13: Stores, Inventory and Asset Accountability 54
Protocol 14: Asset Disposal 54
Protocol 15: Emergency and Donor-Funded Procurement 55

Operational Governance Control Schedules 56
Schedule 1: Delegation, Approval and Accountability Controls 56
Schedule 2: Procurement Planning and Demand Management Controls 56
Schedule 3: Procurement Initiation and Requisition Controls 57
Schedule 4: Procurement Method Selection and Execution Controls 57
Schedule 5: Evaluation, Professional Opinion and Award Controls 57
Schedule 6: Contract Management, Variation and Supplier Performance Controls 58
Schedule 7: Inspection, Acceptance, Stores and Payment Controls 58
Schedule 8: Stores, Inventory and Asset Accountability Controls 58
Schedule 9: Asset Disposal Controls 59
Schedule 10: Emergency, Special and Donor-Funded Procurement Controls 59
Schedule 11: Digital Procurement, eGP and IFMIS Alignment Controls 59
Schedule 12: Procurement Performance, Compliance and Continuous Improvement Controls 60
Schedule 13: Accounting Officer Accountability Reference 60

Operational Appendices and Implementation Tools 61
Appendix A: Departmental Procurement Requisition and Initiation Form 61
Appendix B: Procurement Method Justification Form 64
Appendix C: Procurement File Completeness Checklist 65
Appendix D: Conflict-of-Interest and Confidentiality Declaration 65
Appendix E: Evaluation Report Guide 66
Appendix F: Professional Opinion Template 66
Appendix G: Contract Management Plan Template 68
Appendix H: Contract Variation, Amendment or Extension Request Form 69
Appendix I: Inspection and Acceptance Report / Certificate 70
Appendix J: Supplier Performance Evaluation Tool 74
Appendix K: Emergency Procurement Justification Form 75
Appendix L: Asset Disposal Checklist 75
Appendix M: eGP / IFMIS Process Alignment Matrix 76
Appendix N: Consultancy and Non-Consultancy Services Reference Guide 76
Appendix O: Legal, Regulatory and Operational Alignment Matrix 77
Appendix P: Manual Implementation Roadmap 80
Appendix Q: Market Survey and Supplier Intelligence Tool 80
Appendix R: Procurement Compliance Review and Post-Procurement Review Tool 81
Appendix S: Complex Contract Implementation Team Terms of Reference 82
Appendix T: Stock Taking, Stock Verification and Custody of County Property Tool 82
Appendix U: Supplier Eligibility, Due Diligence and Integrity Checklist 83
Appendix V: Manual Review and Change Control Register 84

Institutional Vision, Mission, Values and Supply Chain Directorate Charter

County Government of Garissa Vision and Mission

The County Government of Garissa is guided by its institutional vision, mission and values, which provide the broader governance and service delivery context within which this Manual shall be implemented.

Element	Official Statement / Institutional Application
Vision	Together, building a vibrant and inclusive Garissa for all.
Mission	To enhance quality of life through responsible governance, sustainable development and inclusive policies, fostering a safe, prosperous and harmonious community.
Guiding Principles	Good Governance; Prudent Utilization of Resources; Efficiency and Effectiveness; Equity and Fairness; Democracy and Participation.

The approved organizational structure and staff establishment provide the formal County Executive architecture through which the County mandate is delivered. Supply chain management is the institutional mechanism through which approved priorities are translated into goods, works, services, consultancies, infrastructure, equipment, inventories, assets and contractual outputs that support service delivery to residents.

Supply Chain Directorate Charter

The Directorate of Supply Chain Management shall implement this Manual in alignment with its Charter, which sets out the Directorate's professional service commitment and value proposition to the County Government.

Element	Directorate Charter Statement
Vision	A dependable and transformative supply chain function that safeguards public resources, empowers communities, and drives sustainable service delivery in Garissa County.
Mission	To provide transparent, efficient, accountable, and professional supply chain management services through prudent utilization of public resources, fair procurement practices, strategic asset management, and continuous stakeholder engagement to enhance service delivery and improve the quality of life of the people of Garissa County.

Supply Chain Directorate Core Values

Core Value	Application to Supply Chain Management
Integrity	Doing the right thing at all times and ensuring procurement decisions are ethical, lawful and defensible.
Transparency	Maintaining open, fair and properly documented procurement and asset disposal processes.

Core Value	Application to Supply Chain Management
Accountability	Exercising responsible stewardship over public resources, procurement decisions, contracts, stores, assets and records.
Professionalism	Applying competence, ethics, diligence and excellence in procurement and supply chain management practice.
Innovation	Embracing modern solutions, e-GP, IFMIS, data-enabled monitoring and continuous process improvement.
Inclusivity	Promoting equitable participation by eligible suppliers, including disadvantaged groups and local economic actors where applicable and lawful.
Value for Money	Maximizing benefits from every public shilling spent through an appropriate balance of cost, quality, delivery, lifecycle value and service outcomes.
Collaboration	Working with user departments, finance, legal, internal audit, stores, technical officers, suppliers and stakeholders to achieve common service delivery goals.
Customer Focus	Responding effectively to the needs of County departments, service delivery units, citizens and other stakeholders.
Sustainability	Supporting long-term development through responsible procurement, lifecycle thinking, sustainable resource use and prudent asset management.

Alignment with Procurement and Public Finance Principles

The County Government and Supply Chain Directorate statements shall be applied consistently with the Constitution of Kenya, the Public Procurement and Asset Disposal Act, 2015, the Public Procurement and Asset Disposal Regulations, 2020, public finance management requirements, County Government policies, e-GP/IFMIS requirements and approved Government guidance.

For purposes of this Manual, the Directorate's Charter translates the County's service delivery mandate into procurement and supply chain management practice. It requires procurement to be lawful, transparent, professionally managed, accountable, value-for-money oriented, inclusive, digitally aligned, sustainable and responsive to the needs of County departments and residents.

Acronyms and Abbreviations

Acronym	Meaning
AGPO	Access to Government Procurement Opportunities
AO	Accounting Officer
APP	Annual Procurement Plan
BOM	Bill of Materials / Board of Management, where context applies
BOQ	Bill of Quantities
CECM	County Executive Committee Member
CO	Chief Officer
eGP	Electronic Government Procurement
GRN	Goods Received Note
ICT	Information and Communications Technology
IFMIS	Integrated Financial Management Information System
KISM	Kenya Institute of Supplies Management
LPO	Local Purchase Order
LSO	Local Service Order
PE	Procuring Entity / Public Entity, as applicable
PFM	Public Financial Management
PPADA	Public Procurement and Asset Disposal Act
PPADR	Public Procurement and Asset Disposal Regulations
PPRA	Public Procurement Regulatory Authority
RFP	Request for Proposals
RFQ	Request for Quotations
SCM	Supply Chain Management
STD	Standard Tender Document
TOR	Terms of Reference

Definitions and Interpretation

Term	Definition
Accounting Officer	The officer designated under applicable law as responsible for procurement and asset disposal accountability within the County Government entity or relevant accounting unit.
Annual Procurement Plan	The approved annual plan setting out procurement requirements aligned to approved budgets, work plans, departmental priorities and service delivery commitments.
Asset	Any item, equipment, property, infrastructure component, vehicle, furniture, ICT equipment or other resource owned, controlled or used by the County Government and subject to institutional accountability.
Contract Manager	The officer designated to coordinate, monitor and report on implementation of a contract on behalf of the County Government or user department.
Director Supply Chain Management	The officer responsible for professional leadership, coordination, supervision, compliance oversight and guidance over supply chain management services within the County Government.
Departmental Supply Chain Officer	An officer deployed or assigned to support procurement and inventory processes at departmental level under the County's decentralized procurement service delivery model and under the professional oversight of the Director Supply Chain Management.
Donor-Funded Procurement	Procurement financed wholly or partly through development partner, grant, programme, climate, infrastructure, humanitarian or other external financing arrangements.
Emergency Procurement	Procurement undertaken under urgent circumstances requiring immediate action in accordance with applicable law, public interest and operational necessity.
eGP	The Government of Kenya electronic procurement environment supporting digital procurement processes, workflows, records and supplier participation.

Term	Definition
Framework Agreement	A procurement arrangement establishing terms and conditions for future call-offs or procurements over a defined period in accordance with applicable law.
Inventory	Consumable or stock items held for operational use, service delivery, project implementation or departmental consumption.
Non-Consultancy Services	Operational, routine, task-based or performance-based services that are not primarily advisory or intellectual in nature.
Consultancy Services	Advisory, intellectual, analytical, professional, design, supervision, study, training or knowledge-based services requiring specialized expertise.
Procurement Risk	The likelihood of events or circumstances that may adversely affect procurement outcomes, compliance, delivery, value for money, accountability or service delivery.
Supplier Performance Evaluation	A structured assessment of supplier, contractor, consultant or service provider performance during or after contract implementation.
User Department	Any County department, directorate, unit, facility, programme, project office or spending entity initiating, defining, utilizing or accepting a procurement requirement or contract output.

Terms not defined in this Manual shall have the meaning assigned to them under applicable procurement laws, public finance management laws, County Government laws, regulations, Government directives, financing agreements or approved County procedures. Where there is inconsistency between this Manual and applicable law or regulations, the applicable law or regulations shall prevail.

Legal and Regulatory Framework

This Manual is grounded in the legal, regulatory and institutional framework governing public procurement, asset disposal, public finance management, county governance, professional supply chain practice, ethics, records management, donor-funded procurement and digital procurement reforms.

The framework below guides interpretation and implementation of the Manual. It identifies the principal legal and regulatory anchors that shape procurement and supply

chain management practice within the County Government of Garissa. Where there is inconsistency between this Manual and applicable law, regulations, Government directives or lawful financing conditions, the applicable law, regulation, directive or financing condition shall prevail.

Instrument / Framework	Key Provision	Relevance to the Garissa County SCM Manual
Constitution of Kenya, 2010	Article 227	Provides the constitutional foundation for public procurement by requiring procurement systems to be fair, equitable, transparent, competitive and cost-effective.
Constitution of Kenya, 2010	Articles 10 and 232	Provides national values and public service values, including accountability, transparency, integrity, responsiveness, professionalism and efficient use of resources.
Approved Organizational Structure and Staff Establishment for the County Government of Garissa	Approved County Executive organizational structure and staff establishment	Provides the approved County Executive structure, departmental configuration, Chief Officer streams, directorate placement and staffing framework within which this Manual shall be implemented.
Public Finance Management Act, 2012 and County PFM framework	Budgeting, commitment control, accounting and reporting	Anchors prudent financial management, budgetary control, expenditure accountability, reporting and stewardship of public resources.
Public Procurement and Asset Disposal Act, 2015	Section 3	Provides guiding principles for public procurement and asset disposal, including value for money, fairness, equity, transparency, competition, integrity and sustainable development where applicable.
Public Procurement and Asset Disposal Act, 2015	Section 33	Establishes the County Treasury as the organ responsible for implementation of public procurement and asset disposal policy in the County.

Instrument / Framework	Key Provision	Relevance to the Garissa County SCM Manual
Public Procurement and Asset Disposal Act, 2015	Sections 44 to 48	Provides responsibilities of the Accounting Officer, segregation of responsibilities, evaluation committee, procurement function and inspection and acceptance committee.
Public Procurement and Asset Disposal Act, 2015	Sections 53 and 54	Anchors procurement and asset disposal planning, procurement pricing discipline and controls against splitting requirements to avoid lawful thresholds or competition.
Public Procurement and Asset Disposal Act, 2015	Sections 55 to 60	Provides eligibility and procurement requirements, including supplier qualification and related controls.
Public Procurement and Asset Disposal Act, 2015	Sections 62 to 67	Provides integrity, cancellation, conflict-of-interest and confidentiality controls.
Public Procurement and Asset Disposal Act, 2015	Sections 68 to 70	Provides procurement records and reporting requirements supporting auditability and institutional memory.
Public Procurement and Asset Disposal Act, 2015	Sections 91 to 114	Provides procurement methods and procedures, including open tendering, restricted tendering, direct procurement, RFQ, low-value procurement, RFPs, competitive negotiations and framework agreements.
Public Procurement and Asset Disposal Act, 2015	Sections 134 to 139	Provides the statutory framework for procurement contracts, including contract creation, responsibilities, amendments and variations.
Public Procurement and Asset Disposal Act, 2015	Sections 151 to 154	Provides for complex and specialized contract implementation teams, contract monitoring, termination and contract close-out.

Instrument / Framework	Key Provision	Relevance to the Garissa County SCM Manual
Public Procurement and Asset Disposal Act, 2015	Part XII, including sections 155 to 158	Provides the framework for preference and reservation schemes.
Public Procurement and Asset Disposal Act, 2015	Part XIII, including sections 159 to 162	Provides controls on receipt and recording of goods, inventory, stores and asset management.
Public Procurement and Asset Disposal Act, 2015	Part XIV, including sections 163 to 164	Provides the framework for disposal committees and disposal procedures for public assets.
Public Procurement and Asset Disposal Regulations, 2020	Regulations 33 to 35	Sets out procurement function roles, user department responsibilities and inspection and acceptance committee requirements.
Public Procurement and Asset Disposal Regulations, 2020	Regulations 40 to 43	Supports procurement and asset disposal planning, including departmental and consolidated plans.
Public Procurement and Asset Disposal Regulations, 2020	Regulation 71	Provides that procurement is initiated through a requisition based on the approved procurement plan and supported by technical documents and delivery information.
Public Procurement and Asset Disposal Regulations, 2020	Regulations 74 to 78 and Ninth Schedule	Provides evaluation-stage controls and the prescribed professional opinion format.
National Treasury and PPRA guidance	Circulars, standard tender documents and reporting requirements	Provides policy direction, standard documents, procurement reform guidance and reporting obligations.
e-GP, IFMIS and approved Government systems	Approved digital procurement and financial management workflows	Supports workflow control, approvals, budget linkage, records, reporting and audit trails without replacing statutory accountability.

Instrument / Framework	Key Provision	Relevance to the Garissa County SCM Manual
Supplies Practitioners Management framework and KISM requirements	Professional licensing, ethics and competency requirements	Anchors professionalism, ethical conduct and competence requirements for supply chain practitioners.
Development partner / donor financing agreements	Applicable financing conditions	Applies where procurement is financed under express donor, grant, climate, infrastructure, humanitarian, project or other external financing conditions.

Legal Interpretation and Application

This Manual operationalizes the applicable legal and regulatory framework within the County Government of Garissa; in so doing supports implementation of the Constitution, the Public Procurement and Asset Disposal Act, the Public Procurement and Asset Disposal Regulations, the Public Finance Management framework, County Government laws, National Treasury guidance, PPRA guidance, approved standard tender documents, donor financing conditions or lawful administrative instructions.

Officers applying this Manual shall use the legal references above as anchors for decision-making, documentation, approvals, reporting and accountability. Where a matter requires legal interpretation, statutory clarification, contract interpretation, administrative review response, dispute management or donor financing interpretation, the relevant technical, legal, financial or procurement authority shall be consulted.

Application of the Legal and Regulatory Framework

The legal and regulatory framework set out above shall guide procurement planning, requisitioning, procurement method selection, tendering, evaluation, award, contract management, inspection and acceptance, stores and inventory management, asset disposal, records management, reporting, digital procurement alignment and compliance monitoring under this Manual.

Specific provisions of the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020 shall be referenced within the relevant sections of this Manual where they establish a direct responsibility, control requirement, approval obligation, procedural requirement, committee function, reporting obligation or statutory safeguard.

This ensures that officers applying the Manual are guided by the relevant legal anchor at the point where the responsibility arises, while the Manual remains an operational governance instrument for day-to-day use by County departments, the Directorate of Supply Chain Management, finance, legal, internal audit, committees and management.

SECTION 1

GOVERNANCE, PURPOSE, SCOPE AND COUNTY CONTEXT

1.1 County Context and Institutional Mandate

The County Government of Garissa is established under the Constitution of Kenya, 2010 and the County Governments Act, 2012. It is responsible for delivering devolved services across departments, directorates, sub-counties, wards, facilities, municipalities, programmes and local service delivery structures.

Within this mandate, procurement and supply chain management occupy a central institutional role. They are the means through which approved plans and budgets are translated into goods, works, services, infrastructure, operational supplies, professional services, emergency interventions, inventory, assets and service delivery outcomes. The quality of the County's supply chain management system therefore directly affects budget execution, project implementation, public service delivery, supplier performance, audit readiness and public confidence.

Garissa's operating environment requires a supply chain management framework that combines central oversight with departmental responsiveness. The County must support procurement across geographically dispersed service points while preserving lawful authority, budget discipline, segregation of duties, documentation integrity, professional procurement oversight and accountability for public resources.

This Manual provides the institutional governance and operational framework for procurement planning, requisitioning, procurement processing, evaluation, award, contract management, inspection and acceptance, stores and inventory control, asset accountability, asset disposal, records management, digital procurement alignment, compliance monitoring and continuous improvement.

1.2 Purpose of the Manual

The purpose of this Manual is to establish a clear, consistent and institutionally aligned framework for managing procurement and supply chain management activities within the County Government of Garissa.

The Manual is intended to support compliance with applicable procurement, asset disposal, public finance and county governance requirements while strengthening operational

discipline, internal controls, service delivery responsiveness and accountability across the procurement lifecycle.

Specifically, the Manual seeks to:

(a) clarify institutional roles, responsibilities and accountability across the procurement and supply chain management cycle;
(b) strengthen the linkage between procurement planning, approved budgets, departmental work plans and service delivery priorities;
(c) improve requisition quality, procurement preparation, method selection, documentation and approval discipline;
(d) guide fair, transparent and properly documented procurement execution;
(e) strengthen evaluation, professional opinion, award and procurement decision governance;
(f) improve contract management, supplier performance oversight, variation control and delivery assurance;
(g) strengthen inspection, acceptance, stores receipt, payment support and asset recording;
(h) support lawful and accountable disposal of County assets and inventory;
(i) guide emergency, special and donor-funded procurement in a manner that balances responsiveness with accountability;
(j) promote procurement ethics, confidentiality, conflict-of-interest management and supplier accountability;
(k) strengthen procurement records, audit readiness, reporting and institutional memory; and
(l) align procurement and supply chain management processes with eGP, IFMIS and other approved Government systems where applicable.

The Manual is therefore not merely a procedural reference. It is an institutional control instrument intended to help the County procure lawfully, spend responsibly, manage suppliers effectively, verify delivery before payment, safeguard stores and assets, and maintain procurement records capable of supporting management oversight, audit review and public accountability.

1.3 Guiding Principles

Implementation of this Manual shall be guided by the following principles:

Accountability and stewardship. Procurement and supply chain activities shall safeguard public resources and support accountability for decisions, commitments, deliveries, payments, inventory, assets and disposal outcomes.

Transparency and fairness. Procurement processes shall promote fairness, openness, competition, equal treatment and public confidence, consistent with applicable law.

Value for money. Procurement decisions shall consider cost, quality, technical suitability, delivery capability, lifecycle value, implementation risk and service delivery outcomes.

Budget discipline. Procurement shall be linked to approved plans, budgets, funding sources and lawful commitment controls.

Operational responsiveness. The supply chain management system shall support timely service delivery and practical departmental operations while preserving lawful controls and documentation.

Segregation of duties. Requirement initiation, procurement processing, evaluation, approval, inspection, acceptance, payment and custody of assets or inventory shall maintain appropriate checks and balances.

Professional judgement. Supply chain management officers shall provide professional guidance on procurement methods, documentation, compliance, market considerations, records and process controls.

Proportionality of controls. Procedures, documentation and oversight shall be applied in a manner proportionate to procurement value, complexity, urgency, risk and applicable funding conditions.

Integrity and ethical conduct. Officers involved in procurement and supply chain management shall act impartially, maintain confidentiality, avoid conflicts of interest and reject fraud, collusion, favouritism and improper influence.

Digital alignment and auditability. eGP, IFMIS and other approved Government systems shall support workflow control, records, reporting and audit trails without replacing statutory accountability, lawful approval authority, professional judgement or technical verification.

Continuous improvement. Procurement performance information, audit findings, supplier performance, user feedback and system reforms shall be used to improve supply chain management practice over time.

1.4 Scope and Application

This Manual applies to procurement and supply chain management activities undertaken by the County Government of Garissa, including activities financed through County funds, conditional grants, donor or development partner support, project funds or any other lawful funding arrangements, unless specific financing conditions lawfully provide otherwise.

It applies to all County departments, directorates, units, programmes, facilities, sub-county structures, ward-level service delivery arrangements, municipal boards where applicable, project implementation units and other County offices involved in procurement and supply chain management.

It also applies to all officers and structures involved in the procurement lifecycle, including the Accounting Officer, County management, Chief Officers, the Directorate of Supply Chain Management, departmental supply chain officers, user departments, finance and accounts, stores, asset management, legal services, internal audit, ICT, technical officers,

contract managers, evaluation committees, inspection and acceptance committees, disposal structures and any other officers assigned procurement-related responsibilities. The Manual covers the full supply chain management lifecycle, including procurement planning, requisitioning, procurement execution, evaluation, award, contract management, supplier performance, variations, inspection and acceptance, stores, inventory, asset accountability, asset disposal, emergency procurement, donor-funded procurement, ethics, complaints, records, reporting, compliance monitoring and manual governance.

The Manual shall be read together with applicable laws, regulations, Government directives, National Treasury guidance, PPRA guidance, County Government policies, approved delegated authority instruments, standard tender documents, financing agreements where applicable, eGP workflows, IFMIS requirements and other approved Government systems.

Where there is inconsistency between this Manual and applicable law or regulations, the applicable law or regulations shall prevail.

1.5 Governance and Institutional Responsibility

Implementation of this Manual is a shared institutional responsibility. Effective supply chain management depends on coordinated action across planning, budgeting, user requirement definition, procurement processing, technical evaluation, approval, contract implementation, inspection, acceptance, payment, stores, asset management and audit.

The Accounting Officer retains overall responsibility and accountability for ensuring that procurement and asset disposal activities are undertaken in accordance with applicable law, approved budgets, procurement plans, internal controls and public finance management requirements.

County management shall provide leadership, oversight and coordination to ensure that procurement and supply chain management activities support service delivery, budget implementation, development priorities and institutional accountability.

The Directorate of Supply Chain Management shall provide professional leadership, coordination, supervision, compliance guidance, procurement process management, records standards, procurement reporting and advisory support across the County Government.

Departmental supply chain officers shall support procurement and inventory management at departmental level in accordance with delegated arrangements and under the professional oversight of the Director Supply Chain Management. This arrangement is intended to improve responsiveness and documentation discipline without transferring statutory accountability or weakening central professional oversight.

User departments shall remain responsible for identifying needs, preparing clear specifications or terms of reference, confirming operational justification, participating in technical evaluation where required, managing contract implementation from the user

perspective and confirming whether goods, works, services or deliverables meet the intended requirement.

Finance and accounts, stores, asset management, legal services, internal audit, ICT, technical officers and procurement-related committees shall support the supply chain management lifecycle within their respective mandates.

1.6 Digital Alignment

The County Government recognizes the role of eGP, IFMIS and other approved Government systems in strengthening procurement execution, workflow management, budget linkage, approvals, records, reporting, audit trails and transparency.

This Manual aligns supply chain management governance with the digital procurement and financial management environment. It is not a technical user guide for eGP, IFMIS or any other system. Technical system instructions, user roles, access controls and workflows shall be applied in accordance with approved Government guidance and County implementation arrangements.

System-enabled procurement and financial management workflows shall support, and not replace, statutory accountability, professional judgement, technical verification, segregation of duties, committee responsibility, documentation requirements, lawful approval authority, financial controls and auditability.

1.7 Review and Continuous Alignment

This Manual shall be reviewed periodically to ensure that it remains legally compliant, institutionally relevant, operationally practical and aligned with evolving procurement reforms, public finance requirements, County Government structures, delegated authority arrangements, eGP and IFMIS developments and audit recommendations.

A review may be undertaken following changes in law or regulations, Government directives, National Treasury or PPRA guidance, County structure, delegated authority arrangements, digital procurement systems, financing conditions, audit findings, management directives or implementation experience.

The Manual shall be treated as a living institutional governance instrument. Its purpose is not merely to document procedures, but to support accountable procurement practice, disciplined public resource management, effective service delivery and continuous improvement across the County Government.

SECTION 2

INSTITUTIONAL SCM GOVERNANCE AND ORGANIZATIONAL RESPONSIBILITIES

2.1 Introduction

Effective supply chain management within the County Government requires a governance framework that supports accountability, internal control, operational responsiveness, professional procurement management, coordinated decision-making and proper stewardship of public resources.

Procurement decisions in a County Government affect compliance outcomes, service delivery performance, budget execution, project implementation, supplier relations, cash-flow discipline, audit exposure and public confidence. The County's supply chain management system must therefore support both lawful use of public resources and practical delivery of devolved services.

The County's operating model requires procurement and supply chain management arrangements that are sufficiently decentralized to support departments, sub-counties, wards, facilities and service delivery units, while remaining sufficiently controlled to preserve professional standards, statutory accountability, budget discipline, segregation of duties and auditability.

2.2 Governance Principles

The County SCM governance framework shall be guided by accountability, segregation of duties, professional oversight, operational coordination, transparency, proportionality and integrity.

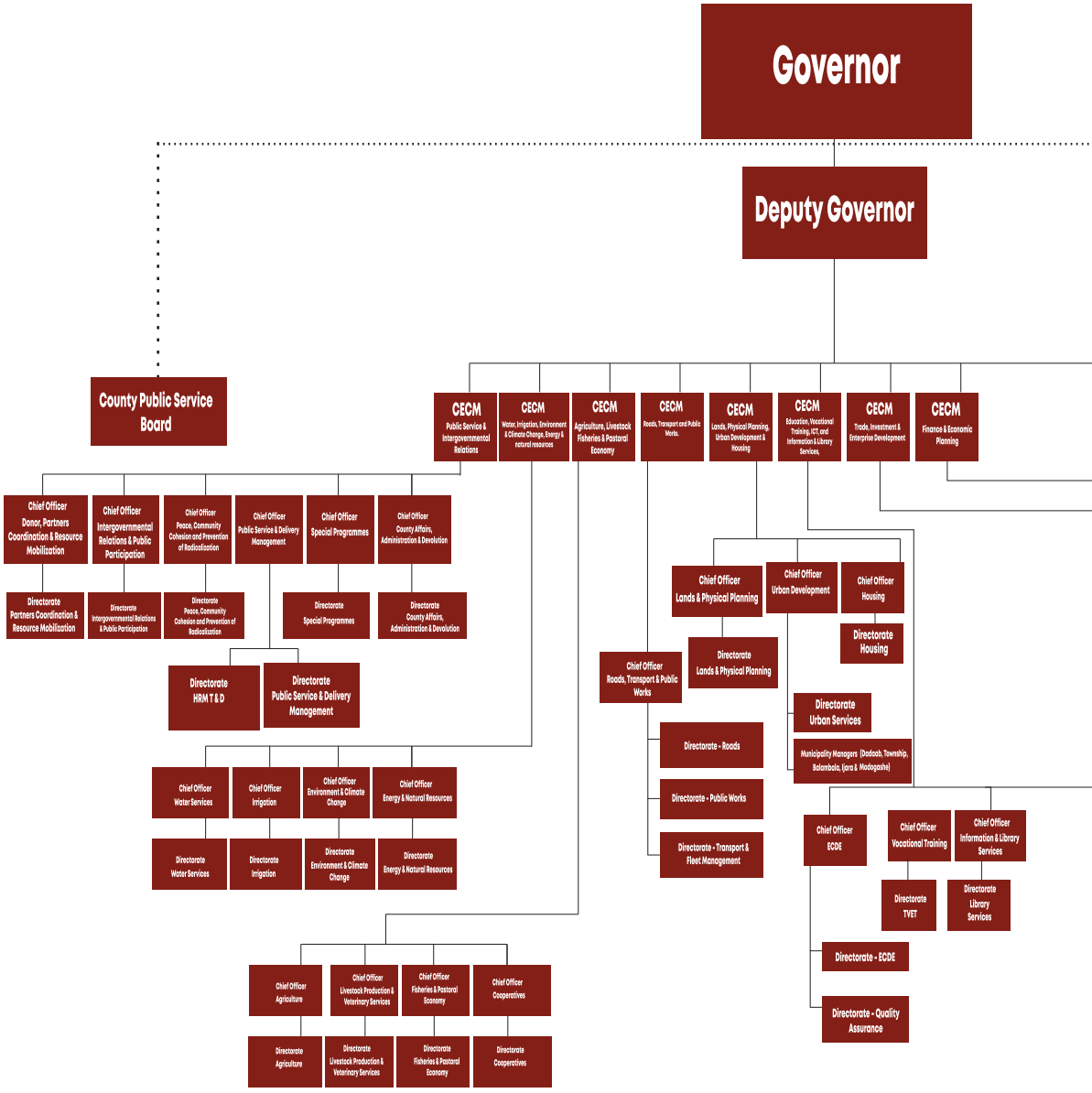
Accountability requires each officer to perform assigned responsibilities within lawful authority and approved procedures. Segregation of duties separates requirement initiation, procurement processing, evaluation, approval, receipt, payment and custody. Professional oversight ensures that procurement practice is guided by the Directorate of Supply Chain Management and qualified SCM personnel. Operational coordination ensures that procurement supports practical departmental delivery rather than operating in isolation from service needs.

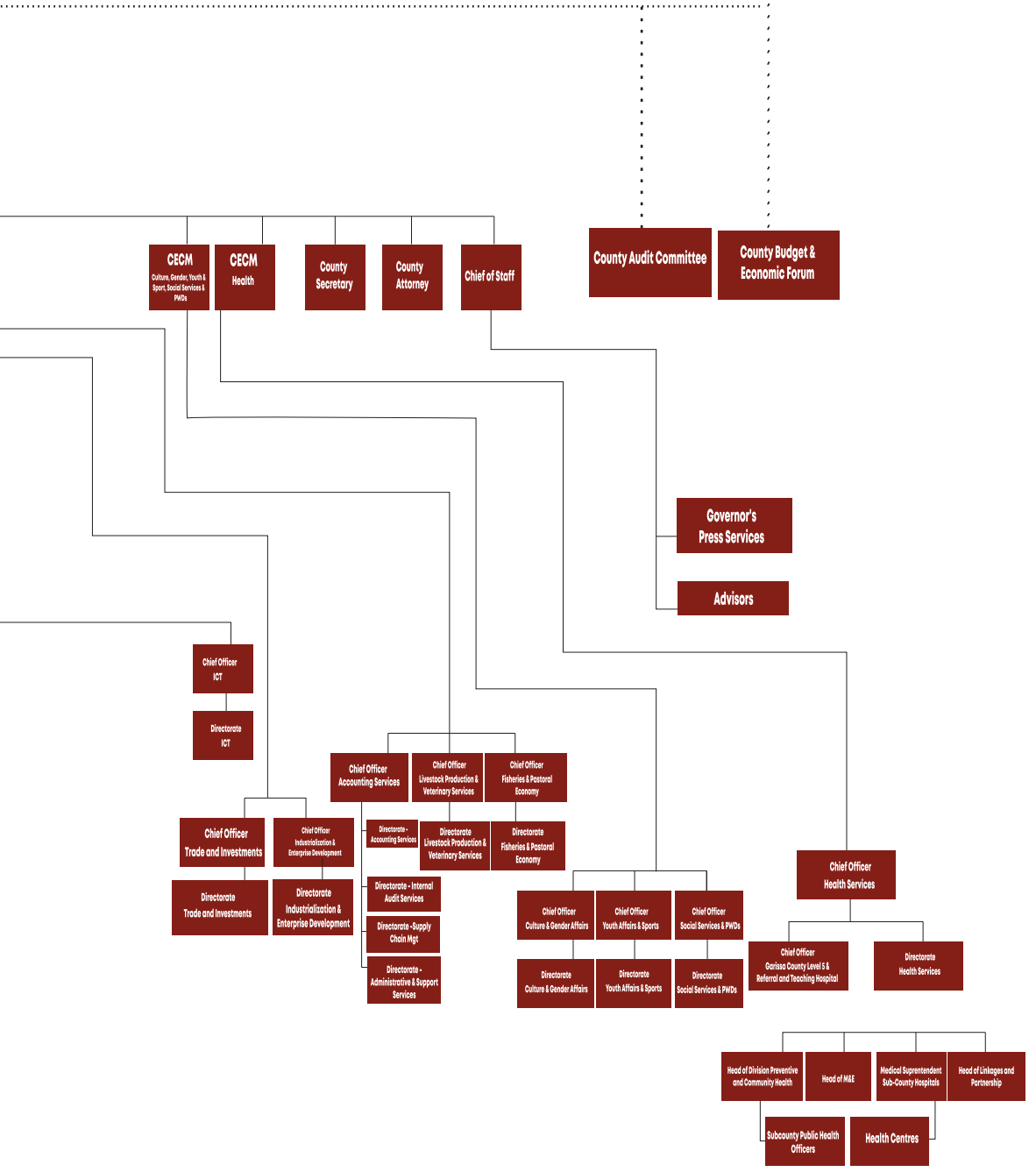
2.3 County SCM Governance Structure

Supply Chain Management within the County Government shall operate within the approved County Executive organizational structure and staff establishment. The approved structure places County service delivery under the Governor, Deputy Governor, County Executive Committee Members, County Secretary and Head of Public Service, County Chief Officers, County Attorney, County Audit Committee, County Budget and Economic Forum, County Public Service Board, departments, directorates and decentralized service delivery structures.

For procurement governance purposes, this structure confirms that supply chain management is a County-wide enabling function. User departments define needs and technical requirements; the Directorate of Supply Chain Management provides professional process leadership; Finance and Economic Planning supports budget, accounting, treasury and payment controls; legal services support contract and legal risk management; internal audit provides assurance; and committees support evaluation, inspection, acceptance and disposal governance where required.

Figure 1: Approved Organizational Structure - County Government of Garissa




CECM
Culture, Gender, Youth & Sport, Social Services & PWDs
CECM
Health
County Secretary
County Attorney
Chief of Staff
County Audit Committee
County Budget & Economic Forum
Governor's Press Services
Advisors
Chief Officer ICT
Directorate ICT
Chief Officer Accounting Services
Chief Officer Livestock Production & Veterinary Services
Chief Officer Fisheries & Pastoral Economy
Chief Officer Trade and Investments
Chief Officer Industrialization & Enterprise Development
Directorate - Accounting Services
Directorate Livestock Production & Veterinary Services
Directorate Fisheries & Pastoral Economy
Directorate Trade and Investments
Directorate Industrialization & Enterprise Development
Directorate - Internal Audit Services
Directorate -Supply Chain Mgt
Directorate - Administrative & Support Services
Chief Officer Culture & Gender Affairs
Chief Officer Youth Affairs & Sports
Chief Officer Social Services & PWDs
Directorate Culture & Gender Affairs
Directorate Youth Affairs & Sports
Directorate Social Services & PWDs
Chief Officer Health Services
Chief Officer Garissa County Level 5 & Referral and Teaching Hospital
Directorate Health Services
Head of Division Preventive and Community Health
Head of M&E
Medical Superintendent Sub-County Hospitals
Head of Linkages and Partnership
Subcounty Public Health Officers
Health Centres

The approved County Government structure illustrates the relationship between the Governor, Deputy Governor, County Executive Committee Members, County Secretary and Head of Public Service, County Chief Officers, County Attorney, County Audit Committee, County Budget and Economic Forum, County Public Service Board and the County departments and directorates through which services are delivered.

For supply chain management purposes, the structure confirms that procurement is not an isolated administrative process. It is an institutional delivery mechanism that must remain aligned to executive leadership, public finance management, departmental service delivery, legal advisory, audit oversight, and the approved County organizational architecture.

2.4 Organizational Alignment with County Service Delivery Mandate

The County Government delivers its mandate through the Office of the Governor, County Executive departments, Chief Officer streams, directorates, sub-county and ward structures, facilities, programmes, projects and municipal or local service delivery arrangements. The approved establishment identifies core departments including County Affairs, Public Service and Intergovernmental Relations; Water, Irrigation, Environment, Climate Change and Natural Resources; Roads, Transport and Public Works; Lands, Physical Planning, Urban Development and Housing; Education, Vocational Training, ICT and Library Services; Trade, Investment and Enterprise Development; Finance and Economic Planning; Culture, Gender, Youth, Sports, Social Services and PWDs; Agriculture, Livestock, Veterinary, Fisheries and Cooperatives; and Health and Sanitation Services.

Supply chain management is the institutional mechanism through which approved departmental plans, budgets and service delivery priorities are converted into the goods, works, services, consultancies, infrastructure, operational supplies, equipment, contracts, inventories and assets required to deliver County services.

Accordingly, procurement and supply chain management must remain aligned to the approved organizational structure, County planning and budgeting processes, departmental work plans, service delivery priorities, public finance controls, contract implementation arrangements and audit requirements. Weak alignment can result in delayed projects, unsupported commitments, poor supplier performance, payment disputes, audit findings, incomplete asset records and weak public service outcomes.

2.5 Role of the County Treasury

The County Treasury has a statutory role in the County procurement and asset disposal system. Pursuant to section 33 of the Public Procurement and Asset Disposal Act, 2015, the County Treasury is the organ responsible for implementation of public procurement and asset disposal policy in the County. The approved Finance and Economic Planning structure places the County Treasury / Accounting Services stream under the Chief

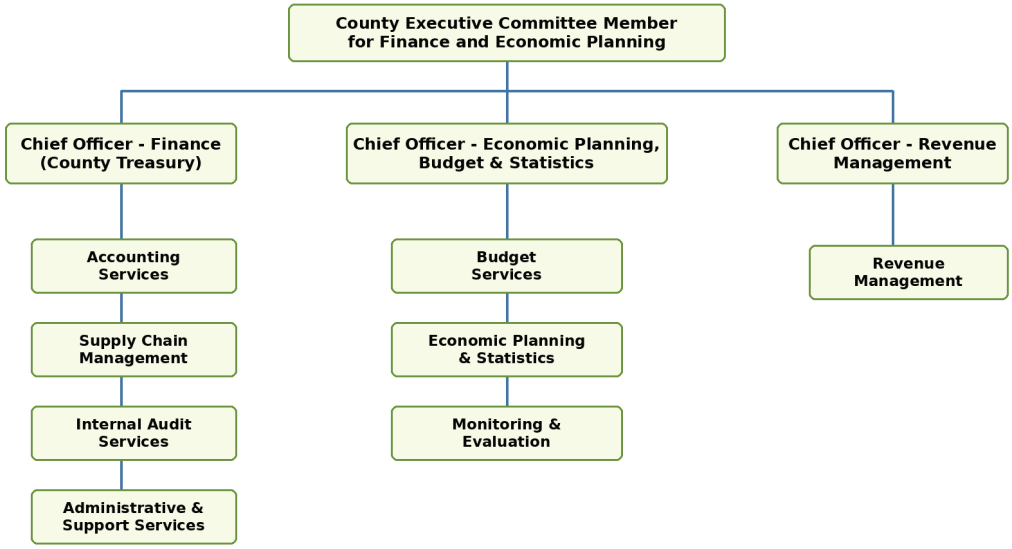
Officer - Finance, with linkages to accounting services, supply chain management, internal audit, administration and support services.

For purposes of this Manual, the County Treasury role shall be understood as a county-level policy, coordination, advisory, monitoring and capacity-support role. It complements, but does not replace, the responsibilities of the Accounting Officer, the Directorate of Supply Chain Management, user departments, finance and accounts, evaluation committees, inspection and acceptance committees or other officers assigned procurement responsibilities.

The County Treasury shall support implementation of procurement and asset disposal procedures, coordination of administration of procurement and asset disposal contracts, consultation with county procurement stakeholders in liaison with the National Treasury and the Public Procurement Regulatory Authority, advice to accounting officers of county government entities, monitoring and evaluation of the county supply chain function, promotion of preference and reservation schemes, and capacity building for procurement and supply chain management officers.

Figure 2:Approved Department of Finance and Economic Planning Structure

Approved Department of Finance and Economic Planning Structure



Source-aligned redraw based on the approved County Government of Garissa Organizational Structure and Staff Establishment.

The approved Department of Finance and Economic Planning structure places the Supply Chain Management function within the County Treasury / Accounting Services stream, alongside accounting services, internal audit services and administrative and support services, with separate Chief Officer streams for Economic Planning, Budget and Statistics, and Revenue Management.

For this Manual, the structure is important because procurement must be connected to budget control, expenditure discipline, IFMIS and other financial management systems, accounting, payment processing, revenue and funding realities, internal controls, records management, ICT support and audit readiness. The placement of the Supply Chain Management function within the wider Finance and Economic Planning environment reinforces the link between procurement decisions, public finance discipline, contract implementation, payment support and asset accountability.

2.6 Role of the Accounting Officer

The Accounting Officer shall bear overall responsibility for procurement and asset disposal activities undertaken within the relevant County Government entity or accounting unit in accordance with applicable law and public finance management requirements. In line with section 44 of the Public Procurement and Asset Disposal Act, 2015, this accountability includes ensuring that procurement and asset disposal activities are planned, budgeted, approved, lawfully processed, properly documented, implemented and available for audit and oversight.

2.7 Role of County Management and Chief Officers

County management and Chief Officers shall provide institutional oversight and operational coordination for procurement and supply chain management activities within their departments and areas of responsibility. Their role is to ensure that procurement requirements arise from approved priorities, are linked to work plans and budgets, and are supported by appropriate technical and administrative preparation before procurement processing begins.

2.8 Role of the Directorate of Supply Chain Management

The Directorate of Supply Chain Management, led by the Director Supply Chain Management, shall serve as the professional and technical lead for procurement and supply chain management activities within the County Government. In line with section 47 of the Public Procurement and Asset Disposal Act, 2015, the procurement function provides professional leadership and support in procurement and asset disposal processes. The Directorate operates within the approved Finance and Economic Planning structure and supports County departments, directorates, programmes and service delivery units through professional procurement planning, process management, advisory support, records standards, compliance guidance and reporting.

The Directorate shall implement its mandate in accordance with the Supply Chain Directorate Charter set out in the front matter of this Manual.

2.9 Departmental Supply Chain Support

The County has adopted a decentralized procurement service delivery model under which procurement support functions are deployed at departmental level to enhance

efficiency, accountability and timely service delivery. Departmental supply chain officers shall operate under the professional supervision, guidance and compliance oversight of the Director Supply Chain Management.

2.10 Role of User Departments

For purposes of this Manual, a user department has the meaning assigned under section 2 of the Public Procurement and Asset Disposal Act, 2015, being the unit of a procuring entity that requisitions the goods, works or services being procured.

User departments shall be responsible for identifying, justifying and defining procurement requirements relating to their functions, programmes, projects and service delivery obligations. In accordance with regulation 34 of the Public Procurement and Asset Disposal Regulations, 2020, this includes initiating procurement and asset disposal requirements, preparing technical specifications, preparing departmental procurement and asset disposal plans, participating in evaluation where required, supporting contract management, monitoring contract performance, reporting departures from contract terms and confirming whether delivered goods, works or services meet the required specifications.

Procurement requisitions shall be prepared in accordance with regulation 71 of the Regulations and shall be based on the approved procurement plan, supported by relevant technical documents such as specifications, bills of quantities, drawings, terms of reference, delivery schedules and other necessary procurement information.
User departments shall also support inspection and acceptance in accordance with section 48 of the Act and regulation 35 of the Regulations, while observing the segregation of responsibilities required under section 45 of the Act.

2.11 Role of Finance, Accounts and Asset Management

Finance, accounting, budget, revenue, internal audit and asset management functions shall support the procurement lifecycle through budgetary control, commitment management, IFMIS and financial management systems, payment processing, financial reporting, expenditure accountability, internal control, revenue and funding awareness, asset recording and reconciliation of procurement, stores and financial records. Asset management functions shall support maintenance of official asset records and reconciliation between procurement records, inventory records, stores records and financial statements.

2.12 Role of Legal Services

Legal services shall support procurement and contract management where legal interpretation, contract drafting, contractual risk, disputes, claims, termination, donor conditions, confidentiality, data protection or regulatory obligations require legal input.

2.13 Role of Internal Audit and Oversight

Internal audit shall provide independent assurance on procurement governance, risk management, internal controls, compliance, records and accountability. Internal audit shall not assume operational procurement responsibility; its role is to assess the adequacy and effectiveness of controls and recommend corrective action.

2.14 Legal and Regulatory Application

Supply chain management roles under this section shall be applied in accordance with the institutional responsibilities established under the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020. The County Treasury role shall be applied in accordance with section 33 of the Act. The Accounting Officer's responsibility shall be applied in accordance with section 44 of the Act. Segregation of responsibilities shall be maintained in accordance with section 45 of the Act. Evaluation, procurement function and inspection and acceptance responsibilities shall be applied in accordance with sections 46, 47 and 48 of the Act respectively. The procurement function shall also perform the roles assigned under regulation 33 of the Regulations, including preparation of procurement and asset disposal documents, coordination of procurement activities, maintenance of records, market surveys, contract monitoring, stock-taking and liaison with the National Treasury, County Treasury and PPRA where applicable.

2.15 Institutional Accountability and Continuous Improvement

Procurement and SCM within the County Government shall operate as a shared institutional responsibility requiring professional oversight, operational coordination, documentation discipline and continuous improvement. Lessons arising from procurement implementation, contract management, audit processes, emergency operations, supplier performance and user department experience shall be used to improve the SCM system.

SECTION 3

PROCUREMENT PLANNING, DEMAND MANAGEMENT AND BUDGET ALIGNMENT

3.1 Introduction

Effective procurement planning and demand management are essential to ensuring that procurement and SCM activities within the County Government support service delivery, achieve value for money, strengthen budgetary control and reduce procurement delays, emergency procurement exposure, pending bills and fragmented purchasing. In a County Government environment, procurement planning is the point at which policy priorities, budgets, departmental work plans, technical programmes and market realities are converted into implementable procurement actions.

Garissa County's departments manage diverse requirements ranging from common-use supplies and administrative services to roads, water, health equipment, agriculture and livestock inputs, ICT systems, consultancy assignments, public works, environmental services, emergency interventions and donor-supported projects. These requirements cannot be managed effectively through ad hoc requisitions. They require structured planning, realistic scheduling, budget alignment, technical readiness and coordination between user departments, SCM and finance.

Procurement planning shall therefore be treated as a strategic management process and not merely as a statutory form. It shall support the County in prioritizing needs, consolidating demand, sequencing procurement, preparing specifications, aligning budgets and reducing avoidable emergency procurement.

3.2 Objectives of Procurement Planning

The objectives of procurement planning are to ensure timely availability of goods, works and services; align procurement activities with approved budgets and County priorities; improve coordination between departments and SCM; support realistic procurement scheduling; reduce unplanned purchases; improve supplier market readiness; and strengthen management oversight over procurement implementation.

Planning shall also support compliance, transparency and auditability. A procurement that is not planned, budgeted or properly scoped is more likely to suffer delays, weak

competition, poor pricing, contract variation, unsupported payment or audit challenge. Planning is therefore the first control point in the procurement lifecycle.

3.3 Annual Procurement Planning

The County Government shall prepare Annual Procurement Plans and Annual Disposal Plans in accordance with applicable law, regulations, National Treasury and PPRA guidance, e-GP requirements and approved County budget processes. The APP shall be developed from departmental work plans, approved budgets, project implementation schedules and realistic procurement timelines.

The Directorate of Supply Chain Management shall coordinate preparation and consolidation of the APP in collaboration with user departments, Finance and Economic Planning. User departments shall remain responsible for ensuring that procurement requirements submitted for inclusion are operationally justified, technically scoped and aligned with approved programmes and budgets.

The APP shall not be treated as a static form prepared for compliance only. It shall guide procurement scheduling, departmental accountability, cash flow management, tender pipeline monitoring and management reporting. Changes to the plan shall be controlled, justified and approved through appropriate procedures.

3.4 Departmental Procurement Planning

Departmental procurement planning shall begin at the point where departments prepare work plans, budgets and implementation schedules. Each department shall identify the goods, works, services, consultancies, recurrent supplies and operational inputs required to deliver approved programmes and services.

Departmental submissions shall include description of requirements, estimated costs, funding source, timing, proposed procurement method where known, technical documents required, responsible officers and any special considerations such as donor requirements, emergency readiness, sustainability, preference schemes, geographic delivery or technical inspection arrangements.

Departmental supply chain officers shall support departments in improving the completeness and quality of planning information, while the Director SCM shall provide County-wide guidance on planning standards, consolidation, packaging and reporting.

3.5 Demand Management

Demand management ensures that procurement requirements are necessary, properly justified, appropriately specified and matched with available resources and implementation timelines. It requires departments to ask whether the requirement is needed, whether existing stock or contracts can meet the need, whether the quantity is reasonable, whether similar needs can be consolidated and whether the timing supports service delivery.

The County shall minimize fragmented procurement, duplicate purchases, avoidable emergency procurement, unnecessary stock accumulation and inefficient scheduling. Demand management shall remain responsive to operational urgency, but urgency shall not be used to compensate for poor planning where the need was foreseeable.
For recurrent and common-use items, the County should use consumption data, stock balances, historical expenditure, user needs and delivery timelines to inform procurement quantities and schedules. For technical and project-related requirements, departments shall align demand with designs, approvals, implementation readiness and site conditions.

3.6 Budget Alignment and Expenditure Control

No procurement shall proceed without appropriate budget or funding confirmation unless lawful emergency procedures or approved financing arrangements provide otherwise. Budget confirmation is a core public finance control that prevents unauthorized commitments, pending bills and expenditure outside approved priorities.

Finance shall support budget availability confirmation, commitment control and cash flow discipline. User departments shall ensure that requisitions correspond to approved budgets, while SCM shall verify that procurement processing is linked to a plan and funding source. Where donor, conditional grant or project funds apply, the funding conditions shall be identified early and reflected in procurement planning and records.

3.7 Procurement Scheduling and Readiness

Procurement scheduling shall consider procurement method timelines, technical preparation, committee availability, approval processes, delivery lead times, seasonal factors, site readiness, budget cycles, cash flow and donor review requirements. Unrealistic schedules lead to rushed processes, weak documentation and poor delivery. User departments shall submit requisitions early enough to allow lawful procurement processing. SCM shall maintain visibility over procurement pipeline status and report delays, bottlenecks or at-risk procurements to management for timely intervention.

3.8 Procurement Packaging and Consolidation

Procurement requirements shall be packaged in a manner that supports operational efficiency, effective competition, timely delivery and manageable contract implementation. Packaging may involve consolidation of common needs, lotting by category or location, framework arrangements for recurrent needs or separate packaging where technical requirements differ substantially.

The County shall avoid procurement splitting, unnecessary fragmentation or structuring intended to circumvent thresholds, competition requirements or approval authority. Packaging decisions shall be documented where significant and shall consider market capacity, geographic delivery, technical complexity, local participation, service delivery and contract management implications.

3.9 Market Assessment and Cost Estimation

Market assessment shall be undertaken where procurement is significant, technically complex, high-value, urgent, donor-funded, new to the County or exposed to pricing uncertainty. Its purpose is to improve understanding of supplier capacity, market conditions, price trends, technology options, delivery lead times and implementation risks.

Cost estimates shall be realistic and evidence-informed. They may be informed by historical prices, market surveys, professional estimates, technical designs, supplier market information, comparable procurements or sector benchmarks. Weak cost estimation can lead to budget shortfalls, failed procurement, inflated pricing or unrealistic expectations.

3.10 Planning for Works, Infrastructure and Technical Procurement

Works, infrastructure and technical procurement require additional readiness before procurement begins. Departments shall ensure that designs, drawings, bills of quantities, site information, permits, approvals, technical specifications, supervision arrangements and implementation risks are addressed before tendering where applicable.

Procurement should not be initiated for works or technical projects where the scope is materially unclear or where site, design or approval issues are likely to cause avoidable variations, disputes or delays. SCM shall work with technical departments to confirm procurement readiness and appropriate method selection.

3.11 Planning for Donor-Funded and Externally Supported Procurement

Donor-funded and externally supported procurement shall be identified early and incorporated into procurement plans, budgets, project work plans and implementation schedules. The responsible department or project office shall communicate financing conditions, review requirements, eligible expenditure rules, reporting obligations and timelines to SCM and finance at the planning stage.

Late identification of donor requirements may result in non-compliance, delayed implementation, disallowable expenditure or weak records. The County shall therefore ensure early coordination between project teams, finance, SCM, legal and the relevant financing partner where applicable.

3.12 Sustainability, Inclusion and Lifecycle Considerations

Procurement planning may consider sustainability, lifecycle value, environmental impact, local economic participation, durability, maintenance, energy efficiency, waste management, climate resilience and responsible disposal where appropriate and lawful. These considerations shall be applied practically and proportionately without creating unfair barriers to competition.

For the County Government, sustainability is not abstract. It may influence specifications for water systems, buildings, ICT equipment, vehicles, energy-consuming devices, waste management services, furniture, cleaning supplies, construction materials and other categories where lifecycle costs and environmental outcomes matter.

3.13 Procurement Planning Records and Accountability

Procurement planning records shall be maintained to support auditability, management oversight and institutional memory. Records may include departmental submissions, consolidated APP, amendments, budget confirmations, market assessment notes, procurement schedules, planning review minutes and management reports.

User departments remain accountable for the accuracy and relevance of their requirements. SCM remains accountable for professional coordination and planning consolidation. Finance remains accountable for budget and funding confirmation. Management remains responsible for using planning information to drive implementation.

3.14 Procurement Plan Implementation, Variance Reporting and Legal Anchor

The Directorate of Supply Chain Management shall monitor implementation of the Annual Procurement Plan and report material delays, variances, deferred procurements, unplanned requisitions and emerging risks to County management. User departments shall provide explanations for material variance between planned and actual procurement activity, including delayed requisitions, revised priorities, budget changes, technical readiness gaps or funding constraints.

Procurement planning under this section shall be applied with reference to section 53 of the Public Procurement and Asset Disposal Act, 2015 and the applicable procurement planning provisions of the Public Procurement and Asset Disposal Regulations, 2020. Planning shall also be guided by the procurement fundamentals of right quality, right quantity, right time, right place, right source and right price, subject to approved budgets and lawful procurement procedures.

SECTION 4

PROCUREMENT INITIATION, METHODS AND PROCESS MANAGEMENT

4.1 Introduction

Procurement execution within the County Government shall be undertaken in a manner that supports fairness, transparency, operational responsiveness, value for money, accountability, auditability and effective delivery of goods, works and services. Procurement execution is the bridge between approved plans and real service delivery outcomes.

The County shall maintain procurement processes that are compliant and accountable, operationally practical, proportionate to procurement risk and complexity and aligned with e-GP, IFMIS and approved Government systems. Procurement shall not commence from informal supplier engagement, verbal commitments or retrospective regularization. It shall commence from a properly approved and documented requirement.

4.2 Department-Level Initiation of Procurement

Procurement shall normally be initiated at departmental level because user departments are best placed to identify needs, define operational requirements and confirm intended outputs. However, initiation does not mean procurement authority. A department initiates need; SCM guides and processes the procurement; finance confirms funding; committees evaluate where required; and the authorized authority approves within lawful limits.

Departmental initiation shall be based on approved work plans, budgets, procurement plans, operational necessity or lawful emergency circumstances. Departments shall ensure that procurement requests are sufficiently clear to support method selection, document preparation, evaluation and contract management.

4.3 Procurement Requisition Requirements

A procurement requisition shall provide the foundation for procurement processing. It should indicate the requesting department, description of the requirement, quantity or scope, justification, procurement plan reference, budget line or funding source, estimated

cost, delivery timeline, specifications or TOR, proposed inspection and acceptance criteria, responsible user officer and approvals.

A weak requisition produces weak procurement. Ambiguous descriptions, incomplete specifications, missing budgets, unrealistic timelines and unsupported estimates increase the risk of delays, poor competition, variations, delivery disputes and audit findings. The County shall therefore treat requisition quality as a primary control.

4.4 Review of Requisitions

The Directorate of SCM or departmental supply chain officer shall review requisitions for completeness, clarity, budget linkage, procurement plan linkage, technical adequacy and readiness for procurement processing. Where a requisition is incomplete, it shall be returned for clarification rather than processed on assumptions.

Requisition review shall not substitute technical responsibility of the user department. SCM review confirms procurement readiness and compliance considerations; the user department remains accountable for the accuracy, adequacy and suitability of the technical requirement.

4.5 Specifications, Terms of Reference and Scope Definition

Specifications, TORs, scopes of work and BOQs shall be clear, objective, complete and fit for purpose. They shall define what the County needs, the performance expected, applicable standards, delivery requirements and acceptance criteria. They shall not be drafted to favour a supplier or restrict competition without lawful justification.

For goods, specifications may address quality, quantity, model or equivalent performance, standards, warranties, packaging, delivery and after-sales requirements. For works, they may include drawings, BOQs, technical standards and site requirements. For consultancy services, TORs shall define objectives, outputs, expertise, methodology and deliverables. For non-consultancy services, scopes shall define service levels, staffing, frequency, location and performance standards.

4.6 Budget Confirmation and Commitment Control

Budget confirmation shall precede procurement commitment. Finance shall confirm availability of funds or applicable funding source before contracts, LPOs, LSOs or other commitments are issued. This control protects the County from unauthorized commitments, pending bills and expenditure outside approved budget lines.

Where procurement is donor-funded, externally supported or linked to conditional grants, the relevant financing conditions shall be confirmed before procurement documents are finalized. SCM, finance and user departments shall coordinate to ensure procurement processing is consistent with funding rules.

4.7 Selection of Procurement Method

The procurement method shall be selected based on applicable law, value, nature

of requirement, market conditions, urgency, complexity, competition requirements, procurement plan, donor conditions and approved thresholds. Method selection shall be documented and approved where required.
Open tendering shall remain the default where competitive procurement is required. RFQs may be used where permitted and appropriate. Restricted tendering and direct procurement shall be used only where lawful conditions are met and properly justified. Framework agreements may support recurrent or common-use requirements where lawfully established. No method shall be used to evade competition, thresholds or approval controls.

4.8 Consultancy and Non-Consultancy Services

Consultancy services require particular attention because their value lies in professional expertise, analysis, advice, design, training, supervision or knowledge outputs. Procurement documents shall therefore focus on TORs, expertise, methodology, deliverables, timelines, quality review and acceptance criteria.

Non-consultancy services are operational or task-based services such as cleaning, maintenance, transport, repair, security, routine support, logistics or service delivery support. Procurement documents shall focus on scope, service levels, resources, performance standards, supervision, reporting, service verification and remedies for non-performance.

The classification of a service shall be based on substance rather than title. Where classification is unclear, the user department shall consult SCM, and where necessary, legal or technical officers before procurement documents are finalized.

4.9 Preparation, Issuance, Receipt and Opening of Procurement Documents

Procurement documents shall provide adequate information to suppliers and support objective evaluation. They shall include instructions, eligibility requirements, specifications or TOR, evaluation criteria, submission requirements, contract conditions and timelines. Standard tender documents shall be used where required or appropriate.
Advertisements or invitations shall be issued in accordance with the selected method and applicable procedures. Submissions shall be received and opened in a manner that preserves confidentiality, fairness and auditability. Opening records shall be maintained physically or electronically through approved systems.

4.10 Evaluation, Award and Contract Commitment

Evaluation shall be undertaken by properly constituted committees or responsible officers using the criteria stated in procurement documents. Criteria shall not be changed after submission opening. Evaluation records shall be complete, reasoned, signed and capable of independent review.

Professional opinion and award approval shall be prepared and considered where required before award decisions are made. No contract, LPO, LSO or commitment

instrument shall be issued before lawful approval. Award communication shall follow approved procedures and preserve confidentiality and procurement integrity.

4.11 Procurement Records and Integrity

Every procurement process shall have a complete file or electronic record showing need, plan, budget, method, solicitation, opening, evaluation, professional opinion, approval, award, contract, delivery, inspection, acceptance, payment support and closure. Records are not an administrative afterthought; they are the evidence of compliance and accountability.

Officers shall maintain integrity, confidentiality and professionalism throughout procurement processing. Any suspected fraud, collusion, conflict of interest, supplier misconduct, falsified documentation or irregularity shall be documented and escalated through appropriate institutional channels.

4.12 Legal and Regulatory Application

Procurement initiation and process management under this section shall be applied with reference to the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020.

For procurement planning, departments and the Directorate of Supply Chain Management shall apply section 53 of the Act and the applicable procurement planning provisions of the Regulations. For procurement pricing and prevention of splitting, the County shall apply section 54 of the Act. User departments shall initiate procurement requirements in accordance with regulation 34 of the Regulations and procurement requisitions shall be prepared in accordance with regulation 71 of the Regulations.

Where procurement proceeds through tendering, quotations, direct procurement, restricted tendering, request for proposals, framework agreements or any other permitted method, the method shall be selected and processed in accordance with the relevant provisions of the Act, the Regulations, approved thresholds, standard tender documents, e-GP workflows and County procedures.

The County shall ensure that procurement initiation is traceable from approved need, plan and budget to requisition, method selection, solicitation, evaluation, award, contract or order, inspection, acceptance, payment support and file closure.

SECTION 5

EVALUATION, PROFESSIONAL OPINION, AWARD AND PROCUREMENT DECISION GOVERNANCE

5.1 Introduction

Evaluation and award decisions are among the highest-risk points in the procurement cycle because they determine which supplier, contractor, consultant or service provider is recommended for County business. The County shall therefore manage evaluation and award processes with discipline, objectivity, confidentiality and complete records.
The purpose of this section is to provide a governance framework that protects committee independence, professional procurement review, lawful award approval and defensible procurement decisions. It also clarifies the roles of user departments, evaluation committees, SCM and the Accounting Officer or authorized authority.

5.2 Constitution and Role of Evaluation Committees

Evaluation committees shall be constituted in accordance with applicable law, procurement method, technical needs and approved County procedures. Members shall have appropriate competence, maintain confidentiality, declare conflicts of interest and evaluate submissions objectively against stated criteria.

The committee's role is to examine submissions, apply the evaluation criteria, document findings, rank or recommend bidders where applicable and prepare a signed evaluation report. It does not approve award; it provides an evaluation recommendation for consideration through the professional opinion and approval process.

5.3 Secretariat and Professional Support

Departmental supply chain officers or SCM officers may provide secretariat support to evaluation committees, including organizing records, providing procurement documents, recording proceedings and compiling reports. The secretariat shall not manipulate evaluation outcomes or substitute committee judgement.

The Director SCM shall provide procedural guidance and compliance oversight to ensure that evaluation processes are properly documented and aligned to procurement

requirements. Technical assessment remains with technical members and user department representatives.

5.4 Evaluation Report

The evaluation report shall be sufficiently detailed to allow the approving authority, auditors or oversight bodies to understand how the recommendation was reached. It shall identify the procurement reference, submissions received, criteria applied, responsiveness findings, technical and financial evaluation results, clarifications where applicable, ranking, recommendation and any dissenting views.

A weak evaluation report undermines the award decision even where the process was substantively fair. The County shall therefore treat evaluation reporting as a core control, not as a template-filling exercise.

5.5 Professional Opinion

Professional opinion provides the procurement function's formal advisory review before award approval. It should examine whether the procurement was planned and budgeted, whether the method was appropriate, whether the solicitation and evaluation processes complied with requirements and whether the evaluation recommendation is supported by records.

The professional opinion shall not re-evaluate bids or replace the committee's technical judgement. Its purpose is to advise the Accounting Officer or authorized authority on procurement compliance, procedural integrity, documentation issues and recommended lawful action.

5.6 Award Approval and Notification

Award approval shall be made by the authorized authority based on the evaluation report, professional opinion and available records. The approving authority may approve the recommendation, seek clarification, return the matter for correction or take other lawful action.

Notifications shall be issued in accordance with approved procedures and shall preserve confidentiality. No supplier shall be allowed to commence performance before lawful award, contract execution or issuance of an approved commitment instrument.

5.7 Debriefing, Complaints and Procurement Challenges

Debriefing shall be factual, professional and controlled. It shall not disclose confidential evaluation information or proprietary information of other bidders. Complaints and procurement challenges shall be recorded, escalated and handled through lawful channels. Where an administrative review or formal challenge is lodged, records shall be preserved and statutory timelines observed. Lessons from complaints shall be used to improve procurement documents, evaluation discipline and stakeholder communication.

5.8 Evaluation Integrity and Continuous Improvement

Committee members and officers involved in evaluation shall avoid conflicts of interest, unauthorized communication, improper influence, disclosure of confidential information or manipulation of records. Suspected irregularity shall be escalated promptly.
The County shall review recurring evaluation issues such as unclear criteria, weak specifications, incomplete committee reports, delayed approvals or repeated non-responsiveness, and use the lessons to improve procurement preparation and evaluation practice.

5.9 Legal and Regulatory Application

Evaluation, professional opinion and award processes under this section shall be applied in accordance with sections 45, 46, 47 and 67 of the Public Procurement and Asset Disposal Act, 2015 and regulations 74 to 78 of the Public Procurement and Asset Disposal Regulations, 2020.

Evaluation shall be undertaken by a properly constituted evaluation committee and shall be based on the criteria stated in the procurement document. Preliminary evaluation, non-responsiveness, technical evaluation and financial evaluation shall be handled in accordance with regulations 74, 75, 76 and 77 of the Regulations respectively.

The Head of Procurement Function / Director Supply Chain Management shall review the evaluation report and prepare a professional opinion in accordance with regulation 78 of the Regulations. Where applicable, the professional opinion shall follow the Ninth Schedule format.

Award decisions shall be supported by the evaluation report, professional opinion, confirmation of funds where required, applicable approvals, compliance with stated evaluation criteria and complete procurement records.

SECTION 6

CONTRACT MANAGEMENT, VARIATIONS, SUPPLIER PERFORMANCE AND DELIVERY OVERSIGHT

6.1 Introduction

Effective contract management ensures that procurement awards translate into actual delivery of goods, works, services and outputs required by the County. Procurement success is not achieved at award stage; it is achieved when the County receives conforming goods, completed works, acceptable services or useful consultancy outputs at the agreed cost, time and quality.

Contract management is particularly important for a County Government because contracts support infrastructure, public works, water services, health services, ICT, agriculture and livestock support, maintenance, consultancy assignments and recurrent operational services. Weak contract management exposes the County to delays, variations, poor quality, disputes, unsupported payments and audit findings.

6.2 Contract Management Responsibility

Contract management shall be a shared institutional responsibility involving user departments, contract managers, technical officers, SCM, finance, legal and management. User departments and technical officers shall monitor operational delivery and technical conformity. SCM shall provide procedural and records support. Finance shall ensure payment control. Legal shall advise where contract risk, disputes or amendments require review.

For significant, complex, high-value, donor-funded, works or operationally sensitive contracts, the County shall designate a contract manager or responsible officer. This designation shall be recorded and communicated so that delivery oversight is not left to assumption.

6.3 Contract Implementation Planning

Significant contracts should be supported by an implementation plan showing milestones,

deliverables, timelines, responsible officers, inspection arrangements, payment milestones, reporting requirements and escalation points. This plan enables the County to manage performance proactively instead of reacting after delays or defects occur.

Contract implementation planning shall be proportionate to value and risk. A simple supply contract may require basic delivery tracking, while a works or consultancy contract may require detailed progress reporting, technical supervision, milestone acceptance and management review.

6.4 Supplier Performance Management

Supplier, contractor, consultant and service provider performance shall be monitored during implementation and documented at appropriate points. Performance review may cover timeliness, quality, compliance with specifications or TOR, responsiveness, defect correction, reporting, service levels and contract completion.

Performance records support future planning, contract enforcement, dispute management and management reporting. They shall be factual and evidence-based and shall not be used as informal blacklisting outside lawful procedures.

6.5 Variations, Amendments and Extensions

Variations, amendments and extensions are high-risk contract events because they may affect scope, cost, time, competition, budget and value for money. No variation, amendment or extension shall be implemented before it is justified, reviewed, approved and documented in accordance with applicable law, contract terms and approved County procedures.

Variations shall not be used to materially change the original procurement, introduce unrelated work, regularize poor planning, bypass competition, conceal defective performance or create unsupported payments. The need for variation shall be identified by the user department or contract manager, technically reviewed where applicable, financially assessed, reviewed by SCM for procurement implications, reviewed by legal where required and approved by the authorized authority before implementation.

6.6 Non-Performance, Defects and Corrective Action

Where a supplier fails to deliver, delays, delivers defective goods, performs below service levels or produces unacceptable outputs, the issue shall be documented and managed through contract remedies. The County may require correction, replacement, rework, performance improvement, withholding of payment, application of liquidated damages or other lawful action depending on the contract.

User departments and contract managers shall notify SCM, finance, legal or management where non-performance affects delivery, payment, contract risk or potential termination. Informal tolerance of persistent poor performance weakens accountability and may create future audit exposure.

6.7 Dispute Management, Suspension and Termination

Contract disputes shall be managed in accordance with the contract, applicable law and legal advice where required. Officers shall preserve records, avoid unauthorized admissions, document correspondence and escalate disputes promptly.

Suspension or termination shall be undertaken only through lawful authority and documented procedures. The County shall consider service continuity, financial implications, legal risk, records, performance evidence and procurement strategy before taking such action.

6.8 Contract Closure

Contract closure shall confirm that deliverables have been received, inspected and accepted; payments have been processed or reconciled; performance issues have been resolved; warranties, defects liability or retention obligations are captured; assets or inventory have been recorded; and the contract file is complete.

Closure is an important institutional learning point. The County should use contract closure information to improve specifications, supplier management, procurement planning and future contract design.

6.9 Complex and Specialized Contract Implementation Teams

For complex, high-value, donor-funded, infrastructure, ICT, works, multi-departmental or risk-sensitive contracts, the Accounting Officer or authorized authority may constitute a Contract Implementation Team. The team shall support coordinated contract implementation, milestone tracking, technical review, inspection planning, risk escalation and reporting.

The Contract Implementation Team may include representatives from the user department, technical function, SCM, finance, legal, stores or asset management and any other office required for effective delivery oversight. The team shall not replace the supplier's obligations, the user department's technical responsibility, the inspection and acceptance committee, the finance payment control or the Accounting Officer's accountability.

Contract management, amendments, variations and extensions under this section shall be applied with reference to the Public Procurement and Asset Disposal Act, 2015 provisions on procurement contracts, including preparation and creation of procurement contracts and amendments or variations to contracts. No variation, amendment or extension shall be implemented unless it is justified, reviewed, approved and documented in accordance with applicable law, contract terms and approved County procedures.

6.10 Legal and Regulatory Application

Contract management under this section shall be applied in accordance with sections 134 to 139 and sections 151 to 154 of the Public Procurement and Asset Disposal Act, 2015, the applicable provisions of the Public Procurement and Asset Disposal Regulations, 2020, the signed contract, standard tender documents, County procedures and applicable financing conditions.

No contract shall be implemented outside the terms of the award and approved contract. Any variation, amendment, extension, substitution, additional work or change in deliverables shall be justified, reviewed, approved in writing and documented before implementation.

For complex and specialized procurement contracts, the Accounting Officer shall appoint a contract implementation team in accordance with section 151 of the Act. Contract monitoring, termination and close-out shall be aligned to sections 152, 153 and 154 of the Act respectively.

Contract variations shall not be used to regularize weak planning, poor specifications, informal instructions, unauthorized commitments, procurement splitting or scope creep.

SECTION 7

INSPECTION, ACCEPTANCE, STORES AND PAYMENT INTERFACE

7.1 Introduction

Inspection and acceptance are critical controls in the procurement and contract management lifecycle. They provide assurance that goods, works, services, consultancy outputs or non-consultancy services delivered to the County conform to the contract, purchase order, local service order, specifications, TOR, scope of work, BOQs, service levels or other approved requirements.

The County shall treat inspection and acceptance as a substantive verification control, not a ceremonial step before payment. It is the point at which the County determines whether what was procured has been delivered, whether it meets the required standard, whether it may be received into stores or taken into use and whether payment may be supported.

7.2 Inspection and Acceptance Governance

Inspection and acceptance committees or responsible officers shall be constituted in accordance with applicable law, procurement method, contract type and approved County procedures. Membership shall be appropriate to the nature of the procurement and may include user department representatives, technical officers, stores officers and other relevant personnel.

For technical, works, infrastructure, ICT, health, engineering, mechanical, electrical, water or specialized procurements, relevant technical expertise shall be involved. The committee shall inspect, verify and report; it shall not approve payment.

7.3 Role of User Departments and Technical Officers

User departments and technical officers shall confirm whether delivered goods, works, services or outputs meet operational and technical requirements. They are responsible for technical conformity, quality verification, measurement, certification, operational suitability and confirmation that the County can use or rely on the output.

For works and infrastructure, the responsible engineer, supervising officer, consultant or project manager shall provide technical certification, progress confirmation and completion documentation in accordance with the contract and professional standards.

7.4 Role of Director Supply Chain Management

The Director SCM shall provide professional oversight, procedural coordination, compliance guidance and records management support in relation to inspection and acceptance. This includes ensuring that inspection arrangements are initiated, reports are filed, records are linked to procurement and contract files and recurring delivery issues are reported.

The Director SCM shall not substitute technical judgement of inspection committees, user departments, engineers, supervising officers or professional experts. This distinction protects both procurement accountability and technical integrity.

7.5 Receipt of Goods and Stores Interface

Goods delivered to the County shall be received and inspected against the applicable contract, LPO, LSO, specifications and delivery documents. Where goods conform, receipt records such as GRNs, stock entries, asset tags or inventory records shall be prepared as applicable.

Where goods do not conform, the non-conformity shall be documented and corrective action initiated. Goods shall not be informally accepted, issued or paid for where inspection and acceptance evidence is materially incomplete.

7.6 Works, Consultancy and Non-Consultancy Acceptance

Works shall be inspected against contract documents, drawings, BOQs, technical specifications, site records, measurements, certificates and completion documentation. Consultancy services shall be accepted based on TOR deliverables, milestone reports, technical quality and user department review. Non-consultancy services shall be accepted based on service levels, performance evidence, work orders, attendance or service reports and user confirmation.

Each category requires evidence suited to its nature. A report may evidence consultancy delivery; a service log may evidence non-consultancy services; a completion certificate may evidence works; and a GRN may evidence goods. The County shall avoid using generic acceptance where specialized verification is required.

7.7 Linkage to Payment Processing

Finance shall process payment only against complete and authorized documentation, including procurement records, contract or order, delivery evidence, inspection and acceptance report, stores or asset records where applicable, invoice, tax documentation, budget or commitment record and approval by authorized officers.

Payment shall not be processed for undelivered, defective, incomplete or unaccepted goods, works, services or outputs except where lawful contract terms and approved procedures provide otherwise. Where documentation is incomplete, payment processing shall be suspended pending clarification or correction.

7.8 Legal and Regulatory Application

Inspection and acceptance under this section shall be applied in accordance with section 48 of the Public Procurement and Asset Disposal Act, 2015 and regulation 35 of the Public Procurement and Asset Disposal Regulations, 2020.

The inspection and acceptance committee shall inspect and, where necessary, test goods received, inspect and review goods, works or services to confirm compliance with the contract, and accept or reject the delivered goods, works or services on behalf of the County.

Inspection and acceptance records shall support stores entry, asset recording, payment processing, supplier performance review and procurement file closure.

SECTION 8

STORES, INVENTORY MANAGEMENT AND ASSET ACCOUNTABILITY

8.1 Introduction

Stores, inventory management and asset accountability ensure that resources acquired through procurement are properly received, recorded, safeguarded, issued, utilized, reconciled and accounted for. Without proper stores and asset controls, procurement accountability ends too early and the County may lose visibility over public resources after purchase.

The County shall maintain stores, inventory and asset accountability arrangements that support service delivery, prevent loss, misuse and wastage, strengthen auditability and link procurement, inspection, acceptance, payment, inventory records and asset management.

8.2 Stores and Inventory Governance

Stores and inventory management shall operate through coordinated responsibility involving user departments, departmental supply chain officers, stores officers, asset management officers, finance, the Directorate of SCM, internal audit and management. Departmental supply chain officers shall maintain departmental inventory records, stock registers, bin cards, issuance records and receipt records in accordance with delegated arrangements and approved County procedures. The Director SCM shall provide monitoring, professional guidance, audit support coordination, records standards and compliance oversight.

8.3 Receipt, Recording and Custody

Goods, materials, consumables, equipment and assets delivered to the County shall be received in accordance with approved procedures and supported by procurement and delivery documentation. Receipt records shall identify the item, supplier, order reference, quantity, condition, location and receiving officer.

Inventory and assets shall be safeguarded against loss, damage, deterioration, theft, misuse, expiry and unauthorized issuance. Stores access, storage arrangements, stock records, issue vouchers, custody assignments and periodic verification shall support accountability.

8.4 Issue, Use and Departmental Accountability

Stores and inventory shall be issued only on the basis of authorized requisitions, issue vouchers or approved procedures. User departments shall be responsible for items issued to them and shall use such items only for authorized County purposes.

Unauthorized issuance, informal borrowing, undocumented transfers or use of County inventory for non-official purposes shall be prohibited. Departmental records shall be kept current to support reconciliation and audit.

8.5 Asset Recording, Tagging and Movement

Assets acquired by the County shall be identified, recorded, safeguarded, assigned and monitored. Asset records should capture description, procurement reference, cost, serial number, tag number, location, custodian, condition, movement and disposal status where applicable.

Transfers between departments, offices, sub-counties, facilities or projects shall be authorized and documented. Asset tagging and movement records strengthen accountability and support physical verification.

8.6 Reconciliation, Verification and Loss Management

The County shall periodically reconcile procurement records, stores records, asset records and financial records. Reconciliation confirms that procured items were received, accepted, recorded, issued, assigned and paid for properly.

Losses, damages, discrepancies, expired items, obsolete stock or unserviceable assets shall be documented and reported through approved procedures. Such matters shall not be ignored or regularized without review and approval.

8.7 Linkage to Disposal

Stores and asset records shall support disposal planning. Items that are obsolete, surplus, expired, redundant, damaged or unserviceable shall be identified, segregated where appropriate and submitted for disposal consideration under approved procedures.

No County asset or inventory item shall be disposed of informally, transferred irregularly, cannibalized without approval or removed from County custody without lawful authorization and documentation.

8.8 Stock-Taking, Stock Verification and Custody of County Property

The County shall undertake periodic stock taking and stock verification in accordance with approved procedures. Stock taking shall compare physical balances with stock records, identify shortages or excesses, highlight obsolete or expired items, confirm custody and location of County property and support reconciliation with procurement, stores, asset and financial records.

County property issued to employees, departments, facilities, project teams or service delivery units shall be supported by custody records. Officers receiving County property shall remain accountable for its proper use, safeguarding and return or transfer in accordance with approved procedures. Loss, damage, misuse or unexplained discrepancy shall be reported and addressed through appropriate management, finance, audit or disciplinary channels.

8.9 Legal and Regulatory Application

Stores, inventory and asset controls under this section shall be applied in accordance with Part XIII of the Public Procurement and Asset Disposal Act, 2015, including sections 159 to 162, the Public Procurement and Asset Disposal Regulations, 2020, public finance management requirements, County asset management procedures and applicable audit requirements.

The County shall ensure that goods, works, services, stores, inventory and assets received through procurement are certified, recorded, safeguarded, issued, verified, reconciled and accounted for. Stock-taking, stock verification and custody records shall support procurement planning, replenishment, asset accountability, disposal planning, audit readiness and financial reporting.

SECTION 9

ASSET DISPOSAL MANAGEMENT

9.1 Introduction

Asset disposal is an important component of the County's supply chain management and public resource accountability framework. It ensures that obsolete, surplus, unserviceable, expired, redundant or uneconomical assets and inventory are identified, assessed, authorized and disposed of in a lawful, transparent and value-conscious manner. Disposal shall not be treated as informal removal of old items from stores. It is a controlled public resource management process requiring identification, technical assessment, valuation where applicable, approval, method selection, execution, proceeds management, record updates and auditability.

9.2 Identification and Disposal Planning

Departments, stores officers, asset custodians and departmental supply chain officers shall identify items requiring disposal consideration. Items may be obsolete, surplus, unserviceable, expired, damaged, redundant, uneconomical to maintain or unsuitable for continued use.

Disposal planning shall support orderly review, valuation, approval, method selection and reporting. Disposal schedules should identify items, asset references, location, custodian, condition, reason for disposal, estimated value, proposed method and approval status.

9.3 Technical Assessment and Valuation

Items proposed for disposal shall be assessed and verified to confirm condition, functionality, repairability, safety, residual value and disposal suitability. Technical responsibility shall rest with relevant technical departments, custodians or appointed specialists.

Valuation shall be undertaken where required or appropriate to support decision-making, reserve pricing, proceeds accountability and financial reporting. Valuation records shall form part of the disposal file.

9.4 Disposal Methods and Execution

The County shall use disposal methods permitted under applicable law and approved procedures, such as sale by tender, auction, transfer, trade-in, destruction, recycling or

other lawful method. The method selected shall be justified by item type, value, risk, marketability, safety, environmental considerations and public interest.

Disposal execution shall maintain transparency, competition where applicable, proper documentation and accountability for items removed from County custody. No item shall be released without authorization and records.

9.5 Specialized, Hazardous and ICT Disposal

Specialized, hazardous, expired, sensitive or regulated items shall be disposed of with regard to technical, environmental, health, safety, security and regulatory requirements. Such items may include chemicals, expired medical supplies, electronic waste, confidential records, ICT equipment and security-sensitive items.

ICT disposal shall consider information security, confidentiality and data handling before release. The ICT function shall confirm data removal or secure handling where applicable.

9.6 Disposal Records and Proceeds

Disposal files shall include identification records, asset extracts, technical assessment, valuation, approval, method justification, invitation or auction records, award or disposal decision, proceeds records, handover or destruction records and updates to stores, asset and financial records.

Proceeds from disposal shall be received, recorded, banked and accounted for in accordance with public finance management requirements and approved County financial procedures.

9.7 Legal and Regulatory Application

Asset disposal under this section shall be applied in accordance with Part XIV of the Public Procurement and Asset Disposal Act, 2015, including sections 163 and 164, the Public Procurement and Asset Disposal Regulations, 2020, public finance management requirements, County asset management procedures and approved disposal plans.

The County shall ensure that disposal is planned, justified, approved, valued where required, conducted through a lawful disposal method, properly documented and reported. Disposal shall not be used to remove assets from County records without proper authority, valuation, accountability and audit trail.

SECTION 10

EMERGENCY, SPECIAL AND DONOR-FUNDED PROCUREMENT

10.1 Introduction

Emergency, special and donor-funded procurement arrangements require careful management because they often arise under urgency, public interest, service delivery risk, external financing conditions or heightened accountability expectations. For Garissa County, emergency procurement may relate to drought, floods, public health, infrastructure failure, water interventions, livestock support or other urgent County responsibilities.

Urgency or special circumstances shall not remove the requirement for accountability, authorization, documentation, budgetary control, value for money, records and auditability. Where flexibility is permitted by law, it shall be exercised responsibly and only to the extent necessary.

10.2 Emergency Procurement

Emergency procurement may be undertaken where urgent circumstances require immediate action to prevent or respond to serious disruption, damage, loss, public risk, service failure or other lawful emergency circumstance. The emergency must be genuine, documented and linked to immediate need.

Emergency procurement shall be supported by written justification explaining the emergency, required goods, works or services, estimated cost, timeline, risk of delay, proposed method, budget position, supplier selection basis and approvals. It shall not be used to cure poor planning, bypass competition without lawful basis or regularize unauthorized commitments.

10.3 Operational Preparedness

The County may maintain lawful preparedness arrangements for categories commonly required during urgent situations. These may include framework agreements, market information, critical stock levels, updated specifications, escalation channels and defined inspection arrangements.

Preparedness arrangements shall not create unlawful preferential access or informal pre-

awards. They are intended to improve readiness while preserving lawful procurement controls.

10.4 Special Procurement Arrangements

Special procurement may arise where requirements are technically complex, security-sensitive, project-specific, regulated, high-risk or externally financed. Such procurements may involve ICT systems, infrastructure, health equipment, water interventions, climate and environmental services, specialized consultancies or regulated goods.

Special procurement arrangements shall be managed through appropriate planning, technical preparation, method selection, approval, records, contract management and escalation. Where unusual risk arises, legal, finance, technical and management input shall be obtained.

10.5 Donor-Funded and Externally Supported Procurement

Where procurement is financed wholly or partly through donors, grants, development partners, climate funds, infrastructure programmes or other external arrangements, the applicable funding conditions shall be identified at the planning stage. Procurement shall respect financing agreements while maintaining compliance with national law and County procedures.

The responsible user department, project office, finance, SCM and legal services shall coordinate to confirm procurement rules, review or no-objection requirements, eligible expenditure rules, reporting obligations, audit requirements and treatment of assets financed under the arrangement.

10.6 Records and Post-Procurement Review

Emergency, special and donor-funded procurement records shall be complete and capable of audit. Where immediate action prevents completion of all records before commitment, missing records shall be completed as soon as practicable with explanation. Post-procurement review may assess whether the emergency was justified, method lawful, prices reasonable, approvals obtained, delivery accepted, payment supported and records complete. Recurring emergency procurement shall trigger management review of planning, stock readiness or framework arrangements.

10.7 Legal and Regulatory Application

Emergency, special and donor-funded procurement under this section shall be applied in accordance with the Public Procurement and Asset Disposal Act, 2015, the Public Procurement and Asset Disposal Regulations, 2020, applicable National Treasury and PPRA guidance, County procedures and the relevant financing agreement where applicable.

Where an emergency or urgent operational need requires the use of direct procurement, the County shall apply sections 103 and 104 of the Public Procurement

and Asset Disposal Act, 2015 and regulation 90 of the Public Procurement and Asset Disposal Regulations, 2020. Under section 103 of the Act, direct procurement may be used only where the applicable legal conditions are satisfied and the method is not used for the purpose of avoiding competition. The Accounting Officer shall ensure that the reasons for using direct procurement are clearly recorded, justified and retained in the procurement file.

Under section 104 of the Act and regulation 90 of the Regulations, the direct procurement process shall include written justification, prior written approval by the Accounting Officer except where urgent need is handled in accordance with the applicable urgent approval procedure, confirmation that the offer meets the County's requirements, confirmation that the price is at the prevailing real market price, evaluation of the direct procurement bid, negotiation by an ad hoc evaluation committee where required, preparation of a negotiation report, professional opinion by the head of procurement function, approval of award by the Accounting Officer and execution of a written contract by both parties. Where direct procurement exceeds the applicable reporting threshold, the Accounting Officer shall report it to PPRA within the period and format required under regulation 90 of the Regulations. Where donor or development partner procurement conditions lawfully apply, the County shall ensure that such conditions are identified at planning stage, reflected in the procurement file, applied consistently and reconciled with applicable Kenyan law and County accountability requirements. Emergency procurement shall not be used to regularize poor planning, avoid competition, bypass internal controls, split procurement requirements, issue informal commitments or procure beyond the scope of the urgent need. The procurement file shall contain the emergency justification, approval, method justification, evaluation or negotiation record, professional opinion, award approval, contract or order, inspection and acceptance record, payment support and post-procurement review where applicable.

SECTION 11

PROCUREMENT PERFORMANCE, COMPLIANCE, ETHICS AND CONTINUOUS IMPROVEMENT

11.1 Introduction

Procurement performance, compliance, ethics and continuous improvement are essential to ensuring that the County's SCM system remains lawful, efficient, transparent, accountable and responsive to service delivery needs. A manual is only useful if implemented, monitored and improved through practice.

The County shall maintain performance and compliance arrangements that support management oversight, audit readiness, integrity, value for money, timely procurement execution, supplier accountability, contract delivery and continuous improvement.

11.2 Performance Monitoring and Reporting

The County shall monitor procurement plan implementation, procurement lead times, method usage, delayed processes, contract implementation, supplier performance, variations, emergency procurement, stores issues, asset disposal and audit findings. This information shall support management decisions and corrective action.

The Directorate of SCM shall coordinate procurement reporting in collaboration with departments, finance, stores, asset management, contract managers and other offices. Reports shall be practical, evidence-based and focused on improving delivery and controls.

11.3 Compliance Monitoring and File Completeness

Compliance monitoring shall assess whether procurement was planned, budgeted, properly initiated, lawfully processed, evaluated on stated criteria, supported by professional opinion, approved, contracted, inspected, accepted, paid and closed with complete records.

File completeness is central to auditability. Every procurement shall have a complete physical or electronic record showing the full transaction chain. Missing records weaken accountability even where the procurement was otherwise legitimate.

11.4 Ethics, Confidentiality and Conflict of Interest

All officers involved in procurement and SCM shall uphold integrity, impartiality, confidentiality and professionalism. Officers shall declare conflicts of interest, avoid improper influence, protect confidential information and report suspected irregularities through appropriate channels.

Conflict of interest may arise through personal, family, business, financial, professional or other interests. Where declared or identified, it shall be documented and managed through recusal, replacement, reassignment or other lawful action.

11.5 Supplier Integrity and Due Diligence

The County shall apply proportionate supplier due diligence to protect procurement processes from fraud, collusion, false documentation, conflict of interest, poor performance and sanctions risk. Checks may include eligibility, statutory compliance, capacity, conflict review, performance history and donor sanctions screening where required.

Due diligence shall be proportionate and shall not create unfair barriers to competition. Supplier integrity concerns shall be documented and escalated lawfully.

11.6 Complaints, Fraud and Irregularities

Complaints, debriefing requests and procurement challenges shall be handled in a lawful, transparent and documented manner. Debriefing shall be factual and shall not disclose confidential or proprietary information.

The County shall maintain zero tolerance for fraud, corruption, collusion, bid manipulation, falsification of records, unauthorized commitments, procurement splitting and improper supplier engagement. Suspected irregularities shall be escalated through management, internal audit, legal, ethics or oversight channels as appropriate.

11.7 Capacity Building and Continuous Improvement

The County shall support capacity building for officers involved in procurement, including user departments, departmental supply chain officers, committees, finance, stores and management. Priority areas include planning, requisitioning, eGP/IFMIS, evaluation, contract management, inspection, stores, asset disposal, ethics and records.

Continuous improvement shall use lessons from audits, supplier performance, complaints, contract outcomes, user feedback, system changes and implementation challenges to update templates, clarify procedures, strengthen training and improve service delivery outcomes.

11.8 Procurement Compliance Reviews, Market Survey and Supplier Intelligence

The County may undertake procurement compliance reviews and post-procurement reviews to assess adherence to procurement plans, requisition quality, method

justification, evaluation records, award documentation, contract implementation, inspection and acceptance, payment support, stores records and file completeness. Such reviews shall support corrective action, audit readiness and continuous improvement.
Market survey and supplier intelligence shall support procurement planning, cost estimation, RFQ professional opinions, emergency preparedness, supplier capacity assessment and value-for-money analysis. Market survey activities shall remain fair, transparent and non-discriminatory, and shall not create an unfair advantage for any supplier.

Compliance, ethics, records and reporting under this section shall be applied with reference to applicable provisions of the Public Procurement and Asset Disposal Act, 2015, the Public Procurement and Asset Disposal Regulations, 2020, public finance management requirements, professional standards, records management requirements and approved County procedures.

SECTION 12

MANUAL GOVERNANCE, REVIEW AND AMENDMENT CONTROL

12.1 Introduction

This Manual shall serve as the official institutional framework for guiding SCM, procurement, contract management, stores, inventory, asset accountability and asset disposal activities within the County Government of Garissa.

To remain effective, the Manual shall be approved, implemented, communicated, reviewed, updated and controlled. Manual governance ensures alignment with law, regulations, Government directives, County structure, delegated authority, eGP and IFMIS reforms, audit recommendations and operational realities.

12.2 Status, Custody and Implementation

This Manual shall become the formal internal governance and operational reference for SCM activities within the County Government. It shall apply to all relevant departments, directorates, units, programmes, facilities, projects and officers involved in the procurement and asset disposal cycle.

The official approved version shall be maintained by the designated County office, with the Directorate of SCM maintaining the operational reference copy and supporting implementation, interpretation, update and dissemination in consultation with relevant offices.

12.3 Interpretation and Legal Hierarchy

The Manual shall be interpreted in a manner that promotes lawful procurement, responsible public finance management, accountability, transparency, value for money, operational efficiency, service delivery and stewardship of County resources.

Where there is inconsistency between this Manual and applicable law or regulations, the law or regulations shall prevail. Where interpretation involves legal risk, statutory obligations, disputes, donor conditions or regulatory uncertainty, legal services and the appropriate authority shall be consulted.

12.4 Review Cycle and Amendment Procedure

This Manual shall be reviewed every three years or earlier where required by changes in law, regulations, County structure, delegated authority, e-GP or IFMIS reforms, audit recommendations, donor requirements or operational need.

Amendments shall be controlled, documented and approved through appropriate County authority. Proposed amendments shall be reviewed for legal compliance, operational practicality, impact on procedures, alignment with delegated authority and implications for records, systems and internal controls.

12.5 Communication, Training and Implementation Support

The Manual shall be communicated to relevant officers and offices involved in SCM. Dissemination may include official circulation, management briefings, departmental sensitization, training, induction for committee members and distribution of templates and checklists.

Implementation support shall focus on practical application by user departments, SCM officers, finance, technical officers, committees, stores officers and management. The objective is to institutionalize consistent practice rather than merely issue a document.

12.6 Monitoring and Continuous Alignment

Implementation of the Manual shall be monitored through management oversight, procurement reporting, audit review, user feedback, supplier performance review and records checks. Findings shall be used to improve procedures, templates, training and control arrangements.

The Manual shall be treated as a living governance instrument. It should evolve with procurement reforms, digital systems, County priorities and lessons from implementation while preserving its core function as a control and accountability framework.

12.7 Manual Implementation, Quality Assurance and Change Control

Implementation of this Manual shall be supported by practical quality assurance measures, including use of approved templates, file completeness checks, periodic compliance reviews, user department sensitization, eGP/IFMIS alignment, records monitoring and management review of recurring procurement issues.

The County shall treat manual implementation as a progressive institutional strengthening exercise. Early implementation lessons shall be used to refine templates, clarify procedures, strengthen training and improve the consistency of SCM practice across departments.

Operational Process Protocols

Protocol 1: Procurement Lifecycle Guide and Departmental Checklist

This guide provides a practical end-to-end procurement lifecycle checklist for County departments, directorates, units, health facilities, special programmes and project offices. It helps user departments understand where procurement starts, how it moves through the County's internal controls, and where it ends.

Procurement starts when a user department identifies a legitimate need linked to an approved work plan, budget, procurement plan or lawful operational requirement. Procurement ends when the contract, LPO, LSO or order has been fully implemented, delivery has been inspected and accepted, payment has been supported by complete documentation, stores or asset records have been updated where applicable, and the procurement file has been closed.

Stage	Key Action	Responsible Office / Role	Core Evidence / Records
1	Identify need	User Department	Work plan, programme requirement, operational justification
2	Confirm plan linkage	User Department / Departmental SCM Officer	Annual Procurement Plan reference or approved procurement plan amendment
3	Confirm budget or funding source	User Department / Finance	Vote, budget line, AIE, funding confirmation, donor/project reference where applicable
4	Prepare requisition	User Department	Completed procurement requisition form
5	Attach technical documents	User Department / Technical Officer	Specifications, TOR, BOQ, drawings, scope of work, service levels or technical report
6	Submit requisition for processing	User Department / Departmental SCM Officer	Approved requisition submitted to SCM
7	Review requisition	Departmental SCM Officer / Directorate of SCM	Requisition completeness check and procurement readiness review
8	Select procurement method	Directorate of SCM	Method justification, threshold check, market and urgency considerations
9	Prepare and issue procurement documents	SCM / User Department / Technical Officers	RFQ, tender document, RFP, TOR, BOQ, specifications and approval to issue
10	Receive and open submissions	SCM / Opening Committee where applicable	Submission register, opening minutes and e-GP records

Stage	Key Action	Responsible Office / Role	Core Evidence / Records
11	Evaluate submissions	Evaluation Committee / Technical Officers	Evaluation report, technical and financial evaluation records
12	Prepare professional opinion and approve award	Director SCM / Accounting Officer / Authorized Authority	Professional opinion, award approval and notification records
13	Prepare contract, LPO, LSO or order	SCM / Legal / Finance where applicable	Contract, LPO, LSO, purchase order, framework call-off or service order
14	Implement contract or order	Supplier / Contractor / Consultant / User Department	Delivery note, progress report, service report or consultancy deliverable
15	Inspect and accept delivery	Inspection and Acceptance Committee / User Department / Technical Officers	Inspection and acceptance report/certificate, completion certificate
16	Record goods, inventory or asset	Stores / Asset Management / User Department	GRN, stock register, bin card, asset register, issue record
17	Process payment	Finance / Accounts	Invoice, inspection report, GRN, contract/ LPO/LSO, IFMIS record
18	Close procurement file and capture lessons	SCM / User Department / Finance / Stores	File completeness checklist, closure note, supplier performance feedback

Minimum departmental readiness before procurement processing: the user department shall confirm legitimate need, procurement plan linkage, budget or funding source, complete technical documents, realistic delivery timeline, delivery location, inspection and acceptance criteria, and identification of the responsible user officer or contract manager where applicable.

Lifecycle control note: No procurement shall proceed from informal supplier engagement, verbal commitment, retrospective requisition or undocumented request. Each stage shall leave sufficient records to demonstrate need, budget, process, approval, award, delivery, acceptance, payment and accountability.

The protocols below provide the practical operating detail that sits between the policy sections and the implementation templates. They are deliberately structured as process guidance rather than legal restatement. Their purpose is to help County officers understand what should happen, who should act, what evidence should exist and what controls should be observed at each stage of the SCM cycle.

Protocol 2: Annual Procurement Planning and APP Amendment

Process Element	Operational Guidance
Trigger	The process begins when departments prepare annual work plans, budgets and implementation schedules. Each department should identify the goods, works, services, consultancies, recurrent supplies and project inputs required to deliver approved programmes.
Preparation steps	Departments should prepare planning inputs showing requirement description, estimated value, funding source, timing, technical documents required, responsible officer and implementation dependencies. Departmental SCM officers should review submissions for completeness before consolidation.
Consolidation and review	The Directorate of SCM should consolidate departmental inputs, identify common-use requirements, flag potential aggregation opportunities, review procurement method implications and consult finance on budget alignment. High-risk, high-value, donor-funded and technical procurements should be subjected to additional readiness review.
Approval and control	The consolidated APP should be submitted through the appropriate approval process. Amendments should be justified, documented and approved. Repeated amendments arising from late or poorly defined departmental needs should be reported to management for corrective action.
Records	Records should include departmental submissions, consolidated APP, budget confirmation, amendment justifications, approvals and management reports.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 3: Requisition-to-Solicitation Process

Process Element	Operational Guidance
Trigger	A procurement process is initiated when a user department submits an approved requisition for a planned, budgeted or otherwise authorized requirement.
Minimum requisition content	The requisition should identify the user department, requirement description, quantity or scope, justification, procurement plan reference, budget line, estimated value, delivery timeline, specifications or TOR, acceptance criteria and responsible user officer.
SCM review	SCM should review the requisition for completeness, clarity, plan linkage, budget confirmation, method implications and procurement readiness. Incomplete requisitions should be returned rather than processed on assumptions.
Solicitation preparation	Once ready, SCM should prepare or coordinate the procurement document using applicable standard documents, ensuring that evaluation criteria are objective, requirements are clear and supplier instructions are complete.
Control checkpoint	No supplier engagement, invitation or solicitation should proceed before requisition, budget and procurement method readiness are confirmed.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 4: Open Tendering

Process Element	Operational Guidance
Application	Open tendering should be used where competitive procurement is required and where the value, complexity or nature of the requirement calls for broad supplier participation.
Preparation	The user department should provide technical documents, while SCM prepares the tender document, confirms evaluation criteria and obtains necessary approvals for issuance.
Advertisement and submission	The opportunity should be advertised or published through applicable channels and eGP workflows where required. Submission timelines should allow reasonable supplier participation and be consistent with applicable requirements.
Opening and evaluation	Submissions should be opened and recorded as required. Evaluation should apply the stated criteria only, with committee declarations, signed reports and complete supporting records.
Award and contract	Award should proceed only after evaluation, professional opinion and approval. Contract execution or commitment instruments should follow lawful approval and notification.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 5: Request for Quotations

Process Element	Operational Guidance
Application	RFQ may be used where permitted by law and where the nature and value of the requirement make quotation-based procurement appropriate.
Supplier invitation	Suppliers should be invited in a manner that supports fairness, adequate competition and records. Invitations should include clear specifications, quantities, delivery terms, evaluation basis and submission deadline.
Evaluation	Quotations should be evaluated against stated requirements. The lowest price should not override responsiveness, delivery capability, quality, statutory requirements or technical compliance.
Records and award	The file should include requisition, budget confirmation, invitations, quotations received, opening/receipt records, evaluation, approval, LPO/LSO and delivery/acceptance records.
Control checkpoint	RFQ shall not be used to split procurement or avoid more competitive methods where such methods are required.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 6: Direct and Restricted Procurement

Process Element	Operational Guidance
Application	Direct or restricted procurement shall only be used where lawful conditions are met and documented. The method should never be treated as a convenience mechanism for avoiding competition.
Justification	The user department and SCM should document the specific basis for using the method, including urgency, exclusivity, continuity, technical compatibility, limited supplier market or other permitted grounds.
Price and capacity checks	Even where competition is limited, the County should consider price reasonableness, supplier capacity, delivery risk, statutory compliance and contract terms.
Approval	Appropriate approval shall be obtained before engagement or commitment. Legal review should be considered for high-risk, sole-source, specialized or contract-sensitive matters.
Records	The file should clearly show why the method was lawful, who approved it, how supplier capability and pricing were assessed and how delivery was verified.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 7: Consultancy Services

Process Element	Operational Guidance
Requirement definition	Consultancy services should begin with a clear TOR describing background, objectives, scope, deliverables, required expertise, methodology expectations, reporting arrangements, assignment duration and acceptance criteria.
Evaluation focus	Evaluation should emphasize expertise, methodology, relevant experience, team competence, deliverable quality and value for money in accordance with the selected method and stated criteria.
Contract management	The contract manager or user department should review inception, draft and final deliverables against the TOR. Payment should be tied to accepted deliverables or approved milestones.
Quality control	Where consultancy outputs affect policy, engineering, design, manuals, systems or training, technical and management review should be documented before acceptance.
Records	The file should include TOR, procurement documents, evaluation, professional opinion, contract, deliverables, review comments, acceptance records and payment support.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 8: Non-Consultancy Services

Process Element	Operational Guidance
Requirement definition	Non-consultancy services should be defined through a scope of work or service specification that describes tasks, locations, service frequency, staffing, equipment, performance standards, reporting and supervision.
Evaluation focus	Evaluation should consider capacity, equipment, staffing, service approach, statutory compliance, service levels, responsiveness and price, depending on the nature of the service.
Performance monitoring	The user department should maintain service records, supervisor reports, attendance logs, work orders, service-level evidence or other records appropriate to the service.
Acceptance and payment	Payment should be supported by verified service delivery, not merely the passage of time or submission of an invoice.
Control checkpoint	Where a service is continuous or recurrent, the County should ensure contract duration, payment milestones and performance remedies are clear.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 9: Works and Infrastructure Procurement

Process Element	Operational Guidance
Readiness	Works procurement should not proceed until the scope is sufficiently defined. Designs, BOQs, drawings, site conditions, approvals, permits, supervision arrangements and budget implications should be addressed before solicitation where applicable.
Tender preparation	Procurement documents should clearly define technical requirements, completion timelines, site obligations, quality standards, measurement basis, defects liability, supervision arrangements and payment milestones.
Implementation oversight	The technical department, engineer, supervising consultant or project manager should monitor progress, certify works, manage site records and identify defects or delays.
Variations	Variation requests should be scrutinized to determine whether they arise from genuine site conditions or from weak initial scoping. Approved variations should be documented before implementation.
Closure	Works contracts should be closed only after completion certification, defects management, final account review, asset recording where applicable and file completion.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 10: Evaluation, Professional Opinion and Award

Process Element	Operational Guidance
Committee setup	Evaluation committees should be constituted with appropriate technical and procurement competence. Members should sign confidentiality and conflict-of-interest declarations.
Evaluation discipline	The committee should apply stated criteria only, document reasons for responsiveness decisions and avoid post-opening criteria changes or undocumented assumptions.
Professional opinion	The professional opinion should review process compliance, evaluation completeness, procurement method, budget, risks and recommended action. It should not replace committee technical judgement.
Approval	The approving authority should consider the evaluation report and professional opinion before making an award decision or directing lawful corrective action.
Records	Evaluation records should be sufficiently complete for management, audit, oversight and potential administrative review.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 11: Contract Management and Variation Control

Process Element	Operational Guidance
Contract setup	After award, the user department and SCM should confirm contract documents, responsible officers, milestones, deliverables, inspection arrangements and payment requirements.
Monitoring	Contract managers should track delivery, quality, timelines, issues, correspondence, supplier performance and required approvals.
Variation request	A variation should be initiated only where justified by contract implementation need. It should identify scope, reason, cost, time, budget, technical basis and procurement implications.
Review and approval	Technical, finance, SCM and legal review should be obtained as applicable before approval. No variation should be implemented before approval and documentation.
Closure	Contract closure should confirm accepted delivery, payments, outstanding obligations, warranties, defects, records and lessons learned.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 12: Inspection, Acceptance and Payment Interface

Process Element	Operational Guidance
Inspection trigger	Inspection should be triggered by delivery, completion, milestone submission or service performance evidence. The relevant committee or officers should be convened promptly to avoid service or payment delays.

Process Element	Operational Guidance
Verification	The committee or responsible officers should compare delivery against contract, order, specification, TOR, BOQ, service level or deliverable requirements.
Acceptance decision	The report should recommend acceptance, conditional acceptance, rejection, replacement, rectification or escalation for technical review.
Payment support	Finance should process payment only where procurement records, delivery evidence, inspection and acceptance, invoice, tax documentation and approvals are complete.
Non-conformity	Defects, shortages or service failures should be documented and followed through contract remedies before acceptance or payment.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 13: Stores, Inventory and Asset Accountability

Process Element	Operational Guidance
Receipt	Accepted goods should be entered into stores, inventory or asset records using GRNs, stock registers, bin cards, asset tags or other approved records.
Custody	Stores and assets should be assigned to responsible custodians or locations. Access to stores should be controlled and issues authorized.
Issue	Items should be issued through approved requisitions or issue vouchers and recorded against departments, officers, locations or programmes.
Verification	Periodic stock takes and asset verification should compare physical items with records and identify discrepancies, losses, obsolete items or unserviceable assets.
Disposal linkage	Items identified as obsolete, surplus, expired or unserviceable should be reported for disposal consideration and not removed informally.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 14: Asset Disposal

Process Element	Operational Guidance
Identification	Departments, stores officers and custodians should identify items proposed for disposal and provide asset references, location, condition and reason.
Assessment and valuation	Technical assessment and valuation should be undertaken where required to determine condition, repairability, residual value and disposal suitability.
Approval	Disposal should proceed only after review and approval by authorized structures in accordance with applicable procedures.
Execution	Disposal methods should be lawful, transparent and documented. Proceeds should be recorded and banked through approved financial procedures.
Record update	Asset, inventory and financial records should be updated after disposal to maintain institutional accountability.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Protocol 15: Emergency and Donor-Funded Procurement

Process Element	Operational Guidance
Emergency justification	The user department should document the emergency, why normal timelines are not practicable, immediate need, estimated cost, funding source and risks of delay.
Procurement response	SCM should guide the lawful method, ensure proportionality and preserve records. The procurement should be limited to immediate emergency needs.
Donor coordination	For donor-funded procurement, the project office, SCM and finance should confirm procurement rules, review/no-objection requirements, eligible expenditure and reporting obligations.
Delivery and payment	Emergency or donor-funded status does not remove inspection, acceptance and payment documentation requirements.
Post-review	Management should review emergency procurement to identify planning gaps, supplier issues, stock readiness or framework needs.

Control point: *Officers should retain records sufficient to demonstrate need, authority, process followed, delivery evidence, approval and accountability.*

Operational Governance Control Schedules

The schedules below translate the policy framework in the Manual into practical governance controls. They are intended to support implementation without duplicating the main text. Where a schedule appears to conflict with applicable law, regulations, approved County authority or system requirements, the higher authority shall prevail.

Schedule 1: Delegation, Approval and Accountability Controls

Control Area	Required Position
Control 1	Delegation supports efficiency, departmental responsiveness and timely service delivery, but does not transfer statutory accountability.
Control 2	Delegated officers shall operate within approved authority, procedures and professional guidance.
Control 3	The Director SCM retains professional coordination, supervision and compliance oversight.
Control 4	The Accounting Officer or authorized authority retains overall responsibility and approval accountability.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 2: Procurement Planning and Demand Management Controls

Control Area	Required Position
Control 1	Requirements shall be linked to approved budgets and work plans.
Control 2	Recurrent and common-use requirements shall be identified early.
Control 3	Packaging shall not be used to split procurement or evade thresholds.
Control 4	Procurement schedules shall consider lawful processing time and service delivery deadlines.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 3: Procurement Initiation and Requisition Controls

Control Area	Required Position
Control 1	Requisitions shall identify department, need, justification, budget, scope, estimate, timeline and acceptance criteria.
Control 2	Incomplete requisitions shall be returned for clarification.
Control 3	Supplier engagement shall not commence before lawful authorization.
Control 4	Retrospective regularization of unauthorized commitments shall be prohibited unless expressly allowed by law and properly approved.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 4: Procurement Method Selection and Execution Controls

Control Area	Required Position
Control 1	Method selection shall be based on law, value, market, complexity, urgency and funding conditions.
Control 2	Method justification shall be documented.
Control 3	Evaluation shall use stated criteria only.
Control 4	Award shall be approved before contract commitment.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 5: Evaluation, Professional Opinion and Award Controls

Control Area	Required Position
Control 1	Committees shall be properly constituted and declare conflicts of interest.
Control 2	Evaluation reports shall be reasoned, signed and filed.
Control 3	Professional opinion shall advise on compliance and process integrity.
Control 4	Award decisions shall be based on the evaluation report, professional opinion and approval authority.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 6: Contract Management, Variation and Supplier Performance Controls

Control Area	Required Position
Control 1	Significant contracts shall have responsible contract managers or officers.
Control 2	Supplier performance shall be monitored and documented.
Control 3	Variations shall be justified, reviewed, approved and documented before implementation.
Control 4	Contract closure shall confirm delivery, acceptance, payment and records completeness.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 7: Inspection, Acceptance, Stores and Payment Controls

Control Area	Required Position
Control 1	Inspection shall verify delivery against contract requirements.
Control 2	User departments and technical officers confirm technical suitability.
Control 3	Stores receive and record accepted goods.
Control 4	Finance processes payment only against complete and authorized documentation.

Application note:T*his schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 8: Stores, Inventory and Asset Accountability Controls

Control Area	Required Position
Control 1	Accepted goods shall be recorded in stores or asset records.
Control 2	Issues shall be authorized and documented.
Control 3	Stock balances and asset records shall be periodically verified.
Control 4	Losses, damages and discrepancies shall be reported and acted upon.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 9: Asset Disposal Controls

Control Area	Required Position
Control 1	Items for disposal shall be identified, assessed and approved.
Control 2	Valuation shall be undertaken where required.
Control 3	Disposal methods shall be lawful and justified.
Control 4	Records and proceeds shall be updated and reconciled.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 10: Emergency, Special and Donor-Funded Procurement Controls

Control Area	Required Position
Control 1	Emergency procurement shall be justified and limited to immediate need.
Control 2	Special procurement shall be technically and legally prepared where required.
Control 3	Donor-funded procurement shall observe financing conditions and national law.
Control 4	Post-procurement review shall be undertaken where appropriate.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 11: Digital Procurement, eGP and IFMIS Alignment Controls

Control Area	Required Position
Control 1	System workflows shall support procurement and financial records.
Control 2	Credentials shall not be shared.
Control 3	Digital systems shall not replace statutory accountability or professional judgement.
Control 4	System records shall form part of procurement audit trails.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 12: Procurement Performance, Compliance and Continuous Improvement Controls

Control Area	Required Position
Control 1	Procurement performance shall be monitored and reported.
Control 2	Compliance checks shall assess planning, method, evaluation, contract, inspection, payment and records.
Control 3	Audit findings shall be tracked to closure.
Control 4	Lessons shall be used to improve procedures and training.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements.*

Schedule 13: Accounting Officer Accountability Reference

Control Area	Required Position
Control 1	The Accounting Officer retains overall accountability for lawful procurement and asset disposal.
Control 2	The Accounting Officer ensures procurement planning, controls, committee governance, award decisions, contract oversight, disposal accountability, records and audit response.
Control 3	Delegation and professional advice support decision-making but do not remove statutory accountability.
Control 4	No procurement or payment commitment shall undermine approved authority, budget control or auditability.

Application note: *This schedule shall be applied proportionately to value, risk, complexity and urgency, while preserving mandatory legal, approval, documentation and audit requirements*

Operational Appendices and Implementation Tools

The appendices provide practical tools to support implementation of the Manual. They may be refined by the Directorate of SCM with appropriate approval to improve usability, align to eGP/IFMIS workflows or respond to audit and management needs.

Appendix A: Departmental Procurement Requisition and Initiation Form

This form shall be used by County departments, directorates, units, facilities, programmes and project offices to initiate procurement. It improves the County's existing requisition form by retaining core approval fields while adding planning, budget, specification, delivery, inspection, risk and records information required for audit-ready procurement processing.

A1. Procurement Requisition Header

Field	Details
County Department / Directorate / Unit	
Requisition Number	
Date of Requisition	
Vote Number	
Programme / Project / Facility / Location	
Procurement Plan Reference	
Budget Line / AIE Reference	
Funding Source	County Funds / Conditional Grant / Donor / Project / Other
Emergency / Special Procurement?	Yes / No
Required Delivery / Completion Date	
Responsible User Officer / Contract Manager	

A2. Requisition and Approval

Approval Area	Name	Designation	Signature	Date
Requisition by				
Approval by AIE Holder / Departmental Head / Authorized Officer				
Confirmation of Funds by Finance / Budget				

Approval Area	Name	Designation	Signature	Date
Counter-Approval by CECM / Chief Officer / Authorized Authority, where applicable				

A3. Description of Requirement

No.	Description of Goods / Works / Services / Consultancy	Quantity / Scope	Unit	Required Date	Delivery Location	Estimated Cost
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
Total Estimated Cost						KSh

A4. Technical and Supporting Documentation

Requirement	Attached / Not Applicable	Remarks
Specifications		
Terms of Reference		
Scope of Work / Service Level Requirements		
Bills of Quantities		
Technical Drawings / Designs		
Feasibility Study / Survey / Technical Report		

Requirement	Attached / Not Applicable	Remarks
Environmental or Social Safeguard Report, where applicable		
Donor / Project Conditions, where applicable		
Market Estimate / Costing Support		
Other Supporting Documents		

A5. Procurement Readiness Questions

Question	Yes / No / N/A	Remarks
Is the requirement included in the approved procurement plan?		
Is the requirement linked to an approved budget or funding source?		
Is the need clearly justified?		
Are specifications, TOR, BOQ or scope documents complete?		
Is the required delivery or completion date realistic?		
Has the delivery location been confirmed?		
Are inspection and acceptance criteria clear?		
Is a contract manager or responsible user officer identified?		
Are there donor, grant, project or special financing conditions?		
Is there urgency or emergency justification?		
Are there sustainability, environmental, safety or regulatory considerations?		
Is the estimated cost realistic and supported?		

A6. User Department Justification

Briefly explain why the procurement is required and how it supports the department's approved work plan, programme, service delivery obligation, project or operational need.

A7. Proposed Procurement Method and SCM Comment

Field	Details
Proposed Method, if known	
Reason for Proposed Method	
SCM Review of Method	
Final Method Confirmed by SCM	

A8. Requisition Decision

Decision	Tick	Remarks
Proceed to procurement processing		
Return to user department for clarification		
Refer for technical review		
Refer for budget / finance confirmation		
Refer for management approval		
Treat as emergency / special procurement subject to justification		

Control note:

This requisition shall not constitute authority to commit the County Government to a supplier, contractor, consultant or service provider. Commitment shall only arise after lawful procurement processing, approval and issuance of an approved contract, LPO, LSO, purchase order, service order or other authorized commitment instrument.

Appendix B: Procurement Method Justification Form

Field	Details
Department / Unit	
Procurement Reference	
Description of Requirement	
Estimated Value	
Budget Line / Funding Source	
Procurement Plan Reference	
Proposed Method	
Basis for Method Selection	
Market / Urgency / Complexity Considerations	
Prepared by	

Field	Details
Reviewed by SCM	
Approved by Authorized Authority	

Appendix C: Procurement File Completeness Checklist

No.	Document / Record	Available / N/A	Remarks
1	Approved requisition		
2	Procurement plan and budget confirmation		
3	Specifications/TOR/scope/BOQ		
4	Method justification		
5	Procurement documents issued		
6	Advertisement/invitation records		
7	Submission receipt/opening records		
8	Committee appointment and declarations		
9	Evaluation report		
10	Professional opinion		
11	Award approval		
12	Notification records		
13	Contract/LPO/LSO/agreement		
14	Delivery/progress/service records		
15	Inspection and acceptance report		
16	GRN/stores/asset record		
17	Invoice and payment support		
18	Variation/amendment records		
19	Complaints/review records		
20	Contract closure records		
21	e-GP/IFMIS/system records		

Appendix D: Conflict-of-Interest and Confidentiality Declaration

I declare that I shall perform my assigned role objectively, maintain confidentiality, avoid improper disclosure, disclose actual, potential or perceived conflicts of interest and comply with lawful directions where a conflict arises. I understand that failure to disclose a conflict or misuse of procurement information may result in escalation in accordance with applicable law and County procedures.

Question	Yes / No	Details
Do you have any personal, family, financial, business or professional interest in any supplier or participant?		
Have you had prior engagement that may affect impartiality?		
Are you aware of any matter that may create a perceived conflict of interest?		

Appendix E: Evaluation Report Guide

1. Procurement reference and description
2. Procurement method used
3. Budget or estimated value
4. Submissions received and opened
5. Committee membership and declarations
6. Evaluation criteria and methodology
7. Preliminary evaluation findings
8. Technical evaluation findings where applicable
9. Financial evaluation findings where applicable
10. Clarifications where applicable
11. Responsiveness and ranking
12. Committee recommendation
13. Dissenting views where applicable
14. Signatures and date

Appendix F: Professional Opinion Template

Ninth Schedule - Public Procurement and Asset Disposal Regulations, 2020

This template shall be used by the Head of Procurement Function / Director Supply Chain Management when preparing a professional opinion in accordance with regulation 78 of the Public Procurement and Asset Disposal Regulations, 2020. It is structured around the Ninth Schedule and adapted for County operational use without diluting the prescribed information requirements.

Part A - Basic Information

Item	Details
Name of Procuring Entity	County Government of Garissa
Item Description	
Tender / RFQ / RFP / Procurement Reference Number	

Item	Details
Date Tenders / Quotations / Proposals Invited	
Date Tenders / Quotations / Proposals Opened	
Members of Tender Opening Committee and Bidders Present	Annex list if many
Number of Tenderers Issued with Tender Documents, where applicable	
Number of Bids Received	
Method of Procurement Applied / Used	Specify provision of law and approved method
Names of Appointed Evaluation Committee Members	Specify names, designation, section/organization, memo/letter reference number and date; annex appointment letter
Funding Source / Budget Line	
Estimated Cost / Approved Budget	

Part B - Legal and Practical Aspects of the Tender

No.	Required Professional Opinion Statement / Review Area	Professional Opinion / Comments
1	A brief background statement of the procurement / asset disposal proceeding from planning to tender evaluation	
2	State whether due diligence was conducted on the successful bidder, if applicable, and give a brief statement of the outcome	
3	State whether the award is appropriate for the method of procurement / asset disposal applied, citing the specific provision of law and tender document	
4	State whether the recommended price for standard goods, services and works is within indicative market prices	
5	State how evaluation criteria set forth in the tender document were applied and whether the Tender Evaluation Committee adhered to the law in bid evaluation	
6	Confirm whether adequate funds are set aside / budgeted for the procurement / asset disposal	
7	State any recommendation for change of scope where the bid document provided for change of scope and the successful bid is above the available budget	

Part C - Recommendation to Accounting Officer for Approval / Rejection

Recommendation Area		Professional Opinion / Comments	
Opinion whether procurement law and practice were applied in the proceedings leading to the recommendation of the evaluation committee			
Opinion whether the Accounting Officer may consider approval / rejection of the recommendations of the evaluation report			
Recommended action: approve, reject, return for clarification, seek technical/legal/financial review, or cancel / terminate proceedings subject to lawful grounds			
Name of Procurement Professional	**Designation**	**Signature**	**Date**

Control Note

The professional opinion is the procurement function's formal professional review of the procurement process and award recommendation before the Accounting Officer or authorized authority makes a decision. It shall not re-evaluate bids or replace the Evaluation Committee's technical and financial evaluation. It advises whether the proceedings and award recommendation are lawful, procedurally sound, consistent with the evaluation criteria, supported by records, aligned with available funds and defensible from a value-for-money and compliance perspective.

Appendix G: Contract Management Plan Template

Field	Details
Contract reference	
Contract description	
Supplier/contractor/consultant/service provider	
User department	
Contract manager/responsible officer	
Contract amount	
Start date	
End date	
Funding source	
Key deliverables and milestones	
Inspection and acceptance arrangements	
Reporting and escalation arrangements	

Appendix H: Contract Variation, Amendment or Extension Request Form

This form shall be used to request, review and approve any proposed contract variation, amendment or extension before implementation. It shall be completed before the supplier, contractor, consultant or service provider is instructed to proceed with any change.

Field	Details
Department / Directorate / Unit	
Contract / LPO / LSO / Purchase Order Number	
Procurement Reference Number	
Supplier / Contractor / Consultant / Service Provider	
Contract Description	
Original Contract Amount	
Original Contract Period	
Contract Start Date	
Contract End Date	
Current Contract Status	

Proposed Variation, Amendment or Extension

Field	Details
Type of Request	Variation / Amendment / Extension / Use of Provisional Sum / Other
Description of Proposed Change	
Reason for Proposed Change	
Is the change within the original contract scope?	Yes / No
Financial Implication	
Time Implication	
Revised Contract Amount, if applicable	
Revised Completion Date, if applicable	
Budget / Funding Confirmation	
Contract Clause Supporting Request	

Justification

Provide a concise justification explaining why the change is necessary and why it could not reasonably have been addressed through the original procurement process.

Review and Recommendations

Review Area	Recommendation / Comments	Name / Signature / Date
User Department / Contract Manager		
Technical Officer / Department		
Directorate of Supply Chain Management		
Finance / Budget		
Legal Services, where applicable		
Donor / Project Office, where applicable		

Approval Decision

Decision	Tick	Remarks
Approved		
Not Approved		
Return for clarification		
Proceed through fresh procurement process		
Escalate to higher authority		

Approving Authority	Name	Designation	Signature	Date

Control Note

No contract variation, amendment, extension, additional work, additional quantity, substitution, change in deliverable or change in completion period shall be implemented before written approval is obtained from the authorized authority. Approved variations, amendments and extensions shall be filed and reported in accordance with applicable law, Regulations, contract terms and County procedures.

Appendix I: Inspection and Acceptance Report / Certificate

This template shall be used to document inspection and acceptance of goods, works, services or consultancy deliverables procured by the County Government of Garissa. It is aligned to section 48 of the Public Procurement and Asset Disposal Act, 2015 and regulation 35 of the Public Procurement and Asset Disposal Regulations, 2020.

11. Procurement and Contract Details

Field	Details
Procuring Entity	County Government of Garissa
Department / Directorate / Unit	
Procurement Reference Number	
Contract / LPO / LSO / Purchase Order / Service Order Number	
Supplier / Contractor / Consultant / Service Provider	
Description of Goods / Works / Services / Deliverables	
Contract / Order Amount	
Delivery / Completion Location	
Date of Delivery / Completion	
Date of Inspection	
Funding Source / Budget Line	
User Department / Contract Manager	

12. Inspection and Acceptance Committee

Name	Designation / Department	Role in Committee	Signature
		Chairperson	
		User Department Representative	
		Technical Officer / Technical Department Representative	
		SCM Representative	
		Stores / Asset Management Representative, where applicable	
		Other Member, where applicable	

13. Documents Reviewed

Document	Available? Yes / No / N/A	Remarks
Contract / LPO / LSO / Purchase Order / Service Order		
Delivery Note / Completion Report / Service Report		
Invoice / Fee Note		

Document	Available? Yes / No / N/A	Remarks
Specifications / TOR / BOQ / Drawings / Scope of Work		
Warranty / Guarantee Documents		
Manuals / Operating Instructions		
Test Certificates / Compliance Certificates		
Technical Completion Certificate		
Milestone Certificate / Interim Certificate		
Other Supporting Documents		

14. Inspection Findings

Item / Deliverable	Contract Requirement	Inspection Finding	Accepted? Yes / No / Partial	Remarks

15. Compliance with Contract Requirements

Requirement	Compliant? Yes / No / N/A	Remarks
Correct quantity received		
Correct specifications / technical standards met		
Delivered / completed on time		
Required manuals and documentation received		
Warranty / guarantee documents received		
User department confirms operational suitability		
Technical officer confirms technical conformity		
Stores entry required		
Asset registration / tagging required		

Requirement	Compliant? Yes / No / N/A	Remarks
Defects / shortages / non-conformities identified		
Corrective action required		

16. Committee Decision

Decision	Tick	Remarks
Accepted in full		
Partially accepted		
Accepted subject to correction / replacement / completion		
Rejected		
Referred for further technical verification		
Deferred pending missing documentation		

17. Stores / Asset / Records Action

Action	Required? Yes / No / N/A	Responsible Officer	Date Completed
Goods Received Note prepared			
Stores ledger / stock record updated			
Bin card updated			
Asset register updated			
Asset tag issued			
Custody / issue record prepared			
Contract file updated			
Payment support file updated			

18. Certification and Submission

Name	Designation	Signature	Date
Chairperson			
Member			
Member			
Technical Officer, where applicable			

Name	Designation	Signature	Date
Report received by Head of Procurement Function / Director SCM			

Payment Support Recommendation

Recommendation	Tick	Remarks
Proceed with payment support		
Proceed with partial payment support		
Withhold payment pending correction / completion		
Reject payment support		
Refer to contract manager / legal / finance / management		

Control Note

This Inspection and Acceptance Report / Certificate is a mandatory control document for confirming delivery, quality, quantity, completion and compliance with contract requirements. It shall support stores entry, asset recording, payment processing, supplier performance review and procurement file closure. It shall not be signed before actual delivery, completion, inspection or verification.

Appendix J: Supplier Performance Evaluation Tool

Criteria	Rating / Comment
Timeliness	
Quality	
Compliance with specifications/TOR/scope	
Responsiveness and communication	
Defect correction or issue resolution	
Compliance with contract terms	
Health, safety, environmental or statutory compliance	
Overall performance outcome	

Appendix K: Emergency Procurement Justification Form

Question / Field	Response
Description of emergency	
Goods/works/services required	
Estimated cost	
Funding source	
Proposed method	
Why is the procurement urgent?	
Why are normal timelines not practicable?	
What risk arises if delayed?	
Is the requirement limited to immediate need?	
Was the need foreseeable?	
Supplier capacity/price reasonableness considered	
Approval	

Appendix L: Asset Disposal Checklist

No.	Requirement	Available / N/A	Remarks
1	Item identified for disposal		
2	Asset/inventory reference available		
3	Department/custodian identified		
4	Reason documented		
5	Technical assessment completed where applicable		
6	Valuation completed where required		
7	Disposal plan/schedule prepared		
8	Disposal approval obtained		
9	Disposal method selected and justified		
10	Disposal process executed		
11	Proceeds recorded where applicable		
12	Asset/inventory/financial records updated		
13	Final disposal report prepared		

Appendix M: eGP / IFMIS Process Alignment Matrix

Manual Process	Digital / System Alignment
Procurement planning	APP preparation, approval, updates and reporting through applicable workflows
Requisition initiation	Departmental request, approval trail and supporting documentation
Budget confirmation	IFMIS or approved financial management confirmation and commitment control
Tender / RFQ preparation	Preparation, review and approval of procurement documents through applicable eGP workflows
Submission receipt and opening	Electronic submission, opening record or approved documentation
Evaluation and award	Committee records, evaluation reports, professional opinion and award approval records
Contract record	Contract, LPO, LSO or commitment record
Inspection and acceptance	Delivery and acceptance evidence linked to contract or order
Payment processing	IFMIS or approved payment workflow supported by complete documentation
Variation / amendment	Variation request, review, approval and amended contract record
Stores and inventory	Receipt, issue, inventory and asset records where system-enabled
Asset disposal	Disposal approval, execution and record update where system-enabled
File closure	Complete electronic or physical procurement file and archive record

Appendix N: Consultancy and Non-Consultancy Services Reference Guide

Area	Consultancy Services	Non-Consultancy Services
Nature	Advisory, intellectual, analytical, design, professional or knowledge-based services	Operational, routine, task-based, support or performance-based services
Main document	Terms of Reference	Scope of Work, Service Specification or Service Level Requirement
Evaluation focus	Qualifications, experience, methodology, team competence and deliverable quality	Capacity, equipment, staffing, service levels, responsiveness, compliance, price and performance ability
Acceptance basis	Approved deliverables against the TOR	Verified service performance against scope, service levels or work orders
Payment basis	Milestones, deliverables or agreed professional outputs	Completed services, service periods, measured performance or agreed service outputs

Appendix O: Legal, Regulatory and Operational Alignment Matrix

This matrix links key provisions of the Public Procurement and Asset Disposal Act, 2015 and the Public Procurement and Asset Disposal Regulations, 2020 to the relevant sections, protocols and templates in this Manual. It supports lawful application, audit readiness, management oversight and practical use by County officers.

Legal / Regulatory Reference	Subject	Manual Location	Operational Implication
Constitution, Article 227	Public procurement principles	Legal Framework; Sections 1, 2 and 11	Procurement shall be fair, equitable, transparent, competitive and cost-effective.
PPADA section 3	Guiding procurement principles	Sections 1, 2 and 11	Procurement shall promote value for money, fairness, equity, integrity, competition and accountability.
PPADA section 33	Role of County Treasury	Section 2	County Treasury supports policy implementation, monitoring, advice, stakeholder consultation, preference and reservation and capacity building.
PPADA section 44	Accounting Officer responsibilities	Section 2	Accounting Officer retains overall responsibility for lawful procurement and asset disposal.
PPADA section 45	Segregation of responsibilities	Sections 2, 4, 5, 7, 8 and 11	Procurement duties shall be separated across initiation, processing, evaluation, approval, inspection, payment and custody.
PPADA section 46	Evaluation committees	Section 5; Appendix F	Evaluation shall be conducted by properly constituted committees and documented through evaluation reports.
PPADA section 47	Procurement function	Section 2; Sections 3 to 12	Directorate SCM provides professional procurement leadership, process management, records, reporting and advisory support.

Legal / Regulatory Reference	Subject	Manual Location	Operational Implication
PPADA section 48	Inspection and acceptance committees	Section 7; Appendix I	Inspection and acceptance committees verify delivery, quality, quantity and compliance before acceptance and payment support.
PPADA sections 53 and 54	Planning and anti-splitting control	Section 3; Section 4; Protocol 1	Procurement shall be planned, budget-linked and not split to avoid thresholds or competition.
PPADA sections 55 to 60	Eligibility and requirements	Sections 4, 5 and 11; Appendix U	Supplier eligibility and procurement requirements shall be applied fairly and lawfully.
PPADA sections 62 to 67	Integrity, conflict of interest and confidentiality	Sections 5 and 11; Appendix D; Appendix U	Integrity, confidentiality and conflict-of-interest controls shall be maintained throughout the process.
PPADA sections 68 to 70	Records and reporting	Sections 11 and 12; Appendix C; Appendix R	Procurement records shall be complete, secure, retrievable and available for audit, reporting and review.
PPADA sections 91 to 114	Procurement methods	Section 4; Protocols 4 to 7	Procurement methods shall be selected and processed in accordance with the Act, Regulations, thresholds and procurement documents.
PPADA sections 134 to 139	Procurement contracts and variations	Section 6; Appendix H	Contracts, amendments, variations and extensions shall be prepared, approved, documented and implemented lawfully.
PPADA sections 151 to 154	Complex contracts, monitoring, termination and close-out	Section 6; Appendix S	Complex contracts shall have implementation teams, progress monitoring, proper close-out and termination controls.
PPADA sections 155 to 158	Preference and reservation schemes	Sections 3, 4 and 11; Appendix U	Preference and reservation shall be planned, applied, documented and reported in accordance with law.
PPADA sections 159 to 162	Receipt, recording, inventory, stores and assets	Sections 7 and 8; Appendix T	Procured items shall be certified, taken on charge, safeguarded, verified and accounted for.

Legal / Regulatory Reference	Subject	Manual Location	Operational Implication
PPADA sections 163 to 164	Disposal committee and disposal procedure	Section 9; Appendix L	Disposal shall be planned, verified, valued where required, approved and documented.
PPADR regulation 33	Procurement function responsibilities	Section 2; Sections 3 to 12	Procurement function roles include document preparation, coordination, records, market surveys, stock-taking and reporting.
PPADR regulation 34	User department responsibilities	Sections 2, 3, 4 and 6	User departments initiate needs, prepare specifications, manage contracts and participate in evaluation and acceptance.
PPADR regulation 35	Inspection and acceptance committees	Section 7; Appendix I	Committee appointment, technical expertise and inspection/acceptance reports shall be properly managed.
PPADR regulation 71	Procurement requisition	Section 4; Protocol 1; Appendix A	Procurement shall be initiated by requisition based on the approved plan and supported by technical documentation.
PPADR regulations 74 to 77	Evaluation controls	Section 5; Appendix E	Preliminary, non-responsiveness, technical and financial evaluation shall follow the Regulations.
PPADR regulation 78 and Ninth Schedule	Professional opinion	Section 5; Appendix F	Head of Procurement Function shall review evaluation report and prepare professional opinion using prescribed format.
National Treasury / PPRA guidance	Standard documents, reporting and circulars	All relevant sections	County shall comply with lawful guidance, circulars, reporting requirements and standard tender documents.
e-GP, IFMIS and approved Government systems	Digital workflows and financial management	Sections 1, 3, 4, 5, 6, 11 and 12	Digital workflows support planning, approvals, processing, records, audit trails and reporting.

Appendix P: Manual Implementation Roadmap

Step	Action	Lead / Responsible Office
1	Approve the Manual through the appropriate County authority	County Management / Authorized Authority
2	Issue official adoption communication	Authorized County Office
3	Circulate the approved controlled version	Directorate of SCM
4	Sensitize County management and heads of departments	County Management / Directorate of SCM
5	Train departmental SCM officers and user departments	Directorate of SCM / Support Offices
6	Issue standard templates and checklists	Directorate of SCM
7	Align departmental records with the Manual	Departments / Departmental SCM Officers
8	Align eGP, IFMIS and approved workflows	SCM / Finance / ICT
9	Review delegated authority instruments	County Management / SCM / Legal / Finance
10	Monitor implementation and file completeness	Directorate of SCM / Internal Audit / Management
11	Clarify early implementation issues	Directorate of SCM / Relevant Offices
12	Conduct implementation review after initial period	County Management / SCM / Internal Audit

Appendix Q: Market Survey and Supplier Intelligence Tool

This tool supports evidence-informed cost estimation, supplier capacity assessment, market readiness, RFQ professional opinion, emergency preparedness and value-for-money analysis. It shall be applied proportionately and shall not be used to create unfair advantage or restrict competition.

Market Survey Area	Information to Capture
Requirement / Category	
Purpose of Survey	Cost estimate / supplier mapping / technical options / emergency readiness / other
Potential Suppliers / Sources	
Indicative Prices / Price Range	
Delivery Lead Times	
Availability / Capacity Issues	

Market Survey Area	Information to Capture
Technical / Regulatory Considerations	
Sustainability / Lifecycle Considerations	
Risks Identified	
Recommendation for Procurement Planning	

Appendix R: Procurement Compliance Review and Post-Procurement Review Tool

This tool supports management, SCM and internal audit review of selected procurement files, completed procurements or risk areas. It is intended to strengthen compliance, records, accountability and learning.

Review Area	Compliant / Issue Noted / N/A	Comments / Corrective Action
Procurement was in approved procurement plan or supported by approved amendment		
Budget or funding source was confirmed before commitment		
Requisition was complete and approved		
Specifications, TOR, BOQ or scope were adequate		
Procurement method was lawful and justified		
Solicitation, opening and submission records are complete		
Evaluation was based on stated criteria		
Professional opinion and award approval are complete		
Contract / LPO / LSO / order was properly issued		
Delivery, inspection and acceptance records support payment		
Stores, asset or inventory records were updated where applicable		
Variations, amendments or extensions were properly approved		
File is complete, secure and retrievable		
Lessons / corrective actions identified		

Appendix S: Complex Contract Implementation Team Terms of Reference

This template supports constitution of a Contract Implementation Team for complex, high-value, donor-funded, works, ICT, infrastructure, multi-departmental or risk-sensitive contracts.

Area	Guidance
Purpose	Coordinate contract implementation, milestone tracking, risk escalation and performance reporting.
Membership	User department, technical function, SCM, finance, legal, stores/asset management and other relevant officers as appropriate.
Key Responsibilities	Monitor milestones, review deliverables, track risks, coordinate inspection planning, document issues, escalate delays and support contract closure.
Limitations	The team does not replace supplier obligations, user department technical responsibility, inspection and acceptance committee roles, finance payment controls or Accounting Officer accountability.
Records	Implementation minutes, progress reports, risk logs, correspondence, milestone certificates and closure notes.

Appendix T: Stock Taking, Stock Verification and Custody of County Property Tool

This tool supports verification of stores, inventory, assets and County property issued to officers, departments, facilities or project teams.

Item	Description / Reference	Location / Custodian	System / Register Balance	Physical Count / Status	Variance / Issue	Action Required

Custody Acknowledgement	Details
Officer / Department / Facility receiving property	
Description of property / asset	
Asset tag / serial number	
Condition at issue	
Purpose / location of use	
Custodian signature and date	
Issuing officer signature and date	

Appendix U: Supplier Eligibility, Due Diligence and Integrity Checklist

This checklist shall support supplier eligibility, qualification, due diligence, integrity screening, contract award review and supplier performance monitoring. It may be applied during evaluation, professional opinion review, contract award, contract implementation, framework supplier management, emergency procurement or supplier performance review.

Review Area	Yes / No / N/A	Remarks
Supplier has legal capacity to contract		
Registration documents are valid		
Tax compliance or statutory compliance evidence reviewed		
Required licences, permits or professional registrations reviewed		
Technical capacity confirmed		
Relevant experience confirmed		
Financial capacity reviewed where required		
Sector-specific regulatory requirements satisfied		
AGPO / preference / reservation eligibility confirmed where applicable		
Beneficial ownership or disclosure requirements reviewed where applicable		
Debarment status checked where applicable		
Conflict-of-interest declaration reviewed		
No apparent bid-rigging, collusion or supplier rotation concern identified		
No material false declaration identified		
No fraud, corruption or improper influence concern identified		
Supplier risk is acceptable or mitigated		

Review Outcome

Outcome	Tick	Remarks
Supplier eligible and acceptable		
Supplier eligible subject to clarification		
Supplier requires further due diligence		
Supplier not eligible / not acceptable		
Escalate to legal / audit / management / PPRA as applicable		

Appendix V: Manual Review and Change Control Register

This register shall be used to document amendments, updates, clarifications and approved changes to the Supply Chain Management Policies and Procedures Manual.

Field	Details
Manual Title	Supply Chain Management Policies and Procedures Manual
Procuring Entity	County Government of Garissa
Custodian Office	Directorate of Supply Chain Management
Current Version	
Date of Current Version	
Review Period	
Next Scheduled Review Date	

Change Control Register

Change No.	Section / Appendix Affected	Nature of Change	Reason for Change	Approved By	Effective Date
1					
2					
3					
4					
5					

Approval of Manual Amendment

Name	Designation	Role	Signature	Date
	Director Supply Chain Management	Prepared / Coordinated		
	County Treasury Representative	Reviewed		
	Accounting Officer / Authorized Authority	Approved		

Control Note

Only the approved controlled version of this Manual shall be used for official procurement and supply chain management purposes. Superseded versions shall be clearly marked as replaced and retained only for records, audit or historical reference.

NOTES

NOTES

NOTES

NOTES



County Government of Garissa

County Headquarters, Office of the Governor

Lamu Road, Opposite Young Muslim Academy

P.O. Box 563-70100, Garissa, Kenya

Tel: +254 4621 02604

Email: procurement@garissa.go.ke

Website: www.garissa.go.ke

Efficient Procurement. Accountable Service. Sustainable Development.