

**MOI UNIVERSITY**  
**OFFICE OF THE VICE - CHANCELLOR**

P. O. Box 3900-30100  
**ELDORET**  
Kenya

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[vcmoi2009@gmail.com](mailto:vcmoi2009@gmail.com)

14<sup>th</sup> December, 2020.

**Ref:** MU/PUR/70

Reshima J. Changwony (Ms.),  
Public Procurement Regulatory Authority,  
North Rift Regional Office,  
PO Box 799 - 30100,  
**ELDORET.**

Dear *Ms. Changwony,*

**RE: PROCUREMENT/CONTRACT/PERFORMANCE AUDIT OF MOI  
UNIVERSITY ACE II PROJECT - DRAFT REPORT**

Your letter Ref.No.PPRA/ELD/5/4/ VOL.I (17) dated 23<sup>rd</sup> November, 2020 on the above-captioned subject refers.

We wish to kindly forward the responses to the audit findings and recommendations contained in the report.

The action plan recommendations have been implemented.

Thank you for your continued support.

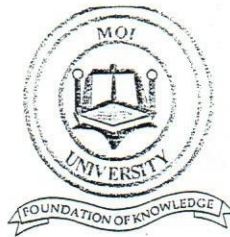
Yours *sincerely,*

*Isaac S. Kosgey*

**PROF. ISAAC S. KOSGEY, Ph.D.**  
**VICE - CHANCELLOR**  
WKB



(ISO 9001:2015 Certified Institution)



ANNEX 1

**MOI UNIVERSITY**  
**OFFICE OF THE VICE- CHANCELLOR**

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P.O. Box 3900- 30100  
**ELDORET**  
Kenya.

**Ref:** MU/PUR/70

16<sup>th</sup> October, 2019



Mr. J. O. Juma,  
Director General,  
Public Procurement Oversight Authority,  
National Bank Building, 10<sup>th</sup> floor,  
Harambee Avenue,  
PO Box 58535 – 00200,  
**NAIROBI.**

Dear *Mr. Juma*,

**RE: SUBMISSION OF QUARTERLY REPORTS FOR 2019-2020 FINANCIAL  
YEAR – 1<sup>st</sup> QUARTER**

I wish to submit the following Quarterly reports:-

1. Termination of Procurement and Disposal /Proceeding Pursuant to section 63 (2) of Public Procurement and Asset Disposal (PP and AD), Act 2015.
2. Direct procurement Kshs. 500,000.
3. Disposal to Employees pursuant to Regulation 93 (2).
4. All contract Awards Pursuant to section 138 (2) of Public Procurement and Asset Disposal (PP and AD) Act, 2015.
5. The 30% reservations for Youth, Women and Persons with Disability.
6. The 40% uptake Procurement Buy Kenya – Build Kenya.

Yours *sincerely,*

*Isaac S. Kosgey*

**PROF. ISAAC S. KOSGEY, Ph.D.**  
**VICE – CHANCELLOR**

/WKB

cc: National Treasury



(ISO 9001: 2015 Certified Institution)



## **PROCUREMENT/CONTRACT PERFORMANCE AUDIT OF MOI UNIVERSITY ACEII PROJECT -REPORT RESPONSE**

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### **1. INSTITUTIONAL ARRANGEMENTS**

This section contains the responses to the findings and recommendations on institutional arrangements as summarized below:

#### **(a) Procurement Policy /Manual**

The university has appointed a team headed by DVC - Finance to review the old procurement manual and develop an updated policy procurement document that is in line with the Act, 2015 and Regulations, 2020.

#### **(b) Disposal of Idle Assets**

The University disposes idle assets annually and records are available, however the audit taken was for specific Moi University ACE II Project. The ACE II Project has not disposed any asset so far.

#### **(c) Filling Reports to Public Procurement and Regulatory Authority (PPRA)**

The University consolidated reports to Public Procurement and Regulatory Authority is done on quarterly basis as required by law and are available.

**(Annex 1)**

#### **(d) Procurement Plan**

The ACE II Project has an approved procurement plan in the format provided by the World Bank and in the consolidated procurement plan as provided by the Public Procurement Regulatory Authority. However the 30% reservations for the Access to Government Procurement Opportunities (AGPO) shall be indicated in the next financial year.

#### **(e) Procurement Record Keeping**

The University is in the process of re arranging the procurement office for the projects in order to have enough space and staff for record keeping and efficient procurement process.

#### **(f) Monthly Reports**

The Procurement Unit always provides regular reports alongside the quarterly reports to the accounting officer; however the Unit shall be providing monthly retrogressive reports as required by law.



## **2. SPECIFIC CONTRACTS**

The University shall endeavor to address the gaps identified in the audit report as indicated below:

- Publishing the contract awards in the University website and notice boards
- Indicating the date in the evaluation reports
- Providing the individual appointment letters to the committee members.

The University shall endeavor to improve its performance in procurement processes by implementing the recommendations contained in the reports and put in place appropriate systems and structures to ensure that all procurement and contract management activities are undertaken in accordance with the Public Procurement and Asset Disposal Act, 2015 and Regulations, 2020.



1. Terminations of Procurement and Disposal Proceedings: Section 63(2)

Quarter: 1<sup>st</sup> Quarter  
FY: 2019-2020

PE Name: MOI UNIVERSITY

Tender No.	Nil
Description of tender	Nil
Nature (Goods, Works, Services)	Nil
Stage of Tender Processing at the time of termination	Nil
Date of Termination	Nil
Reasons for Termination as prescribed under section 63 (1) (a) to (i) of the Act	Nil

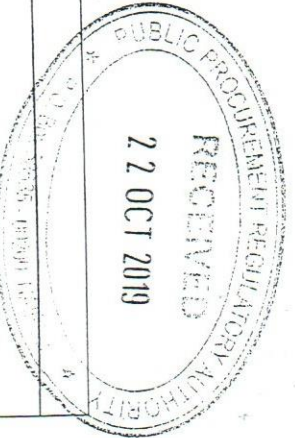
This report should be submitted to the Authority within 14 days of termination accompanied by the following mandatory documents:

1. An extract of the approved procurement plan demonstrating that the subject procurement was planned for
2. Signed Recommendations for termination by the Head of the Procurement Function
3. Approval by the Accounting Officer for termination
4. Official termination/cancellation notification to bidders

Prepared by Assist. Procurement Officer *N. ERONICA* Signature *[Signature]* Date of Report: 16/10/19

Certified by Senior Procurement Officer *WILSON K. BERT* Signature *[Signature]* Date of Report: 16/10/19

Approved by Vice Chancellor *[Signature]* Signature *[Signature]* Date of Report: 16/10/19





Name of Ministry/Department/Agency: MOI UNIVERSITY

Reporting Period – Financial Year: 2019-2020

– Quarter: 1<sup>ST</sup>

Total Procurement Budget for the Financial Year (Kshs): 375,430,263.00

Quarter's Expenditure Target on Locally Produced Goods and Services: Amount (Kshs) 97,933,509.89

Percentage (%): 26.09

S/ No.	Tender Description	Product/Service Procured	Name of Manufacturer/ Service Provider and Product Brand Name/	Country of Manufacture/ Origin	Name of Supplier/ Company/ Contact	Date Awarded/ Purchased	Contract Value/ Amount (Kshs)	Status of payment
1.	Q/2018-19/AceIIPTRE/416	Liquid Soap	Kenyan	Kenyan	Gelsup Lab	02/07/2019	26,900.00	Paid
2.	Q/2018-19/AceIIPTRE/416	Lab reagents	-	Kenyan	Beviq Ltd	02/07/2019	55,200.00	Paid
3.	Q/2018-19/AceIIPTRE/418	cutlery	china	china	Beviq Ltd	02/07/2019	1,840.00	Paid
4.	Q/2018-19/AceIIPTRE/223	Plastic Bucket	Kenpoly	Kenyan	Beviq Ltd	02/07/2019	3,800.00	Paid
5.	Provoma Invoice	Corporate banded T shirts	Rivatex	Kenyan	Rivatex Africa Ltd	02/07/2019	91,780.00	Paid
6.	Q/2018-19/AceIIptre/416	Rubber hand gloves	Kenyan	Kenyan	Gelsup Lab	02/07/2019	10,750.00	Paid
7.	Q/2018-19/aceIIptre/138	Patex glue	Kenyan	Kenyan	Mbuwan Electricals hardware &	02/07/2019	7,370.00	Paid
8.	Q/2018-19/aceIIptre/416	Gas mask	Kenyan	Kenyan	Itech Supplies Ltd	02/07/2019	3,140.00	Paid
9.	Q/2018-19/aceIIptre/416	Ferrous sulphate	Kenyan	Kenyan	Apsolid supplies	02/07/2019	1,300.00	Paid
10.	Q/2018-19/C.Service/389	Cleansing items	Kenyan	Kenyan	Legend Solutions	11/07/2019	41,200	Paid
11.	Proforma Invoice	Grey fabrics	Kenyan	Kenyan	Rivatex Africa Ltd	11/07/2019	1,755.00	Paid
12.	Q/2018-19/C.Services/389	Cleansing materials	Kenyan	Kenyan	Micost Techonologies	11/07/2019	9,850.00	Paid