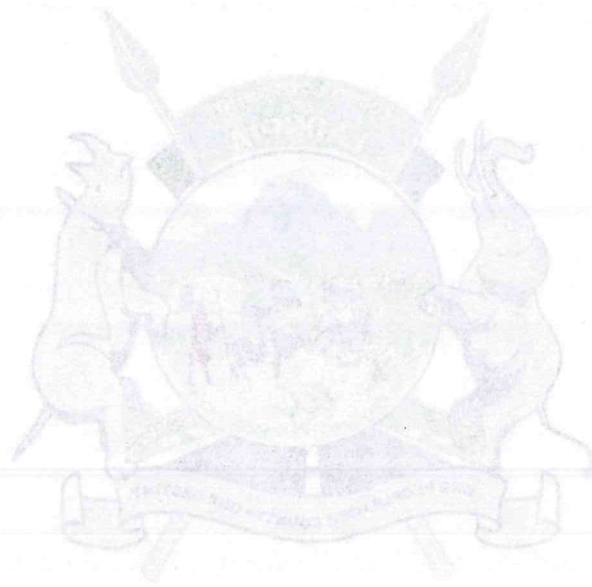




March 2024

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Version 1.0 Month Year: March 2024





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Author:
Version:

Procurement Policy – Document History

Approval and Authorization

	Designation	Signature
Prepared by:	Procurement Director	
Approved by:	Chief Officer, Finance Planning and Development	

Revision History

Date of this revision: 0

Date of Next revision: March 2026

Revision date	Previous revision date	Summary of Changes	Approved by
Day, Month, Year	None		

Distribution

This document shall be distributed to all County Government of Laikipia Staff and training shall be provided where this is deemed necessary.

Name	Title	Date of Issue	Version
County Government of Laikipia	County Government of Laikipia Procurement Policy	Month, Year	1

1. Introduction from County Executive Committee Member for Finance

At County Government of Laikipia our vision is to be the greatest county with the best quality of life. To deliver this vision, our mission is to enable every household in Laikipia County lead a prosperous life.

The County Government of Laikipia was created under the Kenya Constitution 2010, in which the Government was decentralized, giving powers of self-governance to local communities through creation of county governments. The objects of devolution were among others, to enable local communities manage their own affairs, to further development and promote social and economic development.

The County prepares a County Integrated Development Plans CIDP, to guide development at the county every five years. The CIDP is the County’s super plan that gives an overall framework for development. Through the CIDP, county development plans are coordinated and aligned with the county’s long-term development plans, the Medium-Term Plans, the UN Sustainable Development Goals and is in line with the Public Finance Management Act (PFMA) 2012, which requires that no public funds shall be appropriated outside a county’s planning framework.

This Procurement Policy identifies the framework within which County Government of Laikipia will manage the procurement of goods, works and services to ensure that we are able to meet customer expectations.

The Policy identifies the standards that should be implemented across all procurement activities and is part of our Governance framework. The Policy and supporting procedures ensure consistency in the application of the procurement process and the standards to which the process operates and clarifies roles and responsibilities for those involved in the process.

This Policy is linked back directly to the County Government of Laikipia County Integrated Development Plan strategic pillars listed below:

- 1. Universal Health Coverage
- 2. Wealth creation
- 3. Agricultural production
- 4. Optimal use of land and infrastructure
- 5. Education for development

All County Government of Laikipia staff are required to comply with this Policy.

CECM, Finance and County Planning and Development

2. Procurement Vision

A World Class procure-to pay function by creating value through strategic thinking and innovation.

3. Procurement Mission

To provide responsive and efficient procurement services in a professional, ethical and effective manner.

4. Our Approach to Procurement

The County's approach to Procurement is outlined within Section 2 of the PPADA 2015 and the PPADR, 2020. The approach may also include that of bilateral or Multilateral funding agreements by development partners, where applicable.

This defines the Procurement Function as a division within the entity that is staffed with procurement professionals who are officially concerned with managing the procurement and asset disposal process and reports to the to the Chief Officer, Finance, Planning and Development both functionally and administratively. The procurement function at the County shall have the same meaning as provided for PPADA 2015

The Procurement function shall execute the procurement tasks and activities as delegated by the Chief Officer Finance Planning and Development, including procurement planning, procurement processing and contract management.

The functions shall extend to the review of specifications and terms of reference to ensure they are acceptable for use in procurement; preparation of tender documents for goods, works, consulting and non-consulting services; management of the procurement process; providing advisory and secretarial services to tender opening committee, tender evaluation committee, inspection committee, disposal committee and serves as a substantive member of the Contract Implementation Team. It is a requirement that specifications are written in a way that does not favor any supplier and that they encourage fair and open competition.

Under Section 47(2) of the PPADA, 2015, the term "Head of the Procurement Function" shall have the same meaning as the Procurement Director, who shall report directly to the Chief Officer, Finance. The Procurement Director shall be responsible for rendering procurement professional advice and opinion to the Chief Officer, Finance pursuant to Sections 47(2) and 84 of the PPADA 2015.

The Procurement Director, shall have relevant and practical experience in public procurement and shall be a procurement professional in the meaning of the Act, duly registered and with a practitioner's license from the Kenya Institute of Supplies Management.

The Chief Officer, Planning and Development, shall ensure that the Procurement Function is allocated adequate budget and funds to run its activities and perform the procurement and disposal functions. Such funds shall include allocations for practical training aimed at enhancing procurement.

The County's approach to procurement will be fully supported by a suite of relevant and authorized Procurement procedures in support of this Policy.

All third-party expenditure undertaken by the County shall be subject to this Policy and supporting procedures.

5. Engaging our Suppliers

Within County Government of Laikipia we have clear roles and responsibilities for engaging with supply markets and working with our suppliers.

Our processes have clear separation of responsibilities ensuring that demand generation, contract, order placement, receipt of goods or services and authorization of payments are undertaken by different

departments and individuals.

- Requisitions will be created and authorized by the relevant user departments.
- Contracts and purchase orders will be generated by the Procurement team.
- Receipt of goods, works and services shall be subjected to inspection and acceptance by a committee.
- Payment of invoices will only be made by Finance following requisite checks and approval.

The PPADA 2015 defines the way for the County to engage with its suppliers. Open tender is the preferred approach to the market in order to attain the highest level of competition while attracting qualified bidders for goods, works and services.

Restricted tenders are limited to pre-qualified or registered suppliers. Restricted tenders shall be kept to the minimum to ensure Value for Money. When selecting bidders to be invited in restricted tenders, care shall be taken to ensure that the bidders are unrelated in order to avoid bid rigging and formation of cartels.

The County's standard Terms and Conditions of contract will be used for all requirements.

In line with our delegations of authority, we will issue contracts or purchase orders for our requirements in line with PPADA 2015, PPADR 2020, PFMA 2012 and circulars by Public Procurement Regulatory Authority.

Procurement and disposal planning is required pursuant to Section 53 of the PPADA 2015. At least 30 percent of the budget allocation shall be reserved to enterprises owned by Women, Youth, Persons living with disability and other disadvantaged groups. The percentage of reserved allocations shall be indicated in the procurement plan in the required format. Promotion of local industry will be a core policy to promote goods, works and services manufactured in Kenya by firms that are registered and undertaking their business in Kenya through the application of provisions in Part XII of the PPAD Act, 2015.

Where there is a large number of competitors identified to meet the needs of the County's customers in the Kenyan market and for goods, works or services that could be done by Kenyan citizens, the county shall include an eligibility criterion specifying that only citizens of Kenya shall be eligible to participate in the specific tender.

Working effectively with our suppliers is key to our success. We will identify suppliers with whom we need to develop strategic relationships and implement the appropriate supplier relationship management procedures to ensure joint value delivery.

We shall protect our intellectual property rights and that of our partners through our business dealings with suppliers and we shall require that our suppliers do not infringe the intellectual property rights of third parties.

6. Our Values

The Procurement Directorate core values underpin our approach to business and these are:

1. **Customer Focus:** We are committed to listening and responding in order to deliver what our customers need. We ensure to focus on the value we are delivering.
2. **Integrity:** We uphold honesty in dealing with all our stakeholders towards ensuring fairness, non-discrimination and compliance in order to assure confidence in our processes
3. **Inclusivity and Diversity:** We value diversity offered by our range of suppliers. We recognize that our needs are best met by a rich, competitive and diverse assortment of potential suppliers.
4. **Accountability & Transparency:** We take responsibility of our actions, performance and decisions. We maintain visibility of our actions to our stakeholders
5. **Professionalism:** We work with dedication, competence and commitment to professional excellence and growth

The Procurement team in County Government of Laikipia staff will comply with these values and we expect all of our suppliers to recognise and adopt these in their dealings with the County.

7. Legal & Regulatory Compliance

The County is committed to complying with all relevant legal and regulatory requirements and our suppliers are required to have this same commitment.

The Public Procurement and Asset Disposal Act (PPADA) 2015 and the PPADR 2020 provide the legal framework for the public procurement and disposal activities in Kenya. This is to be complemented with the Public Finance Management Act (PFMA) 2012.

Procurement and disposal will be carried out while considering the principles of fairness, transparency, accountability, competition, equity, economy, value for money, and effectiveness.

8. Ethics, Conflicts of Interest and Integrity

We are committed to an environment where open, honest communications are the expectation, not the exception. We want fair and transparent relationships with our suppliers and have a range of guidelines that we must comply with and we expect our suppliers to comply with including:

- Ethical behavior / Code of Conduct
- Conflicts of interest
- Hospitality & gifts
- Confidentiality
- Data protection

All procurement staff shall observe and subscribe to the ethical and professional requirements of the Kenya Institute of Supplies Management as covered under the Supplies Practitioner's Management Act (SPMA) and the Chartered Institute of Procurement & Supply (CIPS) Ethical Code.

Procurement staff shall be registered with and possess a practice license from KISM and be members of good standing on a continuous basis.

9. Risk Management & Mitigation

In order to deliver the best possible service to our customers we need to ensure that the supply chains we purchase from are safe, secure and are able to continue to meet our needs.

We will work with our suppliers to assess risk and to identify and prioritize those risks which need to be managed. For these agreed priorities, we will define and implement risk mitigation plans to manage these risks and to increase the security of our supply chains.

Our approach to risk management and mitigation will support the overall County's Risk Management Strategy.

10. Corporate & Social Responsibility

At the County Government of Laikipia we are committed to respecting and protecting the environment in which we work and to conducting our procurement in a sustainable way and are working to achieve the Government's goals outlined within the Green Economy Strategy and Implementation Plan of 2016-2030.

Our approach to sustainable procurement seeks *an appropriate balance between the pillars of economic, social and environmental aspects* in the procurement of all goods, works and services and our suppliers have a key role to play in helping us achieve this:

- Minimizing the use of energy, water and raw materials where practical
- Maximizing the use of recyclable and renewable materials including energy

- Making practical efforts to minimize waste and dispose of it in a safe, efficient, and environmentally responsible manner
- Avoiding contamination of the local environment and ensure that emissions, air, noise and odor pollution is, as a minimum, within nationally defined limits
- Respecting human rights, safety and information security

11. Policy Review

This Policy shall be reviewed every two years or as required.

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