

BONDO TECHNICAL TRAINING INSTITUTE



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STORES OPERATIONS AND PROCEDURES

1. INSPECTION OF GOODS, WORKS OR SERVICES RENDERED

The Accounting Officer upon the recommendation of the Head of Procurement shall establish an ad-hoc inspection and acceptance committee composed of a Chairman and at least two other members. At least one of the members must be from the user department. The committee shall immediately after the delivery of the goods, works or services rendered.

- a. Inspect and where necessary, test the goods received.
- b. Inspect and review the goods, works or services in order to ensure compliance with the terms and specifications of the contract;
- c. Accept or reject, on behalf of BTTI, the delivered goods, works, or services
- d. Ensure that the correct quantity of the goods is received
- e. Ensure that the goods, works or services meet the technical standards defined in the contract.
- f. Ensure that goods, works or services have been delivered or completed on time or any delay has been noted;
- g. Ensure that all required manuals or documentation has been received.
- h. Issue interim or completion certificates, goods received notes, as appropriate and in accordance with the contract.

2. CONTRACT MANAGEMENT

When a contract is placed, BTTI must ensure that the vendor performs the job in strict conformance with the terms and conditions of the contract and that BTTI as well as meets its obligations. This will be the responsibility of the user department. Where BTTI does not have appropriate expertise to supervise the tasks, an external party can be appointed.

The accounting officer or other official stated in contract may issue contract variations or change orders where required in accordance with the conditions of the contract.

No variations should be issued unless BTTI is aware of the effect on the price and the program delivery. The communication should be done in writing.

All changes and variations to contract must be approved by the Governing board in advance. Variations in quantity must not increase the original contract value by more than 15% for supplies and services or 20% for works.

Variations in prices must be based on the prevailing consumer price index obtained from the Central Bureau of Statistics or the monthly inflation rate issued by the Central Bank of Kenya.

3. INVENTORY MANAGEMENT

Inventory levels should be maintained in accordance with the inventory management procedures spelt out below to ensure best possible services to the users at the lowest cost.

- i. Store codes shall be maintained for inventory items. The Alpha-numeric coding will be used to identify inventory. To enhance efficient inventory management, automation and identification of assets shall be done.
- ii. Stores' catalogues shall be maintained for items that have been approved for stock holding.
- iii. Users should request for items in the catalogue unless such items are not suitable for the intended purposes. This shall be done by use of Requisition Notes signed by the head of department and approved by the accounting officer or any other officer Appointed by the Accounting Officer.
- iv. The procurement officer shall establish a reorder level for every inventory items and ensure the replenishment is done only when the reorder the level is reached.
- v. The accounting officer shall authorize movement of any inventory.
- vi. Fixed Assets should be serviced frequently and status updated on the assets register.

4. ASSET DISPOSAL

4.1 DISPOSAL COMMITTEE

The accounting officer shall establish a disposal committee for the purpose of disposal of unserviceable,

Obsolete, obsolescent or surplus stores, equipment or asset.

The disposal committee shall be responsible for the verification and processing of all disposal recommendations in liaison with the head of procurement.

4.2 DISPOSAL PROCEDURE

- i. The employee in charge of unserviceable, obsolete, obsolescent or surplus stores, equipment or asset shall within a reasonable time after the assets become unserviceable, obsolete, obsolescent or surplus bring the matter to the attention of the disposal committee through the head of procurement.
- ii. There shall be a technical report where appropriate, by a relevant expert of the subject items for the disposal that takes into account the real market price and in so doing, the technical expert shall set up a reserve price which shall be the minimum acceptable price below real market price of the boarded items.
- iii. The disposal committee shall meet within the prescribed period to conduct an survey and review the items while considering the technical report and shall recommend the best method of disposal to the Accounting Officer.
- iv. The Accounting Officer shall disclose the reserve price to the prospective tenderer based on the technical report and prices set under sub clause 3 above.
- v. Where there is no responsive bidder under sub clause 4, the Accounting Officer shall have the powers based on the recommendations of the disposal committee to revise the reserve price to ensure expeditious disposal of assets and set it forth in the disposal documents so as to be known by any prospective buyer of the boarded items.
- vi. After receiving the recommendations of the disposal committee, the principal may approve or reject the recommendations of the committee.
- vii. If the accounting officer approves the recommendations of the disposal committee, the assets that became unserviceable, obsolete, obsolescent or surplus shall be disposed –off in accordance with those recommendations.
- viii. If the accounting officer rejects the recommendations of the disposal committee, they shall give further direction on the matter and may refer the matter back to the committee for further consideration

4.3 METHODS OF DISPOSAL

- i. Sale by public tender or auction to the highest bidder subject to the reserve price.
- ii. Trade-in
- iii. Donation to charitable organizations such as children's homes and orphanages
- iv. Destruction, dumping or burying where stores are harmful to human health such as expired food, chemicals etc.
- v. Waste disposal management

Despite the sub clause above radioactive or electronic waste shall be disposed of only to persons licensed to handle the respective waste under the Environmental Management and Coordination Act 1999.