

FC/02/01/26

WOMEN'S UNIVERSITY IN AFRICA



Addressing Gender Disparity and Fostering Equity in University Education

PROCUREMENT POLICY AND PROCEDURES MANUAL

Internal All Employees

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1.0 DEFINITION OF TERMS

- a. **Fraudulent practice** - any intentional or reckless act, omission, or misrepresentation that misleads, or attempts to mislead, a party to obtain a financial or other undue benefit or avoid an obligation.
- b. **Corrupt practice** - offering, giving, receiving, or soliciting of anything of value to improperly influence the actions of another party.
- c. **Collusive practice** is any arrangement between two or more parties designed to achieve an improper purpose, including influencing improperly the actions of another party.
- d. **Coercive practice** is impairing or harming or threatening to impair or harm directly or indirectly, any party or the property of another party to influence improperly the actions of a party.
- e. **Obstructive practice** is an act intended to impede any exercise meant to establish facts on procurement of goods and services.
- f. **Conflict of Interest** – A situation in which personal interest, relationship, or affiliation compromises or appears to compromise impartial decision-making in procurement.
- g. **Approved Supplier List** – A list of pre-qualified and vetted suppliers approved by the University for use in competitive and restricted procurement processes.
- h. **Council** - refers to the governing body of the University responsible for providing overall policy direction, strategic oversight, and governance of the institution. The Council holds ultimate authority over key decisions related to finance, infrastructure, academic programs, human resources, and institutional development.
- i. **Procurement Committee** - is a management committee responsible for ensuring that procurement activities within the University are conducted in a transparent, competitive, cost-effective, and accountable manner.
- j. **Comparative Schedule** - is a structured document used in procurement processes to systematically compare quotations, bids, or proposals received from different suppliers for the same goods, services, or works.

2.0 PURPOSE.

This Procurement Policy and Procedures Manual establishes the principles, standards, roles, and processes governing the acquisition of goods, services, and works at the Women's University in Africa (WUA).

Its purpose is to:

- a. Ensure transparency, accountability, and value for money.



- b. Promote ethical, competitive, and efficient procurement practices.
- c. Align university procurement activities with institutional strategic direction, best practice, and relevant national frameworks such as Procurement Regulatory Authority of Zimbabwe (PRAZ) —while recognizing that WUA, as a private institution, is not legally mandated to comply but adopts standards voluntarily for quality and accountability.
- d. Ensure standardization and consistency in procurement operations.

3.0 OBJECTIVES

The objectives of this manual are to:

- a. Provide a standardized reference for all procurement activities within approved financial thresholds.
- b. Ensure value for money through competitive procurement that is transparent, timely, ethical, and compliant.
- c. Strengthen internal controls and enhance accountability.
- d. Promote local industry participation and gender-responsive procurement.
- e. Support strategic, efficient, and sustainable procurement practices.

4.0 SCOPE

This manual is mandatory for all personnel involved in any aspect of the supply chain management on behalf of the University. It applies to all types of goods, services, operations, and assets procured by the University.

5.0 PRINCIPLES GUIDING THE POLICY

WUA conducts procurement guided by the following principles:

- a. Transparency – Clear, open, and auditable processes.
- b. Fairness and Equity – Equal treatment of all eligible suppliers.
- c. Value for Money – Optimal balance of cost, quality, and efficiency.
- d. Competitiveness – Promotion of effective competition in sourcing.
- e. Accountability – Decisions must be justified and traceable.
- f. Integrity and Ethics – Zero tolerance for fraud or corruption.
- g. Sustainability – Economic, environmental, and social considerations.
- h. Confidentiality – Protection of procurement information.
- i. Threshold Principles:



- a. Goods and services valued less than or equal to USD15,000 require Request for Quotations (RFQs).
- b. Goods and services valued more than USD15,000 require tendering process or restricted bidding managed by the Procurement Committee.

6.0 POLICY PROVISIONS

This policy provides for the following:

- a. Code of Ethics.
- b. Procurement Department and Committee roles.
- c. Gender-Responsive Procurement.
- d. E-Procurement.
- e. Procurement Methods.
- f. International Procurement.
- g. Tendering Procedures.
- h. Procurement Planning.
- i. Procurement Cycle.
- j. Audit and Document Management.
- k. Receiving and Inspection of Goods.
- l. Disposal Procedures.
- m. Supplier Payment Procedures.
- n. Risk Management.
- o. Standardized Annexes and Forms.

7.0 SUPPLIER REGISTRATION AND QUALIFICATION

- a. To qualify for listing on WUA's Approved Supplier List, suppliers must:
 - i. Provide at least three traceable references from reputable organizations.
 - ii. Submit valid statutory documentation including:
 - 1. Tax Clearance.
 - 2. Company Profile.
 - 3. VAT Registration (where applicable).
 - 4. Certificate of Incorporation.
 - 5. CR 5 / CR 6, CR 14, and any other relevant company registration documents.
 - 6. Memorandum and Articles /Constitution.
 - iii. Maintain a verifiable physical office address subject to inspection.
 - iv. Provide proof of accreditation or authorized dealership where applicable.
 - v. Provide evidence of capacity: delivery timelines, warranties, technical competence.
 - vi. Demonstrate compliance with past contract performance.
 - vii. Agree to comply with WUA's Code of Ethics.
- b. Additional suppliers may be registered during the year on need basis subject to approval by Procurement Committee.

8.0 CODE OF ETHICS

8.1 Ethical Standards

All members of University staff involved in the procurement process shall:

- a. Act in the best interest of the University.
- b. Uphold fairness and impartiality.
- c. Avoid receiving gifts, favours, or inducements.
- d. Maintain confidentiality of procurement information.
- e. Avoid conflicts of interest and declare any potential conflict.
- f. Promote competition, fairness, and honesty.
- g. Denounce all forms of commercial bribery.
- h. Cooperate with internal and external audits.

9.0 ROLES AND RESPONSIBILITIES

ROLE	RESPONSIBILITY
Procurement Head/Manager	<ul style="list-style-type: none">• Manage procurement operations.• Ensure compliance with policy.• Lead contract management and supplier registration.• Spearhead the bidding, evaluation, and awarding of tenders• Maximise value for money• Maintaining updated Supplier's Register
Procurement Officer	<ul style="list-style-type: none">• Source quotations and expedite orders.• Verify requisitions and prepare comparative schedules.• Support supplier evaluation and data collection.
Procurement Clerk	<ul style="list-style-type: none">• Prepare documentation for payments.• Maintain procurement records and assist in supplier vetting.• Assistant the Procurement Officer were need be
User Departments	<ul style="list-style-type: none">• Initiate requisitions and provide specifications.• Provide technical advice during the tendering process• Inspect and verify delivered goods against specifications.
Stores Department	<ul style="list-style-type: none">• Check availability of stock.• Request for replenishment of stocks• Receive, inspect and confirm delivery of goods.
Finance Department	<ul style="list-style-type: none">• Ensure that payment requests are supported by funded budget before authorising Procurement Office to initiating sourcing procedures.• Process payments within 30 days of certification delivery of goods and services by competent University member of staff.



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| Procurement Committee | <ul style="list-style-type: none"> • Approve procurement plans. • Oversee evaluations and tender awards. • Resolve procurement disputes. • Approve supplier listing. • Blacklist suppliers for unacceptable conduct or practice |
| Vice Chancellor | <ul style="list-style-type: none"> • Approve major procurement decisions. • Authorize exceptions to procedures. • Oversight over the procurement function |

10.0 Gender-Responsive Procurement

As a Gender-focused institution, WUA promotes Gender-Responsive Procurement (GRP) to foster inclusive economic empowerment. The university commits to:

- a. Encouraging procurement from women-owned businesses.
- b. Applying gender-sensitive evaluation criteria where appropriate.
- c. Ensuring gender representation in procurement-related decision-making.
- d. Tracking gender-related procurement indicators.

11.0 Automated Procurement System

To improve efficiency and transparency, WUA shall adopt advanced procurement integrated in the University Accounting System which supports:

- a. Electronic submission of RFQs.
- b. Receiving electronic quotations.
- c. Electronic generation of Comparative Schedule for approval.
- d. System generated order that is submitted to suppliers electronically.
- e. Electronic filing of procurement records.
- f. Virtual tender opening sessions where applicable.
- g. Cybersecurity and confidentiality safeguards.

12.0 Policy Statement

The University is committed to conducting all procurement and supply chain activities with the highest standards of integrity, transparency, accountability, fairness, and value for money. The University shall procure goods, services, and works in a manner that supports its academic mission, promotes operational efficiency, and safeguards institutional resources. This Policy



Statement provides the foundation for a procurement system that is transparent, gender sensitive, strategic, and accountable to enable the University to fulfil its mandate.

13.0 Procurement Thresholds

The table shows the approving authority, threshold; and the standard procurement methods:

Authority	Threshold	Method
Deputy Bursar/Senior Assistant Bursar	USD0 - USD100	Direct Procurement (petty cash)
Bursar	USD 100 – USD 15,000	RFQ (minimum 3 quotations)
Vice Chancellor	Above USD 15,000	Tendering (open, restricted, or limited)
Vice Chancellor	No threshold	Direct Bidding (used on exceptional occasions which justify value for money)

14.0 Procurement Methods

14.1 Competitive Bidding

- a. Competitive bidding involves publishing a bidding document all eligible bidders.
- b. All eligible and qualified bidders are allowed to submit bids without discrimination.
- c. All bids are evaluated using the same assessment criteria.
- d. Competitive bidding is generally conducted in a single stage.
- e. Two-stage competitive bidding may be used where:
 - i. technical or contractual requirements cannot be fully defined at the outset; or
 - ii. the procurement is complex and requires consideration and discussion of alternative technical or contractual solutions before final specifications are set.
- f. For procurements of particularly high value or complexity, pre-qualification procedures may be applied to identify qualified bidders before bids are invited.

14.2 Request for Quotations (RFQ)

- a. The request for quotations method of procurement entails a process in which the procuring entity solicits at least three competitive quotations for its procurement requirement from reputable suppliers, and the procurement requirement within the prescribed threshold.
- b. The request for quotations method of procurement shall be effected in accordance with such procedures as may be prescribed.

14.3 Restricted Bidding/Special/Limited Procurement Method

- a. Restricted bidding is a procurement method where only selected or invited bidders may participate.
- b. It may be used when:
 - i. The cost of considering open bids outweighs the benefits.
 - ii. Urgency makes the RFQ process ineffective.
 - iii. Specialized or proprietary goods are needed.
- c. Under restricted bidding:
 - i. University invites bids from a pre-established list of qualified bidders.
 - ii. All other procedures follow the competitive bidding method.

14.4 Direct Procurement

- a. The direct procurement method, the University procures its requirements from one bidder or supplier without receiving bids from other bidders.
- b. The University may use the direct procurement method:
 - i. When no responsive bids were received in a competitive process, provided the original requirements are not substantially changed.
 - ii. When only one supplier can perform the contract for technical, artistic, or exclusive-rights reasons, and no reasonable alternative exists.
 - iii. When extreme and unforeseeable urgency—not caused by the procuring entity makes competitive bidding impractical.
 - iv. When additional goods or services are needed from the existing supplier and changing suppliers would cause compatibility issues, service disruption, or significant added cost.
 - v. When procuring a prototype or first product/service developed by a research institution specifically for the procuring entity.
 - vi. When unforeseen additional services are needed to complete the original contract, provided their total value does not exceed 50% of the original contract.



- vii. When new services repeat similar services previously procured through competitive bidding, and the original notice stated that direct procurement could be used for these future services.
 - viii. Where it is costly to change suppliers due to high switching costs.
 - ix. Where there is an existing supply contract between the university and a service provider.
 - x. When buying under exceptionally favourable conditions from unusual disposals such as forfeitures, liquidations, insolvencies, judicial sales, or other forced sales.
 - xi. When procuring immovable property.
 - xii. When procuring proprietary spare parts.
 - xiii. Maintenance or purchases of spare parts and accessories of an asset/property on warranty.
 - xiv. Where the Procurement Committee considers it favourable to use the direct procurement methods subject to approval by the Vice Chancellor.
- c. All cases must be justified in writing.

15.0 International Purchases and Appropriate Instances

a. International procurement may be conducted when:

- i) The goods, services, or works are not available locally in the required specifications or quality.
- ii) Prices are significantly more competitive abroad, even after considering import costs.
- iii) Donor or grant conditions require international sourcing.
- iv) The procurement is of high-tech, specialized, or branded items such as scientific equipment, and software licenses.

b. Procedures include:

- i) Use of International Competitive Bidding (ICB) procedures.
- ii) Compliance with import regulations, taxes, and duties.
- iii) Securing foreign currency through formal university channels.

Use of International Commercial Terms (INCOTERMS) (e.g., Cost, Insurance and Freight (CIF); Delivered Duty Paid (DDP)) to define delivery responsibilities.

- iv) Appointment of clearing agents and customs consultants where necessary.

- c. All international procurement must be approved by the Vice Chancellor or delegated authority, with proper due diligence and justification.

16.0 Tendering Procedures

It is the duty and responsibility of the user department with the assistance from procurement to provide technical specifications for goods and services before an advertisement is put to the press for publication.

16.1 Tender Advertisement

Tenders must be advertised in the local newspaper or University website. The following information must be included in the advert.

- a. The bidding document (invitation to bid or prequalify) must include:
 - i. Identity and address of the university, plus contact details for further information.
 - ii. Description of the procurement: goods/services required, delivery location, construction site (if any), and delivery/completion timeline.
 - iii. How to obtain the bidding or prequalification documents and any applicable fee.
 - iv. Submission place and deadline for bids or prequalification applications.
 - v. Any other information required by regulations or university-issued standard forms.
- b. The University must publish its invitation to bid:
 - i. In a national newspaper with wide circulation; or
 - ii. Online - including the University website or any website approved by the Procurement Committee.
- c. For international procurement, the invitation must:
 - i. Appear in media widely used in international trade or other printed media with broad foreign circulation; and
 - ii. Be posted on widely accessed Internet websites.

16.2 Bidding Period

- a. The bidding period starts on the date the bidding document is published and ends on the date specified in the document.



- b. When setting the bidding period, the University shall consider:
 - i. Time bidders reasonably need to prepare bids, including complexity, required detail, site visits, and pre-bid meetings.
 - ii. Time needed to obtain and submit authenticated legal or similar documents.
 - iii. Time needed to obtain the bidding document and submit bids.
 - iv. The date by which the procuring entity requires the goods, services, or works—provided the bidding period is not shorter than the prescribed minimum for that procurement type.

16.3 Bidding Documents

- a. University must use prescribed standard bidding documents.
- b. Bidding documents must be ready before publishing the invitation to bid and provided promptly and without discrimination.
- c. Charges for bidding documents must not exceed printing and distribution costs.
- d. Bidding documents must provide all information needed for bidders to submit responsive bids, including any prescribed details.
- e. The Procurement Department must record each bidder's name, address, phone number, email, and contact person and file this with the procurement documents.
- f. An electronic system approved by the Procurement Committee may be used for issuing and managing bidding documents.

16.4 Submission of Bids / Applications to Pre-Qualify

- a. Bids and pre-qualification applications must be:
 - i. Submitted in writing and signed.
 - ii. Delivered before the bid closing date or pre-qualification deadline.
- b. Submission methods:
 - i. Hand delivery, post, or courier.
 - ii. Other methods (e.g., email) may be allowed if authorised in the bidding documents and confidentiality/security is ensured.
- c. Late submissions:
 - i. Electronic bids/applications received after the deadline must not be considered.
 - ii. Hard-copy bids/applications received late must not be opened; bidders may collect them within 30 days, after which they may be returned or destroyed unopened.
- d. Bid validity:



- i. Bids remain valid for the period stated in the bidding documents.
 - ii. Modifying or withdrawing a bid during the validity period results in forfeiture of bid security.
- e. Extending bid validity:
- i. Allowed only within the original validity period and with the bidder's consent.
 - ii. Bid security must be extended for the same duration if the bidder agrees.

16.5 Bid Security

- a. The University may require bid security to discourage irresponsible bids and ensure bidders honour their bid conditions.
- b. Any bid security requirement:
 - i. Must be clearly stated in the procurement documents.
 - ii. Must apply equally to all bidders.

16.6 Opening of Bids

- a. After the bidding period ends, bids must be opened at the time and place stated in the bidding documents.
- b. Bid opening must be conducted in public, and bidders or their representatives must be invited.
- c. During bid opening, the procuring entity must read aloud and record:
 - i. Bidder's name;
 - ii. Total bid amount;
 - iii. Any discounts or alternatives;
 - iv. Presence of bid security (if required);
 - v. Essential supporting documents.
- d. For electronically submitted bids, opening procedures must follow approved procedures by the Procurement Committee.
- e. A copy of the bid-opening record must be provided to any bidder on request.
- f. No bid may be rejected or disqualified during the bid opening.
- g. After bid opening and until the preliminary award decision is issued, bidders must not contact or attempt to influence the procurement unit.
- h. Any bidder who violates (15.6.7) will have their bid rejected.



16.7 Rejection of Bids

- a. The university must reject a bid if the information submitted:
 - i. Is materially false or misleading.
 - ii. Is so inaccurate or incomplete that the bid cannot be evaluated.
- b. This does not limit any other provision allowing or requiring bid rejection.

16.8 Modifications, Withdrawals, Unsolicited Submissions, Clarifications, Complaints, Negotiations

- a. Modifications of Submissions:
 - i. Bidders may modify their submissions prior to the closing date and time by submitting a clear written notice.
 - ii. Modified submissions shall be marked "Modification" and handled confidentially.
- b. Withdrawal of Submissions:
 - i. A bidder may withdraw their submission at any time before the deadline by written notice. Once withdrawn, the bid cannot be reinstated.
- c. Unsolicited Submissions:
 - i. Unsolicited proposals or submissions that are outside a formal procurement process will be acknowledged but not considered unless the university formally invites or integrates them into a procurement need.
- d. Clarifications from Suppliers:
 - i. Clarifications may be sought by the university from bidders after submission and prior to award, provided such clarification does not change the substance of the offer.
 - ii. All clarification requests and responses must be documented in writing.
- e. Complaints Handling Procedure:
 - i. Suppliers may lodge complaints in writing within five working days of the decision or action being contested.



- ii. Complaints must be addressed to the Procurement Manager, and if unresolved, escalated to the Vice Chancellor.
- f. Negotiations with Suppliers:
 - i. Negotiations are permissible under restricted circumstances such as single-source procurement or competitive negotiation to obtain best value for money.
 - ii. The University reserves the right to negotiate with the winning bidder before the final award is offered to the winner.
 - iii. Any negotiation must be conducted transparently and documented, ensuring no discriminatory practices or unfair advantage.

16.9 Evaluation of Bids

- a. After bid opening and any necessary clarifications, the procuring entity evaluates non-rejected bids to allow fair comparison.
- b. Determining evaluated price:
 - i. Use bid prices as read during opening.
 - ii. Correct arithmetic errors in line with section 15.8.4.
 - iii. Adjust for non-material, non-conformities errors or omissions.
 - iv. Convert all bids to a single currency using the specified source and date of exchange.
 - v. Apply domestic preference and any prescribed criteria or weighting.
- c. Additional evaluation criteria (beyond price) may include:
 - i. Inland transport and insurance costs to site.
 - ii. Bidder's proposed payment schedule.
 - iii. Delivery time.
 - iv. Operating costs, efficiency, and compatibility of equipment.
 - v. Availability of service, spare parts, and related training.
 - vi. Safety, environmental, and social benefits.
 - vii. Life-cycle cost-effectiveness.
 - viii. Total costs including acquisition, usage (energy/resources), maintenance, and end-of-life costs (recycling, rehabilitation).
 - ix. Any other prescribed criteria.
- d. Expression of evaluation criteria:
 - i. Whenever possible, quantify in monetary terms or as pass/fail requirements.
 - ii. Criteria must be included in the procurement notice or bidding documents.



- iii. If not quantifiable, specify either:
 - a. Relative weighting of criteria with a defined maximum range, or
 - b. Criteria in descending order of importance.

16.10 Notification of Contract Award for Certain Goods

Upon awarding a contract, the university shall:

- a. Notify all participating bidders in writing of the outcome, including the winning bidder, the award value, and reasons for non-selection (if requested).
- b. Publicly post award notices on the University Website, notice boards or local newspaper. Sensitive procurements (e.g., lab chemicals, IT security) may be exempted from full disclosure, subject to internal justification.

16.11 Contract Management for Formal Tenders

Key Requirements:

a. Formal Written Contract:

The winning bidder signs a legally binding contract drafted with legal advice.

b. Inception Meeting:

Contract inception meeting held to align on scope, timelines, deliverables, KPIs, reporting procedures, and communication channels.

c. Performance Monitoring:

Managed through delivery schedules specifying:

- i. KPIs (Key Performance Indicators)
- ii. Service Level Agreements (SLAs)
- iii. Milestone tracking
- iv. Inspections and acceptance testing

d. Contract File Maintenance:

A formal contract file must include:

- i. Signed contract.
- ii. Amendments/variations.
- iii. Performance reports.



- iv. Correspondence.
- v. Payment records.
- vi. Minutes of meetings.

e. Contract Variations:

Any changes in scope, price, or timelines must be:

- i. Justified
- ii. Documented
- iii. Approved by the Procurement Committee.

f. Risk Management:

- i. Identification and mitigation of risks such as delays, cost overruns, or substandard delivery.
- ii. Risk logs must be updated regularly.

g. Dispute Resolution:

- i. Procedures for conflict management and escalation (Procurement Manager → Procurement Committee → Vice Chancellor).
- ii. Disputes not resolved through 15.11.7.i may be resolved through the Arbitration.

h. Contract Close-Out:

At completion, a contract close-out report must confirm that:

- i. All deliverables were met.
- ii. Payments completed.
- iii. Assets or warranties received.
- iv. Lessons learnt are documented.

16.12 Termination of Tender for non-conformance of goods and services

Women's University in Africa reserves the right to terminate any tender or contract for the supply of goods and/or services that do not meet the specifications, quality standards, form, or quantities as outlined in the original tender documents or subsequent agreements.

The following conditions shall apply:



16.12.1 Non-Conformance:

If the goods or services delivered are found to differ materially from the advertised or agreed upon specifications whether in description, quality, quantity, functionality, or any other key attribute the University shall issue a written notice of non-conformance to the supplier or service provider.

16.12.2 Rectification Period:

Upon receipt of the notice, the supplier will be given a reasonable timeframe, not exceeding 14 calendar days, to rectify the non-conformance at their own cost. Failure to remedy the defect within the stipulated period shall result in contract termination.

16.12.3 Immediate Termination:

The University reserves the right to immediately terminate the tender or contract without the rectification period in cases where the deviation significantly compromises the University's operations, health and safety standards, or statutory compliance.

16.12.4 Consequences of Termination:

Upon termination, the University shall not be liable for any payments related to non-conforming goods or services. The supplier may also be subject to penalties, be blacklisted from future tenders, and forfeit any performance bonds or guarantees held by the University.

16.12.5 Documentation and Record Keeping:

All incidents of non-conformance and termination decisions shall be documented and retained for audit and compliance purposes.

17.0 Procurement Plan – Development and Purpose

17.1 Development Timing:



- a. The Procurement Plan shall be developed at the beginning of each financial year, immediately after budget approval.
- b. It is to be coordinated by the Procurement Manager in consultation with all user departments and the Finance Department.

17.2 Purposes of the Procurement Plan:

- a. To outline the university's forecasted procurement needs over the financial year.
- b. To ensure procurement activities are aligned with the approved budget and institutional priorities.
- c. To improve transparency, efficiency, and planning in procurement execution.
- d. To facilitate timely procurement processes and avoid emergency or irregular purchases.
- e. To monitor procurement progress and report performance against the plan.
- f. To support compliance with PRAZ submission requirements and reporting obligations.

18.0 The Procurement Cycle

The procurement cycle is a process that links the user, the supplier and finance department as follows:

- a. The user department generates a requisition that should be sent to stores to check for the availability of materials in stores.
- b. If goods are not in stores, the stores controller will generate a purchase requisition to purchasing.
- c. On receipt of the purchase requisition, the procurement function will perform the following tasks:
 - i. Short list possible suppliers for the requested product.
 - ii. Request for quotations from the short-listed suppliers.
 - iii. Receive quotations and prepare a cost comparative schedule
 - iv. Select and recommend a supplier based on compliance of specifications, product availability, price and compliance to tax laws.



- v. Issue an order to the supplier.
- vi. Notify the user department that the order has been generated to a particular company.
- vii. On delivery, closes the order.
- viii. Submits a copy of the order together with the invoice and goods receipts to finance for payment.
- ix. Evaluates the performance of the supplier.

19.0 Procurement Audit and Document Safekeeping

Procurement processes are subject to internal and external audits, which serve to verify compliance with legal and institutional procedures. To ensure audit readiness:

- a. All procurement-related documents (e.g., requisitions, evaluation reports, award letters, and contracts) must be safely stored for at least 3 years from the date of contract closure.
- b. Copies shall be stored in secured, access-controlled filing cabinets and or digitally archived, with access restricted to authorized personnel and regular backups maintained.
- c. Periodic internal audits shall be conducted by the Internal Audit Unit, while external audits may be carried out by the University's external auditors.

20.0 Receiving of Goods and Services

Receiving of goods shall be done according the provisions of the Financial Regulations, Policies and Procedures Manual and Stores Management Policy and Procedures Manual

21.0 Disposal of Stocks

- a. Disposal of stocks shall be done in line with the provisions of the Financial Regulations, Policies and Procedures Manual and Stores Management Policy and Procedures Manual

22.0 Payment of Suppliers

Suppliers of various goods and services shall be paid within thirty (30) days from date of invoice to ensure and foster sound relationships with suppliers and this will attract appropriate companies with favourable terms.



23.0 Policy Review and Update Frequency

- a. The Procurement Policy and Procedures Manual shall be reviewed at least once every three years to ensure alignment with:
 - i. Changes in the National Laws and Statutes
 - ii. Updates in University governance structures; Financial Regulations, Policies and Procedures; strategic priorities; and budgeting frameworks
 - iii. Advances in procurement technology and global best practices
 - iv. Lessons learned from audits, complaints from user departments and other stakeholders, or procurement performance reviews.
- b. Ad-hoc reviews may be conducted sooner in response to:
 - i. Major legislative or regulatory amendments
 - ii. Significant shifts in institutional operations or funding models
 - iii. Identified gaps or risks in the existing procedures
- c. The review process shall be led by the Procurement Manager, in collaboration and consultation with:
 - i. The Vice Chancellor
 - ii. The Procurement Committee
 - iii. Legal Advisor
 - iv. Internal Audit
 1. All proposed revisions must be approved by the Council upon recommendation from the Finance Committee.
 2. Once approved, updated versions of the manual shall be:
 - Circulated to all procurement stakeholders
 - Published on the University intranet


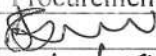


24.0 Risk Management in Procurement

Procurement risk management involves identifying, assessing, and mitigating risks that could affect value for money, compliance, or service delivery. The Procurement Department shall:

- a. Develop a Procurement Risk Register, updated annually
- b. Identify key risks such as:
 - i. Supplier non-performance or fraud.
 - ii. Collusion or bid rigging.
 - iii. Budget overruns.
 - iv. Delivery delays.
 - v. Poor contract management.
- c. Assign risk levels (low, medium, high) and mitigation actions.
- d. Require risk assessments for high-value or strategic procurements.
- e. Engage Internal Audit to review procurement risks quarterly.
- f. Ensure segregation of duties to reduce internal risks.
- g. Training and awareness programs on procurement risks will be offered to staff regularly.

25.0 DOCUMENT VERSION MANAGEMENT AND CONTROL

Document Name	Procurement Policy Manual	 WUA
Version Reference	WUA/PPM/02	
Document Owner	Procurement Department	
Approved by		
Date of Approval	01/04/26	
Review Date	2028	