



# KENYA PIPELINE COMPANY LTD


## Vendor Selection and Registration Procedure

ISO9001:2015QualityManagementSystem

		Sign	Date
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The signatures above certify that these Standard Operating Procedures have been reviewed and accepted, and demonstrate that the signatories are aware of all the requirements contained herein and are committed to ensuring their provision.


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	<b>Kenya Pipeline Company Limited</b>		
<b>DOCUMENT:</b> Procurement Procedures Manual	<b>TITLE:</b> Vendor Selection and Registration Procedure	<b>REF:</b> PM-7-1	
<b>EFFECTIVE DATE:</b> 27 <sup>th</sup> June 2016	<b>ISSUE/REV:</b> 1/2	<b>SUPERSEDES:</b> 1/1	<b>Page 1 of 7</b>

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**1. PURPOSE**

To provide adequate control for the process of identifying suitable vendors to supply goods, works and services.

**2. SCOPE**

This procedure covers identification of external service provider of goods, works and services.

**3. REFERENCES**

- 3.1 Quality Manual\_ Quality Management System; QM-7
- 3.2 Procurement and Stores Work Instructions
- 3.3 Public Procurement and Asset Disposal Act 2015

**4. DEFINITIONS**

**5. RESPONSIBILITY AND AUTHORITY**

The Procurement Manager has the principal responsibility for ensuring that this procedure remains adequate for its intended purposes and its being implemented.

**6. VENDOR SELECTION AND REGISTRATION PROCESS**

**6.1 Objectives**

- 6.1.1 To come up with an approved vendors list.
- 6.1.2 To ensure that all approved vendors meet specific requirements
- 6.1.3 To ensure that KPC continually maintains and updates the approved external providers list.

**6.2 Key Performance Indicators**

- 6.2.1 Approved and updated external service providers list

**6.3 Resources**


- 6.3.1 Personnel
- 6.3.2 Finances
- 6.3.3 Material
- 6.3.4 Equipment

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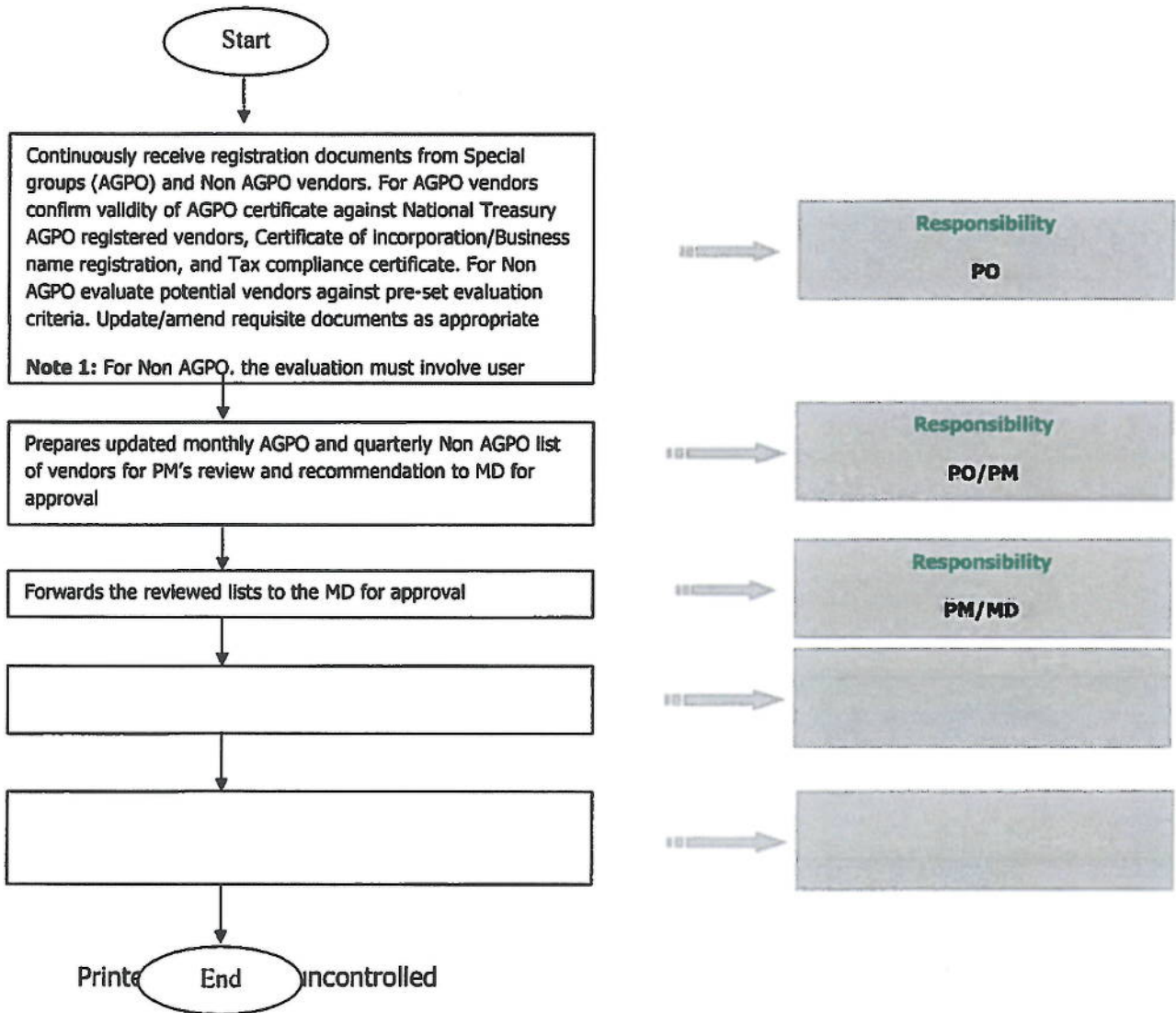
#### 6.4 Vendor selection and registration process details

STEP	SOURCE OF INPUT	INPUT	ACTIVITY	OUTPUT	RESPONSIBILITY	RECEIVER(S) OUTPUT(S)
1	a) Continuous receipt of registration documents from Vendors  b) Pre-set Vendor Evaluation Criteria  c) Continuous receipt of updated/amended registration documents from vendors	Received registration documents	a) For special groups (AGPO), confirm AGPO certificate validity against the National Treasury AGPO registered vendors, certificate of incorporation/Business name registration and Tax compliance certificate  b) For Non-AGPO vendors, evaluate potential vendors against the pre-set evaluation criteria  c) Update/amend the requisite vendors' records and include in the monthly/quarterly list as appropriate  Note 1: For Non-AGPO vendors, evaluation must involve the user.	a) Monthly AGPO vendors list per category  b) For Non-AGPO quarterly vendors list per category	PO	Procurement Manager
2	PO	Monthly list of AGPO vendors per category  Quarterly list of Non AGPO vendors per category	Review and recommend to MD for approval the monthly AGPO and Quarterly Non-AGPO lists of vendors	Reviewed lists of AGPO and Non AGPO vendors	PM	MD
3		Reviewed lists of AGPO and Non-AGPO vendors	Forwards the reviewed lists to the MD for approval.	Approved Monthly AGPO vendors list and Quarterly Non AGPO vendors list	MD	PD
4						
5						

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**6.5 Process flow chart**





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### **7. DOCUMENTED INFORMATION PRODUCE**

- 7.1 National Treasury AGPO registered vendors
- 7.2 Pre-set Evaluation Criteria for Non AGPO vendors
- 7.3 Updated vendor data

### **8. RELATED RISKS AND OPPORTUNITIES**

Refer to the Enterprise Risk Management (Doc.....)

- 8.1 Buying from unregistered vendors
- 8.2 Poor quality deliveries
- 8.3 Rejection of delivered goods



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## 9. AMENDMENT/REVISION HISTORY

No.	Pages/section amended	Details/reasons of amendment	Approved by (Name and signature)	Date	Effective date
1	Revision 2	Compliance with ISO 9001:2015	N.G. 	30/1/17	31/1/17
2					
3					
4					

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