

SWA PROCUREMENT DEPARTMENT:

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The Procurement Department is one of the departments in Students Welfare Authority (SWA) that deals with acquisition of goods services and works for SWA. It also deals with coordination of disposal of unserviceable, obsolete or surplus stores, assets and equipment. In order to carry out the above function the department is guided by the Public Procurement and Disposal Act, 2005 and the Regulations, 2006.

FUNCTIONS:

1. Receiving and processing of requirements from user departments. The Departments are expected to provide a duly completed AIE form.
2. Coordinating the preparation of the annual procurement plans submitted by the respective SMU's.
3. Preparation and processing of quotations.
4. Provision of secretariat services to all the statutory procurement and disposal committees.
5. Ordering, follow-up and processing of goods delivery schedules to user departments and stores.
6. Performance of market research and price survey on items and services required by the University.
7. Maintenance of updated suppliers register and files for purposes of performance evaluation.

Procurement Staff:



[Muema Fredrick Isika](#) - Ag. Deputy Procurement Manager



[Mrs Merinyo Esther Nyatichi](#) - Secretary Procurement Office



[Mr Joseph K Maiyo](#) - Procurement Assistant



[Charity R. Nyaga](#) - Procurement Clerk

The procurement of goods, works and services amounting to less than Kshs.500, 000 is approved by the SWA Procurement Committee whereas; any procurement above Kshs.500, 000 is approved by the Tender Committee.

SWA Procurement Committee comprises of:-



[Prof Oyieke Florence A](#) - Chairman



[Mrs Owinga Judith D A](#) - Member



[Mr Mugo James M](#) - Member



[Cpa Ngari Peter M](#) - Member



[Mr Katuva Benjamin M](#) - Member



[Dr. James Regina Mutave](#) - Member



[Prof. Paul Ndegwa](#) – Member



[Anna Muriungi](#) - Member



[Muema Fredrick Isika](#) - Co-opted member



[Mr Joseph K Maiyo](#) - Secretary



[Charity R. Nyaga](#) - Secretariat

SWA Disposal Committee:

All the disposal of unserviceable, obsolete or surplus stores, assets and equipment are coordinated and recommended by the SWA Disposal Committee.

The Committee Membership comprises of:-



[Dr .Isaac Were](#) – Chairman



[Dr. Charles .O. Olungah](#) – Member



[Mrs Owinga Judith D A](#) - Member



[Mr Katuva Benjamin M](#) - Member



[Muema Fredrick Isika](#) - Secretary



[Mr Mugo James M](#) - Co-opted member



[Anna Muriungi](#) - Co-opted member



[Mr Thirikwa Joseph K](#) - Co-opted member



[Mr Joseph K Maiyo](#) - Co-opted member



[Charity R. Nyaga](#) - Co-opted memdber