



UNIVERSITY OF EMBU

DEPARTMENTAL SERVICE CHARTER

Department of Procurement and stores Services

Service	Requirements	User Charges (KES)	Time line
Responding to queries and enquiries	None	Free	10 Minutes
Invitation to tender	Download document from website or sent to registered suppliers	Free or maximum Ksh 1000	14 days
Opening of Tenders	At least 14 days from the day of advertisement	Free	Immediately after closure.
Evaluation of Tenders	<ul style="list-style-type: none"> Set criteria Appointment of Evaluation Committee by the VC 	Free	Within 30 days after opening of tenders
Letters of Award/Regret	Responsive and non-responsive bidders.	Free	7 days after approval by the VC
Sourcing of quotation	Approved request from VC/DVC(PAF)	Free	3 days of receipt of approved request.
Contract signing	<ul style="list-style-type: none"> Acceptance letter from the successful bidder. Lapse of 14 days after award without an appeal 	Free	Within 30 days from date of award.
Disposal of unserviceable obsolete and surplus goods	<ul style="list-style-type: none"> List of items for disposal from user Departments. Approval from the VC 	Free – Downloaded from the website	3 months



ISO 27001:2013 Certified

Knowledge Transforms



ISO 9001:2015 Certified