

Kwame Nkrumah University of Science and Technology, Kumasi

# Procurement POLICY





# PROCUREMENT POLICY



KWAME NKURUMAH UNIVERSITY OF SCIENCE  
AND TECHNOLOGY, KUMASI-GHANA  
**QUALITY ASSURANCE AND  
PLANNING OFFICE**

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# FOREWORD

The Kwame Nkrumah University of Science and Technology, Kumasi has a mission to advance knowledge in science and technology through creating an environment for undertaking relevant research, quality teaching, entrepreneurship training and community engagement to improve the quality of life. In order to achieve this mission, there is the need to have a Policy on Procurement.

The KNUST Procurement Policy will promulgate a culture in which members of staff will strive to ensure a reduction of negative environmental impact, improved social responsibility and efficient use of resources and funds to drive socio-economic and environmental policies aimed at improving efficiency in procurement by adopting fair, transparent, and non-discriminatory procurement practices within the University community.

The University is grateful to all those who ensured the initiation, development and approval of this Policy.

**PROFESSOR (Mrs.) Rita Akosua Dickson**  
VICE-CHANCELLOR  
KNUST

# ACKNOWLEDGEMENT

As part of the strategic planning mandate of the Quality Assurance and Planning Office (QAPO), University policies are initiated and proposed for approval by the Academic Board.

The Quality Assurance and Planning Office is grateful to Prof. Charles Ansah (Committee Chairman), Mr. David Nartey Korda, Mr. Dickson Osei-Asibey, Mr. Kwame Adu-Gyamf, and Ms. Senita Osei Badu (Assistant Registrar, QAPO). They are deeply appreciated for their enormous contributions to this policy.

Lastly, we wish to appreciate the work of the Review Committee and all staff of the University who contributed in diverse ways to the development and approval of this Policy.

**PROFESSOR JERRY JOHN KPONYO**

DEAN

QUALITY ASSURANCE AND PLANNING OFFICE

March, 2022

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# LIST OF ABBREVIATIONS

- SPP \_\_\_\_\_ Sustainable Public Procurement
- KNUST \_\_\_\_\_ Kwame Nkrumah University of Science and Technology
- PPA \_\_\_\_\_ Public Procurement Authority
- ETC \_\_\_\_\_ Entity Tender Committee
- LOI \_\_\_\_\_ Letters of Invitation
- LPO \_\_\_\_\_ Local Purchase Order
- ER \_\_\_\_\_ Environmental Representative
- EMP \_\_\_\_\_ Environmental Management Plan
- EMC \_\_\_\_\_ Environmental Management Committee
- TEP \_\_\_\_\_ Tender Evaluation Panel

# 1. INTRODUCTION

Procurement is the process used to obtain goods, works or services. It involves selection of a contractual framework that clearly identifies the responsibilities of different parties involved. It is the process by which the Government purchases goods, works and services using public funds.

The section 2 of Public Procurement Act, 2003 (Act 663) as amended by Public Procurement Amendment Act, 2016 (Act 914) provides for the harmonisation of public procurement in the public service to achieve the three objects of procurement in Ghana, that is; (1) securing the judicious, economic and efficient use of state resources in public procurement, (2) ensuring that the public procurement is carried out in a fair, transparent and non – discriminatory manner and (3) ensuring that public procurement is carried out in economically, environmentally and socially sustainable manner.

The implementation of Sustainable Public Procurement (SPP) in Kwame Nkrumah University of Science and Technology (KNUST), Kumasi is in line with the core values of the University, as enumerated below, and as a result adopting SPP practices will go a long way in achieving the mission and vision of the University

- Leadership in Innovation and Technology;
- Culture of Excellence;
- Diversity and Equal Opportunity for All; and
- Integrity and Stewardship of Resources.

It is upon this background that the Kwame Nkrumah University of Science and Technology (KNUST), Kumasi has developed this policy for internal implementation of all procurement practices within the University.

## 2. SCOPE OF THE POLICY

The policy shall be applicable to but not limited to

- Procurement financed wholly or partly from University/public funds,
- Procurement and contract administration of goods, works and services,
- Disposal of stores and equipment of all University properties,
- Procurement financed by funds or loans provided by the Department, College/Institute, University, including Government and foreign grants and aids.
- Procurement of public private partnership agreement

The Policy is intended for the guidance of all staff in relation to the procurement of goods, works and services in the University.

### 3. PURPOSE AND OBJECTIVE OF THE POLICY

The object of the policy is to:

- Inform and create awareness on sustainable procurement practices among the University community;
- Harmonise procurement processes in the University;
- Secure judicious, economic, and efficient use of resources of the University and the State;
- Ensure fair, transparent, and non-discriminatory procurement practices within the University community;
- Ensure economically, environmentally, and socially sustainable procurement including quality assurance of works, services, and goods; and,
- Expedite the Procurement Processes in the University.

## 4. LEGAL FRAMEWORK

The procurement practice at KNUST like other public procurements is regulated by but not limited to the following:

- a. Public Procurement Act, 2003 (Act 663) as amended by Public Procurement Amendment Act, 2016 (Act 914)
- b. Public Procurement Regulations (In Draft and prepared by the Public Procurement Authority (PPA))
- c. Guidelines, Manual, Standard Tender Documents and Contract Administration Manuals of Public Procurement prepared by Public Procurement Authority
- d. Sale of Goods Act, 1962 (Act 137)
- e. Principles of Contract Laws of Ghana
- f. Public Financial Management Act, 2016 (Act 921)
- g. Public Financial Management Regulations, 2019 (L.I. 2378)
- h. Public Private Partnership Act, 2020 (Act 1039)
- i. All directives, manuals and policy guidelines issued by Public Procurement Authority

The following environmental legal and institutional framework relevant to the implementation of procurement practices shall be adhered to:

- i. Environmental Protection Agency Act, 1994 (Act 490)
- ii. Environmental Assessment Regulations 1999 (L.I. 1652)
- iii. Factories, Offices and Shops Act, 1970 (Act 328) as amended
- iv. Ghana National Fire Service Act, 1997 (Act 537)
- v. Ghana National Fire Service Regulations, 2003 (L.I. 1724)

- vi. Forest and Wildlife Policy, 1994
- vii. Electrical Wiring Regulations, 2012 (L.I. 2012)

## 5. ETHICAL CONSIDERATIONS

Members of the University community who are involved in the Procurement of goods/works/services are to be guided by, but not limited to the following key ethical considerations:

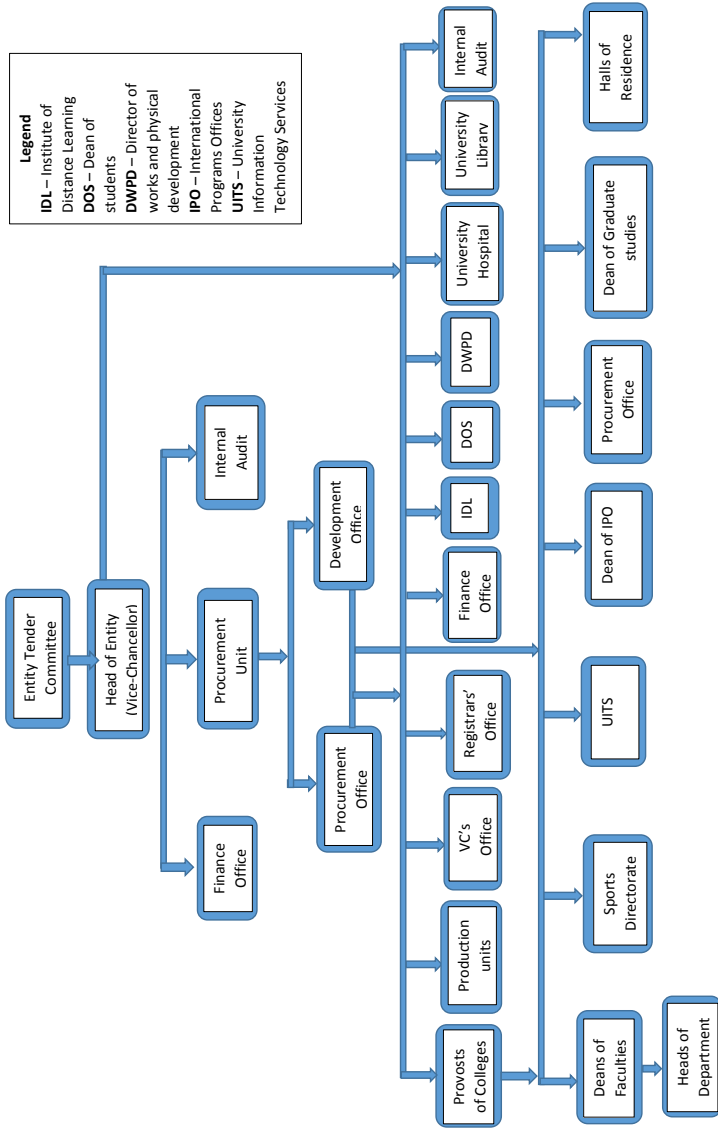
1. Avoidance of conflict of interest in procurement
2. Strict adherence to roles and responsibilities of members of the University community in procurement processes and proceedings
3. Declaration of interest in particular procurement by members of the University community
4. Full disclosure of interest in particular procurement by members of the University community
5. Falsification of tender and contract documents including modification, removal, editing, and inserting information
6. Solicitation of assistance from officials involved in procurement proceedings and processes
7. Abusing or using information acquired to the detriment of the University
8. Demonstration of interest in the affairs of the University
9. Avoidance of conflict of duty
10. Avoidance of making secret profits
11. Accounting for secret profits made
12. Not allowing oneself to be solicited for assistance as an officer in relation to procurement
13. Offering or receiving promise, cash or support of any kind

14. Keeping records as enshrined in the Act 663 as amended and Act 1039 in the best manner
15. Application of best procurement and contract administration practices
16. Keeping confidentiality of available information relating to procurement



# 6. KNUST PROCUREMENT STRUCTURE AND RESPONSIBILITIES

## 6.1 PROCUREMENT STRUCTURE OF KNUST



## **6.2 ENTITY TENDER COMMITTEE**

The Entity Tender Committee (ETC) of KNUST shall be established in the manner set out in the Public Procurement Act, 2003 (Act 663) as amended.

- i. The ETC shall work within the entity and method thresholds and approval limits specified in the Public Procurement Act, 2003 (Act 663) as amended.
- ii. The ETC shall perform its functions as enshrined in the Act 663 as amended

## **6.3 HEAD OF PROCUREMENT ENTITY**

The Vice-Chancellor is the Head of Entity pursuant to the Public Procurement Act, as amended and shall initiate and supervise and approve the implementation of procurement activities.

- i. The Vice-Chancellor and all Units to whom responsibility shall be assigned must perform their functions in accordance with the provisions in the Public Procurement Act, 2003 (Act, 663) as amended.
- ii. To ensure that the Vice-Chancellor, Provosts, Directors, Deans, and all Heads of Departments, and equivalences exercise sound judgment in making procurement decisions, the Procurement Director shall organize regular training to inform and support them.
- iii. The Vice-Chancellor is responsible to appoint competent and qualified evaluation panel members to evaluate tenders and make recommendations for his/her approval.
- iv. The Head of Entity shall refer to the Entity Tender Committee for approval, a procurement above the approval threshold of the Head of Entity.
- v. The Head of Entity will facilitate contract administration and ensure compliance with the reporting requirements under the Public Procurement Act, 2003 (Act 663) as amended.

## **6.4 PROCUREMENT UNIT**

The University's procurement Unit shall oversee all procurement activities including goods, services and works

- i. The Colleges, and other relevant Directorates, Faculties, Schools, Departments, Sections and Units involved in procurement activities shall be staffed with personnel with the requisite knowledge and experience in procurement.
- ii. The Colleges, and other relevant Directorates, Faculties, Schools, Departments, Sections and Units shall prepare annual procurement plans for approval by the Entity Tender Committee and update same quarterly.
- iii. The Colleges, and other relevant Directorates, Faculties, Schools, Departments, Sections and Units shall undertake procurement activities for and on behalf of the Vice-Chancellor.
- iv. The Head of the procurement Unit shall assist and advise the Vice-Chancellor in matters relating to procurement.
- v. All Colleges, and other relevant Directorates, Faculties, Schools, Departments, Sections and Units shall plan, initiate, and administer procurement activities from inception to contract close out and eventual disposal.

## **6.5 PROCUREMENT COMMITTEE**

- i. The Provosts and Directors shall establish a Procurement Committee whose membership shall not exceed five (5).
- ii. The recommendation of the committee members shall be subject to the approval of the Vice-Chancellor
- iii. The Procurement Committees shall open tenders, evaluate tenders and submit reports to the Provost/Director for approval.

## 7. PROCUREMENT GUIDELINES AND RULES

### 7.1 GENERAL GUIDELINES

The procurement policy shall be under-pinned by the following key principles:

- i. Limiting procurement methods to the defined public procurement methods;
- ii. Ensuring value for money;
- iii. Ensuring fairness and transparency;
- iv. Applying quality, time, and cost principles;
- v. Working within the approved thresholds;
- vi. Following strictly, the tendering procedures;
- vii. Procuring from Firms that have the necessary certification to participate in the object of the procurement;
- viii. Avoidance of the procurement of materials and substances with hazardous properties, and processes that could cause damage to the environment;
- ix. Incorporating the sustainability criteria in all the invitation documents which extends to sub-contractors that will be engaged by contractors;
- x. Following strictly, the contract administration guidelines;
- xi. Ensuring environmental, economic and social sustainability of procurement;

- xii. Ensuring sustainable procurement in supplier/contractor/consultants selection
- xiii. Adherence to all the relevant provisions that support Sustainable Public Procurement (SPP) as stipulated in the Public Procurement Act 2003 (Act 663) as amended.

## **7.2 PROCUREMENT PLAN**

- a. In addition to the composite procurement plan of the University, every Unit/Section/Department/Faculty/Directorate/College shall prepare a procurement plan to support its approved programmes.
- b. The procurement plan shall be in line with Section 21 of Act 663 as amended.
- c. The Procurement Office shall furnish members of the University with a template of a Procurement Plan.
- d. The Procurement Office shall submit a composite Procurement Plan of the University to the Entity Tender Committee for approval.
- e. The approved Procurement Plan of the University shall be submitted to the Public Procurement Authority not later than one (1) month to the end of the financial year.
- f. A Unit/Section/Department/Faculty/Directorate/College shall not divide a procurement order into parts or lower the value of a procurement order to avoid the application of the procedures for public procurement under Act 663 as amended.
- g. The Unit/Section/Department/Faculty/Directorate/College shall update their procurement plan every three (3) months of the financial year and initiate the processes for the procurement of teaching and learning materials before the University opens for students in each semester.

### **7.3 PROCUREMENT METHODS**

The procurement method adopted by KNUST shall conform to and in accordance with the methods below as specified in the section 34A of the Public Procurement Act, 2003 (Act 663) as amended and as from time to time determined by the Public Procurement Authority and/or any legislation.

- (a) Competitive tendering that includes:
  - (i) International competitive tendering;
  - (ii) National competitive tendering;
  - (iii) Request for quotations; and
  - (iv) Restricted tendering
- (b) Single source procurement;
- (c) Selection of consultants determined by
  - (i) Quality and cost based selection;
  - (ii) Quality based selection;
  - (iii) Selection based on the consultant's qualification;
  - (iv) Least cost selection
  - (v) Fixed budget selection; and
  - (vi) Single source selection
- (d) Framework contracting – the University may engage in a framework agreement procedure in accordance with regulations or guidelines issued by the Public Procurement Authority
- (e) Two stage tendering and Prequalification methods may be adopted
- (f) In the case of PPP procurement proceedings, tendering methods as specified in Act 1039 shall be adopted.

The methods of procurement shall be used subject to and in accordance with the thresholds specified in the Fifth Schedule of the Public Procurement Act, 2003 (Act 663) as amended.

## **7.4 PROCUREMENT PROCEDURES**

### **7.4.1 Decentralised Procurements**

- a. Procurement undertaken by Units, Section, Departments, Faculties/Schools, and Colleges/Directorates shall be referred to as Decentralised Procurements
- b. The Decentralised Procurement shall carry out procurements that fall within their thresholds as set out and/or reviewed by the Vice-Chancellor.
- c. The Decentralised procurements shall follow all the requirements for the Request for Quotations Method as specified in Act 663 as amended.

### **7.4.2 Procurement Procedures for Decentralised Procurements**

The decentralised procurement shall adopt the following subject to Act 663 as amended and Act 1039

- i. Quotations shall be sourced using Letters of Invitation (LOI) from as many suppliers or contractors as practicable;
- ii. Compare quotations from at least three different sources that should not be related in terms of ownership, shareholding or directorship;
- iii. The firms shall be given at least three days to prepare and submit their tenders;
- iv. Each supplier or contractor shall only give one price quotation and shall not change its quotation;
- v. The tenders shall be opened at the time specified in the LOI as the deadline for the submission of tenders or at the deadline

- specified in any extension of the deadline in accordance with the procedures specified in the LOI;
- vi. Tenders shall be opened in the presence of the Tenderers' representatives, who choose to attend the meeting;
  - vii. The tender opening and evaluation should be conducted by a Tender Evaluation Panel (TEP) made up of at most three members constituted by the Head of the Unit;
  - viii. Evaluation of tenders may be carried out immediately after the tender opening in the presence of tenderers;
  - ix. No negotiations shall take place between the procuring unit and a supplier or contractor with respect to a quotation submitted by the supplier or contractor,
  - x. The recommendations for award of contract and/or tender evaluation reports shall be forwarded to the Head of the Unit/ Department/Faculty/College for approval;
  - xi. The College Procurement Officer shall prepare Local Purchase Order (LPO) which shall serve as notice of award of contract to be signed by the Head of the Unit/Department/Faculty/ College/Directorate and the College/Directorate Accountant.
  - xii. The LPO shall be issued to the approved firm(s) who shall then proceed to supply the items, or perform the work within the stipulated delivery period;
  - xiii. Copies of signed LPO shall be submitted to the Provost/ Director, Procurement Unit, Registrar, Finance Office and Office of Internal Audit
  - xiv. The items shall be supplied to the Stores Unit for inspection by relevant experts after which they shall be issued to the End User;
  - xv. All works shall be carried out under the supervision of the Director of Works and Physical Development and/or the Maintenance Engineer to ensure that they conform to the standards of the University.



## **7.5 INTERNAL PROCUREMENT**

A Department/Faculty/College/Directorate shall procure works, goods and services from another Department/Faculty/College/Directorate in order to build capacity of the University.

The process of one Department/Faculty/College/Directorate procuring works, services or goods from another within the University shall be referred to as Internal Procurement.

The Vice-Chancellor shall seek approval from the Public Procurement Authority for all internal procurements annually.

## **7.6 PROCEDURE FOR INTERNAL PROCUREMENT**

The Procuring Department/Faculty/College/Directorate shall use single source method and procedure as enshrined in Act 663 as amended and framework agreement arrangement.

- a. All internal procurement items shall be captured in the approved procurement plan of the University
- b. The head of the procuring Department/Faculty/College/Directorate shall submit the statement of funding to the Procurement Unit with copy to the Finance Officer before initiating the procurement process.
- c. Request for quotation from the supplying Department/Faculty/College/Directorate using LOI
- d. All procurement above the threshold of the College/Directorate shall be referred to the Procurement Unit

## **7.7 PRODUCTION UNITS**

- i. All Production Units shall, as much as practicable, follow the procurement procedures spelt out in Act 663 as amended;
- ii. All Production Units shall aggregate all requests to initiate the procurement process. Follow the procurement procedures for decentralised procurements as captured under 7.4.2 of this

- policy document, when procuring items that fall within their threshold;
- iii. Items above the threshold of the Production Unit shall be forwarded to the University’s Procurement Office for processing;
- iv. Requests that fall within the threshold of the Production Unit shall be approved by the Production Unit Board.

## **7.8 THRESHOLDS**

### **7.8.1 Procurement Thresholds**

The threshold limits for procurement methods used in the University shall be as specified in the Fifth Schedule of Act 663 as amended.

- a. The approval threshold limits for procurement activities shall be as specified in the Second Schedule of Act 663 as amended.
- b. In respect of the approval thresholds for Provosts; Deans; and Heads of Department, in place at every point in time shall be as set and/or reviewed by the Vice-Chancellor.
- c. To facilitate procurement processes in the University, the Vice-Chancellor may cede approval thresholds to Provosts; Deans; and Heads of Department/Sections.
- d. The thresholds for Provost, Deans and Heads of Department and equivalences shall be as listed and eligible for review as determined by the Vice-Chancellor of the University.
  - i. Provost and equivalences: .....GH¢ 20,000.00
  - ii. Production Units: .....GH¢ 20,000.00
  - iii. Deans: .....GH¢ 5,000.00
  - iv. Head of Department: .....GH¢ 2,000.00

## 8. SUSTAINABLE PROCUREMENT

Sustainable public procurement (SPP) is the hallmark of procurement of goods, works and services of the University. The University shall procure in economically, environmentally, and socially sustainable manner to achieve value for money. The Procurement Officials, Departments, Faculties, Colleges and Directorates of the University Community shall endeavour to:

- a. Procure goods, works and services from firms and persons that adhere to good and sustainable practices such as the payment of fair wages, maintaining clean environment, reducing greenhouse emissions through their operations and ensuring legislative compliance and corporate guidelines.
- b. Incorporate SPP in the tender invitation documents to ensure a reduction of negative environmental impact, improved social responsibility, more efficient use of resources and funds, among others.
- c. Avoid the procurement of materials and substances with hazardous properties, and processes that could cause damage to the environment;
- d. Always adhere to all the relevant provisions that support SPP as stipulated in the Public Procurement Act, 2003 (Act 663) as amended.
- e. Consider cost-in-use as a primary motivation in the selection of suppliers, contractors and consultants to achieve economic sustainability.
- f. The economic sustainability and or cost-in-use consideration shall not be limited to the following:

- The cost of operating, maintaining and repairing goods
  - The functional characteristics of the goods,
  - The cost of disposal at the end of the life of the item(s)
  - Ensure clean, energy efficient technologies and resources where cost allows
  - The cost of construction
  - The functional characteristics of the construction,
  - The cost of provision of services
  - The effect of acceptance of the tender on the procurement and Gross Domestic Product of the State,
  - The balance of payments position and foreign exchange reserves of the country,
  - The counter-trade arrangements offered by suppliers and contractors
  - The economic development potential offered by tenders, including domestic investments or other business activity.
- g. Achieve the environmental goals such as reducing greenhouse gas emissions, improving energy and water efficiency, and supporting recycling;
- h. Avoid procuring from organisations whose activities have negative impact on the environment.
- i. Procure locally manufactured furniture from Firms with the relevant environmental qualifications in line with Section 22(1)(a)(i) of Act 663 as amended;
- j. Consider the environmental and other characteristics of the subject matter of the procurement during evaluation of tenders as specified under Section 59(2)(g);
- k. Emphasise on energy efficient ratings of products in respect of the procurement of electronic appliances and/or equipment.

- l. Procure only equipment with energy efficient ratings with a minimum of three (3) stars to help reduce energy consumption.
  - m. Reduce waste production and conserve natural resources as far as practicable
  - n. Promote green and circular economy
  - o. Avoid unnecessary use of any hazardous chemicals
  - p. Promote awareness with regard to the storage of all hazardous chemicals and substances
  - q. Ensure adequate steps to protect both human health and the environment, in particular, where the use of hazardous chemicals or substances are unavoidable
  - r. Promote local content participation, including manufacturing, labour and materials, in goods, works or services through the introduction of margin of preference
  - s. Promote community friendly procurement, considering the major stakeholders of the University community, ie. students, staff and general public
  - t. Procure from Suppliers, Contractors and Consultants that are socially responsible, i.e.
    - pay the social security contributions of workers,
    - provide equal opportunities for all groups,
    - do not engage in child labour,
    - engage in the production of products produced under good conditions and fair trade
    - place high premium on occupational health and safety.
4. The Estate Department of the University shall liaise with the various Colleges and Directorates to appoint an Environmental Representative (ER) of the Colleges and Directorates.
  5. The ER shall have responsibility of ensuring compliance of environmental provisions and requirements including:

- Managing and reporting on-site environmental performance
  - Compile environmental policies and procedures
  - Advise Management on environmental issues
  - Conduct environmental training in consultation with the Project Manager/Contract Administrator and awareness for staff, students, suppliers, contractors and consultants and general public with licence to operate in the University community
  - Liaise with suppliers, contractors and consultants on environmental issues of common concerns
6. All appointed ER of the University and two representatives of the Estate Department shall constitute Environmental Management Committee (EMC) whose chairperson shall be the Pro Vice-Chancellor of the University
  7. All contractors, consultants/technical services provider and installation – suppliers shall introduce their Environmental Officer to the Project Manager/Contract Administrator and the ER of the College/Directorate before the commencement of the assignment.
  8. All contractors, consultants and installation-suppliers shall submit Environmental Management Plan (EMP) which shall serve as reference document during the execution phase of the procurement contract to the Project Manager/Contract Administrator and the ER of the College/Directorate before the commencement of the contract
  9. The EMP shall include generic document of procedures for dealing with major incidents, unexpected occurrences or events during construction and installation, particularly related but not limited to:
    - Air quality control (dust, gaseous emission etc).
    - Water quality control (surface and ground water) where relevant

- Oil spilt and response management
- Fire explosion risk management
- Construction/installation health and safety management including
  - o Maintaining a safe working environment
  - o Implementing Safe systems
  - o Employing competent staff
  - o Providing adequate and effective equipment, appliances and tools
- Socio-economic issues

10. The EMP structure shall follow the example below:

Receptor	Impact	Proposed Mitigation	Monitoring Mechanism	Frequency and Responsibility
Air Quality				
Water Quality				
Soil				
Health and Safety				

11. The contractors, consultants and suppliers that fail/refuse to conform to the environmental requirements stated above shall be recommended to PPA for suspension, debarment and or any other applicable sanction.
12. The ERs shall ensure that contractors, consultants and suppliers post emergency response telephone numbers including the KNUST Fire Service Unit's number at conspicuous places at the sites and offices.
13. The Project Managers in consultation with the ER shall develop emergency procedures to ensure rapid and effective response to all types of environmental emergencies including fire, accidental leaks and spillages, reporting procedures, line of communication and necessary review of EMP.

## 9. DISPOSAL OF GOODS

Disposal of properties by the University shall be carried out in accordance with section 83 (1), (2), and (3) of the Public Procurement Act 2003 (Act 663) as amended.

1. The policy on disposal of properties shall be applicable to all properties of the University (referred to hereinafter as “properties”) except buildings and lands.
2. Disposal of properties shall be conducted in an efficient, consistent, equitable and accountable manner.
3. Properties of the University shall be disposed off only when the item is unserviceable, obsolete, or surplus at stores.
4. The Estate Office in conjunction with the Procurement Unit shall conduct at least once in a year, a survey of all stocks, vehicles, plant and equipment and all other properties of the University to confirm any item that is due for disposal.
5. A disposal form from the Office of the Registrar shall be filled by the Head of Department and submitted to the Board of Survey through the Estate Office with copies to the Registrar.
6. A Technical Report shall be submitted by the Board of Survey through the Deputy Registrar, General Administration to the Vice-Chancellor for review and approval.
7. A technical Report shall include reason for any item becoming due for disposal and the mode of disposal considering the environmental impact of the item to be disposed.
8. The disposal of an item shall take place only when notice of acceptance of the report of the Board of Survey has been issued by the Vice-Chancellor.



9. The Estate Officer and other relevant state authorities shall supervise the disposal of the item.
10. The disposal of any property of the University shall be by means of any of the following as recommended by the Board of Survey as prescribed in Section 84 of Act 663 as amended and shall be subject to a reserve price approved by the Vice-Chancellor:
  - a. Transfer to other department of the University, other government institutions or any other public entity without any financial benefit
  - b. Sale by public tender through advertisement to the highest tenderer subject to a reserve price
  - c. Sale by public auction through advertisement to the highest tenderer subject to a reserve price
  - d. Destruction, dumping, or burying of the item.

# 10. COMPLAINT AND ADMINISTRATIVE REVIEW

All persons and tenderers affected by the procurement process at any level shall submit their grievances as stated in the policy.

A Supplier, Contractor or Consultant that claims to have suffered, or that may suffer loss or injury due to a breach of a duty imposed by the University, may seek redress by:

- i. Submitting a complaint/petition to the Vice-Chancellor for administrative review.
- ii. The Vice-Chancellor shall entertain only complaint/petition submitted within twenty days (20) after the Supplier, Contractor or Consultant submitting it became aware of the circumstances giving rise to the complaint or when that Supplier, Contractor, or Consultant should have become aware of those circumstances, whichever is earlier.
- iii. The University shall attempt to resolve a complaint by amicable settlement through mutual agreement of the parties (supplier or contractor, or consultant and the entity) concern.
- iv. The University shall, within twenty-one days after the submission of the complaint, issue a written decision.
- v. Upon failure of the University to issue a written decision within the 21 days, the complainant shall have the right to petition the Board of PPA for redress.
- vi. The University may overturn, correct, vary or uphold any decision or action taken by itself in the procurement proceedings to which the complaint/petition relates.

- vi. A Supplier, Contractor or Consultant may petition the Board of PPA on a decision issued by the University.

# 11. EDUCATION, IMPLEMENTATION AND MONITORING

1. The University through its appropriate offices shall develop training programs for all staff to ensure understanding and effective implementation.
2. The Procurement Office, the Development Office and the Internal Audit Department of the University shall be directed by the Vice-Chancellor to sensitise, monitor, evaluate, and audit procurement practices by all Departments, Colleges and Institutes as prescribed in this policy.
3. Internal Audit Department shall submit annual or periodic procurement Audit reports to the Vice-Chancellor.
4. Internal Audit shall set the performance standards of procurement practices and bench marked against internal and international best practices.
5. The Vice-Chancellor shall submit an annual procurement report to the Audit Implementation Committee.
6. The following shall be adhered to by all officials involve in procurement proceedings:
  - i. Every College/Directorate shall have a qualified procurement officer and a procurement committee to oversee the procurement activities that fall within its threshold;
  - ii. Pre-tender conference shall be held, where necessary, to enhance the competitiveness of tenderers that participate in the tendering processes;

- iii. There shall be frequent monitoring to ensure the prompt delivery of goods and the performance of works contracts;
  - iv. A monitoring team made up of Representatives of the Director of Procurement; Director of Works and Physical Development; Internal Auditor and the Internal Procurement Committee of a College/Directorate shall monitor the activities of the various Units/Departments/ Faculties/Colleges;
  - v. The Internal Auditor shall file quarterly reports to the Vice-Chancellor detailing the findings of the monitoring team to ensure strict compliance with the tenets of the KNUST Procurement Policy, Act 1039 and Act 663 as amended;
  - vi. Departments that contravene the provisions of the KNUST Procurement Policy, Act 1039 and/or Act 663 as amended including evidence of bulk breaking shall be sanctioned and have their thresholds withdrawn
7. The Vice-Chancellor on his own or informed by any allegation may appoint the Internal Audit, State Institution or any other person to conduct investigation into the procurement practices of Department, Faculty, College or Directorate that undertakes procurement proceedings as far as the law may allow.

## **12. POLICY REVIEW, ALIGNMENT AND AMENDMENTS**

The implementation of this Policy will be evaluated every five (5) years against performance measures that includes the satisfaction of:

- a. Public Procurement Authority and other regulatory bodies;
- b. University Council
- c. Entity Tender Committee
- d. Heads of Departments/Faculties/Colleges/ Directorates and Staff.

The Policy shall be eligible for review in line with changes in national legislation, significant concerns/incidents outstretched by the implementation of this Policy.

## **13. EFFECTIVE DATE**

The policy shall come to effect after approval by the Academic Board. The Policy was approved at the Academic Board 401st (Regular) meeting held on 10th December, 2021

**QUALITY ASSURANCE AND PLANNING OFFICE**

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