



## Offer Procurement Opportunities Process Documentation

 REPUBLIC OF KENYA		 TANA WATER WORKS DEVELOPMENT AGENCY	
<b>Institution/Organization Name:</b>		Tana Water Works Development Agency	
<b>Affiliations; Ministry / Department/ County/Parent Company:</b>		Ministry of Water, Sanitation and Irrigation	
<b>Economic Sector Alignment:</b>		Enabler	
<b>Big 4 Alignment:</b>		Enabler	
<b>Accounting Officer:</b>		Eng. Philip Gichuki	
<b>Period: FY</b>		2021/2022	
Process Documentation			
<b>Service Name</b>		Offer Procurement Opportunities	
<b>Brief Description</b> Document Purpose/Service		The document acts as a guide to potential tenderers as they seek procurement opportunities with the Agency. The service rendered is to offer procurement opportunities.	
<b>Document Control:</b> Change Record/ VersionNumber		Revision: 01  Issue: 01	
<b>Process Owner:</b> Name and Position		James Karanja Ribiru Manager, Supply Chain Management	
<b>Process Writer (s);</b> Name and Position		James Karanja Ribiru Manager, Supply chain Management	
<b>Process Reviewer (s)</b> Name and Position		James Karanja Ribiru Manager, Supply Chain Management	
STEPS/FLOW/SEQUENCE			
Step	Event/Activity/Action	Time/ No. of Days	Actor
1.	Advertise for Procurement Opportunities	Up to 21 Days	Manager Supply Chain Management (MSCM)
2.	Agency response to any queries	Within 3 days after such enquiry	MSCM
3.	Receipt of the submitted bids	Within 6 hours following closure	Appointed Tenders Receiving & Opening Committee
4.	Opening of the Bids	After 7 Days following receipt	Appointed Tenders Receiving & Opening Committee
5.	Evaluation of the Bids	Within 30 Days following the	Evaluation Committee

		opening	
6.	Notifying Bidders of Outcome	Within 14 days after Evaluation	Manager Supply Chain Management
7.	Engagement of the Winning Bidder	Within 21 days after notification of the outcome.	Manager Supply Chain Management
EXCEPTIONS TO THE NORMAL FLOWS			
Title	No.	Description	Time
N/A	1.	N/A	
Process Maps/Visuals			
Business process flowcharts/ swim lanes/screenshots			

