

# USAID AMPATH UZIMA



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Date: March 14, 2022

## Standard Operating Procedures for Low Value Procurement of goods and Hospitality Services and Payment to vendors via Mpesa Requisition (MPR,)

### Section 1: General Policy

#### 1.1. Purpose, Scope, and Limitations of this Standard Operating Procedure (SOP)

This SOP summarizes the procurement procedures of the USAID AMPATH UZIMA Program for the purchase of low value goods and services and payment through MPR. It provides parameters under which MPR can be used to pay vendors for low value goods and services with an intention to balance the need for effective control over acquisition of goods and services of low value against the processing cost associated with low value acquisitions through the program central purchasing procedures. The MPR should not be used to circumvent the program procurement policy.

This SOP is in accordance with the AMPATH Finance, HR and Supply Chain Management Policies and procedures that apply program-wide. USAID AMPATH UZIMA strives to procure all goods and services in a manner that provides reasonable financial protection; that ensures free, fair, and open competition; and that produces the most cost advantageous options for its programs and operations.

All administrative, program management and facility meetings should be held at the facility or other government/partners/community spaces to avoid hotel meetings. Prior approval from the COP must be obtained where there is a justified reason to hold meetings in hotels.

#### 1.2. Code of Ethics & Conflict of Interest

All MPR purchases shall be carried out in conformity with the highest ethical standards. The program expects each individual involved in procurement of goods and services on its behalf to conduct transactions in a manner that is consistent with the USAID AMPATH UZIMA objectives and applicable policies. At all times, MPR purchasing activities shall be conducted in a professional manner. Procurement decisions shall be made on reasonable assessments of quality, service, competitive pricing, and technical qualifications.

Efforts shall be made to maintain positive and professional relations with suppliers.

CHIEF OF PARTY USAID AMPATH  
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Purchases shall be conducted in a fair and equitable manner and disputes, if any, should be resolved amicably and quickly. Vendors doing business with USAID AMPATH UZIMA shall be held to standards promoting sound and ethical business practices. MPR procurement decisions shall be made with complete integrity and objectivity, free from any personal considerations or benefits.

All USAID AMPATH UZIMA staff use the best efforts to avoid being in a situation where, personal interests conflict or appear to conflict with public officer's official duties. As such, while purchasing goods or services, a staff shall not derive personal benefit from actions or decisions made in their official capacity.

Should a conflict of interest exist, it should be fully disclosed and measures should be taken to ensure that MPR procurement processes are void of any influences from the area defined as having a conflict of interest. All known conflicts of interest within a procurement process should be declared in the Conflict of interest declaration form and brought to the attention of the Chief of Party. Individuals with known conflicts should recuse themselves from the decision process of the given procurement.

**Disciplinary action will be taken against the staff who contravene the program's conflict of interest policy as enshrined in its HR Policy and Procedures manual.**

## **Section 2: Guidelines**

### **2.1. Identification of vendors**

#### **2.1.1. Policy**

USAID AMPATH UZIMA shall carry out a vendor registration exercise bi-annually, through the county coordinator's office or in its absence, the county clinical manager's office.

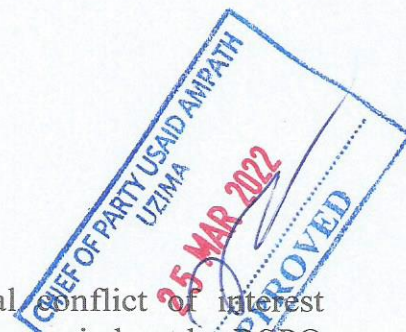
The purpose of the exercise is to develop a data base of potential suppliers who can be invited to provide low value goods and services to support the program's activities at the local level (County, Sub County, facility or community) The database may be updated with a list of suppliers who are found to be qualified and eligible. All such identification and registration will be done using the attached standard form.

#### **2.1.2. Procedure**

This shall be carried out through the county office/in charge's office. The registration exercise will solicit a minimum of the following:

- i. Capacity
- ii. Experience
- iii. Relative costs
- iv. Ability to meet agreed costs.
- v. Terms and conditions of business.
- vi. Other relevant criteria relevant to the project

All staff involved in the process will fill the institutional conflict of interest





Payment Request will be raised on the system and sent for approval as per prevailing approval flows. Once the MPR is approved, the user at facility/site level will fill a physical copy of the hospitality request form which will be used to order for services. The user will be responsible for ensuring that service delivery meets agreed standards, that the M-pesa payment form is filled, supported and submitted for payment in line with the prevailing SOPs.

To achieve fairness, vendor rotation will be done at least monthly as guided by the head of procurement, who will also review quarterly reports from the facility in charges and the rotation matrix on the rotation adherence.

### 2.2.3 Applicability

The use of MPR for hospitality services will be limited to services costing up to Kes. 45,000 (Forty Five Thousand Only) per activity. Any unforeseen variance from the same must be supported by a written justification to the Director Finance and Administration for approval prior to M-pesa payment.

Each user must make all confirmations prior to the meeting/activity and where it is anticipated that the cost will be above Kes.45,000 (Forty Five Thousand Only) a purchase requisition must be raised.

For PSSG and related group meetings (Mentor Mothers, High VL patients ' meetings etc.), the funds will be sent directly to participants to a limit of Kes 100 per day.

### Other general Guidelines

- Purchase limit: Tea and snacks - Kes 150 per person per day, Lunch - Kes 300 per person per day, Maximum 2 meals ( 10 am tea, snacks & lunch) - Kes 500 per person per day.
- Pre-listed/pre-qualified vendor (s) should be from the same locality
- MPR must be reviewed by RSPO staff for to ensure reasonability of cost and other cost principles issues.
- MPR must be fully approved in ATP before activity is conducted or a vendor is engaged.
- Duly signed mpesa form containing the vendor ' s registered Safaricom number must be provided to facilitate payment.
- Duly signed attendance list must be attached o support documents for payment
- Audit staff stationed at the counties (where applicable) will regularly conduct spot checks on the activities and vendor engagements arrangements.
- Any emergency case requiring urgent engagement of vendors must be escalated to the procurement manager first for guidance/review and approval by the Director of Finance & Administration prior to engaging the vendor
- The rates to be applied for hospitality services e.g. provision of Tea & snacks and lunches must be as per the approved market survey document. The rates will be reviewed at least annually or as deemed appropriate by the management.

Approved By

**PROF. S.KIMAIYO**

**CHIEF OF PARTY - USAID AMPATH UZIMA**

