



CATHOLIC DIOCESE OF HOMABAY

ST PAUL'S MISSION HOSPITAL

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CORPORATE PROCUREMENT POLICY & OPERATING PROCEDURES (2026)

Approval Authority: Board of Directors

Effective Date: January 18, 2026

Scope: All Hospital Departments and Satellite Clinics

1. MISSION AND ETHICAL GOVERNANCE

1.1 Purpose: To ensure that St. Paul's Mission Hospital acquires goods and services that guarantee patient safety, clinical efficacy, and value for money through a transparent and accountable process.

1.2 Legal Framework: This policy is aligned with the *Kenya Public Procurement and Asset Disposal Act (2015)* and the *Public Finance Management Act*.

1.3 Ethics & Integrity: Bribery, kickbacks, or facilitation fees result in immediate vendor blacklisting and staff disciplinary action.

- **Conflict of Interest:** Any staff member with a personal or family interest in a bidding firm must recuse themselves from the evaluation.
- **Gifts:** Staff may not accept gifts or hospitality from vendors exceeding a value of KES 2,500.

2. PROCUREMENT THRESHOLDS & AUTHORITIES

To ensure control, the following approval limits are established:

Purchase Value (KES)	Sourcing Method	Approval Authority
Up to 50,000	Direct Shopping (Min. 3 Quotes)	Dept Head & Finance
50,001 – 500,000	Request for Quotation (RFQ)	Procurement Manager & CEO
500,001 – 2,000,000	Restricted Tender (Pre-qualified)	Tender Committee
Above 2,000,000	Open National/International Tender	Board of Directors

3. VENDOR PRE-QUALIFICATION

3.1 Mandatory Requirements: All suppliers must provide a valid KRA PIN, Tax Compliance Certificate, Business Permit, and CR12.

3.2 Healthcare Standards: Suppliers of clinical goods must provide:

- Pharmacy and Poisons Board (PPB) Licenses.
- KMLTTB Certification (for Lab supplies).
- Evidence of Cold Chain capabilities (where applicable).

4. SUB-POLICY: NON-PHARMACEUTICAL CONSUMABLES

4.1 Standardization: The hospital shall prioritize generic specifications over brand names to encourage competition and cost-saving.

4.2 Quality Assurance: Samples must be tested and approved by the Head Nurse or Lab Manager before bulk orders. Clinical items must arrive with at least 75% of their shelf-life remaining.

4.3 Stock Management: A 30-60-90 rule applies (30 days minimum safety stock, 60 days reorder point, 90 days maximum stock).

5. SUB-POLICY: FOOD & CATERING

5.1 Nutrition First: Food is a clinical requirement. All sourcing must be vetted by the Hospital Nutritionist.

5.2 Perishables: Meat, milk, and vegetables are sourced via weekly price checks from pre-qualified local vendors to ensure freshness.

5.3 Safety: Meat must be delivered in licensed meat carriers. All food handlers must possess valid Public Health Medical Certificates.

5.4 Local Support: St. Paul's prioritizes local community farmers, provided they meet safety and quality thresholds.

6. SUB-POLICY: EMERGENCY & CRISIS PROTOCOL

6.1 Definition: An emergency is a threat to life, safety, or critical infrastructure (e.g., Oxygen or Power failure).

6.2 Fast-Track Authority: The CEO is authorized to bypass standard bidding to procure life-saving supplies immediately.

6.3 Accountability: A formal Emergency Purchase Memo must be filed within 48 hours of the event. The Board must ratify all emergency expenditures in the subsequent meeting.

6.4 Mutual Aid: The hospital may "borrow or buy" at cost from neighboring mission hospitals during national shortages.

7. RECEIVING AND AUDIT

7.1 Inspection: All deliveries must be verified by a committee of three (Procurement, Finance, and End-User) for quantity and quality.

7.2 Rejection: Substandard goods shall be rejected at the point of entry and a Rejection Note issued immediately.