BINDURA UNIVERSITY OF SCIENCE EDUCATION

DEPARTMENT OF ECONOMICS



BINDURA UNIVERSITY OF SCIENCE EDUCATION

FACULTY OF COMMERCE

DEPARTMENT OF PURCHASING & SUPPLY

INDUSTRIAL ATTACHMENT LOG BOOK

PROGRAMME: BSSCM

NAME : TINASHE CHIRENJE

REG NUMBER: B201253B

PERIOD : AUGUST 2022- 2023

COMPANY : BINDURA PROVINCIAL HOSPITAL

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| Week Ending  September | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 1 16/09/2022 | 1.Induction process within the procurement and other hospital departments  2.understanding procurement before the PPDPA | 1. managed to visit all 38 hospital departments  2.Familiarized with the central buying unit and understood that it was responsible for procurement before the PMU | No problems encountered  2. understanding why procurement was under administration | None  2.supervisor further elaborated on how there was no procurement department and all buying rights were under administration |
| WEEK 2  23/09/2022 | 1.Familiarising with the procurement process and how it complies with the PPDPA  2. Preparing procurement packages including creation of RFQ and comparative.  3. Meeting the evaluation committee | 1. Familiarised and understood the job descriptions of the procurement assistants and officer.  2. Preparing a procurement package for the laundry department as per user request  3. familiarized with most of the evaluation members and the duties and roles of the evaluation committee | 1. NONE  2. Arranging the procurement documents in the correct order  3. Did not get to meet all members of the evaluation as some members were on leave | 1.NONE  2. Referred to previous procurement documents to gain insight on how they are arranged.  3.was advised that I would get to meet the other |
| WEEK 3  30/09/2022 | 1. Collection of procured goods from supplier with the use of a suppliers copy.    2. Storage management for procured goods.   * Warehousing and stores management for procured goods | 1.selection of mode of transportation based on the type of good that required collection , as these were goods that needed refrigeration in order to maintain the cold chain  2.maintained an appropriate temperature of 5 degrees Celsius in the pharmacy bulk storeroom to allow medicine to stay in usable form   * Physical count of commodities with the aim of producing a detailed report card and investigating any negative variance | 1.there was no refrigeration vehicle to transport medicine as well as blood samples  2. none   * Some parts of the warehouse were yet to be digitalized, making use of a manual system was therefore cumbersome * the intern was not familiar with the vocabulary and terms used in practice at a provincial hospital such as the names of medication ,surgical sundries and hospital equipment | 1. Made use of a cooler box and ice packs to transport medicine and blood samples as they require low temperature.    2. NONE   * the system was then changed to an ELMS system * the supervisor further elaborated on the technical terms used in a hospital setup |
| WEEK4  07/10/2022 | 1. Communicating with supplier pertaining the laundry consumables order.  2. Attending an evaluation committee meeting for road resurfacing.  3.Order collection for laundry consumables | 1. Emailed a scanned supplier’s copy to the awarded bidder to notify them of the order  2. Attended the meeting and noted down all important notes discussed in the meeting concerning the road resurfacing issue.  3. Collected the goods from the supplier and mad sure that all the required documentation was available including delivery note, receipt and invoice | 1. Network challenges  2. I was not familiar with issue being discussed in the meeting as the project had been initiated before l started my attachment.    3. NONE | 1. Communicated with the supplier over landline.  2. After the meeting I asked my supervisor to give me some context on the project and he elaborated to me in a way l understood.  3. NONE |

Student self-evaluation: There was great need for me to read the Public Procurement and Disposal of Public Assets Act so as to be able to know how to apply the act on each action of item purchased that needed justification. I adapted faster to the environment after familiarizing with the different practices as well as the people around me.

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Industrial supervisor’s comments………………………………………………………………………………………………..………………………………………………………………………………………………………………………………………………..Signature…………….………………………………………………..……………….

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| Week Ending  OCTOBER | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 5  14/10/2022 | 1. Procurement of Tradesman requisition  2.Managing inbound logistics | 1. Prepared the RFQ for the tradesman requisition  2.Requested for a vehicle from the administration in order to collect the hospital orders from suppliers | 1. Failed to find a supplier who could supply the item.  2.Could not collect any order as funds deposited into the suppliers account were inadequate as compared to the order made due to price increments | 1. Asked my supervisor for guidance and he advised me to make a direct procurement to Printflow Pvt as the goods are classified as security items and can only be acquired from there.  2.Suppliers were to notify PMU if there were any changes in prices ,and leave up to the terms of the RFQ as no terms were issued on their quotation ,showing they agreed with our validity period |
| WEEK 6  21/10/2022 | 1.Planning procurement tender activities for the refurbishment of the eye unit  2.securing the adoption of the appropriate method of procurement for the refurbishment of the eye unit  3.Preparing tender notices for the refurbishment of the eye unit  4.Preparing an addendum  5.Communication with Supplier | 1. This included setting of the site visit dates and the general requirements of the RFQ  2.considering threshold and availability of funds made use of the competitive bidding method by use of an RFQ  3. Made an RFQ for the tender and made contact via email to potential suppliers shortlisted on the PRAZ portal this included the day of the site visit as well.  4. With reference to chapter 31-2b of the PPDPA created an addendum in consideration of the various technical and contractual specifications made by bidders in order to make the requirements standard  5.Made formal communication with bidders via email to inform them of adjustments made to the RFQ ,by use of an addendum | 1.NONE  2.NONE  3.Loggin into the PRAZ portal due to the network  4.Remembering some of the technical terms used by suppliers on the day of site visit  5.Faced network challenges thus some suppliers did not receive the email | 1.NONE  2.NONE  3.Made use of a different source of internet to login  4.Reffered back to the minutes taken down on the day for accuracy  5. Communicated with the supplier via landline and sent the document via WhatsApp as well |
| WEEK 7 28/10/2022 | 1. preparing request for quotations forms and to source for quotation for hardware consumables  2.To ensure all the documents of the month are updated | 1. prepared the RFQ’S and sourced for the quotation as well as created the procurement documents by attaching all files including the request form, quotations, a comparative schedule , among others  2. Prepared the monthly return for the month of September | -No challenges were faced  2.the use of excel was complicated | -tasks were done correctly without facing any major challenges  2.made use of YouTube tutorials and assistance from supervisor to complete the document |
| WEEK 8 04/11/2022 | 1.preparation of a procurement document in line with chapter 17-3 of the PPDPA of a request generated by the laundry department | 1. Drafted an RFQ in accordance with C34 of the PPDPA, which was inclusive of the description of commodities required as well as terms and conditions of the RFQ   * attached a screenshot as proof of the companies that were communicated * drafted a comparative schedule for all quotations received | 1. No problem was faced | 1.None |

Student self-evaluation: With constant involvement in the procurement processes the work has become a lot more easier to understand and I am now able to process the procurement minutes without being monitored and I have gained knowledge by reading the PPDPA, it is becoming easier to recommend which company to buy from with consideration of a lot of factors including cost.

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| NOVEMBER | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 9  11/11/2022 | 1. Preparing RFQs and sourcing for quotations as per internal requests.  2. Preparing the procurement minutes and the tradesman requisitions. | 1. Prepared RFQs and sourced for quotations and printing out PRAZ certificate and tax clearance for frequently contacted suppliers and attach them.  2. I managed to prepare the procurement minutes and prepared the comparative schedules and the requisitions and submitted them over to the accounts department | -NONE  -NONE | -NONE  -NONE |
| WEEK 10  18/11/2022 | 1. Preparing annual procurement plan | 1. Prepared the annual procurement plan | 1. Departments brought plans which did not comply with the standard layout.  b. The plans submitted by departments did not have estimated prices as the users did not have knowledge of the cost of most of the items they used. | 1. I adjusted all the submitted plans to fit our desired templates    b. Did thorough research of the cost of the items by doing internet research to look for estimates of the prices.  c. Also contacted some of our suppliers and asked for a list of prices of commodities they had in their stock. |
| WEEK 11 25/11/2022 | 2. Preparing quarterly reports | 2. Prepared quarterly reports | 2. Too much workload | 2. Worked overtime |
| WEEK 12  02/12/2022 | 1. Preparing Presentations on public procurement for examination students at the school of nursing.  2. Updating tender registers for eye unit fabrication  3. Updating master registers | 1. Prepared Presentations on basic procurement concepts like the procurement cycle    2. Updated tender registers for eye unit fabrication  3. Updated master registers | 1. Various stakeholders showed skepticism towards the public procurement practices presented during the presentations      2. Not all suppliers were still registered with PRAZ  3.no problems encountered | 1. Ensured that they were properly educated on each of the stages of the procurement cycle, clearly informing them that users also have an important role in the public procurement of goods and services.  2. Removed Un- registered suppliers from the supplier list.  3.none |

Student self-evaluation: I managed to have the knowledge and executing the three methods of purchasing that are used in by organization. These methods are direct procurement, Request for Quotation and Tendering. With the help of consistently checking in the Act I’ve now familiarized with how to purchase items and the appropriate method based on the nature of the good and the threshold as well. Signature…………….……………………………………………………………….

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| DECEMBER | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 13  09/12/2022 | 1. Call a meeting for tender opening for refurbishment of HDU, C.ward and covid ward.  2. Attend a tender adjudication with the evaluation committee. | 1. Managed to have a meeting with the evaluation committee, procurement assistance and the suppliers.  2. I became well acquainted with the procedure of evaluation and the use of excel to create a comparative system for the bids  - | 1. Two of the suppliers arrived after the tender had been closed.  2. Making use of the excel formulas to enter the prices for each company was complicated at first. Some companies separated their Value Added Tax from their grand total. | 1. According to the PPDPA if the supplier is late for an opening tender meeting he will be disqualified.  2. The supervisor showed me on how to create the excel formulas and repeating the same procedure over and over again. There was need to check for every company if they had also included their VAT and to calculate for verification.  - |
| WEEK 14  16/12/2022 | 1. Prepare contract agreement for the awarded bidders.  2. Writing regret letters to other bidders that were not successful in the bidding process. | 1. Managed to prepare the contracts agreement for the awarded companies and prepared order requisitions of the items they won and contacted them to notify them.  2. Wrote and sent the letters through e-mail. | 1.Some of the companies were not available on their phones  2. NONE | 1. I used the email to notify the suppliers who were not available on their phone  2. NONE |
| WEEK 15  06/01/2022 | 1. Preparing supporting documents for the Printflow tender advert for private security.  3. checking all the requirements in the tender documents for office furniture and fittings | - Prepared the comparative schedule and requisition for Printflow so that the tender advert will be displayed in the government Gazette on time  Checked all the tender documents and printed all the missing documents out to hard copies. | -NONE  - Missing documents which were vital. | -NONE    Emailing suppliers for the missing documents such as PRAZ and TAX clearance. |
| WEEK 16  13/01/2022 | 1.To administer the issuing out of tender documents | 1. Designed a checklist for registration that shows that one has purchased the tender document and the submission checklist to ensure that one has submitted the document as well. | 1.faced much pressure on the final closing date as more representatives competed against time for submission deadline | 1.managed to maintain order by attending to few individuals per moment |

Student self-evaluation: More practice should be done on the excel operation. I gained much experience in negotiating with the supplier and got enlightened that a procurement personnel should be well versed with knowledge of the items being purchased and collected, to be able to give a description of an item that has to be purchased. I had the ability of handling pressure during the month tender and being able to do my work properly bearing in mind that health safety is the priority for the institute.

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| JANUARY | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 17  20/01/2022 | 1.To file all the documents for eye unit tender folder.  2. To rectify mistakes on the previous tenders.  3. To prepare a report of comprehensive topics on RFQ and Domestic competitive tenders in preparation of the departmental meeting | - Managed to file all documents in an orderly form as well as designing a security form to ensure that the documents in the file are secure  2.Managed to rectify mistakes made on the previous tender for building, electrical and plumbing on the company Falpino due to arithmetical errors  3. Prepared the report on the comprehensive topics on RFQ and domestic tenders and presented them in the meeting held. Capturing of meeting minutes were also done | -NONE  2.Some papers were missing as well as wrong entrance of information and figures in the system  -NONE | -NONE  2.Called the supplier and verified the information on the quotation and that on the invoice  -NONE |
| WEEK 18  27/01/2023 | 1. To make a follow up on the tender awarded to suppliers.  2. Handing over the requisitions to the Accounts department for payment. | 1.Managed to carry all the duties assigned and contacted all the awarded bidders on the eye unit fabrication tender  2.submitted requisitions to the accounts office | 1.some suppliers had forgotten the items that they had been awarded  -NONE | 1. Managed to scan the Tradesman requisitions, send the orders via emails and reminded the suppliers to check their emails.  -NONE |
| WEEK 19  03/02/2023 | 1. Making some amends on the adjudication minutes. | 1.Ammended the adjudication minutes and termination contracts for the companies that breached the contract and failed to supply as per agreement  - for the companies awarded as second bidders, I managed to create their order requisitions | -Moving to the second bidder was difficult as some second bidders had even failed to supply the initial order on time | -Contacted the suppliers and asked them to send emails as a formality that they have failed to supply as per request |
| WEEK 20  10/02/2023 | 1. To convey tender outcome information to bidders. | 1. Successfully contacted all bidders, prepared their requisitions | -NONE | \_ NONE |

Student self-evaluation: I managed to note some errors that were made and l was able to rectify and correct arithmetical errors made on entering the figures into the system. This taught me the ability to work under pressure, how to handle it and to do the correct thing with a lot of concentration on my work so as to avoid unnecessary mistakes be it arithmetical or awarding the wrong bidder. A double cross check is supposed to be done before contacting the suppliers on the outcomes.

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| Week Ending  FEBRUARY | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 21  17/02/2023 | 1.To visit the theater for refurbishment and renovation  2. To prepare requisition for LP Gas | 1.Collect information of the theater roof and created a bill of quantities for items that needed to be purchased for the renovations    2. Prepared requisitions for the kitchen LP gas to BOC using direct procurement method | -we could not estimate on the measurements such as ceiling board material needed  -NONE | Requested assistance from Public Works Department for measurements  -NONE |
| WEEK 22  24/02/2023 | 1.To design a tender advert for Painting projects  2. Prepare procurement minutes for the advert to be displayed in the government gazette. | 1. Managed to design the tender advert and sending it to Printflow (Pvt) Ltd.  2. Prepared the supporting document, comparative schedule and used direct purchase for the advert to be published in the government gazette. | -NONE  -NONE | -NONE  -NONE |
| WEEK 23  03/03/2023 | 1.prepare tender Documents  2.Cancellation of tender | 1.Mananged to prepare tender documents that is the bidding document, registers and check lists  2.Read the Procurement Act section 42 that has instructions to be used when cancelling tenders, managed to design a notice and send to Printflow for publication in that gazette | -NONE  2.Suppliers were bidding continuously and continued to purchase the tender documents | -NONE  2. Displayed notices on the cancellation of tenders. Also designed a notice to be published in the government gazette, as well as sending emails to the suppliers who had already purchased their bidding documents. |
| WEEK 24  10/03/2023 | 1.To prepare the documents for major service of kitchen equipment tender BPHT05/01/23 | 1.l managed to prepare all the documents for the tender and the attendance register for the organizations | -NONE | -NONE |

Student self-evaluation: The cancellation of tenders enlightened the intern that every step in public procurement is not to be undermined. The PPDPA act provides guidance to the action to be taken. When cancelling tenders, the bidders are supposed to be notified promptly accordingly and a written statement detailing the reasons for the cancellation to be filed with the record of the proceedings. I managed to work with others in the processes as I gained knowledge from them and applying the theory read from the act and putting it into practice. Less problems and challenges were encountered due to the repetition of work being done therefore more knowledge was gained and proper work done without supervision.

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| MARCH | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 25  17/03/2023 | 1.To be part of the major service of kitchen equipment tender evaluation  2.Organizing minutes for the kitchen equipment tender | 1.Designed a checklist to use during the evaluation criteria that enables to see if a company had provided all the mandatory requirements in the addendum  2. managed to compile minutes for the projects and to ensure that all the evaluation committee members had signed them | 1. Companies with the potential to win the bid did not attach some of the wanted documents that were required by the evaluation committee  2.NONE | 2. To perform due diligence, we contacted the companies to send the missing documents on the PMU email address.  2.NONE |
| WEEK 26  24/03/2023 | 1.To attend to the Hospital laboratory requests | 1.Prepared procurement minutes using direct purchase for the FBC machine to be repaired and send the order requisition to the supplier Medrite Pharmaceuticals | 1. The company delayed to repair the machine and hence retarding the progression of work | 1. I had to constantly call for update from the organization on their engineers who were said to be out of town |
| WEEK 27  31/03/2023 | 1.To be part of the Site visit and consolidation evaluation committee  2.To file all the minutes for the tender | 1. For every meeting the intern was noting down important notes and compiling minutes of the consolidation meeting. I printed out all the documents to be used for verification in the meeting.  2.The intern photocopied the bid documents duplicating them into a folder to be submitted to the Scope Review Committee at PRAZ | 1.It was complicated to adjudicate the tender basing on the written methods of statements because there was no authenticity in it  2.NONE | 2. Consideration of the projects that were seen and the minutes that were noted down on the observation, and was used to compare the companies basing on the projects they did  2.NONE |
| WEEK 28  07/04/2023 | 1.To create a departmental database  2.To create folders for all meetings from 2022 to 2023 | 1. Managed to compile all the information for the tenders from BPHT01 –BPHT09, monthly returns, and orders recorded in the ordering book. I exported all the data from excel to the data base that is secured.  2. Minutes and documents that are in office word form, I created a folder for those in the main department computer. I also printed all Monthly and quarterly returns into hard copy documents and filed them | 1.There were some incomplete information on the excel documents for adjudication, some requisition numbers were not tallying with the Tender numbers  2. Some minutes were not detailed for instance; the accounting officer’s signature and comments part was not there therefore the document will be incomplete without the accounting officer’s signature for authorization. | 1.To avoid duplicating numbers and information, l made use of the old requisition books and checking if the amounts on the requisitions were tallying with those on the bidding documents and quotation  2. l re-designed the minute schedule in such a way that it allows the accounting officer to authorize and sign for it. |

Student self-evaluation: The month’s activities and challenges that were encountered taught the intern that a procurement personnel should be able to consider due diligence before awarding a tender to any bidder. I was able to grasp more on the concept on different tenders and that the awarding varies with the services or goods to be supplied. In government institutes when processing tenders that have larger threshold, the adjudication also requires consulting the government evaluation committee.

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| APRIL | | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 29  14/04/2023 | | 1. Design a tender advert for the private security | 1. 1.Managed to prepare the tender advert and sending it to Printflow through an email so as to be published in the government gazette. I further went on to contact the Printflow personnel to confirm if they had received the email and send the quotation of the advert to our organization | 1. NONE | 1.NONE |
| WEEK 30  21/04/2023 | | 1.Design bidding documents for private security tender  2.To administer the issuing out of tender documents through email to the suppliers who purchased the tender and compiling information on the bidding documents submitted | 1. Designed the tender documents and printed out to hard copies  2. Designed a checklist for registration that shows that one has purchased the tender document and the submission checklist to ensure that one has submitted the document as well. | -No problems were encountered  -NONE | -I had familiarized well with the activities before carrying them out  -NONE |
| WEEK 31 28/04/2023 | 1.Print out all the documents needed for tender opening , that is the tender register, site visit certificates and tender submission document | | 1. Managed to print all the documents needed for the tender opening. | -NONE | -NONE |
| WEEK 32 05/05/2023 | 1.Prepared final tender documents  2. Prepared private security tender document addendum  3. Printing and submission of the addendum to the procurement officer(supervisor) for correction | | 1. Designed bidding documents entering information that is required, items, description and their quantities. I printed the documents and made sure the Accounting office signed them as a bid securing declaration.    2. Made amendments on specification of the guards quantity needed in security jargon language, that is, 1\*12 Hrs. or 1\*24 Hrs.  3. After the approval by the supervisor, I sent the addendum through email to the suppliers.  3.1 contacted each one of them to confirm if they had received the email. | -NONE  2.was not able to understand the security quantity language  3.NONE  NONE | -NONE  2. I managed to seek help from my supervisor and also consulted one of the representatives from the internal security department  3.NONE  NONE |

Student self-evaluation: I managed to have the knowledge in executing the three methods of purchasing that are used in a public procurement specifically the hospital setup. These methods are direct procurement, Request for Quotation and Tendering. With the help of consistently checking in the Act and constant involvement in the procurement process I’ve now familiarized with how to purchase different items and the appropriate method to use. Considering the thresholds as well. Signature…………….……………………………………………………………….

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| MAY | | Duties assigned | Duties initiated | Encountered problems  During execution | Strategies used to resolve  encountered problems |
| WEEK 33  12/05/2023 | | 1. Noting down minutes of Site visit for private security tender and addressing suppliers. | 1. Issued out site visit certificates and registers for members present to fill in as that were to be part of the minutes. | 1. other security company representatives where not familiar with the information in the tender document since they had not purchased the tender therefore it led to lack of progress | 1, managed to conduct a little briefing about the tender and also I collected their contact information and sent them soft copies so that they will not lag behind |
| WEEK 34  19/05/2023 | | 1. To source quotations for the requested items which are: multipara meter patient monitors  2. To prepare RFQs for the commodities to be purchased and sourcing of quotations.  2.1 To prepare procurement minutes using the comparative schedule method which considers the specifications of the lowest bidder | 1. Managed to source quotations via email and also requesting the companies to send.  2.Prepared all RFQs of the commodities to be purchased including motor vehicle tyres and motor vehicle service kits, further on managed to source for quotations.  2.1Prepared all comparative schedules for the purchase of the above goods and services | 1. received only one quotation  2. NONE  -NONE | 1. Called other suppliers to respond, unfortunately they said they are out of stock and they will contact us when they receive new stocks.  2.NONE  -NONE |
| WEEK 35 26/05/2023 | 1. Getting request on laundry washing powder from user department and source for quotations  2. Direct procurement for stationary from Printflow (Pvt) Ltd which included cashbooks and receipt books | | 1. I prepared RFQs and send them to suppliers through emails and sourced for quotations.  2. explored the direct procurement method and we applied the correct sub-sections in this case Chapter 33-2b | 1.suppliers did not respond to the emails on time  2.funds deposited into the supplier account were no longer valid as aa result of the price increment due to changes in the rate | 1.had to request a motor vehicle from administration in order to source for the quotations physically  2.had to compromise and collect the goods that were tallying with the available funds |

Student self-evaluation: There is a great need for me to read the Public Procurement and Disposal of Public Assets Act so as to be able to know how to apply the act on each action of item purchase that needs an Act justification. Signature…………….……………………………………………………………….

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