TSC STAFF SUPERANNUATION SCHEME

TEACHERS SERVICE COMMISSION STAFF RETIREMENT BENEFITS SCHEME

Your future secured

PROCUREMENT AND DISPOSAL POLICY

2024

VISION

An exceptional pension scheme offering comfort in retirement

MISSION

To ensure prudent utilization of Scheme Funds and provide timely benefits to members and their beneficiaries

CORE VALUES

- **Integrity**
- **Equity and fairness**
- **Respect for members**
- **Accountability**
- **Innovativeness**

Contents

1.0 Introduction

The Procurement and Disposal Policy of the Teachers Service Commission Staff Superannuation Scheme establishes the principles and procedures for the procurement of goods, works and services and the disposal of obsolete assets. This policy ensures transparency, fairness, and compliance with legal requirements, including the Public Procurement and Asset Disposal Act 2015 and Public Procurement and Asset Regulations (2020).

2.0 Objectives

- To ensure transparent, efficient, and cost-effective procurement processes.
- To manage the disposal of assets in a manner that maximizes value for the Scheme.
- To comply with the Public Procurement and Asset Disposal Act 2015 and other relevant regulations.

3.0 Scope

This policy applies to all procurement activities and asset disposal processes undertaken by the Scheme, including those conducted by Trustees, employees, and contracted service providers.

Where the Scheme does not have procurement professionals it shall transfer function of procurement to another procuring entity within the provisions of this policy.

4.0 Procurement Process

4.1 Procurement Planning

Annual Procurement Plan: The Scheme will develop an annual procurement plan aligned with its strategic objectives and approved by the Board of Trustees.

Budgeting: The annual procurement plan shall be aligned with the budget approved by Board of Trustees.

4.2 Supplier Selection

- **Prequalification of Suppliers:** Suppliers shall be prequalified through a transparent process based on their capacity, financial stability, and past performance.
- **Tendering**: Competitive tendering processes shall be used for procurement above a specified threshold, ensuring value for money.

4.3 Evaluation and Award

- **Evaluation Committee**: An evaluation committee will assess all bids based on predefined criteria, ensuring fairness and transparency.
- **Contract Award**: Contracts will be awarded to the supplier who offers the best value for money, considering both price and quality.
- **Approval process:** The Trust Secretary as the accounting officer will award the contracts upon authorisation by the Board of Trustees

4.4 Contract Management

- **Contract Administration:** All contracts shall be managed to ensure compliance with terms and conditions, timelines, and quality standards.
- **Performance Monitoring:** Regular monitoring of supplier, service providers and contractorsperformance shall be conducted, with corrective actions taken for any deviations.

5.0 Disposal of Assets

5.1 Disposal Methods

Disposal of Assets shall be undertaken in accordance to the provisions of the public procurement and disposal act (2015)

The disposal of Assets shall be environmentally friendly for electronic waste and other hazardous materials

Assets disposal shall be done in a transparent manner.

5.2 Disposal Planning

- **Disposal Plan:** A annual disposal plan shall be developed detailing assets to be disposed of, disposal methods, and expected returns.
- **Approval process:** The Trust Secretary as the accounting officer will arrange for disposal of assets upon authorisation by the Board of Trustees

6.0 Compliance and Monitoring

6.1 Legal and Regulatory Compliance

- **Compliance with Laws:** All procurement and disposal activities shall comply with the Public Procurement and Asset Disposal Act 2015 and other relevant laws.
- **Ethical Standards:** Procurement processes shall adhere to ethical standards, avoiding conflicts of interest and ensuring fair treatment of suppliers

6.2 Audits and Reviews

- **Internal Audits:** The internal audit function will regularly review procurement and disposal processes to ensure compliance and identify areas for improvement.
- **External Audits:** External audits will be conducted as part of the Scheme's overall audit plan, providing independent assurance of compliance and efficiency.

7.0 Risk Management

7.1 Risk Identification

- **Procurement Risks:** Risks associated with procurement activities, shall be identified and mitigated through appropriate controls.
- **Disposal Risks:** Risks related to asset disposal, shall be assessed and managed.

7.2 Mitigation Measures

Controls and Procedures: Detailed controls and procedures will be implemented to mitigate identified risks, including supplier vetting, contract clauses, and monitoring mechanisms.

8.0 Reporting and Documentation

8.1 Reporting Requirements

- **Procurement Reports:** Regular reports on procurement activities, including contract awards, expenditures, and supplier performance, shall be submitted to the Board of Trustees.
- **Disposal Reports:** Detailed reports on asset disposals, including methods used and proceeds received, shall be provided to the Board for review.

8.2 Documentation and Record-Keeping

- **Records Management:** All procurement and disposal documents, including contracts, tender documents, and evaluation reports, shall be securely stored for the required retention period.
- **Transparency:** Records shall be accessible for audit and review, ensuring transparency and accountability in all procurement and disposal activities.

9.0 Training and Capacity Building

9.1 Staff Training

- **Procurement Training:** Staff involved in procurement and disposal activities shall receive regular training on procurement laws, ethical standards, and best practices.
- **Capacity Building:** The Scheme will invest in building the capacity of procurement staff to enhance their skills and knowledge.

11.0 Review and Revision of Policy

This policy will be reviewed every three years or as required by changes in legal, regulatory, or business requirements. Any revisions shall be approved by the Board of Trustees.

12.0 Adoption and Sign Off

This policy is adopted by the Teachers Service Commission Staff Superannuation Scheme and is effective from the date of approval by the Board of Trustees.

Signed by the Trustees of **Teachers Service Commission Staff Superannuation Scheme** on this..20TH.....day of SEPTEMBER..... 2024

COMMISSIONER MBAGE NJUGUNA NG'ANG'A ____________

MR. FRANKLIN KIPRONO CHOGE ____________

MR. GEORGE MUNENE GICHONJO ____________

MS. JENNIFER WAITHIRA NDEGE ____________

MS. ERICA KIPSOISOI RUTTO ____________

MR. GEORGE ONYANGO ODAWO ____________

MR. SAMUEL MWENDA KITHINJI ____________

MR. JOSHUA KITHUNU KAMANA ____________

In the presence of the Trust Secretary

MRS. SALOME KARAMBURI MWITI ____________