



MAKERERE UNIVERSITY

## MAKERERE UNIVERSITY RESEARCH AND INNOVATIONS FUND (MAK-RIF)

### A GUIDE TO WRITING A GOOD PROCUREMENT REQUEST

#### Important Documents: *Procurement Request Form and Form 5*

##### 1. Limited specifications

Requests should be submitted with all specifications, for example:

- ❖ For ICT equipment, consult DICTS, the office is located at the College of Engineering, Design and Art (CEDAT).
- ❖ For laboratory materials consult lab technicians etc.
- ❖ For per diem, use Makerere University approved rates.
- ❖ For transport consult the procurement team on what the approved procedure is.

##### 2. Specifying with brand

The Public Procurement and Disposal Act (PPDA) does not allow this and therefore it is considered illegal. Specifications should be made according to performance and not conformance in order to facilitate competition. Mention all other specifications such as screen size, RAM, capacity etc. and the companies invited will be the ones to give you the (any) brand for as long as the item meets your specifications.

##### 3. Unrealistic estimates

Many researchers indicate off shelf prices which are not the approved rates by Makerere University for procurement purposes. Use approved rates from the Procurement Office. They should also put into consideration taxes, profits and sometimes shipping of different items.

##### 4. Unnecessary direct procurements

Direct procurement is irregular. It is only allowed if;

- 1) Particular item required has only one distributor,
- 2) There is a standing contract,
- 3) In cases of an emergency.



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### 5. Soliciting of quotations

This is the role of the Procurement and Disposal Unit.

### 6. Mention of desired company on Form 5

The procurement process is competitive and prequalified suppliers should all get a chance to provide the items in a fair and competitive process.

### 7. Mixing categories

Different purchase categories should have separate requisitions. For instance goods and services requisitions for ; ICT equipment, stationery, car hire, hotel services, lab supplies etc. should be filled out on a separate Form 5 as the suppliers and service providers for each are different.

Payments to each of these suppliers is made against a Form 5 that is why it is important that we have separate Form 5 for each of these categories of items.

### 8. Untimely requests

Researchers should learn to make procurement plans.

Requests for procurement should be submitted in good time so as to allow the procurement process to take its due time.

Lack of proper planning can create false emergencies. The Form 5 must be given time to move through the approval process which includes the University secretary and Procurement office prior to approval.

### 9. Signing of Form 5

As with all other requisitions, only the project PI is the recognized signatory. No other team member can make a request.



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**10. Receiving items delivered by approved suppliers**

All documents brought by the supplier i.e. Delivery note and Invoices, should be taken along with a Goods Received Note (GRN) to the Mak-RIF accounts office. Equipment must be engraved and the Mak-RIF secretariat should be contacted for this.

11. For questions and clarity, please reach out to the procurement department at Lincoln Flats and the RIF Secretariat.

END