

7. Business process reengineering activity As-Is process for Procurement of goods and services.

Request for Quotation (RFQ) Process

Step	Activity	No. of Days	Actor
1	Send for request for quotation to prequalified suppliers	1	Head of Procurement Department
2	Close of receiving of RFQs	5	Head of Procurement Department
3	Opening of the Request for Quotations (RFQs)	1	Opening Committee
4	Evaluation of the RFQs and	1	Evaluation Committee
5	Committee makes recommendation to the CEO for award of the successful bidder	1	Evaluation Committee
6	Write an award letter for the CEO's signature	1	Head of Procurement
7	Award letter signed and sent to the successful candidate	1	CEO
		11	

Tenders

Step	Activity	No. of Days	Actor
1	Send for expression of interest in open tender	1	Head of Procurement Department
2	Close of receiving of tender application from the public upon collapse of application time	21	Head of Procurement Department
3	Opening of the tenders	1	Opening Committee
4	Evaluation of the Tenders	1	Evaluation Committee
5	Committee makes recommendation to the CEO for award of tender	1	Evaluation Committee
6	Write an award letter for the CEO's signature	1	Head of Procurement
7	Award letter signed and sent to the successful candidate	1	CEO

8	Enter into contract with the successful candidate upon acceptance of the tender award .	1	Head of Procurement
		28	

