

**EFFECTS ON PROCUREMENT PROCEDURES IN NON-
GOVERNMENTAL ORGANIZATIONS: A CASE STUDY OF AFRICA
DEVELOPMENT SOLUTIONS (ADESO) IN GARISSA**

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ABSTRACT

Every organization, firm, college or institute is a consumer of various goods and services that may not be sourced internally. As such, the particular organization must source most of its requirements from outside source or markets. There are various ways in which the organization can decide to source its goods and services, some of which are just stop gap measures to solve the need at the time, while others require more elaborate mechanism for smooth supply.

This study aimed at examining the procurement procedures employed by Adeso. The study adopted a descriptive survey, in which respondents were either asked to respond to questionnaires or were interviewed individually. The target population included coordinators, managers, field officers and support staff. The major finding of the study is that, the tendering committee in the organization has no powers to determine who sells what the organization, and is only summoned to certify what has already been decided.

Further the general procurement procedure at the organization has no specific mechanism to apply whenever goods or services are required at the organization. Due to these, the study recommends that the tendering committee be strengthened so as to have the power to advertise for tenders and open sealed envelopes so as to award tenders where purchase through quotation is necessary, the process should be handled by the committee fully from such adverts or collection of tenders to the time the tenders are awarded. Otherwise, the current problems emanating from disorganized purchases are likely to persist for quite some time.