

CHAPTER ONE

INTRODUCTION

1.0 INTRODUCTION OF THE STUDY

I conducted the field practical training at the DAR ES SALAAM INSTITUTE OF TECHNOLOGY(DIT) from 20th July to 11st September 2015.

The main objective of the study was to learn about procurement procedures of various contracts and other procurement-related activities.

My specific objectives were to conduct stocktaking exercise, preparation of contracts documents, issue and dispatch and procedures used as well as preparation of tender documents and determine different activities taken by the procurement management unit (PMU).

2.0 HISTORICAL BACKGROUND OF DAR ES SALAAM INSTITUTE OF TECHNOLOGY:

Dar es Salaam Institute of Technology (DIT) was established in 1997 through Parliamentary Act Number 6 of 1997. The major functions of DIT are to provide facilities for study, training and conduct of applied research and consultancy activities in the disciplines approved by the DIT Act. The same also gives DIT mandate to conduct own examinations and grant own awards as approved by the National Council for Technical Education (NACTE).

The history of the Dar es Salaam Institute of Technology dates back to 1957 when the then Dar es Salaam Technical Institute (DTI) which was established with the main task of providing vocational training in the country. The Institute is currently undergoing both administrative and academic transformation to match the intended structure so that it may perform the envisaged roles and functions. The expectations and aspirations of Tanzania towards DIT are very high as expressed in the National Technical Education and Training Policy of 1996, National Higher Education Policy of 1999 and Tanzania Development Vision 2025 of 1999.

2.1 VISION AND MISSION

2.1.1 VISION

The Vision of the Dar-es-Salaam Institute of Technology is to become the leading provider of high quality Engineering Education, Research and Consultancy within Tanzania and the East and Central African Region.

2.1.2 MISSION

In order for the DIT to become the leading provider of high quality academic outputs in line with its Vision, the Institute should realize the following four main objectives, which reflect its Mission.

- To provide access to higher quality technical education and training for students in Applied Sciences, Engineering, Entrepreneurship and related disciplines as well as to conduct relevant research and consultancy.
- To promote the development and usage of appropriate technology that meets national, regional and international needs and standards through skills and practical-oriented training, research and consultancy.
- To cooperate with the Government of the United Republic of Tanzania and the private sector in establishing centers of excellence to combat national catastrophes such as draught, floods, disease, hunger and pollution amongst other things.
- To foster honesty, respect and responsibility, personal development, lifelong learning and innovation.

2.2 BASIC FUNCTIONS OF THE ORGANIZATION

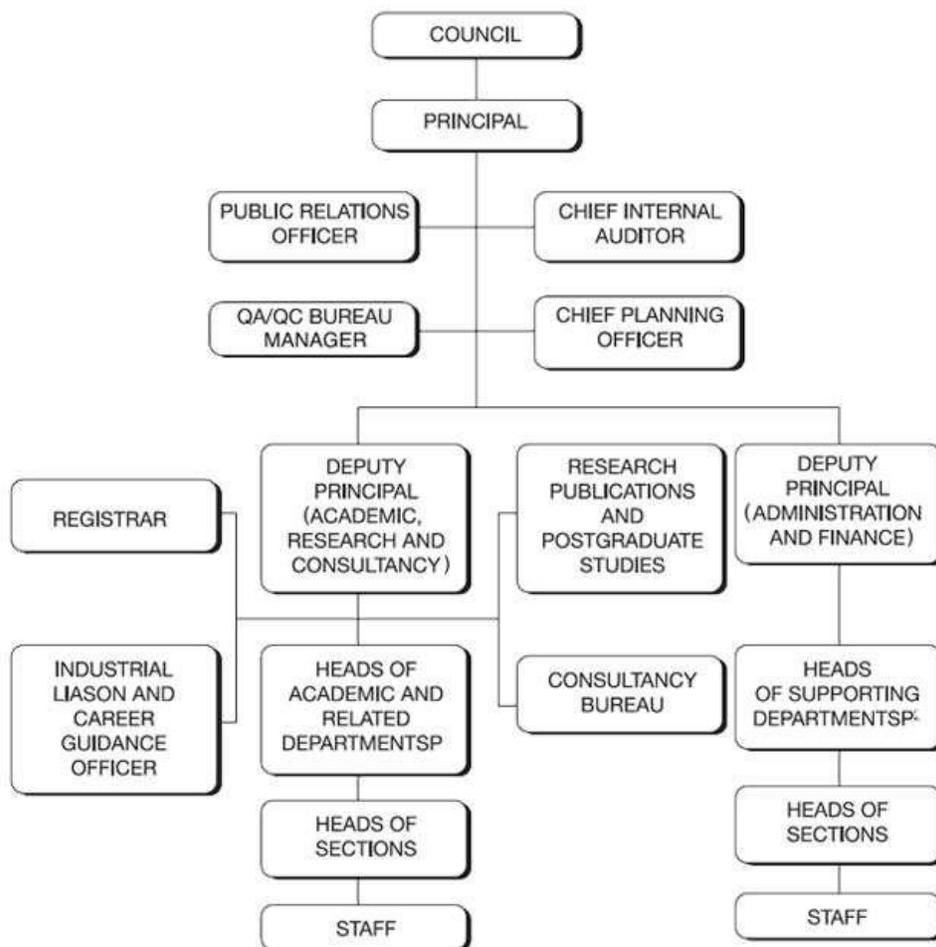
- To provide facilities for study and training in the principles, procedures and techniques and conduct training programmes in Electrical Engineering, Civil Engineering, Mechanical Engineering, Computer Engineering, Science and Laboratory Technology, Electronics and Telecommunications Engineering, and such other related disciplines as the Institute may from time to time decide.
- To engage in applied research and development in the disciplines specified above.

- To provide consultancy services to the public.
- To conduct examinations and grant awards of DIT as approved by the National Council for Technical Education
- To perform all such other functions as stipulated in the Act that established the institute

2.3 THE ORGANIZATIONAL STRUCTURE

CURRENT DIT ORGANIZATION STRUCTURE

The top most organ of DIT is the Council consisting of 12 members. The Chief Executive of the Institute is the Principal who is in-line supported by the Deputy Principal Academic Research and Consultancy and the Deputy Principal Administration and Finance, as indicated in below



CHAPTER TWO

WORK DONE AND LESSON LEARNED

3.0 WORK DONE

During the period of practical training at DAR ES SALAAM INSTITUTE OF TECHNOLOGY, I worked in the procurement management unit office and was assigned to perform different duties and tasks as follows:

3.1 STOCKTAKING EXERCISE:

Stocktaking is the process of counting, weighing or otherwise measuring all items in stock and recording the results, or in other words it can be defined as the process of counting the stock to justify the book balances.

The purpose for conducting stocktaking exercise:

- (i) To verify the accuracy of stock records.
- (ii) To support the value of stock shown in the balance sheet by physical verification.
- (iii) To disclose the possibility of fraud, theft or loss.
- (iv) To reveal any weakness in the system for the custody and control of stock.
- (v) Stocktaking is an indicator of overall stores efficiency and management control.

. We were trained to conduct a stocktaking exercise, and before we conducted the exercise the following **procedures** were taken:

- The controller of stocktaking assignment was appointed.
- We were appointed as a team for the assignment.
- Preparation of materials handling devices, equipment and tools required for the assignment.
- Area allocation for the stocktaking.
- We had a stocktaking meeting for briefing.
- Pre-stocktaking clear-up of stock rooms/stores.
- All store installations were closed until we completed the stocktaking exercise..

- We counted the items and carefully recorded all stocks which does not belong to the organization separately from other stocks.

Documentation:

When we were conducting a stocktaking exercise we used various documents for the exercise to be completed, those documents were:

- (i) **Stock counting sheets;** This is a document designed for stocktaking exercise purpose and it is provided to each member of the stock take in order to be able to count every type of item. It contains information such as stock counting sheet reference number, quantity of stock physically counted, description and code number of the item, unit of issue, date of stock take, signature of stock takers and general comments on stock condition.
- (ii) **Master stock sheet;** This document is produced by collating all the individual stock counting sheets from each of the various locations. The production of this document will be the responsibilities of the controller of stocktaking who must ensure that all the relevant stocktaking sheets are contained within the master stock sheet.
- (iii) **Stock certificate;** This is a formal document which indicates the value of total stock as at the date of the stocktaking. It is usually checked and signed by a member of the organization senior management in most cases a member of the financial management team.
- (iv) **Internal transfer notes;** This document is needed to account for the stock which is in transit at the date of the stock take.

3.2 RECORDING THE STOCKTAKING RESULTS/BALANCES; After the completion of stocktaking exercise, we started recording the balances in the store ledger as required.

We arranged and entered the stocktaking results/ reports into the computer as was requested and ordered by the head of procurement management unit.

3.3 PREPARATION OF CONTRACT DOCUMENTS;

This was another work I did during the practical training, we were taught and learned how to prepare various documents required when carrying out different procurement activities for the organization.

For example the suppliers selected and qualified to supply services or goods to the organization were awarded the contract after the negotiation and agreement, so the contract are accompanied with documents which are prepared by the procurement management unit, and as a result I participated partly to prepare all the required documents to be handed to the suppliers in the course of contract award.

3.4 PREPARATION AND EVALUATION OF TENDER DOCUMENTS;

Tender is a formal offer to supply goods or service or do work at a stated price.

Tender document refers to all documentation required to begin and complete the whole process of supplying goods or do work at a stated price.

When the suppliers submitted their tendering documents the selected tender evaluation committee was given the duty and responsibility to evaluate the documents and as a result we were brought in to asses and evaluate the documents and I participated from the beginning of the process which involved receiving, opening the tendering documents up to a stage when we begun making the evaluation of the documents because the purpose was to get the right supplier who is qualified to supply the goods at the lowest best possible cost. For example we looked at their past records on the same services they ever supplied.

3.5 OTHER WORKS I DID WERE:

3.5.1 ISSUE AND DISPATCH

3.5.2 SENDING MAILS TO DIFFERENT DEPARTMENTS WITHIN ORGANIZATION; I was assigned and requested to send different mails from procurement management unit to different departments within the DAR ES SALAAM INSTITUTE OF TECHNOLOGY, It was a daily task.

3.5.3 ARRANGING FILES IN THEIR LOCATIONS; I arranged the files which were not in their required locations back into their proper storage locations in the office so that they would look tidy and easy to access at any time.

3.5.4 ATTENDING TENDER BOARD MEETING; I had such a great opportunity to attend a tender board meeting together with other students and the members of procurement management unit.

4.0 THINGS I LEARNED:

During the period of field practical attachment I learned so many things such as:

- Preparation of tendering and bidding documents and all their contents required in order for them to be complete.
- The duties and function of the user department.
- .Preparation of advertisements and how to make the advertisements.
- Issue and dispatch as well as the procedures used in issuing.
- To store, receiving and arranging material in stores.
- Cooperation and working together as a team is immensely important at work and effective participation from every person at work is important as well towards achieving the goals set by the organization.
- I learned about the duties and responsibilities of the tender evaluation committee.
- I learned how to prepare various contracts required during the acquisition of goods or services in the whole process of procurement.
- I learned how the procurement management unit maintain and develop its relation with the outside sources.
- How to get the right suppliers.
- The way procurement management unit interacts and communicates with other department within the organization towards achieving the goals set.

CHAPTER THREE

ANALYSIS

5.0 RELATION BETWEEN FIELD ATTACHMENT AND MY DIPLOMA PROGRAM

Basically, In the class we simply learned in theory which provided me with a sound theoretical basis for practical training experience during field attachment. For example in class we learned how to conduct a stocktaking exercise which I did practically as well as preparation of various documents which I also learned in class and did practically during practical training at the DAR ES SALAAM INSTITUTE OF TECHNOLOGY. What I learned in the class theoretically is exactly what I did practically, Thus field attachment clearly related to my diploma program.

6.0 CHALLENGES DURING PRACTICAL TRAINING

Most of tasks that we were assigned to perform were not necessarily new to us but we were not given enough preparation as a platform for us to be able to start performing them practically and instead we were slightly taken as people with previous practical experience and everything was kind of handed to us to perform unless we asked for proper instructions.

Lack of adequate tools and equipments to learn with; the number of practical training students slightly outweighed the distribution of tools and equipments.

The office that I worked in was not large enough to be able to work more comfortably with so many other students who I worked with during the practical training, the office was slightly crowded and we felt a little crushed in it which also led to lack of enough space and tools or equipments for both of us to effectively work to the objectives we wanted to accomplish during the training.

A slightly large number of students in one office as a result caused many to be left with nothing or little to do.

7.0 SOLUTIONS TO THE CHALLENGES

There should be enough preparation by the departments admitting the practical training students so that the problem of crowding the students in one office is avoided.

There should be adequate tools and equipments for every single student to be able to learn effectively and more comfortably

The students should be trained first before they are assigned to perform any exercise from scratch.

CHAPTER FOUR

CONCLUSION AND RECOMMENDATION

8.0 RECOMMENDATION ;

The practical training was good and it was based on what we have learned in theory in a class. The best way for students to learn new things is to attend the Practical Training. The main advantage to attend Practical Training is getting the experience of the work which is required in each and every company for the student to be employed.

Also it is better if the company or office which offer practical training to the students to have the person who will be dealing with training only so that students may get enough time to learn many things. Not only that but also if the companies/ organizations should increase the number of equipments for the students who are going to those companies for Training.

Thus, the duration given by the institute for practical training was not enough for the students to learn many things, So the practical training time should be extended.

Lastly practical training is recommended for the students so that they may be able to learn office works to prepare for work when they finish their studies and as the partial fulfillment of the curriculum.

9.0 CONCLUSION

Practical training has more benefits to the students since it helps the students to expand their knowledge from theory to practice, I can surely say that I have benefited immensely from the practical training and my time was not wasted.

Also the practical training prepares the students by literally giving them first hand experience of the real life situation at work and helps the students to be able to work because they do learn the real office works when they are doing practical training, so this leads to the students to get experience of doing works since in class/colleges students are not learning all things which are needed to be covered.

All in all procurement activity is increasingly becoming more and more developed and improved so students who are in procurement field should be ready to learn new things as much as possible because learning in theory only gives the student a sound basis but practical training really tends to expand the knowledge and understanding of the student on the subject by performing practically.