

PROCUREMENT AND LOGISTICS MANAGEMENT DIVISION

Objective

To provide expertise and services in procurement, storage and supply of goods and services for the Commission. The Division also responsible for Logistics management for timely transportation of election materials and equipment from central warehouse to all other election centers located country wide.

This Division performs the following Functions:-

- (i) Develop and implement an annual procurement plan for the Commission;
- (ii) Manage, Procure, keep and distribute election materials, equipment and disposal by tender;
- (iii) Monitor and track movement of election equipment throughout election process and thereafter;
- (iv) Maintain and update inventory of goods, supplies and materials;
- (v) Provide Secretarial services to the Tender Board as per PPA;
- (vi) Liaise with commission user departments to establish and determine specifications, types and quantities of equipment and materials be procured;
- (vii) Facilitate timely and effective distribution of Registration and election materials to the respective destinations;
- (viii) Establish a checklist of returnable equipment and to ensure that the said equipment are returned, verified, counted, tested and properly stored; and
- (ix) Conduct stock verification and carry out inventory auditing to identify surplus, unserviceable stores and inventories.