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JUMBO FISH FARM LIMITED

LOGISTICS OPERATION MANUAL

2022

LOGISTICS POLICY AND PROCEDURE

Introduction

The logistics manual offers practical guidance in managing inbound logistics (Purchasing and Warehousing) and outbound Logistics (Demand administration and transportation).

PURCHASING CODES OF CONDUCT

Ethics

Jumbo Fish Farm Ltd (JFF) Purchasing Office and staff involved in the procurement process should have a strong sense of professional Ethics, and will abide by the Code of Ethics published by the Public Procurement and Asset Disposal Act of 2015 (PPADA 2015).

1. Give first consideration to the objectives and policies of Jumbo Fish Farm.
2. Strive to obtain the maximum value for each shilling of expenditure.
3. Decline personal gifts or gratuities (please refer to JFF Anti-Bribery and Anti-Corruption Policy for clarity)
4. Grant all competitive suppliers equal consideration to achieve fairness.
5. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
6. Make every reasonable effort to negotiate an equitable and mutually agreeable settlement of any controversy with a supplier; and/or be willing to submit any major controversies to arbitration or another third party review, insofar as the established Policies of Jumbo Fish Farm permits.
7. Accord a prompt and courteous reception insofar as conditions permit to all who call on Legitimate business missions.

8. Cooperate with professional associations, county government, and private agencies to promote and develop sound business methods.
9. Foster fair, ethical, and legal trade practices.

Procurement Policy & Procedure

The following policies and procedures are provided as a reference when procuring goods services or works:

1. Any members of JFF Ltd involved in the purchasing process should abide by the aforementioned Codes of Conduct.
2. Purchasing office should avoid purchasing unnecessary items.
3. A price analysis will be made and documented in the central purchasing files for each Purchasing transaction. This analysis may include a comparison of price quotes, a review of current market prices, as well as the review of the impact of discounts.
4. A cost analysis will be made for each purchasing transaction. Such analysis will take into account the reasonableness, allocability, and allowability of the purchase.
5. Purchases should be made in a manner that supports and facilitates the competitive bidding process and at the lowest cost consistent with quality, specifications, service, and product availability.
6. Purchasing records and files for purchases over the small purchase threshold of 7. Ksh 200,000 will include the basis for contractor selection, a justification for lack of competition when competitive bids or offers are not obtained, and the basis for award cost or price.
7. When appropriate, a lease vs. buy analysis should be performed to ensure the most economically feasible procurement decision has been made.
8. Requests for quotes and/or solicitation for goods and services should include the following critical components:
 - I. A clear and accurate description of technical requirements for the supply, equipment, or service to be provided.
 - II. A description of these (technical) requirements in terms of functions to be performed, including the range of acceptable characteristics.
 - III. Specific features of “brand name or equal” required of the supply, equipment, or service.

PURCHASING

The Purchasing Office assists in procuring goods, services, and works in support of Jumbo Fish Farm Ltd's mission. The purchasing office will be expected to carry out the following:

1. Strive to obtain the maximum value for each shilling of expenditure.
2. Select Suppliers competitively by giving equal considerations
3. Conduct business with potential and current suppliers in an atmosphere of good faith, devoid of intentional misrepresentation.
4. Always take counsel from the Director and the Technical Manager in the purchase of goods, services, or works whose value exceeds the minimum threshold of Ksh 200,000.
5. In collaboration with the Technical Manager, formulate a procurement plan and carry out market research for goods, services, and works whose value exceeds the minimum threshold of Ksh 200,000.
6. Liaise with the Technical Manager in matters of Contract Management, monitoring, and evaluation to ensure that the Contractors deliver what is expected of them.
7. Preparing purchasing budgets with the technical Manager.
8. Filling and recording all purchasing documents such as receipts, invoices, and quotations.
9. Reconciling purchasing expenses with the Accountant.
10. Ensuring that urgent purchases are expedited
11. Category Management

WAREHOUSE MANAGEMENT

The ideal skills are the ability to coordinate, organize and plan. Being dependable with excellent time management and documentation skills is a huge asset in achieving effective warehouse management. The following tasks will be done by a Logistician in warehouse management.

- Prepare and complete fish feed orders for delivery or pickup according to schedule (load, pack, wrap, label, ship)
- Receive and process warehouse stock (fish feed) products (pick, unload, label, store)

- Perform inventory controls of fish feeds and keep quality standards high for audits
- Keep a clean and safe working environment and optimize space utilization
- Complete diary logs into inventory
- Report any discrepancies
- Communicate and cooperate with the Technical Manager and coworkers to achieve effective warehouse management.
- Ensure the security and safety of the warehouse

DEMAND ADMINISTRATION

Jumbo Fish Farm Ltd having adopted the “PUSH” Supply Chain Model where the production of fingerlings is determined by anticipated customer demand. It behooves the person in charge of the supply chain to ensure that the fingerling stock available can match the demand at any given time. This will be achieved by administering proper inventory/stock management.

Inventory/Stock Management

For proper inventory/stock administration, the following tasks shall be carried out.

1. Tracking inventory levels by coordinating with the hatchery officer to ascertain the number of fingerlings available. This can be done periodically.
2. Keeping records of pending orders and ensuring the orders are subsequently dispatched in time.
3. Recording of all dispatched orders
4. Calculating the stock turnover rate periodically
5. Maintaining proper records of all dispatched orders capturing the amount paid for the orders and respective dates of dispatch.
6. Managing Transportation and last mile delivery of fingerlings and fish feeds to the customer.