

**PETER KULWA**  
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Procurement officer who plan, implement and manage of all procurement processes related to supply chain operations, analyzing market sources in order to ensure efficient and effective procurement and logistics of supplies, services and works providing value for money and in compliance to best practices as per policies, rules and regulations.

**WORKING EXPERIENCE**

OCT 2022 – MARCH 2023

PROCUREMENT OFFICER

MÉDECINS SANS FRONTIÈRES (MSF), LINDI – LIWALE, TANZANIA

- Planned and reviewed procurement of goods, works and services for the allocated departments prior to be submitted and provide guidance on how to execute the annual procurement plan based on activity timeline and budget.
- Conducted the market assessment in order to identify vendors that offer the best value for money and negotiate prices in order to guarantee the best quality and pricing for goods.
- Established a service level agreement (closed framework agreement and open framework agreement) between organizations and seller for all suppliers that have qualification that suits organization.
- Received, reviewed and processed incoming purchase request ensured clarity on descriptions and specifications before issuing RFQs, completed the procure to pay process.
- Collected quoted RFQs from different suppliers with the list of materials and prices.
- Prepared Comparative Bid Analysis (CBA) in order to evaluate, select and validate supplier in terms of price, lead time, and availability of materials in the suppliers stock, payment terms, supplier experience, and supplier reputation compliance with our internal policies.
- Negotiated with vendors with the view of obtaining fairest price, payment terms, quality of products, standards and payment terms
- Created and released Purchase Order from the UNIFILD Software, obtain validation according to the threshold and validation table and issued to most eligible bidder.
- Followed up and expedited of orders from suppliers so as to secure quality and timely delivery of goods.
- Communicated to authorize requestor about the status of the order through order monitoring report in order to bring the information about expected delivery date of the materials.
- Requested invoices or delivery notes without delay, for all purchases, checking they are correctly filled and translating information written in local language before approval.
- Managed the administrative and accounting procedures related to purchases: completing purchase orders, checking delivery notes (against orders) and manage advances issued by the Finance Department.
- Updated information on purchase lists after purchases are made.
- Assisted in reception control process with the storekeeper and requestor.

SEPT 2018 – OCT 2022

PROCUREMENT OFFICER

TANZANIA FOREST SERVICE AGENCY - SOUTHERN ZONE, LINDI

- Managed and planned procurement of goods, works and services.
- Supported the functioning of the tender board.
- Implemented and executed decisions made by tender board on award, amendment or review of contract documents accordingly.
- Acted as secretariat to the tender board.
- Prepared tender documents and other procurement documents.
- Prepared the invitation notices to be served for bidders.
- Prepared contract documents in conjunction with legal departments.
- Issued approved contract documents.
- Procurement of goods, service and works for all departments by using different means of procurement.
- Expedited of suppliers along with frequently monitoring of suppliers and contractors accurately as per the agreed schedule of delivery on contract.
- Received goods in order to stage them for inspection, place them into inventory and issue them to end user.
- Followed up on payments to be made by submitting Inspection report, copy of Goods
- Receiving Note (GRN), Invoice, and Delivery Note to the finance department.
- Managed of stock while ensuring sufficient amount of goods facilitating the operations and minimizing cost by keeping them at an optimal level.
- Maintained and archived records of the procurement and disposal process
- Periodically counted stock on hand physically and comparing them with store ledger so as to have the value of stock at the end of each financial year.
- Registered and coded all the assets and their purchased amount and year so as to determine the life span of asset so as to assist on decision to take for required asset.
- Managed disposal of goods through sale, donation or by any other means or the act of destroying goods by way of burning.

## **EDUCATION BACKGROUND**

2015 – 2018

BACHELOR DEGREE IN PROCUREMENT AND LOGISTICS MANAGEMENT (EVENING PROGRAM)

NATIONAL INSTITUTE OF TRANSPORT (NIT)

2013 – 2015

DIPLOMA IN PROCUREMENT AND LOGISTICS MANAGEMENT,  
TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

2012 -2013

BASIC TECHNICIAN CERTIFICATE IN PROCUREMENT AND LOGISTICS  
MANAGEMENT

TANZANIA INSTITUTE OF ACCOUNTANCY (TIA)

2006 – 2011  
SECONDARY SCHOOL EDUCATION  
TABATA SECONDARY SCHOOL CENTER

1999 – 2005  
PRIMARY SCHOOL EDUCATION  
MIRAMBO PRIMARY SCHOOL

### **CERTIFICATION**

2018 – CURRENT  
CERTIFICATE OF REGISTRATION OF PROCUREMENT AND SUPPLIES  
PROFESSIONAL (REGISTRATION NUMBER – GP06306)  
PROCUREMENT AND SUPPLIES PROFESSIONAL TECHNICIAN BOARD  
(PSPTB)

### **SKILLS**

- Procurement management skills
- Problem solving and analytical skills
- Team work and cooperation
- Negotiation skills
- Strong communication and feedback skills
- Logistics management skills
- Microsoft office
- UniField server (ERP/SAP)
- Tanzania National e-Procurement System (TANePS)
- Government electronic Payment Gateway (GePG)

### **REFEREES**

Bulalu Elisha  
Supply Chain Officer,  
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**DECLARATION**

I Peter Kulwa do solemnly declare that the information provided in this CV is true and accurate to the best of my knowledge.