

**THE EFFECTS OF RECORDS KEEPING ON PUBLIC PROCUREMENT
PERFORMANCE; A CASE STUDY OF IGANGA DISTRICT
LOCAL GOVERNMENT.**



BY

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1163-05084-06659

**A RESEARCH REPORT SUBMITTED TO THE COLLEGE OF ECONOMICS
AND MANAGEMENT IN PARTIAL FULFILMENT OF THE REQUIREMENT
FOR THE AWARD OF BACHELOR OF PROCUREMENT
AND SUPPLIES CHAIN MANAGEMENT OF
KAMPALA INTERNATIONAL
UNIVERSITY**

OCTOBER-2019

DECLARATION

I, NAMAGANDA WARREN declare that this report is my original work and has never been presented to any other university for award of any academic certificate or anything similar to such.

Signature 

Date 22/10/2019

APPROVAL

This report has been done under my supervision and submitted to the College of Economics and management with my approval as a supervisor.

Signature.....

Date.....

Mr. Bagaya Ramathan

DEDICATION

This research report is dedicated to my family especially my mother, Mrs. Nakalembe Harriet, my supervisor and all my lecturers. You have been an inspiration to me through your hard work, commitment, love and wisdom acquainted to me. Without you, I would not be what I am.

Thank you.

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ACRONYMS

IDLG	Iganga District Local Government
KIU	Kampala International University
CEO	Chief Executive Officer
PPDA	Public Procurement and Disposal of Public Assets Authority
ERMS	Electronic Records Management System

ABSTRACT

The study sought to examine the effects of records keeping in the public procurement performance in Iganga District and specific objectives were to find out the methods of record keeping at Iganga Local Government, to assess the other factors affecting procurement performances and too establish the relationship between records keeping and public procurement performance in Iganga District local government.

The findings of the study revealed that at Iganga district Local government, there are various methods used in record keeping as respondents agreed to most of the statements that were used to measure this objective. However it was realised that research record keeping is not fully done and also that administrative record keeping is not done at the district. The findings of the study also revealed that there are various factors that affect procurement performance the major one being one being the nature of control system and the least accepted was Evaluation of suppliers. Furthermore, the study respondents agreed that record keeping affects procurement performances. Therefore an improvement in record keeping improves procurement performance at Iganga District local government.

The study recommended that the government should ensure that employees carry out administrative record keeping, the employees should carry research record keeping on a daily basis in order to attain more knowledge various areas, the government should ensure that the control system that is both the internal and the external control systems are good enough as it affects the procurement performance of the district and that the management of Iganga district local government should ensure that record keeping is done on a daily basis as it generally improves that procurement performance.

CHAPTER ONE

INTRODUCTION

1.0 Introduction

This chapter entails the background of the study, statement of the problem, purpose, objectives, research questions and hypothesis, scope significance and operational definitions of the key terms in the study.

1.1 Background of the study

According to Emerson (2013) records keeping usually includes a records manager. This is the person responsible for records management within the organization, but that person often has a team of people working together to create and maintain systems. In some companies and agencies, the top official, often the agency head, CEO is ultimately responsible for records management, even if they have hired others to do the work of actively managing records. According to the ISO (2001), records keeping involve tasks like setting policies and standards, assigning responsibilities and authorities, establishing procedures and guidelines, providing access to management and use of records, and integrating records management into business systems and processes. According to Ramboll Management (2008) procurement performance is defined as achieving the set objectives and responsibilities from the perspective of the judging party. Consequently, indicators have to be gathered relating to activities conducted by procurement officers, the outputs produced by the activities, the intended outcomes (improved performance) and impact (more value for money). Further, procurement performance is the extent to which operational procurement outcomes demonstrate high levels of improved performance in lead time, cost, labour-productivity, and capacity utilization.

Recordkeeping is a requirement for many governmental agencies, and other companies also have systems in place (Christian, 2004). Record keeping provides a framework to gain control over piles of paperwork and locate documents, and ensures that needed information is easily accessible and readily available. This helps in compiling, retrieving and deposition of records. According to Morison (2010) record management involves electronic records management system (ERMS), as the term stands, could be an electronic system for managing records on any media. An electronic system for

managing paper records in a record centre or registry would be an ERMS. An ERMS could also be a system for managing electronic records, i.e. computerised records. Evidently some standardisation of meaning is required before benefits can be identified and measured. According to PRISM (2007), an organization's active files grow at an annual rate of approximately 25 percent, and paperwork is a huge overhead expense. Proper records management can free up precious office space. PRISM says that at any given time, between three and five percent of an organization's files are lost or misplaced. Proper organization can help provide consistent service to clients and partners while simultaneously increasing staff efficiency and productivity (faizo, 2017). Records management is also a way to tell an organization's history, but that job often falls under the expertise of an archivist, rather than under that of a records manager.

According to Michelle (2016), record management benefits companies and organizations through record retrieval. The better organized the business information is the faster you will be able to access it. Also, according to Braham (2010) record keeping helps to abide by with legal compliance. There are many laws and regulations governing record keeping, making sure you comply with all of them is not easy task. Record keeping helps the organizations or businesses to secure information safety (Cranmer, 2008), this is secured by keeping records electronically or manually to deny the access of non-users.

In Uganda, given the current poor state of records keeping, the government has taken a number of steps to support records keeping and archives in the country. These include the following among others: Circular No. 2 of 1976 was about the need for all government departments to manage and store records, and this was fully implemented in 1988. In 1990, the Department of Records and Information Keeping was created in the Ministry of Public Service and in 1994, the department was moved from the office of the President to the Ministry of Public Service (Nyamungu, 2010). Uganda did not have a law relating directly to records until 2001, when the National Records and Archives Act (2001) were created. Uganda has undergone a number of major developments, including a complete record keeping managements of the procurement process to the level of public institutions. Currently, all procurements are undertaken by the entities themselves, which has in turn created an extensive demand for high procurement performance in each public entity (Agaba& Shipman, 2006).

According to the World Bank (2010) public procurement performance is conducted in accordance with its Articles of Agreement. The Procurement Policy and Services Group of the World Bank are charged with providing the Policy and Guidance necessary to carry out this mandate for the Banks operational clients. The entity provides equal importance to supporting the management and reform of public procurement systems in the clients. Increasing the efficiency, fairness, and transparency of the expenditure of public resources is critical to sustainable development and the reduction of poverty.

The Public Procurement and Disposal of Public Assets Authority (PPDA) (2003) require that government entities maintain a file of records of all individual procurements. However, despite the presence of these acts, Uganda still has weak laws and inactive legislative provisions to promote good records and archives keeping, and not much effort has been made to engage legal and policymakers on the need and value of functional legal and policy provisions for records and archives keeping (Okello, 2008). Therefore, it's upon this background that has prompted research to investigate the effect of records keeping on public procurement performance.

1.2 Problem Statement

The PPDA law aims at ensuring the application of fair, competitive, transparent, and non-discriminatory and value for money procurement and disposal standards and practices. PPDA Act report 2017 indicates that procurement record keeping is characterized by the following; extremely deficient or poor filing and documentation that cannot facilitate audit trail; procurement records are often fragmented and scattered in various locations and departments; signed contract documents for goods, works and consulting services are often not complete; and contract variations are not properly authorized or recorded in some cases, where the equipment supplied is different from those contracted which is contrally to the PPDA Act. The key weakness highlighted in these reports where poor record-keeping which led to many procurement documents untraceable and procurements having taken place without documentation. Among the key weaknesses identified were inadequate procurement planning, leading to an excessive use of direct procurements and failure to align procurement with the budgetary process; poor record-keeping, leading to many procurement documents being untraceable (or procurements having taken place without documentation); and abuse of process, e.g. contracts having been awarded to a company other than the best-evaluated bidder, retrospective approvals for contracts, inconsistencies in tender evaluation and

interference in the contract award process by unauthorized parties. The study sought to examine the influence records keeping had on the performance of the procurement function in a public entity taking a case study Iganga district local government.

1.3 Purpose of the Study

The study sought to examine the effects of records keeping in the public procurement performance in Iganga District.

1.4 Objectives of the study

- i. To find out the methods of record keeping at Iganga Local Government.
- ii. To assess the other factors affecting procurement performances.
- iii. To establish the relationship between records keeping and public procurement performance in Iganga District local government.

1.5 Research Hypothesis

Ho: there is no relationship between records keeping and Public procurement performance in Iganga district local government.

HA: there is relationship between records keeping and Public procurement performance in Iganga District local government.

1.6 Scope of the study

1.6.1 Content Scope

The study contained the relationship between the independent variable and the dependent variable. Whereby record keeping was the independent and the public performance was the dependent variable. It clearly depicted the relationship between Records keeping and public procurement performance, the influence of record creation on public procurement performance, the influence of records accessibility and maintenance on public procurement Performance in Iganga District Local government.

1.6.2 Geographical Scope

The study was carried out in Iganga District Local government. Iganga is a town in the Eastern Region of Uganda. It is the main municipal, administrative, and commercial centre of Iganga District, and the district headquarters are located there. Iganga District is bordered by Kaliro District to the north, Namutumba District to the northeast, Bugiri District to the east, Mayuge District to the south, Jinja District to the southwest, and

organization has a somewhat different understanding as to what should apply as a success and thus influence the added value of the purchase.

Archiving refers to as records of enduring value selected for permanent preservation.

CHAPTER TWO

LITERATURE REVIEW

2.0 Introduction

This chapter presents the related literature on the Public Procurement Performance and records keeping. This chapter discusses studies conducted by other researchers, what they have said about the Records keeping on Public procurement performances.

2.1 The methods of record keeping

According to Barrel (2018) there are several methods of record keeping and these include the following; Electronic and manual record keeping. While some business owners prefer manual record keeping systems, most businesses use an electronic record keeping system - making it easier to capture information, generate reports and meet tax and legal reporting requirements. There are a number of issues you should consider when setting up an electronic or manual record keeping system, as each has certain advantages and limitations.

According to Gama (2010) the nature of organization and its activities determines the types of Records it generates and receives from other sources. The various Records generated may be of less value warranting their disposition immediately after they are used whereas some are vital to the organization for purposes of tracking what is happening what has happened and for efficient planning purposes. Therefore the Records created and received in the course of organization activities should be properly managed to allow easy access and retrieval whenever they are needed.

According Federal Office, (2013) Methods of Records are classified into the following categories.

Legal Records; It explains that legal Records are those Records created to evidence business transactions or legal decisions for example; contracts, agreements, leases, policy records, case files and correspondences. Several studies write that legal records are generated specifically from the work of courts, the police, and public prosecution. Within legal context, records serve legal functions. Legal records support legal rights and obligations with the legal system, also provide proof that a particular activity took place. Legal records contribute to accountability in an organization and in government.

Administration Records;

They are created for documentary policies, procedure and guidelines like directives manuals and reports, staff in this section manages records and information systems related to personnel transactions such as employment, seniority, leaves of absence, terminations and changes of status. Records staff also maintain the official employee files which classifies records to the line of life cycle as active and archive records.

Research Records;

These are created to determine trends, recent developments or new information related to an organization's product. Research records refer to any type of records or materials that document your research effort. These can be electronic or hard copy as in various forms of logs, notebooks, correspondence, videos, computer databases, audio or digital records, or even the actual products of experiments (Saffady, and William, 2009).

In addition, research records helps to maintain accurate and complete research records for data analysis, all records relating to the conduct of the project are important including those that document the management of the research funds and the intellectual property. Although not an inclusive list, research records typically include: laboratory research, lab notes, computer databases, microscopic slides, gels, images, photos, videos, laboratory equipment printouts, and records of records of statistical and other data analysis.

Financial Records;

These are created for accounting and fiscal use. Examples include financial statement and tax forms. Formal documents representing the transactions of a business, individual or other organization. Financial records maintained by most businesses include a statement of retained earnings and cash flow, income statements and the company's balance sheet and tax returns. Keeping financial records organized is a key element in a successful business.

Active or current Records

Active or current Records are referred to as the active Records since open files that are in use for conducting the current business of the organization. He emphasizes that

function crucial for business functioning and with an effective procurement process, an organization achieves its tactical as well as strategic goals.

Resource allocation

Resource allocation begins at strategic planning when a company formulates its vision and goals for the future. Most of the public entities lack clear accountability on how the resources provided impact on their performance therefore going against the fundamental principles of public procurement. Tangible resources are assets that can be seen and quantified such as production equipment, manufacturing plants, and formal reporting structures. Intangible resources include assets that typically are rooted deeply in the firm's history and have accumulated over time (Michael and Hoskisson, 2007)

Furthermore, Ombaka (2009) outlined that effective procurement process is one which utilizes good practices by avoiding corruption. Some studies stated that supplier selection consists of a five phase process: the realization of the need for a new supplier, determination and formulation of decision criteria; prequalification; final supplier selection and monitoring of the supplier selection

Evaluation of suppliers

Evaluation of suppliers before selecting them can significantly improve the performance of the procurement function in carrying out its mandate. Private enterprises evaluate suppliers before awarding contracts to supply different goods, services or carry out works.

Diamond (1995) argues that once the records have been transferred to the archives, they need to be processed, conserved and made accessible as source of information or evidence. A well- managed procurement records management system will enable the physical and logical control of records and prevent unauthorized access, tampering, loss, misplacement or destruction of documents.

Procurement planning

Achieving efficiency in procurement planning is an ambitious task, as procurement faces numerous challenges, especially due to the market structure, the legal framework and the political environment that procurers face. Poor procurement planning has been one of the major stumbling blocks to the economic development of Africa and it has been clear that a number of African countries have not paid adequate attention to the proper management of public resources (Basheka, 2004).

Contract Management and performance

When a contracting authority enters into a contract with an economic operator, the arrangement cannot just be left to run. It must be managed to enable both the contracting authority and the economic operator to meet their contractual obligations. Contracts are frequently complex, they may involve multiple actors, last a long time and may consume many resources. It is therefore vital that they are properly managed (SIGMA, 2011).

Professionalism of the workforce

Professionalism is defined as a capability, ability or an underlying characteristic of an individual, which is casually related to effective or superior performance. It refers to applied knowledge and skills, performance delivery, and the behaviour required to get things done very well (Armstrong and Baron, 2016). He further revealed that professionalism affects the procurement process in general.

2.3 The Relationship between Records keeping and Procurement performances

2.3.1 Advantages of record keeping to the organisations

Gives evidence on the activities of the organisation

According to Damulira (2013) argues that without access to records, the public does not have the evidence needed to hold officials accountable or to insist on the prosecution of corruption and fraud, which directly affects procurement performance. Micheal (2010) argues that badly managed records adversely affect the broad scope of public service reforms, and development projects are often difficult to implement and sustain effectively in the absence of well-managed records. The researcher concurs with the above facts that records are required for the past, present and future events.

Promotes financial profit

In this study record keeping and preservation has been categorized as backup, shelving, and filling and archiving. Findings by Obura (2011) indicate that effective records maintenance enhances procurement performance. This means that good record-keeping practices reduce vulnerability to legal challenge or financial loss and promote efficiency in terms of human and space resources through greater coordination of information use, maintenance and control.

Enhances decision making

Studies observe that unorganized and poorly managed records lead to inability to access information needed to support policy formulation, implementation and delivery of programs and services. Its further highlights that failure to effectively maintain procurement records means that: decisions are taken on ad hoc basis without the benefit of records; fraud cannot be proven; and meaningful reporting and audits cannot be carried out. (Khan 2016).

Promotes transparency and accountability of funds

Sabiiti et al (2011) indicates that disorganized records mean reviewers and auditors take an excessive amount of time to locate needed records, which affects procurement performance. Procurement records are critical in promoting the principles of transparency and accountability, and weaknesses in this area are more likely to have implications for the efficiency and effectiveness of the public procurement system. Therefore, it is presumed that records maintenance and preservation have a significant influence on procurement performance.

Empirical studies have been conducted on the effective records keeping enhances procurement performance. This means that good record-keeping practices reduce vulnerability to legal challenge or financial loss and promote efficiency in terms of human and space resources through greater coordination of information use, maintenance and control.

Provides room for timely information access

The Kenya Public Procurement Oversight Authority (2008) observes that unorganized and poorly managed records lead to inability to access information needed to support policy formulation, implementation and delivery of programs and services. Its further highlights that failure to effectively maintain procurement records means that: decisions are taken on ad hoc basis without the benefit of records; fraud cannot be proven; and meaningful reporting and audits cannot be carried out.

According to the Ugandan National Records and Archives Act all public records with historical, administrative, legal, fiscal, informative, research and educational value must be deposited with the National Archives. Specific to Ugandan procurement records, the

PPDA Act (2003) requires that government entities to maintain a file of records of all individual procurements.

Promotes compliance in management of the organisation

A compliant records management system in any enterprise is necessary for the enterprise to manage all its records and information-related activities proactively and progressively without such a system, there is disorder and inefficiency. Managers of organizations are likely to find themselves losing the battle against the rising tide of documentation, and the consequences are grave if records compliance issues are not addressed. Generally, one of the most important tasks that entrepreneurs face is how to manage the information of their businesses, much of which is captured as records.

Helps the organisation to beat off competition

Records maintenance and preservation involves physical storage and ensuring safety of records considers archives as the organized records of governments, organizations, groups of people and individuals, whatever their date, form and material appearance, which are no longer needed to conduct current businesses but are preserved either as evidence of origins, structure, functions and activities or because of the information they contain. As businesses become more competitive, it becomes paramount that organizations follow best practices for records management. Organizations need to demonstrate intentions to follow best practices consistently and accurately for effective management of records.

CHAPTER THREE

METHODOLOGY

3.0 Introduction

This chapter presented different methods that were adopted in collecting and interpreting data related to the study by discussing choices related to: Research Design, study population, sampling strategies, data collection methods, instruments, data quality control, data analysis and procedure.

3.1 Research Design

The study employed a cross sectional survey design. The study adopted a survey research design because data was collected from respondents at a particular time. This survey research design according to Amin (2005) was helpful to the researcher to attain systematic data from a sample. Correlation was necessary to explain relationship between variables. Purposive sampling will be used to ensure that the respondents with the right information are selected to participate in this study. Quantitative and qualitative approaches were used because they help to ensure that data collected is quantitatively analyzed and descriptively interpreted.

3.2 Study population

The study population comprised of 100 participants purposively selected from the management and employees of Iganga district headquarters in Uganda.

Table 3. 1: Target population of the study

Department	Population size
Community based service	10
Finance	20
Human resource	10
Procurement	10
Education	20
Works	10
Total	80

Source: Iganga district organizational framework abstract, 2018

3.3 Sample size

The sample size of the study was determined according to Slovene's formula of sample determination. Under this, a target population of 80 was zeroed down to a sample size of 62 respondents respectively as stated by Slovene's (1978). The Slovenes formula was used to determine the minimum sample size.

Table 3.2: Table for determining sample size from a given

Department	Population size	Sample size
Community based service	10	8
Finance	20	17
Human resource	10	8
Procurement	10	8
Education	20	17
Works	10	8
Total	80	66

Source: *Morgan and Krejcie 1970*

3.4 Sampling Techniques and Procedures

The participants in the study were selected using purposive sampling method and simple random sampling. Purposive sampling was the best because it involved selecting participants that possessed the required characteristics and qualities as defined by the researcher (Gay, 2006).

3.5 Data Collection Sources

The researcher used both primary and secondary data sources.

3.5.1 Primary Data

Primary data is a source of data generated from respondents using questionnaires and interview guide to get opinions, views and suggestions of the respondents. The researcher used a close ended questionnaire to collect data.

3.5.2 Secondary Data

Secondary data sources are kind of information that the research study used which was already published in regard to the study topic. It included all written information from text books, internet, newspapers, reports, brochures and news prints, audio and visual information that is readily available on the study.

3.6 Data Collection Methods

The researcher used questionnaires as the major data collection method used to get firsthand information.

3.7 Research Collection Instruments

3.7.1 Questionnaire

This was the main data collection tool. It consisted of questions that were set in relation to the research objectives so as to get the real answers to the set research questions. These were administered to the Management and staff of Iganga District Local Government. The questionnaires were used because they are easy and convenient to use in collection of data from busy respondents like those at the district.

3.8 Ethical consideration

The researcher was given an introductory letter from the Department of Economics and Management, Kampala international University and which she presented to the management of Iganga district local government. For approval by the authorities at the sector; the researcher was given an acceptance letter then started administering the research tools in their organization. The researcher first conducted interviews with the staff in the Administration, Finance and planning department. She also distributed questionnaires to respondents. After 2 days, she collected filled questionnaires.

3.9 Validity and Reliability

3.9.1 Validity

Validity is the ability of the research instrument to measure what it aims or is supposed to measure. According to Amin (2005), the research instrument must be appropriate for the study objectives to be achieved. The researcher consulted and discussed validity of the instruments with colleagues and supervisor to limit errors as much as possible. Out of the total number of items of the questionnaire, the questions that were considered were very relevant.

3.9.2 Reliability

Reliability of an instrument is the dependability or the trustworthiness of an instrument. According to Amin (2005), it is the degree to which the instrument consistently measures what it is supposed to measure. This method is picked on a single pre-test group and shows the degree to which the items in the questionnaire are inter-correlated. That is, a respondent who had completed the questionnaire was again politely asked to

complete another fresh questionnaire (retest) after two weeks to prove the answers earlier filled for consistence or how close they relate (Amin 2005). Internal consistence of the items in the questionnaire was be established using Cornbach's formulae to compute the alpha co-efficiency of reliability. To get the reliability, the data was entered in the computer and analyzed using the statistical package for social scientists (SPSS), which was useful for providing a Cronbach Co-efficient Alpha test for testing reliability.

3.10 Data Management

3.10.1 Data Processing

Collected data was sorted, checked for data arrangement and scrutiny for any arising inconsistencies, so as to obtain an objective and reasonable judgment, edited, entered, coded using SPSS package for analysis.

3.10.2 Data Analysis

Data analysis in this case was done quantitatively with statistical techniques such as the use of tables, frequencies and percentages in the analysis so as to ensure accuracy, adequacy and completeness of the study.

CHAPTER FOUR

PRESENTATION, DATA ANALYSIS AND INTERPRETATION OF FINDINGS

4.0 Introduction

This Chapter presents data analysis, tables and figures, and interpretations made in accordance with the research objectives of the study. The chapter was divided into sub-chapters namely: Demographic characteristics of respondents and findings on objectives of the study.

The respondents demographic characteristics include; age, gender, level of education, level of experience and marital status

4.1.1 Gender of Respondents

Table 4.3: Gender of respondents

Age	Frequency	Percentage
Male	47	71.43
Female	19	28.57
Total	66	100

Source primary data 2019

According to the results for gender of the respondents in table 4.1, of the 66 respondents, the majority were males (47) with 71.43% while the females were 19 representing 28.57% of the entire sample. This therefore implies that more males than females are working with the institution. The imbalance in the organization is attributed to various factors existing in employment of Uganda.

4.1.2 Age of respondents

Table 4.4: Age of respondents

Age	Frequency	Percentage
25 and below	17	25
26-36	35	53.6
37-47	7	10.7
48-58	5	7.1
59 and above	2	3.6
Total	66	100

Source: primary data 2019

Table 4.4 above revealed that most of the respondents were in the age group of 26-36 years (35) contributing 53.6 % and were followed by those in the age- group of 25 years and below (17) representing 25 % of the sample, those in the range of 37-47 were 7 contributing 10.3% of the sample. The ones in the age group of 48-58 were 5 representing 7.1% and the ones above 58 were 2 representing 3.6%.

4.1.3 Marital status of the respondents

Table 4.5: Marital status of the respondents

Marital status	Frequency	Percentage
Single	33	50
Married	22	32.1
Widowed	2	3.6
Separated	9	14.3
Total	66	100

Source primary data 2019

From table 4.5, majority of the respondents were single 33 (50%), followed by the married who were 22 (32.1%). Those who had separated were 9(14.3%) and only two respondents had widowed representing 3.6% of the entire sample. This implies that most of the respondents at Iganga Local Government were single.

4.1.4 Working Experience

Table 4.6. Working experience of respondents

Working experience	Frequency	Percentage
Below 1 year	4	7.1
1-2 years	24	35.7
3 and above years	38	57.2
Total	66	100

Source primary data 2019

The findings in table 4.6 above indicated that out of the 28 respondents, the majority had spent 3 years and above on their current job (38)57.2%, they were followed by those who had spent 1-2 years on their current job (24) 35.7% and the least number of respondents had spent less than 1 year on their job and were only (4)7.1%. This implies that most of the respondents had relevant experience and knowledge about the variables of the study as they had spent relevant time working with this organization.

4.1.5 Level of education of respondents

Table 4. 7: Level of education of respondents

Level of education	Frequency	Percentage
Primary	0	0
Secondary	0	0
Certificate	7	10.7
Diploma	12	17.9
Degree	47	71.4
Total	66	100

Source primary data 2019

From table 4.7, the findings show that majority of the respondents had attained a degree 47 (71.4%) followed by those who had diploma 12(17.9%) and those who had certificates were 7(10.7%). None of the respondents had attained primary and secondary as their highest level of education. This implies that most of the respondents were elite enough to give the best knowledge concerning the variables of the study.

4.2 Methods of Record Keeping

Table 4.8: Percentage response on methods of record keeping at Iganga District

Local Government

Qn	Statements	Strongly Disagree	Disagree	Not Sure	Agree (%)	Strongly Agree	Total
1	Information communication technology	10	7	0	23	26	66
2	Financial record keeping	7	13	0	20	26	66
3	Administrative record keeping	20	30	3	10	3	66
4	Confidentiality of records	8	7	0	18	33	66
5	Legal record keeping	1	7	0	25	33	66
6	Research recordkeeping	20	20	0	19	7	66
7	Active record keeping	7	5	0	28	26	66

Source: Primary data, 2019

The findings from Information communication technology showed that 15 % strongly disagreed that there is Information communication technology, 10% disagreed, none of the respondents was not sure, 35% agreed and 39.2% strongly agreed with the statement. Therefore 74.2% of the respondents agreed that there is Information communication technology at Iganga district local government..

The findings from financial record keeping revealed that 10.3 % strongly disagreed that there is financial record keeping 20% disagreed, none of the respondents was not sure, 30.7% agreed and 39% strongly agreed with the statement. This implies that 69.7% of the respondents agreed that there is financial record keeping at Iganga district local government.

The findings from administrative record keeping showed 30 % of the respondents strongly disagreed that there is administrative record keeping 45% disagreed, 5% were not sure, 15 agreed and 5% strongly agreed with the statement. This shows that 75% of the respondents disagreed that there full utilisation of administrative record keeping at Iganga district local government..

The findings from confidentiality of records discovered that 12.4 % of the respondents strongly disagreed that there is confidentiality of records 10% disagreed, none of the respondents was not sure, 27.6% agreed and 50% strongly agreed with the statement.

This revealed that 87.3% of the respondents agreed that there is confidentiality of records at Iganga district local government.

The findings from Legal record keeping found out that 2.7 % of the respondents strongly disagreed that there is legal record keeping, 10 % disagreed, none of the respondents was not sure, 37.3% agreed and 50% strongly agreed with the statement. This generally showed that 77.6% of the respondents agreed that Legal record keeping is used at Iganga district local government.

Research record keeping

30.33 % strongly disagreed that there is research record keeping, 30 % disagreed, none of the respondents was not sure, 29.6% agreed and 10% strongly agreed with the statement. This shows that 60.33% of the respondents revealed that research record keeping is not fully done at Iganga district local government.

The findings from evaluation of suppliers revealed that 28.4 % of the respondents strongly disagreed that evaluation of suppliers affects procurement performance, none of them disagreed was not sure, 21% agreed and 50.6 % strongly agreed with the statement. This implies that 71.6% of the respondents agreed that evaluation of suppliers affects procurement performance at Iganga district local government.

The findings from Transparency in the use of funds indicated that 10 % of the respondents strongly disagreed that transparency in the use of funds affects procurement performance, 8.6% disagreed, none of the respondents was not sure, 60.4% agreed and 21 % strongly agreed with the statement. Therefore ,81.4% of the respondents agreed that Transparency in the use of funds affects procurement performance at Iganga district local government.

Findings from Contract management and performance revealed that 6.2 % of the respondents strongly disagreed that contract management and performance affects procurement performance, 10% disagreed, none of the respondents was not sure, 53.8% agreed and 30 % strongly agreed with the statement. This indicates that 83.8% of the respondents agreed that contract management and performance affects procurement performance at Iganga district local government.

Findings from Professionalism of the workforce revealed that 11.6 % strongly disagreed that professionalism of the workforce affects procurement performance, 4% disagreed, none of the respondents was not sure, 40% agreed and 44.4% strongly agreed with the statement. This implies that 84.4% of the respondents agreed that professionalism of the workforce affects procurement performance at Iganga district local government

4.4 The Relationship between Record Keeping and Procurement performances

Table 4.10: Percentage response on the Relationship between Record Keeping and Procurement performance

no	Statements	Strongly Disagree (%)	Disagree (%)	Not Sure (%)	Agree (%)	Strongly Agree (%)	N
1	Gives evidence on the activities of the organisation	7	8	0	31	20	66
2	Promotes financial profit in the organisation	11	7	0	27	21	66
3	Helps the organisation to beat off competition	3	7	0	27	29	66
4	Enhances decision making	7	12	0	33	14	66
5	Promotes transparency and accountability of funds	12		0	28	26	66
6	Provides room for timely information access	8	3	0	35	20	66
7	Promotes compliance in management of the organisation	7	10	0	26	23	66

Source Primary data, 2019

Findings from Gives evidence on the activities of the organisation showed that showed that 10.8 % of the respondents strongly disagreed that record keeping gives evidence on the activities of the organisation,12% disagreed, none of the respondents was not sure, 47% agreed and 30.2 % strongly agreed with the statement. This generally revealed that 77.2% of the respondents agreed that it gives evidence on the activities of the organisation at Iganga district local government

The findings from Promotes financial profit in the organisation found out that 16 % of the respondents strongly disagreed that record keeping Promotes financial profit in the organisation,10.6% disagreed, none of the respondents was not sure, 40.4% agreed and 33 % strongly agreed with the statement. This implies that73.4% agreed that it promotes financial profit in the organisation at Iganga district local government

The findings from Helps the organisation to beat off competition discovered that 5.2% of the respondents strongly disagreed that record keeping helps the organisation to beat off competition, 10% disagreed, none of the respondents was not sure, 40.8% agreed and 44 % strongly agreed with the statement. This infers that 84.8% of the respondents agreed that record keeping helps the organisation to beat off competition

The findings from Enhances decision making showed that 10.4% of the respondents strongly disagreed that record keeping enhances decision making, 18% disagreed, none of the respondents was not sure, 50.6% agreed and 21% strongly agreed with the statement. This implies that 71.6% of the respondents agreed that record keeping enhances decision making at Iganga district local government.

Findings from Promotes transparency and accountability of funds 18.6% of the respondents strongly disagreed that record keeping promotes transparency and accountability of funds, none of the respondents was disagreed and was not sure, 41.4% agreed and 40% strongly agreed with the statement. This indicates that 81.4% of the respondents agreed that record keeping promotes transparency and accountability of funds

Findings from provides room for timely information access showed that 12% of the respondents strongly disagreed that record keeping provides room for timely information access, 4.4% disagreed, none of the respondents was not sure, 53% agreed and 30.8 % strongly agreed with the statement. This indicates that 83.8% agreed that record keeping provides room for timely information access at Iganga district local government

The findings from Promotes compliance in management of the organisation showed that 10.6% of the respondents strongly disagreed that record keeping Promotes compliance in management of the organisation, 15% disagreed, none of the respondents was not sure, 40% agreed and 34.4 % strongly agreed with the statement. This indicates 74.4% of the respondents agreed that it promotes compliance in management of the organisation

CHAPTER FIVE

DISCUSSIONS, CONCLUSIONS AND RECOMMENDATIONS

5.0 Introduction

This chapter presents the discussions, conclusions, and recommendations drawn from the study findings chapter four.

5.1 Discussion of the findings

5.1.1 Methods of Record Keeping

The findings of the study revealed that at Iganga district Local government, there are various methods used in record keeping as respondents agreed to the statements that were used to measure this objective. This is based from the fact that 74.2% of the respondents agreed that there is information communication technology, 69.7% agreed that there is financial record keeping, 87.3% agreed that there is confidentiality of records, 77.6% agreed that Legal record keeping is used, 82.34% agreed that there is active record keeping while 60.33% revealed that research record keeping is not fully done and also 75% of the respondents disagreed that there full utilisation of administrative record keeping .

5.1.2 Factors Affecting Procurement Performance

From the findings of the study, 87.2% of the respondents agreed coordination system affects procurement performance, 88.3% agreed that the nature of control system affects procurement performance and 84.8% agreed Resource allocation affects procurement performance, 71.6% agreed Evaluation of suppliers affects procurement performance , 81.4% agreed Transparency in the use of funds affects procurement performance, 83.8% agreed that contract Management and performance affects procurement performance and also 84.4% agreed that professionalism of the workforce affects procurement performance .

5.3.2 Factors Affecting Procurement Performance

The government should ensure that the control system that is both the internal and the external control systems are good enough as it affects the procurement performance of the district.

5.3.3 The Relationship between Record Keeping and Procurement performances

The management of Iganga district local government should ensure that record keeping is done on a daily basis as it generally improves that procurement performance.

5.4 Areas for Further studies

1. Assessment of the factors that affect public procurement performance in local governments
2. Efficiency of computerised record keeping and performance public organisations.

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APPENDIX (Research Questionnaire)

QUESTIONNAIRE ON ICT AND STAFF PERFORMANCE

Dear respondent, I am Namaganda Warren a final year student at Kampala International University conducting a purely academic study as a partial requirement that leads to the award of the degree of Bachelor of procurement and supply chain management. The research is about the stated topic above. The answers provided will be treated with utmost confidentiality and only for academic purposes. I therefore kindly request you to respond appropriately to the following questions.

Thank you.

SECTION A: PERSONAL BIODATA

1. Gender

(a) Male ☐ (b) Female ☐

2. Age

(a) 25 and below ☐ (b) 26-36 ☐
(c) 37-47 ☐ (d) 48-58 ☐ (e) Above 58 ☐

3. Marital Status

Single ☐ Married ☐ Widow ☐ Separated ☐

4. How long have you been working with the organization?

(a) Below 1 year ☐ (b) 1-2 years ☐ (c) above 3 years ☐

5. Educational level

(a) Primary ☐ (b) secondary ☐ (c) Certificate ☐ (d).Diploma ☐
(d) Degree ☐

Section D: The Relationship between Record Keeping and Procurement performance

SA – Strongly Agree, A – Agree , NS – Not Sure, D – Disagree SD – Strongly disagree

Statement	SA	A	NS	DA	SD
Gives evidence on the activities of the organisation					
Promotes financial profit in the organisation					
Helps the organisation to beat off competition					
Enhances decision making					
Promotes transparency and accountability of funds					
Provides room for timely information access					
Promotes compliance in management of the organisation					



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DEPARTMENT OF HUMAN RESOURCE AND SUPPLIES
MANAGEMENT**

2nd/10/2019

To whom it may concern

Dear Sir/Madam,

RE: INTRODUCTORY LETTER FOR NAMAGANDA WARREN 1163-05084-06659

This is to introduce to you the above named student, who is a bonafide student of Kampala International University pursuing a Bachelor's Degree in Supplies and Procurement Management, Third year Second semester.

The purpose of this letter is to request you avail her with all the necessary assistance regarding her research.

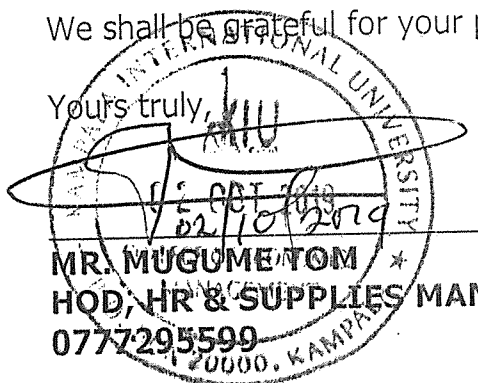
**TOPIC: - THE EFFECT OF RECORDS KEEPING ON PUBLIC
PROCUREMENT PERFORMANCE**

CASE STUDY: - IGANGA DISTRICT LOCAL GOVERNMENT

Any information shared with her from your organization shall be treated with utmost confidentiality.

We shall be grateful for your positive response.

Yours truly,



MR. MUGUMETOM
HOD, HR & SUPPLIES MANAGEMENT
0777295599

P. O. Box 358 Iganga Uganda
Tel: +256 758912812, 0752494206



The Republic Of Uganda

Email: cao@iganga.go.ug ...

TO THE HEAD OF DEPARTMENT
I R & SUPPLY CHAIN MANAGEMENT
IU KAMPALA

05/10/2019

**RE: ACCEPTANCE OF NAMAGANDA WARREN TO UNDER TAKE HER RESEARCH WITH
IGANGA DISTRICT LOCAL GOV'T**

This serves to inform that your student, Namaganda Warren reg; 1163-05084-06659 has been accepted to undertake her research with our District.

Basing on her topic The effect of records keeping on public procurement performance, a case study of Iganga District Local Government. we thought it wise to admit her since her find may help us to work on our weak points.

During her stay, she is required to abide by the rules and regulations of the district .
By the copy of this letter, she is required to liaise with human resource officer for necessary guidance and assistance.

yours



Sam Wasajja
Chief Administrative Officer