ABSTRACT

The study assessed the factors affecting quality of records management among procurement entities of Tanzania. This study employed descriptive research design. Data were collected from 37 respondents from Procurement Management Unit, Tender Board, Account Section, User Department and Customer services. The study also used both primary and secondary data to gather information from the respondents. Quantitative data were analyzed using descriptive statistics such as frequencies, percentages, mean and standard deviation. Qualitative data were analyzed using content analysis. The study findings concluded that employee competence helped the organization to improve quality of procurement record. This was witnessed through academic qualifications, professional experience and competence and trainings and development. In the second objective, the study concluded that technology influence the quality of procurement record management public procuring entities. This was witnessed through Knowledge management and ICT Infrastructure. In the last objective, the study concluded that public procuring entities keeps various procurement records such as Procurement contract documents, Tender board documents, Proforma invoice, Purchase order documents, and Stocks card. Procuring entity is responsible for maintaining the procurement and contract records of each requirement. The procuring entity must develop the filing system and maintains a complete record on the entire procurement and contract administration processes for each requirement. The study recommends that, there is a need for all staffs engaged in record keeping to be attended a regular training and workshops in order to strengthen their capacity, even those working at procurement should attend to these trainings and workshops. The government should increase budget for computer purchasing in order to allow all records in the government entities to be recorded in the software rather than using manual records