

## **DEVELOPMENT OF A PROCUREMENT MANUAL FOR SPECIFIC METHODS TO ENHANCE THE EFFICIENCY OF PROCUREMENT OPERATIONS AT SUAN SUNANDHA RAJABHAT UNIVERSITY**

Phawinee Thainmanee  
Personnel Division, Suan Sunandha Rajabhat University  
E-mail: Phawinee.th@ssru.ac.th  
Phudit Nokhuntod  
College of Politics and Government, Suan Sunandha Rajabhat University  
E-mail: Phudit.no@ssru.ac.th

### **Abstract**

Study on the development of procurement and procurement manuals in a specific way to increase the efficiency of procurement operations. Suan Sunanda Rajabhat University The objectives of the study were 1. To study the procurement process in a specific way of Suan Sunanda Rajabhat University 2. The sample used in the study was 36 employees who worked as parcel officers in various departments. The statistics used in the data analysis were percentage, mean, and standard deviation. The results showed that the majority of the respondents were female, accounting for 66.67 percent, aged between 31 and 40 years, accounting for 66.67 percent, most of the educational level was at the bachelor's level, accounting for 66.67 percent, most of the work experience was in the range of 1 - 5 years, accounting for 55.56 percent, and most of the monthly income was between 20,001 – 30,000 baht, accounting for 61.11 percent. Opinions on the level of procurement efficiency with a specific method before the manual study showed that there was an overall opinion at a moderate level with an overall average of 3.00 and a standard deviation of 1.124 Comments on the level of procurement efficiency with a specific method after the manual study showed that there was the highest level of overall opinion with a total average of 4.65 and a standard deviation of 0.386.

**Keywords:** Procurement Manual for Specific Methods, Suan Sunandha Rajabhat University

### **Introduction**

Public procurement is a crucial process that directly impacts the efficiency and transparency of government agencies, including public universities, which must comply with the Public Procurement and Asset Management Act, B.E. 2560, and related regulations. One of the procurement methods specified in the law is the "specific method," which can be used in cases where there are valid reasons, such as urgent situations that cannot be handled through the regular procurement process or when there are limitations related to the suppliers or products with specific characteristics (Royal Gazette, 2017).

However, Suan Sunandha Rajabhat University, as a government agency that must adhere to public procurement regulations, has found that implementing the specific procurement method still faces several limitations and issues. These include discrepancies in implementation due to some staff lacking proper understanding of the regulations and procedures related to the specific procurement method. Furthermore, documentation and processes lack standardization, leading to delays in procurement and increasing the risk of errors in operations. The varying interpretations of regulations among different agencies or

staff involved create uncertainty in procurement procedures, which negatively affects the efficiency and transparency of the organization (Sudsara, 2022).

To address these issues, the development of a specific procurement manual, which can be used as a standardized practice guideline, is essential to improving the efficiency of material operations at Suan Sunandha Rajabhat University (Saengthong et al., 2022). This manual will help staff perform tasks correctly according to government regulations, reduce the risk of errors, and increase the speed of procurement operations.

Therefore, this research aims to develop a specific procurement manual to provide clear, consistent guidelines that align with relevant regulations and help improve the efficiency of material management at Suan Sunandha Rajabhat University, ensuring standardized, transparent, and auditable operations.

### **Research Objectives**

1. To study the procurement process using the specific method at Suan Sunandha Rajabhat University.
2. To study the effectiveness of implementing the specific procurement manual in practice at Suan Sunandha Rajabhat University.

### **Scope of the Research**

1. The population for this study consists of personnel from Suan Sunandha Rajabhat University. The researcher determined the sample size and selection method using purposive sampling. Employees holding the position of procurement officer in various departments were specifically selected, with one officer per department, resulting in a total sample size of 36 participants.
2. This study covers the examination of the procurement process using the specific method and investigates the effectiveness of material operations after the implementation of the manual in practice.
3. October 1, 2023, to August 31, 2024.

### **Research Methodology**

1. This study is quantitative research employing a survey research approach. The sampling method used is purposive sampling, and the data is analyzed using statistical methods, including frequency, percentage, and standard deviation.
2. The study began by researching documents related to the procurement process using the specific method at Suan Sunandha Rajabhat University. Data collection was conducted using an online questionnaire, which consisted of two parts: Part 1 – general information about the respondents, with 6 questions, and Part 2 – questions regarding the effectiveness of the annual material inspection before and after the implementation of the manual, with 6 questions., using a Likert scale ranging from 1 (strongly disagree) to 5 (strongly agree) (Likert & Rensis, 1961). The questionnaire was analyzed to determine its reliability, with a confidence level set at 95%. The Cronbach's Alpha Coefficient was used to calculate the reliability. The researcher set the criterion that if the Cronbach's Alpha coefficient is 0.70 or higher, the questions would not be revised. However, if the coefficient is below 0.70, the questions would be revised (Pipitkul, 2018). The questionnaire had a reliability value of 0.924, which is considered acceptable. Therefore, this questionnaire can be used for data collection in this research.

3. The researcher determined the sample size and selection method using purposive sampling, selecting one procurement officer per department, resulting in a total sample size of 36 participants.

4. Step 1: General information was analyzed using descriptive statistics, including percentages.

Step 2: Analyze the level of development of procurement before and after studying the manual in all three areas by using the collected data to calculate statistical values, including the mean and standard deviation. The data will be presented in table format along with descriptions and a summary of the study results.

### Research Results

The general information of the survey respondents revealed that the majority of respondents were female, accounting for 66.67%. Most respondents were between 31 and 40 years old, also representing 66.67%. The majority had a bachelor's degree, accounting for 66.67%. Most had work experience ranging from 1 to 5 years, representing 55.56%. The majority had a monthly income between 20,001 and 30,000 THB, accounting for 61.11%. Most respondents received their salary from their primary income source, accounting for 75.00%.

The analysis of data regarding the development level of procurement using the specific method is divided into two phases: before studying the procurement manual and after studying the manual. The levels were measured based on 3 questions asked both before and after the study, namely: the level of readiness in document preparation, the level of speed in procurement, and the level of accuracy in procurement. The data were then analyzed to calculate the average and standard deviation as follows:

Table 1: The analysis of data regarding the level of procurement efficiency using the specific method before studying the manual.

<b>The level of development of procurement using the specific method (before)</b>	<b>Mean (<math>\bar{x}</math>)</b>	<b>Standard Deviation (SD)</b>	<b>Opinion Level (Rating scale)</b>
Readiness Level for Document Preparation	2.95	1.223	Moderate
The level of speed in procurement	2.90	1.078	Moderate
Accuracy Level of accuracy in procurement	3.14	1.251	Moderate
<b>Total</b>	<b>3.00</b>	<b>1.124</b>	<b>Moderate</b>

From Table 1, the mean and standard deviation classified by the level of opinion, a summary of opinions regarding the level of procurement performance using the specific method before studying the manual showed that the overall opinion was at a moderate level, with a mean score of 3.00 and a standard deviation of 1.124.

When considering each aspect, the respondents' opinions on all aspects were at a moderate level, as follows:

The level of readiness in document preparation had a mean of 2.95 and a standard deviation of 1.223.

The level of speed in procurement had a mean of 2.90 and a standard deviation of 1.078.

The level of accuracy in procurement had a mean of 3.14 and a standard deviation of 1.251.

Table 2: The analysis of data regarding the level of procurement efficiency using the specific method After studying the manual.

<b>The level of development of procurement using the specific method (After)</b>	<b>Mean (<math>\bar{x}</math>)</b>	<b>Standard Deviation (SD)</b>	<b>Opinion Level (Rating scale)</b>
Readiness Level for Document Preparation	4.57	0.458	Highest
The level of speed in procurement	4.76	0.371	Highest
Accuracy Level of accuracy in procurement	4.63	0.516	Highest
<b>Total</b>	<b>4.65</b>	<b>0.386</b>	<b>Highest</b>

From Table 2, the mean and standard deviation classified by the level of opinion, a summary of opinions regarding the level of procurement performance using the specific method after studying the manual showed that the overall opinion was at the highest level, with a mean score of 4.65 and a standard deviation of 0.386.

When considering each aspect, the respondents' opinions on all aspects were at the highest level, as follows:

The level of readiness in document preparation had a mean of 4.57 and a standard deviation of 0.458.

The level of speed in procurement had a mean of 4.76 and a standard deviation of 0.371.

The level of accuracy in procurement had a mean of 4.63 and a standard deviation of 0.516.

## Discussion

From the study of the procurement process using the specific method, it was found that the majority of the respondents were female personnel, accounting for 66.67%, followed by male personnel, accounting for 33.33%. Most of the respondents were between the ages of 31 and 40, accounting for 66.67%, followed by those under 30 years old and those over 41 years old, accounting for 22.22% and 11.11%, respectively. The majority of respondents had a bachelor's degree, accounting for 66.67%, followed by those with a master's degree and a doctoral degree, accounting for 33.33% and 0%, respectively. Most respondents had 1 to 5 years of work experience, accounting for 55.56%, followed by those with more than 6 years of experience and those with less than 1 year of experience, accounting for 30.56% and 13.89%, respectively. The majority of respondents had a monthly income between 20,001 and 30,000 baht, accounting for 61.11%, followed by those earning over 30,000 baht and those earning less than 20,000 baht, each accounting for 19.44%. The majority of respondents had their salary funded from revenue, accounting for 75.00%, followed by those whose salary was funded by the government budget, accounting for 25.00%.

Regarding the opinions on the level of procurement efficiency using the specific method before the study of the manual, the overall opinion was at a medium level, with a mean score of 3.00 and a standard deviation of 1.124.

Regarding the opinions on the level of procurement efficiency using the specific method after the study of the manual, the overall opinion was at the highest level, with a mean score of 4.65 and a standard deviation of 0.386.

### Recommendations

1. The research on the development of a specific procurement manual to improve the efficiency of procurement operations at Suan Sunandha Rajabhat University can be applied to enhance the efficiency of procurement operations at the university and help reduce errors in material management operations.

2. Further study should be conducted on the problems and obstacles in the operations to find ways to improve the performance.

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