

ABSTRAK

Koperasi Karya Bersama MEPI merupakan koperasi karyawan yang menyediakan barang habis pakai (BHP) dan alat tulis kantor (ATK) bagi unit kerja perusahaan mitra koperasi. Penelitian berjudul Analisis Efisiensi dalam Proses Pengadaan Barang dan Jasa ini bertujuan untuk menganalisis efisiensi proses pengadaan barang dan jasa serta mengidentifikasi hambatan yang terjadi dalam pelaksanaannya.

Jenis penelitian yang digunakan adalah kualitatif deskriptif, dengan data diperoleh melalui wawancara kepada tiga narasumber yang terlibat langsung dalam proses pengadaan barang dan jasa, serta dokumentasi dokumen terkait. Data yang dikumpulkan meliputi tahapan proses pengadaan barang dan jasa, waktu pelaksanaan setiap tahapan, serta hambatan yang dihadapi selama pelaksanaan kegiatan pengadaan. Data yang diperoleh dianalisis menggunakan tahapan reduksi data, penyajian data, dan penarikan kesimpulan untuk memperoleh gambaran yang jelas mengenai efisiensi proses pengadaan yang berlangsung.

Hasil penelitian menunjukkan bahwa proses pengadaan barang dan jasa di Koperasi Karya Bersama MEPI telah berjalan cukup efisien dalam hal administrasi permintaan, penyusunan penawaran harga dengan *Accurate*, pengecekan barang, pembuatan surat jalan, dan pengiriman barang. Namun, terdapat hambatan berupa waktu persetujuan penawaran harga yang bervariasi antar unit kerja dan perbedaan waktu pengadaan barang tergantung jenis dan metode pembelian sehingga memengaruhi kelancaran distribusi barang ke mitra.

Kata Kunci: Efisiensi, Pengadaan, Barang, Jasa, Koperasi.

ABSTRACT

Koperasi Karya Bersama MEPI is an employee cooperative that provides consumable goods and office stationery (ATK) for the work units of its partner companies. This study, entitled Efficiency Analysis in the Procurement Process of Goods and Services, aims to analyze the efficiency of the procurement process for goods and services and to identify the obstacles encountered during its implementation.

This research employed a descriptive qualitative method, with data obtained through interviews with three informants directly involved in the procurement process of goods and services, as well as documentation of relevant documents. The collected data included the stages of the procurement process, the time required for each stage, and the obstacles faced during the procurement activities. The data were analyzed through the stages of data reduction, data presentation, and conclusion drawing to obtain a clear overview of the procurement process efficiency.

The results of the study indicate that the procurement process of goods and services at Koperasi Karya Bersama MEPI has generally been carried out quite efficiently in aspects such as request administration, preparation of price quotations using Accurate, goods inspection, delivery order preparation, and goods delivery. However, obstacles remain in the form of varying approval times for price quotations among work units and differences in procurement time depending on the type and method of purchase, which affect the smooth distribution of goods to partner work units.

Keywords: Efficiency, Procurement, Goods, Services, Cooperative.