



# **COMMUNITY INITIATIVE FOR SUSTAINABLE DEVELOPMENT (COMINSUD)**

## **PROCUREMENT POLICY**



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### **I. INTRODUCTION**

COMINSUD is a development organization that works to empower communities toward achieving their development objectives with a vision of a responsive society where the principle and standards of good governance are respected and upheld for sustainable human and environmental development. It is therefore an organization which seeks to reflect in its activities the ethical values of transparency, accessibility, and selfless service for the improvement of the livelihood of all people. It is in view of the above that COMINSUD is putting in place procurement or purchasing policy that streamlines the various processes involved in the acquisition of its goods and services. This policy will include;

- Procurement authorities
- Needs of COMINSUD
- Guidelines for procurement operations
- Procurement documents

### **II. PROCUREMENT AUTHORITIES OF COMINSUD**

The procurement authorities of COMINSUD shall include:

- The Board of Directors for purchases above 500.000 (Five Hundred Thousand FCFA)
- The Coordinator for purchases below half a million franes(500.000FCFA)
- The head of procurement unit for processing of procurement documents

### **III. THE NEEDS OF COMINSUD IN GOODS AND SERVICES**

#### **a. Goods: they shall include**

- Office consumables which shall be biodegradable
- Office equipment ICT and accessories, refrigerators, coffee makers, fans, TV sets, projectors, furniture etc
- Equipment for work outside the office (canopies, flip charts, Boards, etc)
- Automobile and accessories
- Others as shall be deemed necessary

#### **b. Services**

Restoration, facilitation of workshops, Trainings, Audits, consultancies, Engineering/Architectural, Transportation, Insurance etc

### **IV. PROCUREMENT ACTIVITIES**

COMINSUD procurement activities shall include

- Identification of needs
- Validation of needs
- Budgeting of needs
- Direct purchasing from the local market
- Elaboration of tender documents

- Publication of tenders
- Selection of suppliers
- Annulations of contracts
- Delivery/Reception of goods/services
- Payment of supplies

**a. Identification of needs**

COMINSUD needs in goods and services shall be determined by:

- The Board of Directors (BOD) for investment goods and services
- The coordinator for all goods and services. He shall collect and sign information on needs and channel to the board for validation and budgeting
- The personnel: they shall document and channel their needs in goods and services through the Administrator to the Coordinator

**b. Validation of needs**

- All COMINSUD needs in goods and services shall be validated and budgeted for by the BOD
- The Coordinator shall constitute a list of all needs and present to the Board for validation

**c. Budgeting of needs**

- This shall be done during the budget session of the BOD. The coordinator shall present the list of all needs including their annual average unit prices, total prices and labour/transportation costs to the Board for appreciation and budgeting.

**d. Direct purchases from the local market**

In case of emergency or urgent need in small material and equipment, and prompt services, the Coordinator may buy directly from the local market. For each purchase the Coordinator shall seek to have at least two pro forma invoices from suppliers. The local market value of the purchase shall not exceed 250.000 frs CFA.

The Coordinator shall have established a Purchase Order (PO), which shall specify among others the material or service

**e. Elaboration of Tender Documents**

COMINSUD tender documents shall include the following specifications;

- The title specifying the type of tender, the need, the project, source of financing etc.
- The time frame of the tender;
- The quality of the need (technical and physical specifications)
- Characteristics of supplier (conditions to be fulfilled by a supplier e.g. administrative documents, experience, personnel, financial, technical and material capacity etc)
- The place for the deposition of tender files
- Place of payment of tender fees (if applicable) to be paid by bidders
- The selection procedure and scoring grid
- The day and time of selection
- The period of the publication of selection results

**f. Publication of tenders**

COMINSUD call to supply shall be published in the media, public and office Notice Boards. They shall be addressed to prospective suppliers. They shall comprise of;

- The title as in (e) above
- The time frame of the need

- The period and place to withdraw the tender document

**g. Selection of the suppliers**

The BOD shall open the tender in the presence of prospective suppliers to check if all documents are available as required by the Tender Document. The BOD shall then constitute a special committee (president, secretary and members) to select the best amongst prospective suppliers.

These persons may be drawn from within or out of COMINSUD. They shall use the information in the tender document, especially that related with the selection procedures and the scoring grid of bids. They will report their work to the BOD. The report will include;

- The title of the call to the tender
- The method of work
- The criteria for selection
- The scores according to the grid
- Results in order of merit
- The names of members of the working group
- Signatures
- The final selection of the suppliers shall be the responsibility of the BOD

**h. Establishment of supply contract**

The supply contract which shall be elaborated by the coordinator of COMINSUD shall include:

- The title of the tender
- The technical and physical specification of the need
- Identification on the state of the need at delivery (mode of transportation and handling /packaging, in working conditions.
- Training of users
- Guarantee period
- Payment schedule and mode of payment
- Place, time and period of delivery
- Service after sales and availability of spare parts and accessories
- Sanctions for delay in delivery/ default etc

The supply contract shall be signed by the president of the BOD and the supplier,

**i. Annulation of contract**

- COMINSUD shall annul any supply contract if the supplier is proven to have
- Misled the organization in relation to his or her capacity to deliver
- Failed to deliver within the time limit
- No means of ensuring service after sales

**j. Delivery / Reception of goods and services to the organization.**

- Where applicable the BOD shall constitute a Reception Committee to verify deliveries.
- Suppliers shall deliver goods and services according to the specifications found in the supply contract.
- The Coordinator or Head of the Reception Committee shall issue a reception slip to that effect which shall be signed by both the coordinator or head of Reception

Committee and the supplier. A copy of the Reception Slip shall be attached to the payment justification documents.

**k. Payment of suppliers**

- COMINSUD shall pay its suppliers after deliveries or after the guarantee period according to the specifications inside the supply contracts.
- All payments above half a million francs CFA (>500.000FCFA) shall be done through bank transactions. The payment voucher shall be signed by the president of the BOD for bills Five Hundred Thousand FCFA (500.000) francs and above and by the coordinator for amounts less Five Hundred Thousand FCFA (500.000) francs.

**V. PROCUREMENT DOCUMENTS**

COMINSUD's procurement documents shall include

**i) Material/Service Request Slip (RS)**

The RS shall constitute Annex 1 of the document. It shall have information that includes: the source of funds, type of material or service, quality, quantity, average unit and price.

It shall be established by the Administrator after consultation with the Finance Officer. He shall then send it to the Coordinator for validation.

**ii) Purchase Order (PO)**

It shall constitute Annex II of this document. It shall be established by the Administrator and signed by the Coordinator. It shall have the same information as the Request Slip, but shall include specifications on the place and period of delivery and other important requirements.

**iii) Delivery Slip (DS)**

Annex III. It shall have information on the goods and services delivered as specified in the P.O or Tender Document. It shall be signed by both the Coordinator or Head of Reception Committee and the Supplier.

**IV) The Suppliers Invoice**

This shall be established by the supplier. It shall be handed to the Coordinator or the Head of the Reception Committee after delivery/reception of the goods or services.

**23<sup>rd</sup> June 2019**

**BOD CHAIR**



**CHAMBI JULIE ANDAM**

