

**SCHOOL AID UK CIO**  
**Procurement Policy**  
**19<sup>th</sup> September 2018**

**1. Procurement Plan**

**1.1. Job scope**

- 1.1.1. The Project Manager will clearly outline all the project requirements.
- 1.1.2. The outline will include the project commencement dates and envisaged last date and time of the project.
- 1.1.3. The scope shall state it clearly if a single contractor or a panel of contractors will be appointed for more than one project in a term.

**1.2. Contractors and contract term**

- 1.2.1. In order to deliver quality projects one contractor cannot be appointed to deliver two different projects in the same term.
- 1.2.2. One contractor can be appointed on different projects in different periods but not for more than 3 projects in a year.
- 1.2.3. Contractors are expected to complete projects within the specified contract term(s).

**1.3. Estimated contract value**

- 1.3.1. The Project Manager shall outline the value of the project based on similar previous projects expenditure and approved budget.
- 1.3.2. The Project Manager will not share any of the project budget to contractors but can communicate if the contractor(s)' quotation is exceeding the available budget in order to negotiate a reduction.

**2. Procurement Procedure**

**2.1. Authority and transparency**

- 2.1.1. The budget for the contract must first be approved by the Chairman and/or Director and/or General Manager before the Project Manager can start contacting contractor(s) and supplier(s).
- 2.1.2. The project plan must first be approved by Africa Programme Manager before the Project Manager can commence with the procurement process.
- 2.1.3. The Project Manager will select appropriate contractor(s) and/or supplier(s) without any direct or indirect influence from either of his/her superior(s) i.e. Chairman, Director, General Manager, and/or Africa Programme Manager.
- 2.1.4. The Project Manager will follow the selection procedure of this manual in order to ensure transparency in the selection process.
- 2.1.5. The contractor(s) and/or supplier(s) selected by the Project Manager shall have no relationship whatsoever with the Project Manager or with his/her superior(s).

## **2.2. Selection criteria**

- 2.2.1. The Project Manager will search for the most appropriate contractor(s) and/or supplier(s) for the project.
- 2.2.2. In the beginning of each year or in the beginning of a new project after every 3 consecutive projects in a year, different quotes from different contractors will be compared to determine the most suitable quotation for the job.
- 2.2.3. 3 different quotes will be compared and the record of such comparison will be kept save in file.
- 2.2.4. A quotation shall be selected based on the following merits:
  - i. The quote is from a registered company;
  - ii. The company has done similar work or business before;
  - iii. The company is able to provide 3 reliable institutional referees i.e. a school, hospital, church etc. – but not private referees e.g. private property; and
  - iv. That the charges are reasonable – not expensive when compared to other quotations.
- 2.2.5. Contractors can only send quotations via email for the Project Manager to keep record of communications.
- 2.2.6. Approval and/or declining quotes will also be communicated via email.
- 2.2.7. When requesting quotes, the Project Manger shall declare to contractor(s) and supplier(s) that School Aid does not pay for call-out charges.
- 2.2.8. The Project Manager shall procure from any supplier(s) based on their quality material and reasonable pricing without any direct or indirect influence from his/her superior(s).
- 2.2.9. The supplier(s) selected must be able to provide a valid invoice, with supplier's name/company name and contacts.
- 2.2.10. At the end of each project the Project Manager will submit a reconciled budget to his/her superior(s) and share with the recipient school if requested to show the value of the project.