



**INTEGRATED DEVELOPMENT
FOCUS, SOMALIA - IDF-S**

PROCUREMENT POLICY AND MANUAL





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TABLE OF CONTENTS	ii
1.0 GENERAL PROCUREMENT PROCEDURES & PRINCIPLES	1
1.1 MANDATORY PRINCIPLES	1
1.1.1 Ethical procurement.....	1
1.1.2 Principles governing the award of procurement contracts.....	1
1.1.3 Organisational issues related to procurement procedures	1
1.1.4 Principles of eligibility of tenderers and candidates, origin of supplies	1
1.1.5 Regularity of tender procedures	1
1.1.6 Tender documents	2
1.1.7 Contractual relations and due diligence of IDF	2
1.1.8 Transparency	2
1.1.9 Right of access and controls	2
2.0 INTERNAL ORGANIZATION	3
2.1 RESPONSIBLE OFFICERS AND COMMITTEES	3
2.1.1 The Procurement/Logistics Officer	3
2.1.2 Responsibilities of User Departments	3
2.1.3 Code of Conduct.....	3
2.1.4 The IDF Procurement & Tender Committee	4
2.1.5 Functions of the Procurement & Tender Committee	4
2.1.6 Approvals by procurement & Tender Committee	5
2.1.7 Procedure for Procurement & Tender Committee Meetings	5
2.1.8 Technical and Financial Evaluations	6
2.1.9 Inspection and Acceptance	6
2.2 PROCUREMENT PLANNING	6
2.2.1 Overview	6
2.2.2 Contents of procurement plan	7
3.0 PROCUREMENT PROCEDURES	8
Overview	8
3.1 OPEN TENDERING	9
3.1.1 Invitation to tender	9
3.1.2 Tender documents	9
3.1.3 Submission and receipt of tenders	9
3.1.4 Opening of tenders	10
3.2 RESTRICTED TENDERING	10
3.3 DIRECT PROCUREMENT	11
3.4 REQUEST FOR PROPOSALS	11
3.4.1 Terms of Reference and Invitations of Expressions	11
3.4.2 Evaluation of proposals and Notification	11
3.4.3 Negotiations and Contracting.....	12
3.5 REQUEST FOR QUOTATIONS	12
3.6 OTHER PROCUREMENT RULES	13
4.0 DISPOSAL OF STORES AND EQUIPMENT	13
4.1 Disposal committee	16
4.2 Disposal procedure	16
4.3 Restriction on disposal to employees	16
5.0 LOGISTICS MANAGEMENT	17
5.1 Inbound Logistics	17
5.1.1 Communication between SUPPLIER and IDF	17
5.1.2 Execution	17
5.1.3 Order Tracking	17
5.2 Dispatch Logistics	18

5.3 Logistics Quality 18

5.4 Delivery of Goods and Services 19

5.5 Stocks Management 19

 5.5.1 Receipts of goods into stores 19




 5.5.2 Dispatch of goods from stores 19

 5.5.3 Other controls and procedures 20

6.0 DEFINITIONS 22

7.0 ANNEXTURES 23

POLICY APPROVAL

APPROVING AUTHORITY			
Title	Name	Signature	Date
IDF Executive Director	Ali Mohamed Noor		15/07/2018
IDF Board Member	Lul Mohamed Abdi		15/07/2018
IDF Chairperson	Horahim Abdullahi Isah		15/07/2018



1.0 GENERAL PROCUREMENT PROCEDURES & PRINCIPLES

1.1 MANDATORY PRINCIPLES

The provisions of this manual, included in this chapter shall govern the award of procurement contracts by IDF.

1.1.1 Ethical procurement

IDF, Tenderers and Candidates observe the highest ethical standards during the procurement and execution of contracts.

1.1.2 Principles governing the award of procurement contracts

The award procedures shall comply with the principles of:

- a) Transparency in the procurement process
- b) Proportionality between the procedures followed for awarding contracts and the value of the contracts;
- c) Equal treatment and non-discrimination of potential contractors
- d) Contracts shall be awarded to the tender offering the best value for money, that is to say, the best price-quality ratio, while taking care to avoid any conflict of interests.
- e) IDF shall take care of the timely delivery and satisfactory quality of the received supplies, works and or services.
- f) Certainty of the ability of the supplier/contractor to provide the supplies and services. This has to be documented so that there is a reasonable assurance that what is promised can be provided.

1.1.3 Organisational issues related to procurement procedures

Procurement procedures shall comply with the following rules:

- a) All procurement contracts shall be put out to tender on the broadest possible base, having due regard to the nature of the contract to be awarded and its value.
- b) The assessment of tender proposals shall be based on the necessary technical and administrative expertise.
- c) The procedures will ensure that all potential Contractors enjoy equal opportunity and equitable treatment on the basis of their financial, technical and commercial capacity.

1.1.4 Principles of eligibility of tenderers and candidates, origin of supplies

In accordance with the principles of impartiality and independence, participation in the award of procurement contracts shall be open to all legal or natural persons not falling under one of the causes of ineligibility or exclusion.

1.1.5 Regularity of tender procedures

IDF shall reject any proposal put forward by tenderers or candidates, or, where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, collusive or coercive practices; where:

- a) Corrupt practice is defined as the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the activities of IDF.
- b) Fraudulent practice is any act or omission, including a misrepresentation that knowingly or recklessly misleads, or attempts to mislead IDF.
- c) Collusive practice is an undisclosed arrangement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or other benefit;
- d) Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities.

1.1.6 Tender documents

IDF shall draft tender documents and guidelines in accordance with the best international practice. Tender Guidelines shall provide clear Technical Specifications or Terms of Reference describing the object of the contract.

1.1.7 Contractual relations and due diligence of IDF

The respective rights and obligations of IDF and the contractors are governed by the tender documents and the contracts signed by IDF and the latter. IDF has the sole responsibility for complying with any contractual obligation incumbent on it.

IDF shall verify the commercial information of any offer considered in a procurement procedure, including the authentication of the offer itself and, where relevant, the verification of the quantity, technical characteristics and quality.

Whenever IDF requires assistance of a Buying Agent, it shall assume full responsibility for the regularity of the procedures in question and shall deploy due diligence to guarantee the compliance with the rules and procedures established herein. Buying Agents or other service providers providing technical assistance to IDF in a procurement procedure shall be precluded from presenting tenders for contracts to be awarded under that same procedure.

1.1.8 Transparency

Publication and advertising of contract notices must be sufficient and appropriate to ensure genuine competition and impartiality of the procurement procedure.

Advertising in specialised sites in the Internet, IDF website, notice board, leaflets, and when feasible, in newspapers and or magazines shall not introduce any discrimination between candidates/tenderers.

Care shall be taken to ensure adequate advance publication and reasonable time for the presentation of tenders. The time limits for the receipt of tenders and requests to participate shall be long enough to allow interested parties a reasonable and appropriate period to prepare and submit their tenders, taking particular account of the complexity of the contract.

1.1.9 Right of access and controls

IDF shall provide complete information, where necessary, on its procurement procedures, documents, bid evaluations, award recommendations and contracts to allow its members, auditors, donors and statutory/regulatory institutions to ensure that the procurement process is, or was, carried out in accordance with the applicable procedures.

2.0 INTERNAL ORGANIZATION

2.1 RESPONSIBLE OFFICERS AND COMMITTEES

2.1.1 The Procurement/Logistics Officer

IDF shall establish a procurement & tender committee whose functions shall include:

- 1) Maintain and update annually standing lists of registered tenderers required by IDF
- 2) Prepare, publish and distribute procurement and disposal opportunities including invitations to tender, pre-qualification documents & invitations for expressions of interest;
- 3) Co-ordinate the receiving and opening of tender documents;
- 4) Maintain and safeguard procurement and disposal documents and records in accordance with these regulations
- 5) Prepare shortlists and lists of pre-qualified tenderers to the management for approval;
- 6) Issue procurement and disposal documents to candidates in accordance with these regulations;
- 7) Co-ordinate the evaluation of tenders, quotations and proposals;
- 8) Coordinate the preparation and or publishing of notices of award or tender acceptance;
- 9) Liaise with the accountant to prepare contract documents, in line with award decisions;
- 10) Oversee the preparation and issue rejection and debriefing letters;
- 11) Oversee the preparation of contract variations and modifications to documents;
- 12) Be in charge of maintenance and archiving of documents/records of procurement and disposal activities for any given period;
- 13) Provide information, as required, for any petition to exclude a tenderer or contractor
- 14) Monitor contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts;
- 15) Report any significant departures from the terms and conditions of the contract to the management and or board of IDF;
- 16) Prepare consolidated procurement and disposal plans;
- 17) Advise IDF on aggregation of procurement to promote economies of scale;
- 18) Co-ordinate internal monitoring and evaluation of IDF's supply chain functions;
- 19) Be responsible for the conducting of periodic and annual stock taking;
- 20) Propose extension of the tender validity period;
- 21) Verify that the available stock levels warrant initiating procurement process;
- 22) Carry out any other functions or duties as may be requested by the IDF management

2.1.2 Responsibilities of User Departments

User departments shall be responsible for:

- a) Initiating procurement and disposal processes and forwarding them to the logistics officer;
- b) Participate in the evaluation of tenders, proposals and quotations related to their units
- c) Reporting any departure from the terms and conditions of the contract to the logistics officer;
- d) Maintaining and archiving records of contract management;
- e) Preparing any reports required for submission to the procurement/logistics officer, head of IDF or the finance department;
- f) Undertaking conformity assessments of supplied goods, works and services with the specifications of the contract documents
- g) Endorsing the issuance of goods, works and services received notes;
- h) Preparing technical specifications and submitting the same to the procurement officer and
- a) Carrying out any other functions and duties as may be requested by the IDF management and board

2.1.3 Code of Conduct

- a) IDF requires full and open disclosure when dealing with procurement. As such, IDF staff and Board must strictly avoid any conflict of interest.

- b) IDF staff and board must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. If there is the slightest doubt as to the propriety of a procurement action, then the Director should be contacted immediately.
- c) An employee, agent board/committee member of IDF who has a conflict of interest with respect to procurement shall disclose the conflict of interest to IDF; shall not take part in the procurement proceedings; and shall not, after a procurement contract has been entered into, take part in any decision relating to the procurement or contract. If a person contravenes this regulation and contract is awarded to the person or his relative or to another person in whom one of them had direct or indirect monetary interest, the contract shall be Voidable at the option of the IDF.

IDF Employees

- a) IDF employees shall not engage in conduct resulting in a real, potential, or apparent conflict of interest. A conflict of interest may arise when any action by a IDF employee, whether isolated, recurring, or continuous, is to the direct financial advantage of this employee, of their spouse, parent, or child. Employees shall not participate in the selection, final choice, or management of a contract, covered by donor funds, if a real, potential, or apparent conflict of interest would be involved.
- b) A conflict of interest would arise when any employee or any member of their family, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm/organization selected for a final contract.
- c) IDF employees must at all times provide full disclosure of their actions or relationships with perspective vendors, contractors, or consultants. If any family member is to be employed or contracted, then prior approval from the Board of Directors is required.
- d) As appropriate, either the Director or the Board of Directors will be responsible for determining the disciplinary action that will be imposed for any conflict of interest violations.

IDF Members of the Board of Directors

- a) The Board of Directors shall not engage in conduct resulting in a real, potential, or apparent conflict of interest. A potential conflict of interest may arise when action by a Board member, whether isolated, recurring, or continuous, is to the direct financial advantage of this individual, or their spouse, parent, or child.
- b) As appropriate, the Board of Directors will be responsible for determining the disciplinary action that will be imposed for any code of conduct violations.

2.1.4 The IDF Procurement & Tender Committee

IDF shall establish a procurement & tender committee to be responsible for all procurement processes. The procurement & procurement committee shall be composed of-

- The logistics and procurement officer
- The finance and administration officer/head or an officer carrying out related functions;
- The programs coordinator
- The executive director (may join form time to time)

The head of IDF will appoint two other members. The later shall also appoint, in consultation with the management, one person to act as the chair of the committee and another as its secretary.

2.1.5 Functions of the Procurement & Tender Committee

The functions of the procurement & tender committee shall be to-

- 1) Review, verify and ascertain that all procurement and disposal has been undertaken in accordance with these regulations and the terms set out in the tender documents;
- 2) Approve the selection of the successful tender or proposal;
- 3) Award procurement contracts in accordance with prescribed thresholds;

- 4) Ensure that funds are available for the procurement under consideration;
- 5) Ensure that IDF does not pay in excess of prevailing market prices;
- 6) Review and approve aggregation of procurements when proposed;
- 7) Review the selection of procurement method in accordance with these regulations
- 8) Approve the list of persons qualified to submit proposals
- 9) Approve the amendment of contracts previously awarded by the tender committee, in accordance with the Act and these Regulations;
- 10) Review the quarterly reports on quotations that have been awarded by the procurement committee or as may be stipulated by the Authority.

2.1.6 Approvals by procurement & Tender Committee

In considering submissions made by IDF units, the procurement & tender committee may-

- a) Approve a submission; or
- b) Reject a submission with reasons; or
- c) Approve a submission, subject to minor clarifications by the procurement unit.

The procurement & tender committee shall not reject any submission without justifiable and objective reasons. Any submissions rejected by the procurement & tender committee may be resubmitted and the committee shall provide explanation and justification of its decision thereof.

2.1.7 Procedure for Procurement & Tender Committee Meetings

- a) The quorum for a meeting of the procurement & tender committee shall be the chairperson and at least two other members.
- b) Where any member is unable to attend a meeting of the procurement committee, that member shall delegate authority to an appropriate official of IDF, who shall attend the meeting in his or her place.
- c) Members of the procurement & tender committee shall ensure that their authority is only delegated to officials with appropriate skills and experience to represent them at a meeting of the procurement committee.
- d) Decisions of the procurement & tender committee shall be by consensus and where there is no consensus, the decision shall be through voting by simple majority and where there is a tie, the chairman shall have a second or casting vote.
- e) Where any member of the procurement & tender committee has a direct or indirect interest in any matter, he or she shall declare his or her interest in the matter and shall not participate in the deliberations or decision-making process of the committee in relation to that particular matter.
- f) The procurement & tender committee may invite independent advisers or other members of IDF to explain submissions or provide technical advice, where required.
- g) To enhance transparency of the procurement process IDF shall invite in addition to the representative of various departments, at least two observers to attend its meetings in cases where the value of the contract is estimated to be above USD 14,000. The failure of an invited observer to attend a meeting shall not nullify the procurement proceedings.
- h) The procurement & tender committee shall cause to be prepared minutes of all its meetings and such records shall include –
 - A register of attendance;
 - Date of the meeting;
 - A note on the basis of any evaluation made;
 - Any conflicts of interest declared by members;
 - Any dissenting opinions among procurement & tender committee members; and
 - Such other records as may be necessary.List of all matters considered, the decision made for each matter, including any major issues discussed, the reasons for any rejections and any clarifications or minor amendments to which the approval is subject;

2.1.8 Technical and Financial Evaluations

- a) The procurement & tender committee shall be responsible for carrying out the technical and financial evaluation/assessment/appraisal of the tenders or proposals. Such evaluation of the tenders or proposals received shall be undertaken in strict adherence to the compliance and evaluation criteria set out in the tender documents and with all due diligence.
- b) Each member of the procurement & tender committee shall evaluate independently from the other members prior to sharing his or her analysis, questions and evaluation including his or her rating with the other members of the technical evaluation committee.
- c) Under no circumstances may any member of the procurement & tender committee enter into direct communication with any of the tenderers participating in a tender or proposal that such evaluation committee is considering.
- d) The procurement & tender committee shall prepare a report on the analysis of the tenders received, and final ratings assigned to each tender. The report/minutes of the opening of the tenders or proposals meeting shall amongst others have information regarding:
 - Results of the evaluation, with reasons why any tenders or proposals were rejected;
 - The scores awarded by each evaluator for each tender or proposal;
 - A summary of the relative strengths and weaknesses of each tender or proposal;
 - The total score for each tender or proposal; and
 - A recommendation to award the tender to the lowest tenderer or to the person who submitted the proposal with the highest total score.

2.1.9 Inspection and Acceptance

The procurement/tender committee shall immediately after delivery of the goods or services:

- a) Inspect and where necessary, test the goods received;
- b) Inspect and review the goods, works or services in order to ensure compliance with the terms and specifications of the contract;
- c) Accept or reject, on behalf of the IDF, the delivered goods, works or services.

The committee shall ensure that:

- a) The correct quantity of goods, works or services has been received;
- b) The goods, works or services meet the technical standards defined in the contract;
- c) The goods, works or services have been delivered or completed on time, or that any delay has been noted and appropriate action is taken in this regard;
- d) All required manuals or documentation have been received; and
- e) Issue interim or completion certificates or goods received notes, as appropriate and in accordance with the contract

2.2 PROCUREMENT PLANNING

2.2.1 Overview

- a) IDF shall prepare a procurement plan for each financial year as part of the annual budget preparation process. Annual procurement planning shall be integrated with applicable budget processes and based on indicative or approved budgets, as appropriate.
- b) Where appropriate, multi-year procurement plans may be prepared. Heads of departments shall submit an annual procurement plan to the accountant at least thirty days before the close of each financial year. The consolidated annual procurement plan shall be prepared by the procurement committee and approved by the head of IDF and where applicable by the board of directors.

- c) Every procurement requirement shall be initiated using a purchase requisition that shall include all necessary information pertaining to the procurement. When estimating the value of the goods, works or services, IDF shall ensure that the estimate is realistic and based on up-to-date information on economic and market conditions.
- d) The purchase requisition shall be approved by the head of IDF prior to being submitted to the IDF procurement & tender committee for initiation of procurement proceedings.

2.2.2 Contents of procurement plan

The annual procurement plan for IDF shall include-

- a) A detailed breakdown of the goods, works, or services required;
- b) A schedule of the planned delivery, implementation or completion dates for all goods, works, or services required;
- c) An indication and justification for whether it shall be procured within a single-year period or under a multi-year arrangement;
- d) An indication of which items can be aggregated for procurement as a single package or for procurement through any applicable arrangements for common-user items;
- e) An estimate of the value of each package of goods, works or services required and an indication of the budget available and sources of funding;
- f) An indication of the appropriate procurement method for each procurement requirement.

3.0 PROCUREMENT PROCEDURES

Overview

Procurement procedures shall take one of the following forms:

- a) **Open procedure** - Tender procedures are open whenever all interested economic operators may submit a tender after publication of a Contract notice (invitation to tender). In this regard, IDF shall inform all tenderers of the outcome of the procedure by means of an Award Notice.
- b) **Negotiated procedure** - The negotiated procedure requires the IDF to invite simultaneously and in writing candidates of their choice to negotiate the terms of the contract. The written communication shall be the means by which the IDF make known their intention to launch procurement procedures and shall contain the same information as a Contract Notice.

The number of Candidates invited to negotiate shall not be less than three, provided that a sufficient number of Candidates satisfy the selection criteria. In any event, the number of Candidates invited shall be sufficient to ensure genuine competition.

- c) **Negotiated procedure with a single tender** - IDF may resort to a negotiated procedure with only one Candidate in the following cases.
 - I. Whenever no tenders/offers or no suitable tenders/offers have been submitted in response to an open or negotiated procedure after the initial procedure has been completed, provided that the original terms of the contract are not substantially altered;
 - II. Whenever, for technical or operational reasons or for reasons connected with the protection of exclusive rights, the contract can only be awarded to a given vendor;
 - III. For additional contracts consisting in the repetition/renewal of services, works or supplies entrusted to a Contractor awarded an earlier contract in the same region, provided that the terms of the original Contract are not substantially altered. The period elapsed from the award of the first Contract shall not be longer than one year. Contracts can be renewed on these grounds for a maximum of two times;
 - IV. For additional supplies, works and services not included in the initial contract which, due to unforeseen circumstances, have become necessary for the performance of the Action, provided that the aggregate amount of additional supplies, works or services does not exceed 50% of the value of the initial Contract;
 - V. Contracts in respect of purchases on particularly advantageous terms, either from a supplier who is definitely winding up its business activities or from the receivers or liquidators of a bankruptcy, an arrangement with creditors, or a similar procedure.
- d) **Urgent Actions** - In the framework of Urgent Actions (=emergency disasters), IDF may place their orders, whatever the estimated value of the Contract, on the basis of a negotiated procedure with single tender.

NOTES:

1. IDF shall invite tenders for the supply of materials and services required by the organization whose value is USD 5000 and above.
2. For all Items whose values exceed USD 675, a minimum of three quotations shall be sought by IDF, irrespective of the adopted procurement methodology, other than in instances where single sourcing is expressly permitted by this document)

3.1 OPEN TENDERING

3.1.1 Invitation to tender

IDF shall prepare an invitation to tender that sets out the following:

- a) The name and address of the IDF;
- b) The tender number assigned to the procurement proceedings by the IDF;
- c) A brief description of the goods, works or services being procured including the time limit for delivery or completion;
- d) An explanation of how to obtain the tender documents, including the amount of any fee;
- e) An explanation of where and when tenders must be submitted and where and when the tenders will be opened; and

IDF shall take such steps as are reasonable to bring the invitation to tender to the attention of those who may wish to submit tenders. IDF may advertise such tenders in a newspaper of general circulation, on its website, notice boards, e-mail or other means deemed appropriate.

3.1.2 Tender documents

IDF shall prepare tender documents in accordance with this section and the regulations contained herein. The tender documents shall contain enough information to allow fair competition among those who may wish to submit tenders. Specifically, the tender documents shall set out the following:

- 1) The specific requirements relating to the goods, works or services being procured and the time limit for delivery or completion;
- 2) If works are being procured, relevant drawings and bills of quantities;
- 3) The general and specific conditions to which the contract will be subject;
- 4) The tender number assigned to the procurement proceedings by the IDF;
- 5) Instructions for the preparation and submission of tenders including the forms for tenders and the number of copies to be submitted with the original tender;
- 6) Any need for evidence of the qualifications of the person submitting the tender;
- 7) An explanation of where and when tenders must be submitted, a statement that the tenders will be opened immediately after the deadline for submitting them and an explanation of where the tenders will be opened;
- 8) A statement, where relevant/necessary, that those submitting tenders or their representatives may attend the opening of tenders;
- 9) A statement of the period during which tenders must remain valid;
- 10) The procedures and criteria to be used to evaluate and compare the tenders;
- 11) A statement that IDF may, at anytime, terminate the procurement proceedings without entering into a contract; and
- 12) Anything else required, under these regulations, to be set out in the tender documents.

IDF may amend the tender documents at any time before the deadline for submitting tenders by issuing an addendum. An amendment may be made on IDF's own initiative or in response to an inquiry. IDF shall promptly provide copy of the addendum to each person to whom IDF provided copies of the tender documents. The addendum shall be deemed to be part of the tender documents.

IDF shall provide copies of the tender documents promptly and in accordance with the invitation to tenderers. IDF may charge such fees as may be prescribed for copies of the tender documents.

3.1.3 Submission and receipt of tenders

- 1) A tender must be in writing, it must be signed and it must be sealed in an envelope.
- 2) A tender and the envelope it is sealed in must bear the tender number assigned to the procurement proceedings by IDF.

- 3) A tender must be submitted before the deadline for submitting tenders and any tender received after that deadline shall be returned unopened.
- 4) IDF shall ensure that the place where tenders must be submitted is open and accessible and shall provide, in that place, a tender box that complies with the prescribed requirements.
- 5) Each tender that is delivered shall be placed unopened in the tender box:
- 6) If the tender is delivered by post, by the staff of IDF immediately upon receipt;
- 7) If the tender is delivered otherwise than by post, by the person delivering the tender.
- 8) If a tender that is delivered by post is inadvertently opened, the fact of that opening shall be recorded on the envelope by the person who opened the tender and then the tender shall be placed in the tender box.
- 9) If a tender or part of a tender is too large to be placed in the tender box it shall be received in the manner set out in the tender documents or the invitation to tender or, if no such manner is set out, in the manner determined by IDF.
- 10) Before the deadline for submitting tenders, a person who submitted a tender may change or withdraw it as long as the change or withdrawal shall be in writing; and the change or withdrawal shall be submitted before the deadline for submitting tenders and in accordance with the procedures for submitting tenders.
- 11) After the deadline for submitting tenders, a person who submitted a tender may not change, or offer to change, the substance of the tender.

3.1.4 Opening of tenders

- a) Immediately after the deadline for submitting tenders, the procurement and tender committee shall open all tenders received before the expiry of that deadline. Those submitting tenders or their representatives may attend the opening of tenders, where IDF wishes to allow the same.
- b) The tender opening committee shall assign an identification number to each tender. As each tender is opened, the following shall be read out loud and recorded in a document to be called the tender opening register —
 - ∅ The name of the person submitting the tender;
 - ∅ The total price of the tender including any modifications or discounts received before the deadline for submitting tenders
- c) Each member of the procurement and tender committee shall sign each tender on one or more pages as determined by the committee and initial, in each tender, against the quotation of the price and any modifications or discounts.
- d) The tender opening committee shall prepare tender opening minutes which shall set out a record of the procedure followed in opening the tenders; and the particulars of those persons submitting tenders, or their representatives, who attended the opening of the tenders. Each member of the procurement and tender committee shall sign the tender opening minutes.
- e) IDF may correct an arithmetic error in a tender. IDF shall give prompt notice of the correction of an error to the person who submitted the tender. If the person who submitted the tender rejects the correction, the tender shall be rejected.

3.1.5 Evaluation of Tenders and Contracting

- a) A tender is responsive if it conforms to all the mandatory requirements in the tender documents. The following do not affect whether a tender is responsive:
 - Minor deviations that do not materially depart from the requirements set out in the tender documents; or
 - Errors or oversights that can be corrected without affecting the substance of the tender.
- b) If IDF determines that none of the submitted tenders is responsive, IDF shall notify each person who submitted a tender.

- c) IDF shall evaluate and compare the responsive tenders using the procedures and criteria set out in the tender documents. Such criteria must
 - To the extent possible, be objective and quantifiable; and
 - Be expressed so that it is applied, in accordance with the procedures, taking into consideration price, quality and service for the purpose of evaluation.
- d) The successful tender shall be the tender with the lowest evaluated price (ensuring that it's of equal quality standards as the rest). IDF shall prepare an evaluation report containing a summary of the evaluation and comparison of tenders. The evaluation shall be carried out within such period as may be prescribed.
- e) IDF shall notify the person submitting the successful tender that his/her tender has been accepted. At the same time as the person submitting the successful tender is notified, IDF shall notify all other persons submitting tenders that their tenders were not successful.
- f) The person submitting the successful tender and IDF shall enter into a written contract based on the tender documents. The written contract shall be entered into within the period specified in the notification of award of contract but in any case not until at least fourteen days have elapsed following the giving of that notification.
- g) No contract is formed between the person submitting the successful tender and IDF until the written contract is entered into (signed).

3.2 RESTRICTED TENDERING

IDF may engage in procurement by means of restricted tendering in such manner as may be prescribed. IDF may use restricted tendering under the following conditions:

- a) Competition for contract, because of the complex or specialised nature of the goods, works or services is limited to prequalified contractors:
- b) The time and cost required to examine and evaluate a large number of tenders would be disproportionate to the value of the goods, works or services to be procured; and
- c) There are only a few known suppliers of the goods, works or services as may be prescribed in the regulations.

3.3 DIRECT PROCUREMENT

IDF may use direct procurements as long as the purpose is not to avoid competition. IDF may use direct procurement if the following are satisfied:

- a) There is only one person who can supply the goods, works or services being procured;
- b) There is no reasonable alternative or substitute for the goods, works or services.
- c) There is an urgent need for the goods, works or services being procured; because of the urgency the other available methods of procurement are impractical; and
- d) The circumstances that gave rise to the urgency were not foreseeable and were not the result of negligent conduct on the part of the IDF.

The following shall apply with respect to direct procurement—

- a) IDF may negotiate with a person for the supply of the goods, works or services being procured;
- b) IDF shall not use direct procurement in a discriminatory manner; and
- c) The resulting contract must be in writing and signed by both parties.

3.4 REQUEST FOR PROPOSALS

3.4.1 Terms of Reference and Invitations of Expressions

- a) IDF may use a request for proposals for procurement if the procurement is of services or a combination of goods and services; and the services to be procured are advisory or otherwise of a predominately intellectual nature.
- b) In this instance, IDF shall prepare terms of reference that set out the specific requirements relating to the services and, if applicable, the goods being procured and the time limit for delivery or completion; and anything else required under the regulations to be set out in the terms of reference.

- c) IDF shall subsequently prepare a notice inviting interested persons to submit expressions of interest. IDF shall advertise the notice inviting expressions of interest in a newspaper of general circulation, on its website, applicable notice boards, via e-mail circulation other means deemed appropriate. IDF shall give each person who it determines is qualified to be invited to submit a proposal a request for proposals and a copy of the terms of reference.
- d) The notice inviting expressions of interest shall set out the following:
 - The name and address of IDF;
 - Brief description of the services (and or the goods) being procured;
 - The qualifications necessary to be invited to submit a proposal; and
 - An explanation of where and when expressions of interest must be submitted.
 - The procedures and criteria to be used to evaluate and compare the proposals including the procedures and criteria for evaluating the technical proposals which shall include a determination of whether the proposal is responsive;
 - The procedures and criteria for evaluating the financial proposals; and
 - Any other additional method of evaluation, which may include interviews or presentations, and the procedures and criteria for that additional method;

3.4.2 Evaluation of proposals and Notification

- a) IDF shall examine the proposals received in accordance with the request for proposals. For each proposal, IDF shall evaluate the technical and financial proposal to determine if it is responsive and, if it is, IDF shall assign a score to the same, in accordance with the procedures and criteria set out in the request for proposals.
- b) If the request for proposals provides for additional methods of evaluation (presentations, interviews etc), IDF shall conduct such methods in accordance with the procedures and criteria set out in the request for proposals.
- c) The successful proposal shall be the responsive proposal with the highest score for the technical and financial proposals and any other methods of evaluation as determined by IDF in accordance with the procedures and criteria set out in the request for proposals.
- d) IDF shall notify the person who submitted the successful proposal that his proposal was successful. At the same time as the person who submitted the successful proposal is notified, IDF shall notify all other persons who submitted proposals that their proposals were not successful.

3.4.3 Negotiations and Contracting

- a) IDF may negotiate with the person who submitted the successful proposal and may request and permit changes. If these negotiations do not result in a contract IDF may negotiate with the person who submitted the next ranked proposal, with necessary modifications, with respect to those negotiations.
- b) The contract may not vary from the requirements of the terms of reference, the request for proposals or the terms of the successful proposal except in accordance with the following:
 - The contract may provide for a different price but only if there is a proportional increase or reduction in what is to be provided under the contract; and
 - The variations must be such that if the proposal, with those variations, was evaluated again, the proposal would still be the successful proposal.
 - The contract must be in writing and should set out either the maximum amount of money that can be paid under the contract; or the maximum amount of time that can be paid for under the contract.

3.5 REQUEST FOR QUOTATIONS

- a) IDF may use a request for quotations for procurement if the procurement is for goods that are readily available and for which there is an established market. In this case, IDF shall prepare a request for quotations that sets out the following:
 - The name and address of the IDF;
 - The specific requirements relating to the goods being procured;
 - An explanation of where and when quotations must be submitted; and
 - Anything else required under these regulations
- b) IDF shall deal with the requestor quotations in accordance with the following:
 - IDF shall give the request to such persons as IDF determines;
 - The request must be given to as many persons as necessary to ensure effective competition and must be given to at least three persons, unless that is not possible; and
 - IDF shall give the request to each person early enough so that the person has adequate time to prepare a quotation.
- c) The successful quotation shall be the quotation with the lowest price that meets the quality requirements set out in the request for quotations. The following shall apply with respect to the contract resulting from procurement by a request for quotations:
 - IDF shall place a purchase order with the person submitting the successful quotation;
 - The person submitting the successful quotation shall subsequently be expected to confirm the purchase order in writing.

3.6 OTHER PROCUREMENT RULES

1. **Avoidance of Procedures** - IDF may never structure procurement as two or more procurements for the purpose of avoiding the use of a procurement procedure.
2. **Pricing** - Standard goods, services and works with known market prices shall be procured at the prevailing real market price. Any IDF staff involved in transactions in which standard goods, services and works are procured at unreasonably inflated prices shall, in addition to any other sanctions prescribed under other relevant IDF rules and regulations, be required to pay IDF for the loss resulting from their actions.
3. **Qualification** - A person shall be awarded a contract for a procurement only if the person has the necessary qualifications, capability, experience, resources, equipment and facilities to provide what is being procured; has the legal capacity to enter into a contract for the procurement; is not insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the foregoing. IDF may require a person to provide evidence or information to establish that the criteria under (3) above are satisfied. These criteria shall be set out in the tender documents or the request for proposals or quotations or, prequalification documents. IDF may disqualify a person for submitting false, inaccurate or incomplete information.

Except as expressly allowed under these regulations, IDF shall not enter into a contract for procurement with an employee of IDF or a member of a board or committee of IDF; or a person, including a corporation, who is related to any such persons described in this paragraph. A tender, proposal or quotation submitted by a person shall include a statement verifying that the person is not disqualified from participating in procurement proceedings under this section and a declaration that the person will not engage in any corrupt practice.

4. **Form of communication** - Communications between IDF & an entity seeking a contract for any form of procurement shall be in writing, or referred to and confirmed in writing. Electronic communications such as e-mails may be used.

5. **Inappropriate influence** - After the deadline for the submission of tenders, proposals or quotations, no person who submitted a tender, proposal or quotation shall make any unsolicited communications to IDF or any person involved in the procurement proceedings that might reasonably be construed as an attempt to influence the evaluation and comparison of tenders, proposals or quotations;
6. **Corrupt practice** - No person, agent or employee of IDF shall be involved in any corrupt or fraudulent practice in any procurement proceeding. Anyone found to contravene this requirement shall be disqualified from entering into a contract for the procurement; or if a contract has already been entered into with the person, the contract shall be voidable at the option of IDF. Any employee, member or agent of IDF who contravenes rule shall be due for disciplinary action including summary dismissal.
7. **Collusion** - No person shall collude or attempt to collude with any other person to make any proposed price higher than would otherwise have been the case; to have that other person refrain from submitting a tender, proposal or quotation or withdraw or change a tender, proposal or quotation; or to submit a tender, proposal or quotation with specified price or with any specified inclusions or exclusions. Any person(s) found to contravene this subsection shall be disqualified from entering into a contract for the procurement; or if a contract has already been entered into with either person, then the contract shall be voidable at the option of the IDF.
8. **Confidentiality**- During or after procurement proceedings, IDF, its agents or members of a board or committee shall not disclose any Information relating to a procurement whose disclosure would impede law enforcement; or not be in the public interest; or prejudice legitimate commercial interests or inhibit fair competition; or information relating to the evaluation, comparison or clarification of tenders, proposals or quotations; or the contents of tenders, proposals or quotations.

This section does not prevent the disclosure of information if the disclosure is to an employee or agent of IDF or a member of a board or committee of IDF involved in the procurement proceedings; or if the disclosure is for the purpose of law enforcement; or the disclosure is for the purpose of a review or an investigation; or the disclosure is pursuant to a court order.

9. **Procurement records**- IDF shall keep records for each procurement for at least five years after the resulting contract was entered into or, if no contract resulted, after the procurement proceedings were terminated. The records for procurement must include:
 - a) A brief description of the goods, works or services being procured;
 - b) If a procedure other than open tendering was used, the reasons for doing so;
 - c) If anything related to the procurement was advertised in a newspaper or other publication, a copy of that advertisement as it appeared;
 - d) For each tender, proposal or quotation that was submitted, the name and address of the person making the submission; and the price, or basis of determining the price, and a summary of the other terms & conditions of the tender, proposal or quotation;
 - e) A summary of the evaluation and comparison of the tenders, proposals or quotations, including the evaluation criteria used;
 - f) If the procurement proceedings were terminated without resulting in a contract, an explanation of why they were terminated;

10. **Termination** - IDF may, at any time, terminate procurement proceedings without entering into a contract. IDF shall give prompt notice of a termination to each person who submitted a tender, proposal or quotation or, if direct procurement was being used, to each person with whom IDF was negotiating. If the procurement proceedings involved tenders and the proceedings are terminated before the tenders are opened, IDF shall return the tenders unopened. IDF shall not be liable to any person for a termination as mentioned in (7) above.

11. **Monitoring Performance** - The Director or the Logistics officer shall be responsible for monitoring the implementation of the procurement instrument and shall ensure the fulfilment of all written requirements. If the contracting organization violates any of the terms or conditions of its award, then IDF's responsible party shall notify the Director immediately. The Director is responsible for taking appropriate corrective action. The Logistics Officer shall provide IDF's responsible party with sufficient advance notice about the date and hour of each delivery of goods, and shall prepare all the necessary conditions for receiving a delivery.

4.0 DISPOSAL OF STORES AND EQUIPMENT

- a) This part applies with respect to the disposal of stores and equipment of IDF that are unserviceable, obsolete or surplus. The Executive Director shall be primarily responsible for ensuring that IDF adheres to the regulations set herein.
- b) Each employee member of the board or committee of IDF shall ensure, within the areas of their responsibility that these regulations and any directions are complied with.

4.1 Disposal committee

- a) IDF shall establish a disposal committee for the purpose of recommending the best method of disposing of unserviceable, obsolete or surplus stores or equipment. The disposal committee shall be made up of three members comprising the head of the accounting department; and two heads of end user departments, of whom one shall be the head of the end-user department disposing of the stores or equipment. The committee shall elect a chair from amongst themselves.
- b) The disposal committee shall first meet within fourteen days of its appointment and subsequently at least once in every quarter to report on the items and subject to technical report, recommend the best method of disposal.

4.2 Disposal procedure

- a) The employee in charge of unserviceable, obsolete or surplus stores or equipment shall bring the matter to the attention of the disposal committee. The disposal committee shall recommend to the head of IDF a method of disposing of the stores and equipment which may include any of the following:
 - Transfer to another development organization (NGO, CBO etc) or public entity;
 - Sale by public tender;
 - Sale by public auction;
 - Destruction, dumping or burying; or
 - Trade-in.
- b) Within the prescribed time period after receiving the recommendations of the disposal committee the Head of IDF shall give the committee a written notice as to whether s/he accepts or rejects the recommendations of the committee. If Head of IDF accepts the recommendations of the disposal committee, the stores and equipment shall be disposed of in accordance with those recommendations.
- c) If the Head of IDF rejects the recommendations of the disposal committee s/he shall, within two weeks provide written reasons for rejecting the recommendations of the committee and refer the matter back to the committee for further consideration.

4.3 Restriction on disposal to employees

IDF may dispose its unserviceable, obsolete or surplus stores and equipment to an employee or a member of a board or committee where:

- a) The time and cost required to dispose to any other person would be disproportionate to the value of the unserviceable, obsolete or surplus stores and equipment to be disposed;
- b) The employee is in possession of the stores or equipment to be disposed and may be given the first priority to purchase the same.

5.0 LOGISTICS MANAGEMENT

5.1 Inbound Logistics

Communication between supplier and IDF is the basis of a successful co-operation. The preconditions for this are prompt, proactive notification of changes in all matters relating to supplier relations (agreements, processes etc) by both parties as well as compliance with and monitoring of agreements.

5.1.1 Communication between SUPPLIER and IDF

- a) IDF suppliers shall designate key contact personnel responsible for handling logistics support. The names of such contact persons, their nominated deputy and superior, with e-mail address, phone and fax numbers shall be provided to IDF
- b) Such contact person(s) or his or her deputy) shall be expected to be reachable on working days between 8 a.m. and 5 p.m. Outside of this time period, appropriately qualified staff must be on call to handle "emergencies".

5.1.2 Execution

- a) The delivery dates quoted on releases are the required dates of receipt by IDF. Any non-conformance to that standard must be agreed separately. The suppliers shall be expected to check if the received delivery release is complete, correct and plausible (e.g. that supplier name, part number, quantity and delivery dates are correct). If any discrepancies are noted, supplier must inform the responsible IDF contact immediately.
- b) Delivery schedules are binding for suppliers unless s/he objects within 2 working days after the receipt and notifies IDF that s/he cannot fulfil the requirement. Any non-conformance to that standard is agreed separately.

5.1.3 Order Tracking

- a) Suppliers shall continuously track ongoing orders internally. Suppliers must be able to provide information of the progress of production at all times. Comprehensive, transparent tracking of orders placed with subcontractors must be ensured.
- b) Suppliers will install an internal warning system to detect supply problems - effective crisis management system or emergency plans are required. If disturbances, which affect the compliance of IDF requirements occur; supplier must initiate necessary countermeasures.
- c) If it becomes clear that, despite the necessary measures initiated, the agreed deliveries cannot be met, the supplier must notify their IDF contact immediately via email/fax and advise a new delivery date and/or quantity, as appropriate. In this case, supplier must also be able to provide information on the following points:
 - i) The cause of the supply problem
 - ii) Availability of alternative products/services (always according to quality requirements)
 - iii) Check the possibility of partial delivery
 - iv) Transport capabilities and timing
- d) If no mutually agreed solution can be found, involvement from the highest levels within supplier's organization will be required. Liability of supplier due to late delivery is ruled by the relevant delivery contract.

5.2 Dispatch Logistics

- a) When accepting the consignment for shipping, the transporter acknowledges receipt of the quantity and type of parcels or packing units, but not their content, value or weight. All paperwork the packing slip and/or commercial invoices are to be sent with the transporter
- b) Appointment times and applicable window times are to be agreed between supplier and transporter. First priority is the realisation of prompt, complete and safe supply to/from IDF.
- c) The transport and or parcel services specified by IDF shall be used in general. Exceptions shall be permitted only in specific cases and only upon prior written consent of head of IDF.
- d) All transportation must be handled in a logistically optimized form. Where possible, multiple smaller units should be combined to form one larger unit, taking account of the generally recognized dimensional and weight limits.
- e) All units being transported are to be identified by a master label detailing amongst others the names of the materials, total quantity, name of supplier/ supplier number etc. In the case of heterogeneous shipping units (mixed containers) it must be ensured by supplier that:
 - i) The transport packaging is identified as a "mixed shipment"
 - ii) All contents in the container are identified with their respective total quantities and are physically separated from each other and clearly identified.
- f) To identify each consignment, the transporter draws up a separate hand-over document to be handed to the recipients at the destination. In order to record the consignments, transporters are usually to be provided with a delivery note specifying the following:
 - i) Sender's address
 - ii) Supplier number
 - iii) Recipient's address
 - iv) Total quantity in delivery and quantities per shipping unit
 - v) Quantity and type of packaging
 - vi) Delivery note number
 - vii) Order number
 - viii) Batch number and, where appropriate, shelf life/expiry date

5.3 Logistics Quality

- a) IDF shall undertake a Supplier Assessment beforehand to provide an objective overall analysis and provide a systematic, comprehensive assessment of IDF suppliers based on uniform criteria. The results of the Supplier Assessment are incorporated into the following decision-making processes:
 - i) Selection of preferred suppliers
 - ii) Exclusion of poorly performing suppliers
 - iii) Supplier development measures
 - iv) Selection of potential suppliers
- b) The service providers, as a minimum, are assessed at regular intervals. This assessment is based on the performance delivered in the assessment period with regard to Quality result, Cost/ price result, Delivery compliance, Flexibility, Logistics, and Service/Cooperation.
- c) In the event of non-conformance with the standards set out in this manual, or the site-specific standards imposed due to reasons within responsibility of supplier, IDF reserves the right (reserving other legal rights) to refuse acceptance of the shipment and/or to charge for the additional costs incurred (e.g. storage, repacking, disposal, increased handling etc).
- d) IDF is continuously striving to improve its incoming and outgoing logistics processes. This means that the requirements placed on suppliers will continue to change in future. The goal is to formulate standardized requirements and to limit logistics concepts to a manageable variety. This requires the proactive involvement of IDF suppliers and service providers. Only suppliers proactively cooperating may expect to continue business with IDF on a long-term basis.

5.4 Delivery of Goods and Services

- 1) The supplier will deliver the goods or services with a delivery note that the receiving IDF staff shall sign after ascertaining that the goods/services delivered are as ordered checking the quantity, quality, invoice price and other LPO conditions.
- 2) The requisitioner shall be required to receive the goods and confirm that they agree to the LPO issued & sign the delivery note (together with the store man).
- 3) The delivery note shall be distributed thus: original to be sent to accounts as a supporting document; 2nd copy to be used for processing the payment and the book copy to be kept in the store.
- 4) On delivery the supplier will be required to present an invoice to IDF for payment. A copy of the LPO issued to the supplier by IDF will be attached to the invoice.
- 5) The payment to the supplier will only be processed upon indication of satisfaction by the program or unit that the items/services were procured for and delivered to.
- 6) All consultancy services shall be approved by memo, email or contract approval by the officer in charge indicating satisfaction of services rendered or job done.
- 7) All delivery documents shall be submitted to finance for payment processing.
- 8) Payment is done after the supply of materials/ services or as agreed by the two parties and shall only be made if all the procurements conditions, procedures & requirements have been met.

5.5 Stocks Management

5.5.1 Receipts of goods into stores

In receiving stores items (including stores, materials, fixed assets or goods for project work) delivered by suppliers, the following control measures are recommended:

- a) Where possible, stores items should be received and inspected by two officers against the order specifications (including the timing of delivery and quantity etc.) or the description of finished products. The storekeeper/officer concerned should inspect the condition and specification of goods received into stores with details on the supplier's invoice, LPO and delivery note.
- b) A stock card/book shall be maintained for all items detailing the Quantity in stock; Usage; Requesting unit/program; Quantity available for issue and Item price. The delivery note shall be used to update items on the stock card/book.
- c) Serially numbered vouchers should be prepared for issue to the supplier or workshop as receipt of all items received, with a copy to the accounting department for record. Payment should only be made upon certification that the delivered items or goods have met the order specifications.
- d) Any damaged or sub-standard items and occasions of short- or over-delivery should be properly documented with a record to the accounting department. If the user is responsible for the receipt of goods, the supplies office should also be notified.
- e) The approving authority for writing-off any stores should be clearly defined and the quantity of stores involved and reasons should be recorded.
- f) Regular counting of stock shall be conducted to ensure that optimal stocks of items are held at any time. The stock count should be documented on a stock count sheet and used to manage procurement orders.
- g) The staff in charge of the store and an assigned finance staff shall be required to conduct a stock count every last day of the month and file a signed return with the Accountant.

5.5.2 Dispatch of goods from stores

For the issue of materials or goods to users, the following measures are recommended:

- a) Stores should only be issued upon production of serially numbered vouchers or job orders approved and signed by authorised staff. The stores staff should maintain a list of specimen signatures of the authorised officers and the signatures on the vouchers or job orders should be checked against the list.

- b) Stores should be issued on a “first-in-first-out” basis, particularly for those items which have a specified shelf life. Recipients of stores should acknowledge receipt on the voucher, a copy of which should be sent to the accounting department for record.
- c) Stock balance records should be updated promptly upon each issue with details such as the date, reason of issue, voucher order reference. The recipient & daily movements should be agreed to dispatch notes. All stock movement outwards must be accompanied by a duly authorized stock transfer form supported by a dispatch note/stores requisition.

5.5.3 Other controls and procedures

- 1) Dispatch Note/Stores Issue Vouchers should only be prepared against properly approved requisitions by user Units/Programs. Integrity of the numerical sequence of dispatch notes/stores issue vouchers and stores requisitions should be properly controlled.
- 2) Stores should be protected through adequate physical safeguard to prevent theft or unauthorized removal of goods. Access to stores should only be allowed to authorized persons.
- 3) The following items shall be subject to stock control: fixed assets, consumables, and goods held in store for future program work. IDF shall from time to time, and for different stocks set the desirable stock holding levels for individual materials including:
 - 4) Re-order level – the level at which a new order is normally placed to replenish stock to allow ample time for normal procurement procedures to be followed.
 - 5) Maximum level – the maximum stock level for individual items to prevent the procurement of an unnecessarily excessive amount of goods.
 - 6) The mode of stock controls shall be manual system of record keeping. However as IDF grows and where resources allow, a computer-based stock control system shall be explored because it provides on-line access to stores information and facilitates maintenance of data such as stores movements.
 - 7) The duties of staff involved in the stock control process shall be appropriately segregated to provide adequate checks and balances. Where practicable, different officers shall be assigned to handle various stores-related functions including:
 - 8) Raising purchase requisition.
 - 9) Receipt, inspection and counting of stores items delivered by suppliers, the duties of which should better be discharged by at least two staff.
 - 10) Storage of received stores & processing transactions (e.g. issue of stocks to users).
 - 11) Stocktaking exercises or audit checks.
 - 12) Accurate and up-to-date stores records are keys to effective stores management. IDF shall adopt the following are some basic procedures on record maintenance:
 - 13) Stocks shall be counted and recorded promptly after receipt or and whenever there is a store transaction (e.g. upon issue, return and transfer of a store item).
 - 14) For the issue of stores, each entry of store record should:
 - 15) be supported by a properly authorised voucher or a job order
 - 16) show the necessary details such as the code number identifying the store item, quantity of the transaction and the voucher reference.
 - 17) Vouchers should be serially numbered to facilitate checking.
 - 18) A wrong entry should not simply be erased but it should be crossed out with the correct one entered by its side. Alternatively, a new entry should be made, cross-referencing the wrong entry. All corrections to a record, be it a re-written or a new entry, should be signed off by the authorising officer and subject to supervisory or audit checks, as for any additions or deletions of the stores records.
 - 19) Stores staffs are accountable for the safekeeping of the stock in hand hence, they should be required to conduct stocktaking exercises at specified intervals. If there is a change of staff, both the incoming and outgoing stores officers are recommended to take the following steps:
 - 20) All items held in stock should be checked to ensure they tally with the records.

- 21) If it is not practicable to check all items during the handover, the incoming officer should select randomly a various items for checking, especially those of high value.
- 22) Any surpluses or shortfalls of items identified should be documented and reported
- 23) The outgoing & incoming officers should sign a handover report for record purposes.
- 24) Stocktaking should be conducted on a regular basis by officers not in direct control of the stock (e.g. the staff of the administration/accounting departments). Supervisors should also undertake surprise stock checks from time to time. The following measures are recommended during the checks:
 - 25) Results of stock checks should be reconciled with the records held in the storeroom and by the accounting department and recorded.
 - 26) Any discrepancy should be documented, investigated and reported to the management including the findings of the investigation.
 - 27) The approving authority for amending stores records, especially involving writing off any loss or shortfall of stores items, should be clearly defined.
 - 28) The check should cover the compliance with the security measures.

6.0 DEFINITIONS

1. The term **Contract** refers to an agreement for financial interest concluded in writing by IDF, in order to obtain, against payment of a price the supply of products, the execution of works or the provision of services. On the basis of their object, the following types of contracts can be established:
 - a) Property contracts cover the rental of land, existing buildings or other real-estate. Purchase of immovable assets
 - b) Supply contracts cover the purchase, operational leasing, rental or hire purchase, with or without option to buy, of products. The delivery of products may in addition include sitting, installation and maintenance.
 - c) Works contracts cover the design and or execution of works by whatever means corresponding to the requirements specified by IDF. A 'work' means the outcome of building or civil engineering works to fulfil an economic/technical function.
 - d) Service contracts cover all intellectual and non-intellectual services other than those covered by supply, works and property contracts including a study & technical assistance contracts.
2. The terms **supplier, works contractor and service provider** refer to economic operators, natural or legal persons, which offer to supply products, execute works and provide services respectively. The term Contractor is a general term used in this text to refer to all types of economic operators concluding contracts with IDF. Economic operators who have submitted a tender offer are referred to as Tenderers.
3. **Award Notice** is the publication of the outcome of the award procedure and shall specify the type of product; service or works purchased the amount of the contract and the successful candidate or tenderer.
4. **Technical Specifications** are tendering requirements for supply & works contracts that set out the characteristics of supplies to be procured, eg quality, performance, safety and dimensions, or the process and methods for their production, or the processes or methods for their provision, including any applicable administrative provisions;
5. **Terms of Reference** are requirements for a Service Contract which accurately define the characteristics of the service required with regard to the purpose for which it is intended and sets out conformity assessment procedures prescribed by a IDF.
6. **Pre-qualification of potential candidates** is the process undertaken in defining product or service needed, seeking expressions of interest from enterprises to supply the product or service, and examining the product or service offered against the specification and the facility where the product or service is prepared against common standards of Good Manufacturing Practice.
7. **Conflict of Interest** - a person has a conflict of interest with respect to a procurement if the person or a relative of the person seeks, or has a direct or indirect economic interest in another person who seeks, a contract for the procurement; or owns or has a right in any property or has a direct or indirect financial interest that results in the private interest of the person conflicting with his duties with respect to the procurement. A "relative" in this regard means a spouse, child, parent, brother or sister; a child, parent, brother or sister of a spouse; or any other prescribed relative.

9.0 ANNEXTURES

The following are procurement use documents for day-to-day IDF procurement and asset management.



INTEGRATED DEVELOPMENT FOCUS (IDF)

PROCUREMENT REQUEST FORM

REQUISITIONER: _____ **PROCUREMENT. REF. No.:** _____

DATE OF ISSUE: _____ **DATE REQUIRED:** _____

DESCRIPTION	UNIT VALUE	QUANTITY	GRANT	PROJECT

SPECIFICATION:

Requested by: _____	Date: _____
Approved by: _____	Date: _____
Checked by: _____	Date: _____



INTEGRATED DEVELOPMENT FOCUS (IDF)

PROCUREMENT QUOTATION REQUEST FORM

VENDOR: _____

Please write your name or your company name in the position of vendor. Fill the unit price and total price columns and seal it white envelope, then return it back in to IDF admin and logistics office after filling within 24 Hrs.

NO.	DESCRIPTION OF ITEM	# OF UNITS	UNIT	UNIT PRICE	TOTAL AMOUNT
TOTAL					
IDF PARTY:					
Name:			SUPPLIER:		
Signature:			Signature:		
Date:			Date:		



INTEGRATED DEVELOPMENT FOCUS (IDF)

PURCHASES ORDER

P. O. No.: _____

DATE: _____

SUPPLIER NAME: _____

ADDRESS: _____ TO BE DELIVERED AT: _____

DATE REQUIRED TO: _____

NO.	DESCRIPTION OF ITEM	# OF UNITS	UNIT	UNIT PRICE	TOTAL AMOUNT
TOTAL					

The supplier agreed upon to deliver the specified materials/goods stated above in good condition and on the specified agreed delivering date and location to be delivered. Any stipulation on the above specification may result to late the payment or none acceptance of the materials/goods.

Prepared by: _____	Suppliers' Signature: _____
Approved by: _____	Date: _____



INTEGRATED DEVELOPMENT FOCUS (IDF)

RECEIVING REPORT (RR)

R. R. No. _____

DATE: _____

SUPPLIER NAME: _____

Purchase order No.	DESCRIPTION OF ITEM	# OF UNITS	UNIT PRICE	TOTAL AMOUNT	Remarks
TOTAL					

Checked Against purchase order and invoice Yes No

Name: _____ Signature: _____

Date: _____



INTEGRATED DEVELOPMENT FOCUS (IDF)

SUMMARY BID ANALYSIS

BID No. _____

DESCRIPTION	# UNITS	Bidder No. 1		Bidder No. 2		Bidder No. 3		Bidder No. 4	
		Price	Total	Price	Total	Price	Total	Price	Total
TOTAL									

Recommendations/finding	Contract awarded Bidder No:
Bidder No.	

Cc: Master: Cc: Procurement Cc: Finance (With invoice	Prepared by: Name: _____ Sign: _____ Date: _____	Approved by: Name: _____ Sign: _____ Date: _____



INTEGRATED DEVELOPMENT FOCUS (IDF)

Asset Movement Register

Asset Name: _____ **Asset Code:** _____

Asset Condition	Date In/ Returned	Date Out/ Taken	To Location	Requester name / sign	Issued by	Received by



INTEGRATED DEVELOPMENT FOCUS (IDF)

Supplies Requisition Form

Date: _____

Name of Requisitioned: _____

Item	Qty	Project	Account code	Remark

Requested by: _____

Approved by: _____

Received by: _____



INTEGRATED DEVELOPMENT FOCUS (IDF)

Supply Control Card

Item Name: _____ Item Code: _____

Date	Requester	In	Out	Balance	Issued by	Received by



INTEGRATED DEVELOPMENT FOCUS (IDF)

Small Non- Expendable supplies register

Name of Employee: _____

Date	Item	Quality	Employees signature	Remark

Requested by: _____

Approved by: _____

Received by: _____



INTEGRATED DEVELOPMENT FOCUS, SOMALIA - IDF-S

Facilitated by:

Inter-riverine Research and Consulting
Waiyaki-way ,Heavens court

P. O. Box 29220- 00100, Nairobi, Kenya

Tel: +254 715 777 735| +254 722 914450

E-mail: interiverine@gmail.com ,alansho114@live.com