



Rosana Empowerment Foundation (REF)

=Empowering Dreams, Transforming Lives=

Procurement Policy

1. Purpose

The purpose of this Procurement Policy is to provide clear guidelines and procedures for the procurement of goods, services, and works by the Rosana Empowerment Foundation (REF). This policy aims to ensure transparency, fairness, and efficiency in all procurement activities, while promoting accountability and ethical conduct in accordance with REF's mission and values.

2. Scope

This policy applies to all procurement activities conducted by REF, its employees, contractors, suppliers, and any other stakeholders involved in the procurement process. It covers the procurement of goods, services, and works, regardless of the funding source.

3. Principles

REF is committed to upholding the following principles in its procurement activities:

3.1. Transparency

REF shall ensure that all procurement processes are transparent and open to scrutiny. This includes providing information on procurement opportunities, evaluation criteria, and decisions to all relevant stakeholders.

3.2. Fairness and Competition

REF shall promote fair competition among suppliers and service providers, avoiding favouritism, discrimination, or any form of unfair advantage. Competitive bidding processes will be used whenever feasible.

3.3. Accountability

REF shall maintain a high level of accountability in its procurement activities. All procurement decisions, processes, and records shall be well-documented and subject to review and audit.

3.4. Integrity and Ethics

REF shall adhere to the highest standards of integrity and ethics in all procurement transactions. Bribery, corruption, and unethical behaviour will not be tolerated.

3.5. Value for Money

REF shall seek to obtain the best value for money in all procurement activities. This involves considering quality, price, and other relevant factors when making procurement decisions.

4. Procurement Process

4.1. Procurement Planning

REF shall develop an annual procurement plan that outlines its procurement needs and priorities. This plan shall be based on the organization's objectives and available budget.

4.2. Supplier Selection

REF shall select suppliers, contractors, and service providers through a fair and competitive process whenever possible. This may involve open bidding, request for quotations, or other appropriate methods.

4.3. Evaluation and Award

All procurement proposals shall be evaluated based on predetermined criteria, including technical, financial, and quality considerations. Contracts shall be awarded to the supplier or contractor that offers the best value for money while meeting the required standards.

4.4. Contract Management

REF shall establish and maintain proper contract management procedures to ensure that all parties fulfill their obligations. Contracts shall be monitored for performance, quality, and compliance with terms and conditions.

4.5. Records and Documentation

All procurement activities shall be documented, and records shall be kept for a minimum period as required by relevant laws and regulations. This includes procurement plans, bid evaluations, contract documents, and correspondence.

5. Compliance

REF shall comply with all applicable laws, regulations, and donor requirements related to procurement activities. Non-compliance may result in disciplinary action or legal consequences.

6. Review and Improvement

This Procurement Policy shall be periodically reviewed to ensure its effectiveness and relevance. Feedback from stakeholders and lessons learned from previous procurement activities shall be used to make necessary improvements.

7. Training and Capacity Building

REF shall provide training and capacity-building opportunities to its staff and stakeholders involved in procurement to ensure that they are knowledgeable about and compliant with this policy.

8. Policy Adoption and Communication

This Procurement Policy shall be communicated to all REF staff, contractors, suppliers, and relevant stakeholders. It shall be adopted upon approval by REF's governing body.

9. Policy Implementation

The implementation of this policy shall be the responsibility of the REF management team, who will oversee and ensure adherence to its provisions.

10. Policy Review and Amendment

This policy shall be subject to periodic review and may be amended as necessary to reflect changes in REF's operations, regulatory environment, or best practices in procurement.

Approved by:

[Name of REF Executive Director]

[Date]

Date of Adoption: [Date]

Next Review Date: [Date]