



Equality Myanmar

Procurement Policy

Version 1.3

In effect from **11 April 2022**

Introduction

The purpose of these policy is to outline Equality Myanmar's standard procurement policies and procedures in a user-friendly, understandable, and more effective way to facilitate follow-up and make reporting more consistent. The aim of the internal control system for procuring goods and services is to ensure orders are handled properly by individuals having the skills to evaluate what purchases are required from suppliers (or providers) offering the best deals.

Procurement policy must be used as a tool when procuring goods and services by Equality Myanmar (EQMM)'s personnel (staff members, consultants/resource persons, interns and volunteers) and EQMM-supported network and sub-grant partners. The policy is aimed at ensuring transparency and avoiding any conflicts of interest in the procurement process by any individuals within the organization.

These policies and procedures can be further developed and improved following feedback and comments from users' experiences and utilization of the procurement policy. In this regard, the policy will be regularly reviewed and updated to reflect changes in staffing and organizational policies.

Failure to comply with these policies and procedures may be deemed as serious misconduct and merit disciplinary action by EQMM's Management Committee.

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I. General Principles of Procurement:

Procurement for all goods and services within EQMM shall follow the following five keys' principles:

1. Non-discrimination and Equality of Treatment
2. Respect of Human Rights
3. Anti-Corruption
4. Transparency
5. Confidentiality

1. Non-Discrimination and Equality of Treatment

Promoting equality and non-discrimination is a fundamental element of EQMM's programs and operations. We believe in and promote respect for each other, not only among our beneficiaries but also among our staff. This principle prohibits any discrimination on any grounds. To this Policy's purposes, it means that all bidders shall be treated in the same manner, unless a difference is objectively justified. Contracting suppliers must remain non-biased and impartial towards all bidders.

2. Respect to Human Rights

EQMM adopts a human rights-based approach in all its activities, which means integrating human rights norms and principles in the design, implementation, and monitoring and evaluation of all policies and programs. It also means increasing the ability of those with the responsibility for fulfilling rights to recognize and understand how to respect those rights, making sure they can be held accountable. To procurement purposes, this principle ensures that EQMM will as much as possible select suppliers, contractors, tenders, services or providers of goods that respect human rights in their day-to-day business activities. A blacklist of non-compliant business will be developed and kept by the Organization for record purposes.

3. Anti-Corruption

Anti-corruption aspects are an important principle in EQMM's procurement procedures. All procurement procedures must be following EQMM's Anti-Corruption Policy.

4. Transparency

The procurement process must be transparent and follow consistent procedures. EQMM does not prohibit EQMM's personnel, their relatives or a staff member's co-habitant to participate in the process of competitive bidding. However, it shall be transparent in the organization by way of disclosure. Meaning to say, from the very start the employed staff of EQMM shall disclose all his/her business and possible interest to bid for any goods or materials needed by the organization to avoid any conflicts of interest. It is advised that the consultants or suppliers are also under the duty to declare all conflicts of interest prior to entering a contract with EQMM.

5. Confidentiality

All tenders, suppliers, contractors' information should be kept in a safe and secure environment to ensure that the confidentiality of tenders and requests are protected. Confidential information may include technical or trade secrets. The principle of confidentiality obligates the contracted suppliers to not examine the content of requests and information of tenders before the deadline the submission has expired.

II. Procurement Policy

A staff member's work may require her/him to purchase goods and or services consistent with their organizational role and responsibilities. Purchasing goods and/or services must follow EQMM's donor-specific procurement policies and procedures.

III. Procurement Procedures

A. Purchase Requisition (PR)

A purchase requisition is a document that any EQMM staff member must complete to request a purchase of goods or provision of services. This Form must be addressed to the relevant staff within the Operation Departments.

Exception List: For the items listed below, it is not mandatory to complete the 'Purchase Requisition Form':

- Project beneficiaries' travel expenses (e.g., transport tickets for trainings participants)
- Administrative expenses (e.g., water bill, building maintenance, etc.)
- Stationery materials that are not reported on material distribution form (e.g. flipcharts, box files, etc.)
- Goods and materials worth less than THB 1,000 (50,000 MMK) that are registered as "inventory" – see "Human Resources Policy and Procedures, Chapter 8. Office Administration - (e.g., office furniture, IT supplies, etc.)

A.1 Authority Delegation

Those authorized to approve the local procurement order with respective value threshold is outlined in the following table:

From THB	To THB	Rank for Approval
1	50,000	Officer, Coordinator, Manager Director,
50,001	150,000	Coordinator, Manager, Director
150,001	300,000	Manager, Director
300,001	Above	Director

A.2 Procedures

- The 'Purchase Requisition Form' can be prepared by any staff member (the Requester).
- The 'Purchase Requisition Form' can be submitted digitally, and no hard copy is required.
- The 'Purchase Requisition Form' must be submitted to the authorized signatory – see above table - for approval and signing. Approval includes digital signature on the 'Purchase Requisition Form'.
- The signed form must then be submitted to the Admin & Logistic Coordinator at least one working day in advance of the expected purchasing date to meet the requirement for obtaining two or three verbal quotations. The form must be submitted at least (5) five working days in advance of the expected purchasing date for obtaining three or five written quotations and at least (21) twenty-one working days in advance of the expected purchasing date for a tender process.
- The Requester and the Admin & Logistic Coordinator must keep a copy of the 'Purchase Requisition Form' to monitor the procurement request's status.
- The Admin & Logistic Coordinator must complete the 'Procurement Tracking Sheets' monthly to ensure single procurement transactions are documented. Progresses and status of individual procurement tracking sheets will be reported to the Admin & Finance Manager on the first working day of every month.
- Purchase requisition numbers are recorded as follow: PR, first two-digit numbers of the running year followed by two digits representing the serial number within the monthly basis (i.e., EM-PR-YYMM/15, EM-PR-YYMM /15, EM-PR-YYMM /15, etc.). The Admin & Logistic Coordinator is responsible of tracking each serial number as soon as a new purchase request is received.

B. Competitive Bidding

The Admin & Logistic Coordinator is responsible for obtaining bid quotations when receiving a purchase request. When there are reasonable grounds for it (limitation of bidders or offers, unavailability of resource person, circumstances on the ground, etc.), it may be accepted not to complete a competitive bidding. A justification letter detailing the reasons and the process followed will need to be provided instead.

Based on the nature and value of items and equipment to be procured, numbers and types of bidders and quotations will vary. For further detail, refer to the table below:

Goods

Procurement of goods shall be used when acquiring goods for EQMM organizational activities (e.g., computer equipment, projector, camera, printer, vehicle, copier, furniture, etc.).

An exception must be made for the procurement of air tickets used by staff. Even though the provision should be considered under “Other services”, it is agreed that it will be regarded as special case and so will be subjected to the rules under “Goods” category.

From THB	To THB	Type of Competitive Bidding	Number s of Competit
THB 1 (MMK 50)	THB 10,000 (500,000 MMK)	-	0
THB 10,001 (500,001 MMK)	THB 20,000 (1,000,000 MMK)	Verbal	2
THB 20,001 (1,000,001 MMK)	THB 40,000 (2,000,000 MMK)	Verbal	3
THB 40,001 (2,000,001 MMK)	THB 100,000 (5,000,000 MMK)	Written	3
THB 100,001 (5,000,001 MMK)	THB 200,000 (10,000,000 MMK)	Written	5
THB 200,001 (10,000,0001MMK)	Above	Tender	Tender

Consultancy Services

Consultancies are work contracts for skilled service providers to fulfill a narrowly defined and time-bound need of EQMM. Consultancy services should be for work that cannot be carried out by current employees due to the technical, artistic, academic, or other unique skills required for the task. In limited cases, exceptions can be made if the work-related need both (a) cannot be met by current employees and (b) cannot be fulfilled through the regular employee recruitment process due to extraordinary circumstances, such as illness or understaffing. In no case may a current employee undertake a consultancy contract from EQMM.

Consultancy services from EQMM may include, but are not limited to, the following:

- Training / workshop curriculum design and facilitation
- External evaluations
- Media Productions, such as movies, animations, HRE TV, graphics design, and songs
- Translation
- Research
- Website or App development and maintenance
- Expert assessments, such as Organizational Development or Safety & Security

In these cases, a ‘Short Term Consultancy Service Agreement Form’ must be issued by the responsible budget holder staff approved by the concerned department manager and bidding will be subjected to the following thresholds:

From THB	To THB	Type of Competitive Biddings	Numbers of Competitive Bidding
THB 1 (50 MMK)	THB 20,000 (1,000,000 MMK) per contract	-	0
THB 20,001 (1,000,001 MMK)	THB 40,000 (2,000,000 MMK) per contract	Verbal	2 Bids
THB 40,001 (2,000,001 MMK)	THB 60,000 (3,00,000 MMK) per contract	Verbal	3 Bids
THB 60,001 (3,000,001 MMK)	Above	Written	3 Bids

If the above thresholds do not align with donor thresholds, the donor standards will override the EQMM policy.

Considerations when procuring Consultancy Services

The selection of consultants should be made in a way which ensures the integrity of the process and the confidence of all interested parties, which include the consultants involved, implementing partners, the EQMM Management Committee, donors, and future auditors.

Getting written bids and requesting quotations

Written bids can be in the form of a quotation (sometimes also referred to as a 'proposal') submitted by a potential consultant. A quotation is a document that lists the proposed price of a service or deliverable, based on certain conditions stipulated by EQMM. Where appropriate, it should provide additional details, such as the consultant's relevant qualifications and proposed approach to the work, as well as breakdown of the costs.

To obtain bids/quotations, it will require making a solicitation for bids/quotations. Solicitations can be made directly to potential consultants, or by public announcement. A solicitation ideally should include a Terms of Reference (ToR) for the consultancy. The ToR defines the purpose and scope of the proposed work, and stipulates various conditions that apply, such as time-frame budget, and supervisory responsibilities.

The follow is suggested methods of obtaining bids/quotations from potential consultants.

- Emailing a solicitation to a previously engaged consultant or distributing through an email newsletter
- Check the vender and supplier list maintained by the Operations Team for potential consultants to send the solicitation
- Posting a solicitation on a website, such as Myanmar Information Management Unit (<https://themimu.info>) or (<https://www.thaingo.org>) or Chate Sate (a freelancer hiring site, <https://chatesat.com>)
- Posting a solicitation on the EQMM Facebook page

Selection of the Consultant

For consultancies, the procurement committee must be composed of three persons: (1) budget holder staff (2) Program Manager and (3) Admin & Finance Manager. If the budget holder staff is the department

manager, another MCOM member will serve as the third person. The procurement committee can sign digitally in the 'Comparative Bids Analysis Form'.

Contracts shall only be awarded to consultants that can provide documentation which demonstrates their appropriateness for the assignment, such as a CV or a portfolio of previous work. Factors to consider include the technical capability of consultant, previous experience, value for money, and availability. Cost will be a secondary consideration. For transparency, if the consultant is an immediate relative of any EQMM employee, it must be declared in the Comparative Bid Analysis process who the employee is, their position title, and relation to the consultant.

The rationale for the choice of the consultant should be based on objective reasoning and then duly recorded by the procurement committee.

Required Documentation

The following documentation are required to present to Finance to submit an advance request for the first payment to a consultant:

- Signed ID copy of the consultant, that includes the consultants contact information (phone number and email). For security reasons, EQMM will accept if the consultant refuses to provide ID copy.
- CV or other documentary proof of the consultant's qualifications
- Purchase Requisition form
- Comparative Bid Analysis form
- Justification Letter (if no Comparative Bid Analysis form is submitted)

The electronic copy of the above-mentioned documents is accepted, and no hard document is required.

If no competitive bid is conducted, a justification letter must be provided explaining the exemption from competitive selection. The letter must be authorized by the Program Manager. Allowable exemptions include:

- there has been an unsatisfactory response to competitive selection procedures carried out in accordance with the procurement policy
- the service / deliverable can only be provided by a single service provider because of exclusive capabilities, rights, or availability of required skills
- standardization with existing or previous work is determined to be important and justified
- it is a case of extreme urgency brought about by unforeseeable events

Other Services

Contracting for other services shall be used (i.e., food, venue, and accommodation for trainings, workshops, conferences, campaigns, audio-visual shooting locations, IEC materials production and campaign materials production, Vehicle renting, hiring documentation team (i.e., data entry, date collector, data editor, etc.), etc. In these cases, a '**Service Agreement Form**' must be issued by the

responsible program and project staff and biddings will be subjected to the following thresholds:

From THB	To THB	Type of Competitive Biddings	Numbers of Competitive Bidding
THB 1 (50 MMK)	THB 20,000 (1,000,000 MMK)	-	0
THB 20,001 (1,000,001 MMK)	THB 40,000 (2,000,000 MMK)	Verbal	2 Bids
THB 40,001 (2,000,001 MMK)	THB 100,000 (5,000,000 MMK)	Verbal	3 Bids
THB 100,001 (5,000,001 MMK)	THB 200,000 (10,000,000 MMK)	Written	2 Bids
THB 200,001 (10,000,001 MMK)	THB 400,000 (20,000,000 MMK)	Written	3 Bids
THB 400,001 (20,000,001 MMK)	Above	Tender	Invitation of Tender

If the quotation documents are not available from the suppliers, the Admin & Logistic Coordinator shall use EQMM's 'Quotation Request Form' and obtain signature from suppliers. If the supplier refuses to sign the 'Quotation Request Form', the Admin & Logistic Coordinator must issue an internal memo or note for justification.

B.1 Procedures

The Admin & Logistic Coordinator must complete and submit a 'Comparative Bid Analysis Form' with the supporting bids/quotation documents to the Requester for further decision of the Procurement Committee. The Requester is responsible of convening the Procurement Committee.

Procurement Decision

- The Procurement Committee is composed of three individuals: 1) the Requester; 2) the authorized signatory; and 3) the assigned finance staff member. The procurement committee can sign digitally in the 'Comparative Bids Analysis Form'.
- The Procurement Committee serves the purpose of making sure the procurement process of goods or services is as transparent as possible, and in-line with EQMM's Anti- Corruption Policy.
- Procurement decisions must be made to avoid out-of-stock status of the selected supplier which can affect local communities in the situation of a large procurement request. A market survey might be referred to on a regular basis when available.
- If there is a decision that needs to be made involving two or more choices, any Procurement Committee member can call for a vote. Each member's vote has equal weight, and a decision is made by the simple majority.
- The Admin & Logistic Coordinator can provide his/her recommendation, but s/he

- should not be involved in the procurement decision.
- The Procurement Committee goes through the suppliers and vendors, analyzing according to the set-up selection criteria, and then selects a bidder to formalize the purchase and order contract.
- Comparative bid analysis numbers are maintained as CBA, first two-digit numbers as represent year and follow another two digit – serial number within the monthly basis (i.e. EM-CBA-YYMM/15, EM-CBA-YYMM /15, EM- CBA-YYMM /15, etc.). The Admin & Logistic Coordinator is responsible to track each serial number as soon as a new CBA is issued.

C. Procurement Contract/ Order and Payment Requests

C1. Contract for procuring goods.

The Admin & Logistic Coordinator is responsible for preparing the 'Purchase Order Form' to make a purchase contract with the selected supplier and/or vendor by the Procurement Committee. This must be done **no later than two working days** after the procurement decision is made. The 'Purchase Order Form' must be signed by both the Admin & Logistic Coordinator and the suppliers. The Admin & Logistic Coordinator must activate appropriate warranties and optional insurance against loss, theft and damage for the office item and equipment provided by the manufacturer or retailer. The providers of goods or services must be changed/replaced after one year contract to avoid dependencies on one specific provider. This is also to ensure exploring the market and selecting providers through a competitive bidding system.

Purchase order numbers are maintained as PO, first two-digit numbers as represent year and follow another two digit – serial number within the monthly basis (i.e., EM-PO-YYMM/15, EM-PO-YYMM /15, EKC-PO-YYMM /15, etc.). The Admin & Logistic Coordinator is responsible for tracking each serial number as soon as a new purchase order is issued.

C2. Contracts for Consultants

After a selection is made, a contract must be made and signed, by both the consultant and a representative of EQMM, before any payment can be rendered. The consultancy contract constitutes the formal contract with the consultant. Among other things, the contract should establish a clear payment schedule in which payment is triggered by specific achievement of deliverables.

The Program Manager will decide the payment schedule with the recommendation of Program Coordinators and case basis base on the past working experience and performance of consultants.

Experience has shown that, where appropriate, it is suggested to include a penalty clause for delayed work

or objectively demonstrable underachievement. Below are suggested rates and guidance for penalties.

Number of workdays delayed per milestone	Penalty
5	2% deducted from contract amount
10	5 % deducted from contract amount
15	8% deducted from contract amount

Penalties for delays can be excused for the following reasons:

- Scope of work changed with agreement of EQMM
- Serious illness or injury suffered by the consultant (requires dated medical certificate)
- Death / Funeral (requires letter of explanation)

Penalties for underachievement must be applied narrowly and only when the underachievement is objectively measurable (i.e., the deliverable or service falls short of the agreed upon specifications in the contract) and is not attributable to shortcomings by EQMM. In these cases, an appropriate penalty will be calculated based upon the objectively measurable gap in performance. For example, a consultant provides only 3 days of training instead of agreeing upon 5. Then 2 days consultancy fee can be deducted from the contract amount.

C3. Contract for Other Services

The Manager or delegated program staff or Admin & Logistic Coordinator is responsible to prepare the 'Service Agreement Form' for other services worth more than Thai Baht 20,000 (Myanmar Kyat 1,000,000). A justification letter in lieu is acceptable when the 'Service Agreement Form' is not available in certain situations and always based on reasonable grounds. The 'Service Agreement Form' must be signed by the Program Manager or delegated program staff or Admin & Logistic Coordinator and service provider representative. The service providers must be changed after three years of having a continuous contract to avoid conflict of interest.

For Office lease contract, a review of the conditions must be done at least after six years of having a continuous contract to avoid conflict of interest. On behalf of Equality Myanmar, Admin & Finance Manager or Admin & Logistic Coordinator must delegate to signatory at office lease contract.

C4. Payment Request

Financial control is maintained as each purchase requires the approval of the concerned staff member.

Money is disbursed through the procedures of cash advance when the 'Purchase Requisition Form' and 'Cash Advance Request Form' for procurement of Goods and other services, and 'Cash Advance Request Form' or 'Payment Request Form' along with the 'Purchase Requisition Form', 'Comparative Bids Analysis Form', 'Consultancy Service Contract' and 'Invoice' for procurement of consultancy service are submitted.

When procuring large quantities or expensive items (i.e., the value of goods and or services requires 5 competitive bids), the payment must be jointly done by the Program Coordinators or delegated program staff or Admin & Logistic Coordinator and a finance staff member.

Payments to Consultants

In no cases will advance requests for first payments to consultants be approved by Finance without a contract, a CV of the consultant, Purchase Requisition Form, and a Comparative Bid Analysis form or justification letter.

For second or final payment to the consultant, the budget holder must submit a 'confirmation of completion letter' signed by Program Manger before advance requests for final payment can be approved by Finance. This letter must state that the consultant's work has completed to satisfaction of EQMM, and all final deliverables (where relevant) have been completed.

Contracts should be planned and negotiated carefully, because cost-extensions (i.e., raising the total cost of the contract) will not be approved after the contract is signed. Any additional costs and work required by the activity should be allocated into a new consultancy term of reference, and the selection of the consultant must go through the proper procurement process. Time-extensions of current contracts (that are no-cost) may be approved by the Program Manager.

Irregularities

Any unusual or questionable circumstances surrounding the procurement process of consultants must be reported to the Program Manager and Admin & Finance Manager, as appropriate.

D. Tenders Procedures

The aim of the formal tendering process is to subject the proposed provider to take part in a competitive bidding process to obtain the best value for the organization and to ensure that procedures used in the expenditure of project funds are sufficiently fair, impartial, transparent and robust to stand out to the closest scrutiny of outside partners (such as donors or auditors). This section provides guidance on managing the tendering process.

All goods purchase valued THB 200,000 (MMK 10,000,000) and above and service purchases valued MMK 20,000,000 and above must go through a formal tendering process and be publicly advertised. The Tender Evaluation Committee is composed of three staff members: the Requester, Program Manager, and the Admin & Finance Manager.

The general approach for requiring suppliers is an open approach, where the interested suppliers may

submit a tender, following the procedures below:

Procedures: Open Tender

This is a bidding process that is open to all qualified bidders and where a notice is posted complete with a specification and any firm can submit a tender, so that qualifying information (on financial viability, capability, and capacity) will be considered in a single exercise along with the technical and price quotes. This may take minimum 21 working days and the process is as follows:

- 1.1 Tender advertisement will be made through newspapers or other sources to ensure public access such as Facebook or daily journal paper. The information that the advertisement needs to cover
 - Title of notice
 - this is a short statement of the goods and/or services required.
 - Detailed description – is also required to provide a general summary of what you wish to purchase
 - the place – where the goods and/or services will be delivered/performed.
 - Estimated value of the contract – over the whole contract period excluding VAT.
 - the required state date/delivery date.
 - Period of contracts – more relevant for services or long-term supply contracts.
 - Qualification criteria – criteria for short-listed suppliers through the next stage.
 - Interested parties will be asked to provide some financial, economic, legal and technical information as standard (i.e., last 2 years audited accounts or details of main business activities over the last two years).
- 1.2 A closing date for reception of tenders should be set.
- 1.3 A minimum number of applications needed to move forward with the process should be determined (minimum 3 tender envelopes)
- 1.4 Following publication, all communications are to be formalized via the Tender Committee. General detail from internal meetings, number of participants and how the process is progressing is all confidential and not to be shared with any third parties.
- 1.5 The Tender Committee should receive the applications and supporting documents from participating suppliers, then record the information provided against a checklist for each supplier.
- 1.6 The checklist and applications should then be used to identify which suppliers might be short-listed and invited to the next stage.
- 1.7 The tender committee will request EQMM's Admin & Finance Manager to check the short-listed suppliers' audited accounts to establish their financial stability and the findings should be reported back to the Tender Committee.
- 1.8 The Tender Committee will then carefully review and score each of the applications against the agreed evaluation criteria. This results in a scoring table with the highest and lowest bidders' scores. The Tender Committee will make their final scores and will use those to select the best performers and award contract(s).
- 1.9 The decision must not be made based on place of origin or the degree of foreign ownership and supplier's affiliation of the biddings.
- 1.10 Unsuccessful suppliers should have a chance to get feedback on tenders. This helps companies to gain a better understanding of shortcomings and how to improve for future biddings.

1.11 The Tender Committee should issue the required documents follow tender procedures, such as, the tender advertisement, tender acknowledge form, instruction to tenders, suppliers' appraisal form, simple contract, and record of tenders, etc.

E. Goods Received

Reception of procured items from suppliers or procurer must be certified by the Admin & HR Coordinator or Admin & Logistic Coordinator. The staff requesting the purchase must make sure all received goods meet the same quality and quantity as expressed in the order. "Goods Received Note" (GRN) must be prepared by the Admin & Logistic Coordinator.

The Admin & Logistic Coordinator or Admin & HR Coordinator must be informed about received goods to track procedures (i.e., registration, labeling, storage, etc.) in accordance with EQMM's Human Resources Policies & Procedures Manual (assets management session). A copy of GRN must be provided to the budget holders to be attached along with the payment voucher.

GRN numbers are recorded as follow: Equality Myanmar office location, GRN, first two-digit numbers representing running year followed by two digit – serial number within the monthly basis (i.e., EM-GRN-YYMM/15, EM-GRN-YYMM /15, EM-GRN-YYMM /15, etc.). The Admin & Logistic Coordinator is responsible to track each serial number as soon as a new GRN is issued.

F. Procurement Documents

The procurement documents file shall contain all the documents and copies of each procurement transaction (i.e., the Purchase Request Form, quotations, Comparative Bid Analysis Form, contact information of suppliers, purchase contracts or orders, invoices, GRNs and any other pertinent documents).

IV. Procurement Responsibilities

G1. Budget Holder/Requester

The Budget Holder/Requester is responsible for timely processing purchasing requests. This could be delegated to Trainer, and Program Coordinator, Manager, etc. The Budget Holder is responsible for managing the project and delivering objectives that are within the budget. The Budget Holder should also prepare the payment in an advance request, and h/she is responsible for checking the goods on arrival.

G2. The Admin & Logistic Coordinator

The Admin & Logistic Coordinator is responsible for sourcing providers and obtaining quotes and for advertising the offers in large procurement bids. H/she is usually responsible for going out to buy or receive goods delivered. If the Admin & Logistic Coordinator is not available due to conflicting schedules or outside of the office area, the requester may take the role of Admin & Logistic Coordinator for his/her procurement request, but it must be confirmed by the Admin & Logistic Coordinator and the procedures must comply with procurement guidelines.

G3. The Admin & Finance Manager

The Admin & Finance Manager is responsible for reviewing and updating the policy in coordination with EQMM's Management Committee, to oversee the full array of procurement functions of purchasing requisition, competitive biddings, procurement decision, contract and order, shipping, receipt and inspection, procurement documents and logistical assistance to program/projects operations. The Admin & Finance Manager is also responsible for audit preparation and oversees and develops market surveys.

G4. Finance Team

The assigned finance staff needs to be represented on the Procurement Committee and the Admin & Finance Manager needs to be represented on the Tender Panel/Team. The Finance Coordinator or Finance Officer will verify payment requests. The assigned finance staff issues the payment for a large amount jointly with the designate Admin & Logistic Coordinator records transactions in the accounting books and ensures that all the paperwork is properly documented and filed. If requested, the assigned finance staff will make a payment to the providers directly.

G5. Admin Team

The Admin & HR Coordinator or Admin & Logistic Coordinator is responsible for receiving the goods once delivered to complete administrative procedures such as registering, labeling, storage or transferring to respective staff members, etc.

V. Procurement Documentation Templates

Modification to the standard forms is not accepted.

1.1. Standard Forms (Internally Generated)

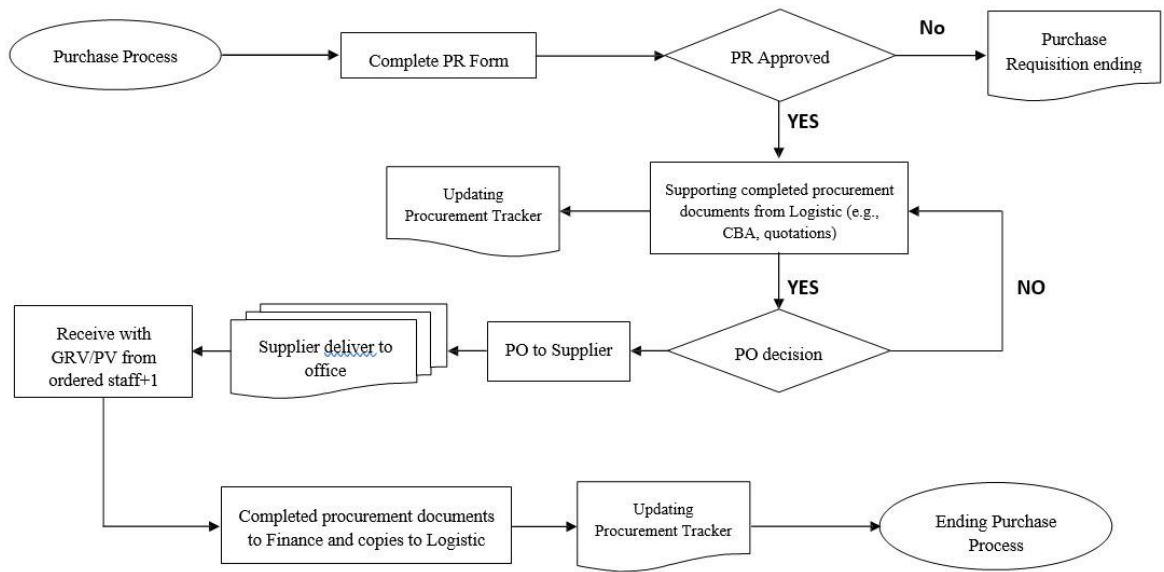
1. Purchase Requisition Form
2. Request for Quotation

3. Comparative Bid Analysis
4. Purchase Order Form
5. Short-Term Consultancy Contract
6. Service Agreement Form
7. Goods Received Note (GRN)
8. Procurement Tracking
9. Tender Form for a Supply Contract
10. Supply Tender Opening Checklist
11. Summary of Tenders
12. Tender opening report
13. Administrative Compliance Grid
14. Evaluation grid

1.2. Sources Documents (From Providers)

- i. Quotations
- ii. Proposals (e.g., for consultancy services)
- iii. Invoices
- iv. Goods Delivery Note (GDN)
- v. Receipts and Payment Vouchers

VI. Procurement Flow Chart



PR=Purchase Request, CBA = Comparative Bid Analysis, PO = Purchase Order, GRN=Good Received Note PV = Payment Voucher