

T4G Impact Tech Foundation

Procurement Policy

Document Release Notice	
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1. Introduction:

This Policy document provides guidelines to T4G Impact Tech Foundation staff members and the board members for regarding procuring materials and services for T4G.

2. Purpose:

The Purpose of this policy is to ensure that staff members,

- a) have clear guidelines on policy on procuring of services or materials.
- b) Have clear understanding of availability of the budget and prudence in any type of spend.
- c) have clear understanding of quotation's requirements, PO / contract having required terms and conditions have been issued to the vendor before purchasing services.
- d) Submission of invoices and other supporting documents to accounts for payments.

3. Code of Conduct:

A Code of Conduct shall govern the performance, behaviour and actions of the foundation, including Board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including but not limited to purchasing goods and services; awarding contracts and grants; or the administration and supervision of contracts.

No staff member of the Organization:

- a) Shall participate in the selection, award or administration of a bid if there is a possibility of a conflict of interest among them, whether real or apparent. (Conflict of interest may arise if there exists any personal financial interest or is a related party or has any other beneficial interest in the vendor firm selected / consideration for an award.)
- b) Shall do business with, award contracts to or show favouritism toward a member of his/her immediate family, spouse's family or to any company, vendor, concern who either employs or has any relationship with the family members;
- c) Shall neither solicit nor accept gratitude, gifts, consulting fees, trips, favours which might question the independence or objectivity of the organization.

4. Organization's Rights:

As permitted by law, rule, policy or regulation, the Organization shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If said person has been convicted, disciplined or pled no contest to a procurement violation, said person

shall be removed from any further responsibility or involvement with grants management, procurement actions.

The achievement of value for money underpins the appropriate use of T4G funds, therefore as well as striving to achieve the best price possible for all purchases, consideration should also be given to other factors such as quality, suitability, availability, reliability of the supplier, terms available etc.

5. Process:

T4G staff shall follow methods (mentioned below) in purchasing goods, equipment and services required for the needs of the organization or its projects.

As a general practice, supplier having lowest quotation would be preferred. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered such as Time, Availability, Experience of vendor, etc. Organization shall specify in the purchase file the reasons why the lowest bid was not chosen.

a) Price Quotation: Buyer (staff member who is requesting for purchase) has to get valid and genuine quotations for a specific service or material.

I. **Rule of 3 Quotes:** All types of procurements decision having value more than Rs. 20,000 to be taken basis three quotations. If price quotations from online suppliers (Amazon, Flipkart etc) not available, a screenshot having product specifications and price can be used for approver.

II. **Purchase of Goods / Services without Quotation:**

- Utility Bills (electricity, telephone, broadband), government charges, taxes will not need quotation.
- Small item purchases – less than Rs 20,000 purchases, quotations are not mandatory (small repairs, xerox, cleaning charges for office etc).
- Standardised equipment or spare parts, compatible with the existing equipment from the original supplier. It is justified because the original equipment shall be suitable and of a good quality.
- The required material or service is obtainable only from one source.
- In exceptional circumstances, such as in response to natural disasters.

b) Purchase Order: Approver to review competitive quotations and business justification of the goods or services to be purchased and approve for release of the Purchase Order. If there is a signed contract with specific vendor or consultant, Purchase Order is not mandatory. A valid PO to have name of the supplier, date of issuance, detailed description of the material or service, qty, price and payment terms.

PO or contract is not mandatory for cases where quotations are not needed (as mentioned in the above)

c) Approval Matrix:

PO / Contract Value < Rs 5 Lacs: Operations/admin Manager to approve.

PO / Contract Value > Rs 5 Lacs: CFO or any Director to approve.

- d) Receipt of Material or Services and Vendor Invoice:** Buyer to confirm the qty, quality and delivery of service as per the PO or the contract before giving invoice to accounts for payment.

6. Exceptions to the Policy:

Any exceptions to this policy can be approved by the operations / admin manager.

- a) If buyer is operations / admin manager, then CFO to approve exception.
- b) If buyer is CFO, then a Board member to approve the exception.