Procurement policies

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1. Introduction

[NGO Name] is committed to the highest standards of integrity, transparency, and accountability in its procurement processes. This procurement policy statement outlines the principles and procedures that guide our purchasing decisions to ensure that resources are used effectively and ethically in support of our mission.

2. Purpose

The purpose of this procurement policy is to:

- Ensure that procurement activities are conducted in a fair and transparent manner.
- Promote competition and value for money in all purchases.
- Uphold ethical standards and avoid any conflicts of interest.
- Comply with all relevant legal and regulatory requirements.

3. Scope

- This policy applies to all staff, volunteers, and board members involved in the procurement process at [NGO Name]. It encompasses the procurement of goods, services, and works, regardless of the source of funding.

4. Procurement Principles

- 4.1 Transparency
- All procurement processes must be open and transparent. This includes clear communication of procurement needs and the criteria for selection.

- 4.2 Fairness and Competition
- Procurement processes must encourage fair competition among suppliers. All qualified suppliers should have an equal opportunity to participate.
- 4.3 Value for Money
- The selection of suppliers should prioritize cost-effectiveness while ensuring that quality and sustainability standards are met.
- 4.4 Ethical Practices
- All procurement activities must adhere to ethical standards, avoiding any form of corruption or fraud.
- 4.5 Sustainability
- Where possible, procurement decisions should support environmental sustainability and social responsibility.

5. Roles and Responsibilities

5.1 Procurement Committee

- Oversee all procurement activities and ensure compliance with this policy.
- Evaluate and approve significant purchases exceeding [specify amount].

5.2 Project Managers

- Identify procurement needs and initiate the procurement process.
- Prepare specifications and participate in supplier evaluations.

5.3 Finance Team

- Ensure all procurement expenditures are budgeted and financially accountable.
- Review procurement contracts to ensure compliance with financial policies.

5.4 All Staff and Volunteers

- Adhere to this policy and report any suspected violations.

6. Procurement Procedures

6.1 Needs Assessment

- Conduct a needs assessment to determine the required goods or services.
- Document the rationale for procurement.

6.2 Supplier Selection

- **Low-Value Purchases**: For purchases below [specify amount], obtain at least one quote.

- **Medium-Value Purchases**: For purchases between [specify amounts], obtain at least three quotes.
- **High-Value Purch**