



HOLY TRINITY PEACE VILLAGE KURON

PROCUREMENT MANUAL PRESENTATION

Donor Conference

3/18/2020

I.0 PROCUREMENT MANUAL INTRODUCTION

- The Procurement Manual constitutes the HTPVK's policies on Procurement.
- The Intention of the issuance of this manual is to provide assistance, advice, directions and procedures to be followed during procurement.
- The manual explains in more detail how specific aspects of procurement should be handled in consistent with the HTPVK code of conduct.
- **The manual elaborates the following In details.**
 - ❖ Why Need procurement manual
 - ❖ Guiding principles
 - ❖ Steps in Procurement
 - ❖ Payment Procedure
 - ❖ Stores management
 - ❖ Chart of approval/Authority

WHY NEED PROCUREMENT MANUAL

- To ensure transparency during procurement of project.
- To ensure lasting value creation for every fund HTPVK is entrusted with
- To ensure that funds are used in the most appropriate and cost-effective way.
- To ensure that all procurements are conducted in the manners acceptable to both HTPVK and donors
- To realize value for each dollar spent in the procurement process
- This manual is to serve as a ready reckon for the procurement.
- To ensure that funds disbursed by Donors are used in the most appropriate and cost-effective and accountable manner.
- To ensure effectiveness and efficiency in the procurements process

GUIDING PRINCIPLES

- No staff or associated shall use his authority, or position for personal gain
- **Conflict of Interest** during procurement must be declare to the management of Kuron
- **Accountability:** HTPVK shall be accountable to all her donors and therefore each staff is accountable to HTPVK
- **Usage of Funds:** Funds shall be used only for the purpose for which they are provided for.
- **Competition:** HTPVK shall ensure full, fair and legitimate competition among eligible suppliers and contractors.
- **Transparency:** HTPVK expects the highest degree of transparency and openness within the procurement process.
- **Value for Money:** Underpinning all the above is the need to obtain value for money.

Steps in the Procurement

Below are the steps to be followed during procurement

- Request for purchase
- Request for quotation
- Bid analysis and report
- The Contract
- Local Purchase Order
- Request for payment
- Payment voucher
- Approving payment

PROCUREMENT COMMITTEE

- In order to ensure efficiency and transparency in the purchasing function of HTPVK. There shall be a procurement committee which will be formed by the Director to oversee all procurement.
- **The procurement committee shall comprise of people of:**
 - Balanced skills
 - track record of making sound judgments
 - Where possible have people with required professional discipline

PAYMENT PROCEDURE:

Upon confirmation of orders, payment have to done base the steps below

- a. Request for payment
- b. Payment voucher
- c. Approval to effect payment
- d. Writing up cheque in the name of the supplier
- e. Cash withdrawal for small purchases

STORES MANAGEMENT

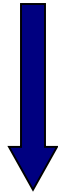
- All items procured shall be received by the store keeper
- The store keeper shall compare the goods receive and the LPO
- All items from the store shall be issued upon completion of requisition and approval
- There shall be continuous stock count and confirmation
- Disposal of damage item shall only be done with approval from a senior manager upon request by the store keeper
- Storage shall be done in a manner which will not expose items to damage, theft and misuse
- Storekeeper shall be adequately supervised and supported.
- The director or any senior staff can make a surprised stock count at anytime.
- Any variance in the store records shall be investigated and reconciliation have to be done
- The key to the store shall be held by one person only to ensure that he/she is accountable.

CHART OF APPROVAL

APPROVING PERSON	APPROVING LIMIT
Line Manager/Finance Manager	500 USD and below
Director/Finance Manager	Above 500 USD but less or equal to 5,000 USD
Director And Finance Committee	Above 5,000 USD but less or equal to 10,000 USD
Finance Committee (Board Member and the Director)	Above 10,000 USD

Procurement process cycle

PR - Purchase Requisition
(any staff can prepare PR)



RFQ - Request for Quote
(Procurement Office)

Same RFQ to all vendors



Closed Tender

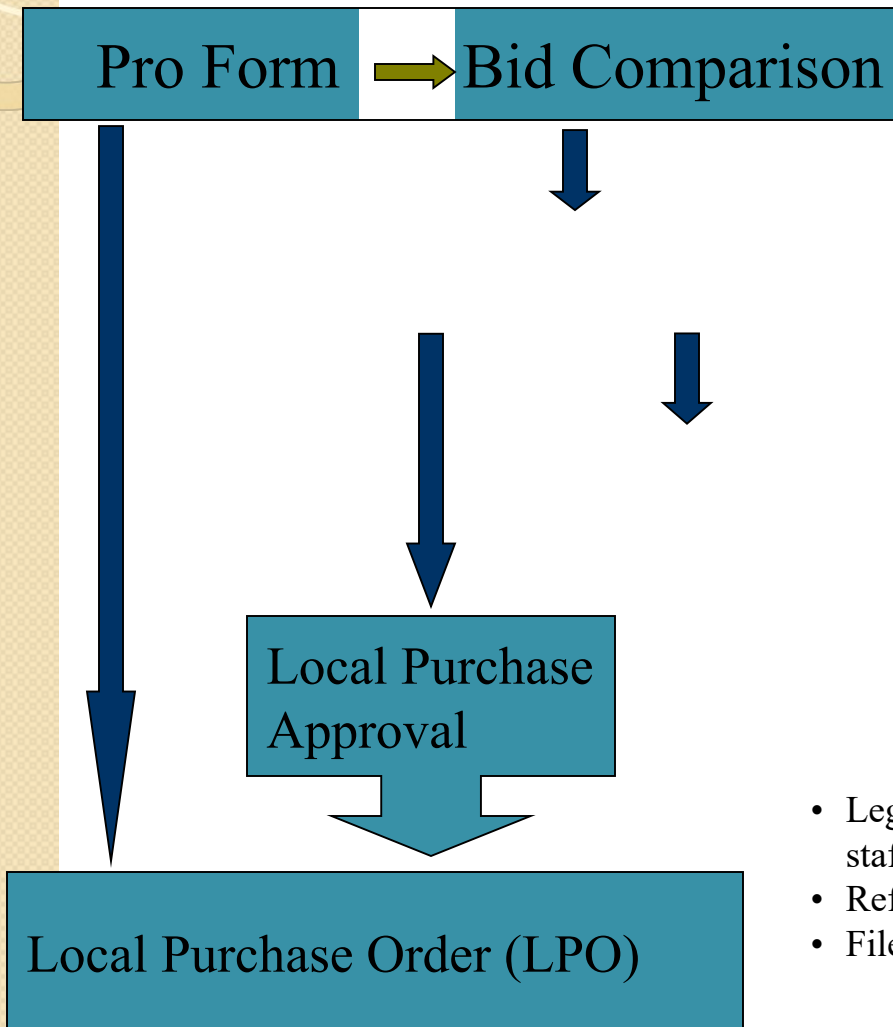
Open Tender

- PR- is the primary reference doc
- Procurement Office assigns an appropriate (sequential) number.
- PR Shall have correct item specifications.
- PR shall be properly approved.

- Limited number of vendors (at least 3) by invitation
- Selected in advance by Procurement Officer and / or technical specialists

- Unlimited number of vendors may tender
- RFQ placed in variety of local papers for at least 3 days consecutively
- Specify clearly the rules of the tender process

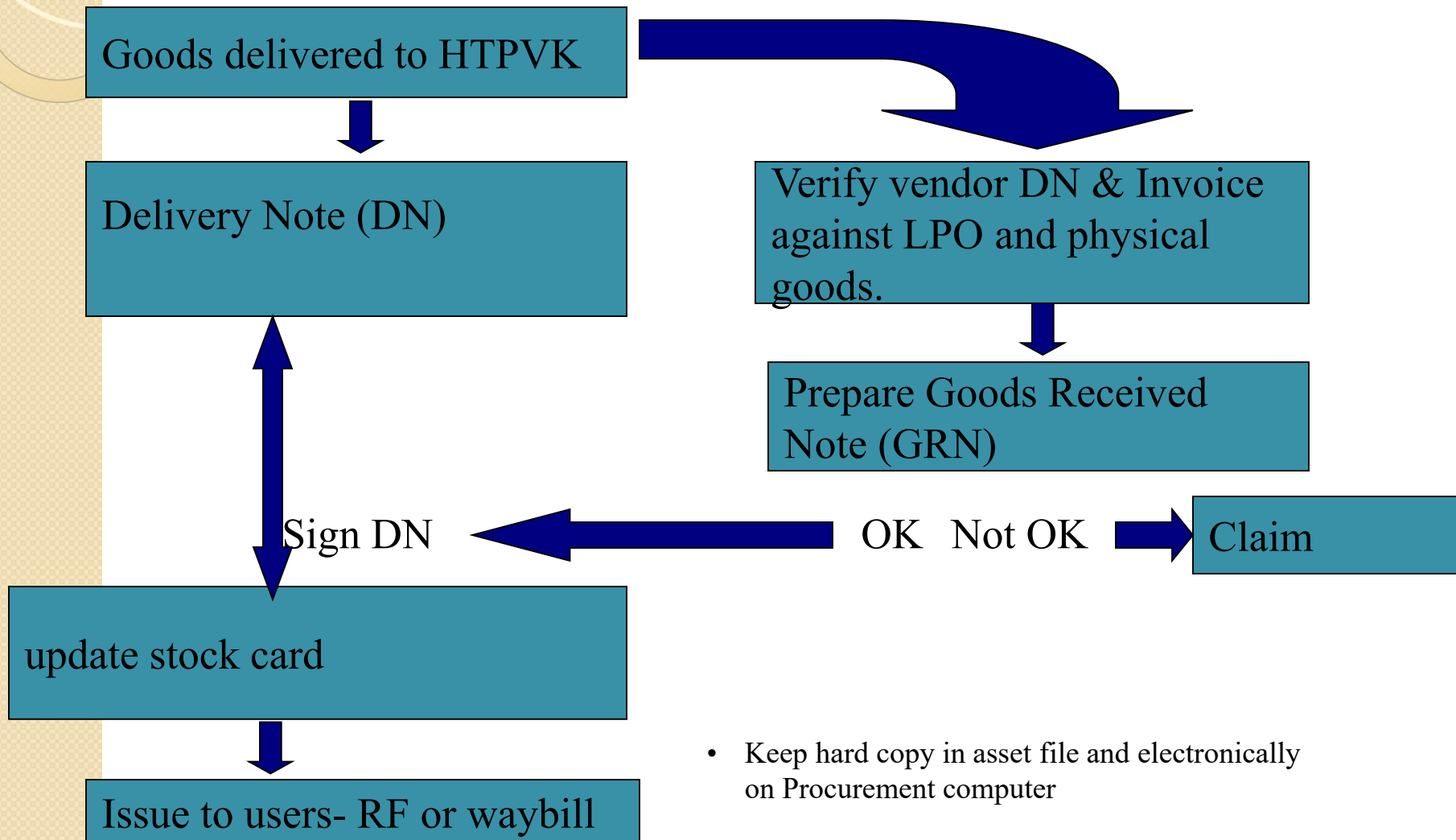
Procurement process basics (con't)



- 3 staff to participate on bid committee
- Procurement Officer facilitates; no vote
- Bids opened and reviewed in committee
- Everyone signs Bid Comparison form

- Legal document - must be signed by authorized senior staff
- Reference the PR number on each LPO
- File a copy of each LPO in the procurement file.

Procurement process basics (con't)



- Keep hard copy in asset file and electronically on Procurement computer

SUMMARY OF HTPVK FINANCE MANUAL IN PROGRESS

- FINANCIAL CONTROL
- BANKING SYSTEM
- PETTY CASH MANAGEMENT
- BUDGETARY CONTROL
- PROJECT ADVANCE HANDLING
- ACCOUNTING SYSTEM
- INTERNAL AUDIT AND EXTERNAL AUDIT
- STAFF CAPACITY BUILDING ON FINANCIAL MATTERS
- ADMINISTRATION OF STAFF NSSF AND GRATUITY
- STAFF PROFESSIONAL SUBSCRIPTIONS
- ASSET MANAGEMENT POLICIES
- DISPOSITION OF ASSETS
- STAFF MEDICAL SCHEME ADMINISTRATION
- PER DIEM AND ALLOWANCE ADMINISTRATION
- FINANCIAL REPORTING FORMATS

GOD BLESS