



SHEIKH SIRAJ FOUNDATION

Procurement Policy

2020 Sheikh Siraj Foundation

PROCUREMENT POLICY



Procurement policy deals with the procedures for procurement of office essentials and equipment. The purpose of this policy is to ensure that financial honesty is assured by prescribing a range of appropriate methods for purchasing and procurement, including, where appropriate, a competitive tendering and contracting process. Two main principles that apply are:

- The requirement for impartiality and fairness across all stages of the tendering and purchasing process, and
- The necessity for obtaining the best possible value for money

1. METHODS OF PROCUREMENT

Goods or services may be acquired through one of the following options:

- Direct Purchase from a company/supplier. This includes cash transactions, credit card purchases, quick orders and cheque payments
- Written quotation
- Call for Expressions of Interest

1.1 Direct Purchase

Purchases less than Rs. 20,000 may be purchased to best advantage without quotations subject to the following conditions:

- a) rates should be reasonable and consistent with normal market rates for items of a like nature
- b) requirements should not be split into components or succession of orders for the same goods or service for the purpose of enabling the goods or service to be obtained under the Rs. 20,000 limit
- c) procurement should be approved by Manager Finance

1.2 Written Quotation

For purchases greater than Rs. 20,000 but less than Rs. 50,000 at least one written quotation should be obtained subject to the following conditions:

- a) Rates should be reasonable and consistent with normal market rates for items of similar nature.
- b) Requirements should not be split into components or succession of orders for the same goods or services for the purpose of enabling the goods/service to be obtained under the Rs. 50,000 limit.

- c) For purchases greater than Rs. 50,000 but less than Rs. 100,000, a minimum of three written quotes must be obtained and must be based on a written outline of specifications which has been provided to the suppliers. The head of Sheikh Siraj Foundation (SSF) should approve purchase of this size.
- d) For purchases that are considered high risk and over Rs. 100,000, consideration should be given to undertaking a Competitive Tendering and Contracting (CTC) process. This should include documentation of a written brief or outline of specifications for the purchase. The Chairman of the Board should approve such purchases.

1.3 Call for Expressions of Interest

Expressions of Interest/ Request for Proposals (Competitive Tendering and Contracting) Procedures. Expressions of Interest (EOI) and Requests for Proposals (RFP) consist of procedures that are intermediate between obtaining written quotations and seeking tenders. It is generally used to cull an initial field of probable competitors who can provide innovative solutions to leading edge, or emerging issues within a given industry (e.g. a creative, or technological solution). Generally such purchases fall in the Rs. 50,000 and above categories.

- a) In the case of requests for Proposals or Expressions of Interest, a detailed overview of the product or service concept that is required is prepared and forwarded, usually with a covering letter, to a number of identified suppliers who are invited to submit written proposals.
- b) Similarly, requests For Proposals/Expressions of Interest can be announced in a variety of advertising mediums to achieve greatest exposure to potential contractors and tenderers.
- c) Under this arrangement, SSF is subsequently able to negotiate variations to the specification with a preferred supplier.

2. BENEFITS OF A PROCUREMENT POLICY

As a consequence of adhering to this policy, SSF will:

- 2.1 Obtain the best value for its purchases, in both cost and quality terms.
- 2.2 Have a fast and efficient purchasing process; demonstrate financial probity and accountability to its clients, stakeholders and the public interest.
- 2.3 Successfully manage and prevent the potential for conflicts of interest.
- 2.4 Monitor and evaluate performance in purchasing and procurement. Be protected from complaints and legal actions mounted by potential suppliers who believe they have not received fair treatment.



3. ETHICAL GUIDELINES

No matter how transparent or fool proof an arrangement may be its success lies in the behaviour of the officer(s) in-charge and his or her intention in following the laid down procedures and regulations. The set of rules laid below can serve as a guideline for any purchasing officer.

- 3.1 The best value for the organisation's goods and services must be sought.
- 3.2 There will be a documented process for all purchases, which allows for transparency of decisions and review of purchases.
- 3.3 The conduct of procurement is subject to continuous auditing by the organisation and by external bodies such as the Board, Audit Officer and Stakeholders.
- 3.4 Staff will ensure that they are not, or are not perceived to be in a conflict of interest with any supplier.
- 3.5 Those staff who have, or may be perceived to have, a vested interest in the outcome of a purchase should disclose any conflict to their supervisor and discuss whether they should exclude themselves from any role in the purchase.
- 3.6 Staff will be suitably skilled and qualified to attend to the completion of their purchasing and contracting role(s).

ADOPTION OF POLICY

I do hereby certify that the above stated Policy for Sheikh Siraj Foundation were approved and adopted by the board of directors on 27th Mar 2020 constitutes a complete copy of the Procurement Policy of SSF.

Reviewed By CFO

Signature _____

Approved By The Board

1. Sheikh Izhar ul Haq (Director/ Chairman)

2. Talha Izhar (Director/ CEO)

3. Mahwish Binte Qayyum (Director/ Secretary)

4. Osama Izhar (Director)



Izhar ul Haq

Talha Izhar

Mahwish

Osama
