

MAALTAABA PEASANT WOMEN FARMERS' COOPERATIVE
(MAPEWFAC)



PROCUREMENT POLICY

Table of Contents

1.1 THE PURPOSE OF THE POLICY	2
1.2 Aims of the Policy	2
2.0 SCOPE OF PROCUREMENT	2
3.0 PUBLIC PROCUREMENT PRINCIPLES	2
4.0 PROCUREMENT LEVELS AT MAPEWFAC	3
5.0 THE PROCUREMENT PROCESS.....	4
5.1 Procurement Planning.....	4
5.2 Procurement.....	4
5.3 Contracts and Supplier Management.....	4
5.4 IT systems.....	4
5.5 Performance Management	4
6.0 TENDER REVIEW COMMITTEE	4
6.1 Review Procedure.....	5
7.0 PREQUALIFIED VENDERS & SERVICE PROVIDERS.....	5
8.0 MANDATORY ATTACHMENTS FOR SELECTIVE AND OPEN TENDERING	6
9.0 PROCUREMENT IN PRACTICE.....	6
10.0 MONITORING THE POLICY	6

1.1 THE PURPOSE OF THE POLICY

The purpose of this procurement policy is to ensure that best value – the most advantageous balance of price, quality, and performance —is obtained when purchasing business-related products and services, and to minimize fraud, waste, and abuse in purchasing and to ensure a consistent, efficient and best practice approach to procurement at MAPEWFAC.

- ✓ To support the organisation in its activities.
- ✓ To have a common approach on procurement.
- ✓ To contribute to a market situation characterised by fair competition without corruption.
- ✓ To ensure that purchasing of goods and services is done by right quality, to low cost and with minimal environmental impact.
- ✓ To make sure the purchase and procurement is done according to internal and external demands.

1.2 Aims of the Policy

The aims of the Policy are to:

- Ensure that all individuals involved in the procurement of goods services and works have a clear understanding of their role and what is required of them.
- Protect the MAPEWFAC and the officers involved from the risks associated with procurement not being properly conducted; and ▪ Ensure the outcomes, as detailed in the MAFEWFAC's Procurement Strategy, are achieved.

2.0 SCOPE OF PROCUREMENT

2.1 This policy covers all procurement carried out by the MAPEWFAC, namely the acquisition by purchase, lease or other legal means of the goods, works, services and resources required to discharge the MAPEWFAC's functions in an effective, efficient and economic manner.

3. 0 PUBLIC PROCUREMENT PRINCIPLES

3.1 Public procurement is built on four basic principles:

Transparency	The reasons for procurement decisions must be clear.
Accountability	Decisions can be audited to ensure compliance with the law, regulations and organisational policy.
Fairness	All potential suppliers must be treated the same and contract opportunities must be advertised widely enough to ensure that genuine competition between parties is possible.

Proportionality

The requirements made of potential suppliers must be on a scale which is consistent with the type and size of contract opportunity in question.

4.0 PROCUREMENT LEVELS AT MAPEWFAC

Procurement Level	Thresholds
Direct purchase	Direct Purchase shall be applied where the value of goods and services do not exceed GHC5,000.00. Direct purchase shall not be applicable to purchases above GH¢5,000.00 except where the Board of Trustees decide based on justifiable reasons from the Executive Director.
Price Comparison	Price Comparison is applicable where a purchase is above GH¢5,000.00 and does not exceed GH¢150,000.00. A minimum of 3 quotations or prices from different bidders are obtained in the form of Invoices, letters, emails, telephone inquiries and prices obtained from credible online stores are assessed and the lowest bid or price is selected by the Executive Director. The quotations in this instance shall be obtained by persons either than the Executive Director and price shall be the overriding determinant of successful bidders.
Selective tendering	MAPEWFAC asks at least 3 suppliers to present tenders according to certain, specified rules. This should be done for consultant services exceeding GHC10,000.00 and for goods exceeding GHC150,000.00. Selective tendering procedure shall be used for all goods purchases above GHC150,000.00 up to GHC200,000.00. All procurements above GH¢ 150,000.00 shall require board approval and participation.
Open tendering	The competitive tendering is announced and is open for every supplier who qualifies and wishes to submit a tender. All purchases of goods and services above GHC200,000.00 shall be subject to open tendering. Open tenders shall be posted on MAPEWFAC website and shall be shared widely via other means such as newspaper publications, radio announcements, email circulation and social media platforms. Notwithstanding, the Board of Trustees shall have the capacity to wave an open tender procurement where justifiable reasons are adduced in an application by the Executive Director. Where such wavers are obtained from the board, the board Chairperson, or their assign (board member) shall participate in the recommended procurement process including in the review committee.

5.0 THE PROCUREMENT PROCESS

5.1 Procurement Planning

5.1.1 All departments shall produce a bi-annual procurement plan following the agreement of the MAPEWFAC's revenue budget.

5.1.2 The procurement plan shall detail the procurement arrangements relating to each commodity purchased by the department.

5.1.3 A template will be provided for completion by Departments as part of this process.

5.1.4 A procurement plan for the MAPEWFAC's capital programme shall be produced at the start of each three/four-year programme period.

5.2 Procurement

5.2.1 All procurement shall be carried out in line with the processes detailed in the MAPEWFAC's Contract Regulations and the Procurement policy guide.

5.3 Contracts and Supplier Management

5.3.1 All contracts with suppliers will be managed by an appropriate officer either within the service or at a corporate level through the implementation of a Contract and Supplier Management Plan.

5.3.2 Contracts will be assessed to identify the type of contact management required.

5.4 IT systems

5.4.1 In all but exceptional circumstances, eSourcing and eProcurement IT systems will be used for ordering, seeking quotations and tendering.

5.5 Performance Management

5.5.1 Procurement performance will be managed through an agreed set of performance indicators.

5.5.2 Procurement scorecards will be produced on a regular basis at MAPEWFAC's, category and departmental level to assist in target setting, monitoring and accountability.

6.0 TENDER REVIEW COMMITTEE

Selective and open tender procurement methods shall be reviewed by a 3- or 5-member Tender Review Committee (TRC). The committee shall have the Executive Director or their assign as

Chairperson and the Administrative Manager or their assign as constant members. The Executive Director shall, depending on the nature of procurement, nominate up to 3 other technical members of staff to the TRC where the values or budgets of the procurement do not exceed GH¢200,000.00. Where the value of procurement exceeds GH¢200,000.00, the TRC shall be five-member and shall include the board Chairperson or their assigns (other board members).

6.1 Review Procedure

The criteria for selection of best value for money shall be based on:

- I. Price
- II. Quality/Quantity
- III. Experience/Qualification or verifiable Expertise

7.0 PREQUALIFIED VENDERS & SERVICE PROVIDERS

MAPEWFAC shall maintain a vendor list where MAPEWFAC shall source small purchases or recurring purchases from. At the beginning of each year or period, MAPEWFAC shall obtain from these prequalified vendors prices of all or selected goods and services and if the prices after TRC assessment are competitive, agreements will be signed or renewed with these vendors for extended specified periods.

Pre-qualified suppliers/Vendors shall have framework agreements with MAPEWFAC which shall be renewable annually or periodically. Pre-qualified artisans such as mechanics, masons, carpenters, plumbers, electricians and caterers where the artisans are individuals shall be contracted based on expert advice and shall be assessed by staff annually or periodically during staff meetings before their contracts are renewed.

Other goods and service providers such as caterers, stationery stores and convenience stores shall be selected through a competitive procurement process involving at least 3 other vendors. Other suppliers of specialised goods and/or services where proximity does not allow for competition or who are sole regional wholesalers or authorized dealers shall be considered prequalified based on their reputation and quality of service.

Where within one-year period after contracting a vendor or service provider through a competitive process, the prices of such goods or services from such vendors remain significantly unchanged, the vendor shall be considered prequalified for similar or related procurements. Where in the course of any period a prequalified vendor increases their prices beyond an agreed threshold, MAPEWFAC shall subject the new processes to competitive tender processes to determine if the new prices offer value for money.

8.0 MANDATORY ATTACHMENTS FOR SELECTIVE AND OPEN TENDERING

- ❖ Request for tenders, containing
 - ✓ Terms of Reference/Technical criteria
 - ✓ Deadline for submitting a tender and the tender's period of validity.
 - ✓ MAPEWFAC's general conditions for entering an agreement.

- ❖ Tender evaluation (comparison of the tenders based on the Request for tenders). The tender evaluation shall clearly state which tender was chosen and on what grounds this tender was chosen.

- ❖ Submitted tenders.

MAPEWFAC tendering template be signed by the Executive Director, Finance Manager and the Board of Trustees Chairman.

9.0 PROCUREMENT IN PRACTICE

Planning is an essential part and condition of the procurement process to get the right goods or services on time to the right price.

The documentation should contain at least the following:

- ✓ General information about MAPEWFAC and the present need
- ✓ MAPEWFAC's requirements regarding 30 days payment terms, no automatic increases in price or automatic extensions of agreements.
- ✓ Rules for the procurement (practical information, dates etc)
- ✓ Specification of requirements of the actual good/service
- ✓ Price/volume (if there is a limitation)
- ✓ Description of how the quotations will be valued.

10.0 MONITORING THE POLICY

10.1 The implementation of this policy will be monitored using the following indicators:

- a) % spending with suppliers that complies with contract regulations (spend with contracted suppliers)
- b) % of authorised and qualified staff who have undertaken procurement training and
- c) % of spend undertaken through electronic ordering systems.

APPROVED BY:

Mollydean Zong Buntuya

Board Chairperson

Date: 22/12/2023



LTDIA MIMBIA

Executive Director

Date: 22/12/2023

