

BLESS PROCUREMENT POLICY

The policy set forth in this document establishes standards and guidelines for the procurement of supplies, equipment, construction, and services to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

Code of Conduct

A Code of Conduct shall govern the performance, behavior and actions of the Organization, 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.

1. Bless can entrust the key staff of the project, director of the organization in the selection, award or administration of a bid or contract supported by donors.
2. Conflicts of interest may arise when any employee, officer, director, volunteer or agent of the Organization has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award. The issue has been carry forward to the executive committee of Bless for final decision.
3. The Organization's persons shall neither solicit nor accept gratuities, gifts, consulting fees, trips, favors or anything having a monetary value from a vendor, potential vendor, or from the family or employees of a vendor, potential vendor or bidder; or from any party to a sub-agreement or ancillary contract.
4. 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 or bids, consistent with State or Federal policy.

Procurement Policies and Principles

The following principles should be adhered to in the procurement of materials and services:

(a) Fair Competition

Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.

(b) Conflict of Interest

Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization.

(c) Cost-effectiveness

Quotations and tenders should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.

(d) Transparency

To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

(e) Public Accountability

Organization shall be held accountable to the Leisure and Cultural Services Department and the public for any procurement involving the use of public fund.

Types of Procurement

The following types of procedures should be adopted according to the amounts and nature of the procurement of goods or services:

(a) Open Tendering (applicable to procurements of value exceeding Rs.5,00,000)

Notice of tender invitations should be advertised in the press for free response by all interested suppliers or contractors.

(b) General Procurement (applicable to procurements of value below Rs. 5,00,000)

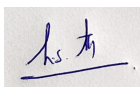
(i) Written Quotation

After obtaining approval from the authorized, written quotations should be sought from three (3) suppliers, including the successful tendered in the last procurement exercise (whose goods or services meeting the requirements). If a list of suppliers is used, quotations should be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.

(ii) Exemption:

All procurement must follow and comply with the above procedures. Only in acceptable circumstances should exemption from the above procedures be granted with special approval from the authorized person holding a higher office.

This procurement policy, above was agreed by the Governing Body.



L.S. Anthony Samy
Executive Secretary