



WOMEN RIGHTS ADVOCACY INITIATIVE (WRAI)

PROCUREMENT MANUAL

JUNE 2019

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1.0 INTRODUCTION

This manual aims to provide clear and reliable information in a format accessible to staff and affiliates of WRAI. It is intended to be a comprehensive guide and while it may not answer every possible question will provide a starting point for further reference and therefore the finance staff should use their professional training and experience guided by the principles of accuracy, clarity, documentation and transparency when executing their duties.

All personnel with a role in the management of WRAI 's fiscal operations are expected to uphold the policies in this manual. It is the intention of WRAI that this procurement manual serves as our commitment to proper, accurate procurement procedures.

The manual has been designed to provide reasonable assurance in regard to reliable procurement procedures effective, efficient operations and compliance with applicable laws and regulations, following guidelines provided in the International Accounting Standards (IAS) and the generally accepted accounting principles (GAAPS)

1.0 General procedures

The procedures for purchasing are needed to ensure that the organisation's financial resources are always used for the correct purpose and that the purchases made are for goods and services that provide the best value possible.

Quotations from different suppliers of goods and services over a set price limit should always be requested. These are then compared for competitiveness before any supplies (above a specified cost) are purchased.

Supplies requisition form should be filled in and authorised. Once this has been approved a purchase order form should be completed. Once the goods have been received a confirmation of goods received form should be filled in.

WRAI staff associated with procurement, particularly those dealing directly with suppliers, must:

- Recognize and deal with conflicts of interest (including perceived conflicts of interest);
- Deal with suppliers and potential suppliers even-handedly;
- Seek advice where probity issues arise;
- Protect the confidentiality and privacy of personal and commercial information;
- Ensure their processes are open and transparent;
- Not engage in misleading or deceptive conduct;
- Not transact with suppliers for unauthorized private and business use;
- Not compromise the WRAI's standing or the integrity of its procurement activities through acceptance of gifts or hospitality;
- Be scrupulous and accountable in their use of WRAI resources; and
- Have regard to the quotation and tender requirements associated with the WRAI's procurement threshold principles.

The Purchasing Plan should be produced at the beginning of the project to act as a guide for procurement. The APP should incorporate exceptional donor procurement requirements conditions, which should be clearly understood to enable proper execution. Be sure to allow enough time for standard procedures to be followed.

- Requisition – A requisition must be completed and authorized prior to any purchasing activity. It is the role of the accountant to help budget holders to structure the way they express their needs, by making sure (and not by doing for them) that the requisition includes a clear and precise specification of the goods or services required.
- Purchases of regular supplies or services are made from preferred suppliers only on the following basis
 - a) Their prices are competitive
 - b) Their products or services are of good quality
 - c) WRAI has a transparent relationship with these suppliers and providers
 - d) A comparative review of competitiveness (including reliability, etc) is undertaken.
- Potential suppliers should be selected according to their ability to meet the requirements of the requisition.
- The Purchase Order specifies the goods being ordered, the delivery and timing requirements. After a successful awarding of the quotation(s) the accountant will prepare an L.P.O. and be approved before it's sent to the supplier.
- The purchaser should stay in contact with the supplier to ensure that they are able to fulfill the order. The purchaser is also responsible for checking that the goods to be received are of adequate quality, and are in accordance with the purchase order.
- For all goods and services to a value equal to or greater than, Kshs. 50,000 at least 3 quotations must be obtained. The quotations must be discussed in a procurement sub-committee meeting. The procurement committee will consist of: -
 - Project Coordinator
 - Accountant
 - A Representative from Board of Management
 - A subject matter specialist (co-opted at that particular time)
- Single sourcing- the organization allows for single sourcing on conditions that:
 - The goods, services or works are only available from a particular supplier or contractor and no reasonable alternative or substitute exists.
 - There is an urgent need for the goods, services or works and engaging in tender proceedings or any other method of procurement is impractical due to unforeseeable circumstances giving rise to the urgency

- Quotations are normally requested and received in writing. Where a quotation is given verbally, confirmation should be sent in writing. The purchaser should initial and date all received quotations.
- All quotations must be verified, approved and signed by procurement committee. Among the factors to be considered in the tendering procedures of WRAI include:
 - Is the description of the item being described complete including the make, model and technical specification?
 - Is a warrant period indicated if applicable?
 - Is servicing locally available incase of breakdowns, spare parts and regular maintenance.
 - Is the indicated price appropriate?
 - Does the supplier command good repute from his/her clients?
 - Has the supplier delivered some services or goods before to the organization?
 - Is the lead-time of delivery indicated and is it reasonably accepted.
 - Is the period validity of the quotation indicated?
 - What are the terms of payment?

2.0 Contracts

Care should be taken while drawing up contracts to ensure that the text is clear and precise. The following information must be contained in the contract document.

- a) Parties entering into the agreement- it should be noted that both/all parties are legal persons before the eyes of the law. Any contract involving a personality not recognized by the law is null and void and cannot be enforced in Kenyan court of law. To safeguard the resources of the organization, first priority must be accorded to establishing the legal personality of the parties entering into an agreement.
- b) The purpose of the contract should be precise and a comprehensive description of the task to be delivered.
- c) The duration of the contract should be explicit i.e. the engagement and disengagement period should be known.
- d) The total cost of the contract.
- e) The payment schedule: this gives the installment value and when it is due for the payment.
- f) Penalty clause in case of delay or failure of delivery.
- g) The clause on withholding tax on contractual obligation above the threshold as will be from time to time.
- h) Signature of contracting parties and where applicable common seals.
- i) Signature of at least one independent witness(s).

The original contracts should be kept with the Accountant while copies are sent to each of the parties involved.

2.1 Consultancy contract

Consultant's firm is hired on a one-off service in order to reinforce the programme or to impart new skills for the benefit of the programme or the employees/implementers of the programme. The procurement in sourcing consultants will vary according to different needs, and will also depend on the duration of the consultancy. The procedures given here below will be applied in the event of hiring a consultant.

- a) Terms of reference and budget for each consultancy should be prepared and approved by the Programme coordinator /assigned member. He/she should look for approval from the Board of management for the consultancies exceeding Ksh. 100,000. Incase it concerns a technical matter; the assigned person/ Programme coordinator should seek advice from the subject specialists.
- b) A short list of candidates/firms together with their CV's will be submitted to the Programme coordinator for final selection of candidates.
- c) Every consultant shall work with at least one WRAI staff/ member. They will be jointly responsible for submitting their findings and report. The member has responsibility of ensuring the smooth flow

of the consultant work as well as appropriately updating the management of the progress/setbacks/bottlenecks etc.

- d) Before leaving, the consultant (s) will prepare a brief report outlining the main findings and recommendations of the consultancy, and will discuss these with the relevant staff in a meeting convened by the Programme coordinator
- e) While staying within the reporting schedule in the consultancy contract, the consultant (s) will then submit a draft report to WRAI. Comments on the draft final report will then be prepared by each party and forwarded to the consultant (s) so that the report can be finalized. Only after finalizing the report, the final payment to the consultant(s) can be approved by WRAI Board.

Contracts with consultants will include rate and schedule of pay, deliverables, time frame, and other information such as work plan, etc. Justification for payment should be submitted to file.