



IFRC standard procurement procedure

7 October 2016 by Nutthawee Rutthaputkulkitti



1 - PROCUREMENT VALUE IS: LOWER THAN CHF 1,000

No competitive bid analysis (CBA) required.

Supporting documents required:

- Requisition
- Quotation
- Supplier register form (attach: company registration+ VAT registration)
- Original invoice
- Original receipt
- Good received note





2 - PROCUREMENT VALUE IS: FROM CHF1,000 >< CHF20,000

Competitive Bid Analysis (CBA) required.

Process and documents required:

- Requisition
- 3 quotations
- CBA form to compare the price
- Supplier register form + company registration+ VAT registration
- Purchase Order
- Original invoice
- Original receipt
- Good received note

Procurement

3 - PROCUREMENT VALUE IS: FROM CHF 20,000> < CHF 50,000

<u>Tender process</u> (with sealed envelopes):

- -Requisition
- -Advertisement for Tendering process
- -Request for Quotation (RFQ) attach: the standard of supplier criteria sheet
- -Register Interested Tender for collect RFQ and Register Tender to submit seal envelop
- -Conduct opening tender (signed by committee) &
- -Conduct local committee meeting to select the supplier (signed by committee) (both of open tender and select supplier can be the same day)
- -Minute of Open Tender document for committee to sign
- -Minute of Local Committees meeting to select the supplier for committee to sign
- -3 quotations or more (all documents of standard suppler criteria etc.)
- -CBA
- -Purchase Contract
- -Original Invoice
- -Original receipt
- -Good Received Note





4 - PROCUREMENT VALUE IS: FROM CHF 50,000><CHF 400,000

Require Technical Authorization from Zone Logistics Unit (ZLU) in Kuala Lumpur

<u>Tender process</u> (with sealed envelopes):

Same process with no.3 level of tender.

Additional step for this level as below:

- Draft of Purchase Contract (send to KL all the document in English for Technical Authorization, maximum waiting for 3-5 days)
- Received letter of Technical Authorization from ZLU by email
- Purchase Contract to sign for both sides.

<u>Supporting documents required</u>:

Same as procurement level no.3 and attached letter of Technical Authorization from ZLU



5 - PROCUREMENT VALUE IS : OVER CHF 400,000

Require technical Authorization from Geneva Committee of Contracts

Procedure as no.4 procurement level will apply, but all the supporting documents must be forwarded to <u>GVA Global Logistics Service</u> through the respective ZLU.

Geneva Global Logistics Service will review and submit a complete file to <u>Geneva Committee of Contracts</u> for approval.

<u>Important</u>:

All the document of every level process must be attached for the payment submit to IFRC and if the documents are National Language must be translated in English before submit to IFRC.





6 - SPECIAL PROCURMENT : CONSTRUCTION, MEDICAL SUPPLIES

Require Technical Authorization from Geneva

All contracts/orders pertaining to <u>construction contracting</u> above CHF 50,000 must be directly presented to the procurement unit of GVA Logistics Department for Technical approval.

All approved requisitions for <u>procurement of medical supplies</u> irrespective of value must be submitted to GVA procurement unit for processing (medical equipment, medicine, pharmaceutical and medical supplies, etc.)

Procurement

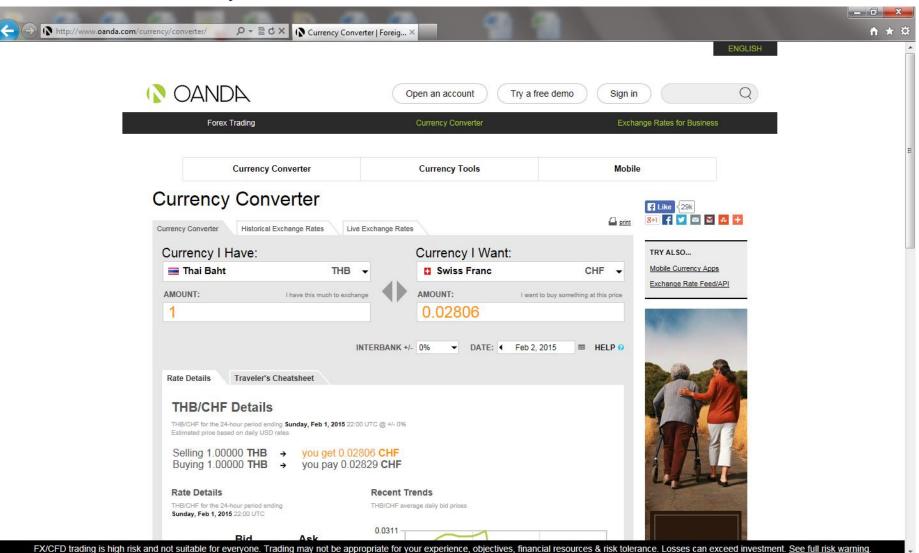
7 - OVERALL COMMENTS

- Orders to one supplier cannot be split just for the purpose of keeping the procurement value below the threshold of CBA/tender process.
- An order cannot be confirmed to the supplier unless validation process is completed.
- Allow more time for procurement that require special validation from the Zone office(KL) and from the Head Quarters office(Geneva).
- If in doubt in terms of procedure please feel free to contact IFRC Logistics person, Finance Officer or Support Services Coordinator.

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Pakdee Teerasakdapong, Finance Officer: pakdee.teerasakdapong@ifrc.org
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Standard Supplier Documents request

1. Normal Procurement

- 1.1 Supplier Registration Form (IFRC send this form to supplier)
- 1.2 Company register
- 1.3 VAT register
- 1.4 Tax ID

2. Tender Procurement

- 2.1 Supplier Registration Form
- 2.2 Company register
- 2.3 VAT register
- 2.4 Tax ID
- 2.5 Bank Statement
- 2.6 Bid Bond 5% (of tender amount)
- 2.7 Portfolio (if any)

Looking ahead.. Ownership / Use of Results & Equipment

Attachment 3 Terms and Conditions, pages 16-17

- 4.1 The equipment, vehicles and supplies paid for by the Funding shall be transferred to local authorities or local partners or final recipients of the project
- 4.3 In the event that there are no local authorities or partners to whom the equipment, vehicles and supplies could be transferred, the Project Partner, with the prior written consent of the IFRC, may transfer the assets to another Project funded by the European Union or, exceptionally, retain ownership of the equipment, vehicles and supplies at the end of the Project. In such cases, the Project Partner should submit a justified written request with an inventory listing the items concerned and a proposal concerning their use in due time and at the latest with the submission of the final report.