

Procurement



IFRC standard procurement procedure

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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

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

Tender process (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 supplier 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

Tender process (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.

Supporting documents required :

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 GVA Global Logistics Service through the respective ZLU.

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

Important:

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 PROCUREMENT : CONSTRUCTION, MEDICAL SUPPLIES

Require Technical Authorization from Geneva

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

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

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.
 - Intira Boonsith, Support Services Coordinator : intira.boonsith@ifrc.org
 - Pakdee Teerasakdapong, Finance Officer : pakdee.teerasakdapong@ifrc.org
 - Nutthawee (Mink), Senior Admin. Officer : nutthawee.rutthaputkulkitti@ifrc.org
- Link for currency convert is www.oanda.com

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The screenshot shows the OANDA Currency Converter website. At the top, there is a navigation bar with the OANDA logo, a search bar, and buttons for "Open an account", "Try a free demo", and "Sign in". Below this is a dark navigation bar with links for "Forex Trading", "Currency Converter", and "Exchange Rates for Business". The main content area features a "Currency Converter" section with tabs for "Currency Converter", "Currency Tools", and "Mobile". The "Currency Converter" tab is active, showing a form to convert Thai Baht (THB) to Swiss Franc (CHF). The amount entered is 1 THB, which converts to 0.02806 CHF. The date is set to Feb 2, 2015, and the interbank rate is 0%. Below the form, there are sections for "Rate Details" and "Traveler's Cheatsheet". The "Rate Details" section shows "THB/CHF Details" for the 24-hour period ending Sunday, Feb 1, 2015, with a selling rate of 0.02806 CHF and a buying rate of 0.02829 CHF. The "Traveler's Cheatsheet" section shows "Recent Trends" for the THB/CHF average daily bid prices. On the right side, there are social media sharing options (Facebook Like, Google+, Twitter, Email, Print) and a "TRY ALSO..." section with links for "Mobile Currency Apps" and "Exchange Rate Feed/API". At the bottom, there is a black banner with a white text warning: "FX/CFD trading is high risk and not suitable for everyone. Trading may not be appropriate for your experience, objectives, financial resources & risk tolerance. Losses can exceed investment. See full risk warning."

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.