



**COMMUNITY LINKS AND HUMAN
EMPOWERMENT INITIATIVE (CLHEI)**

Procurement Policies and Guidelines

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1. Introduction

The Community Links and Human Empowerment Initiative CLHEI procurement policy and guideline document is aimed at ensuring office best practices especially regarding procurement processes. The provisions of this policy document are subject to the provisions of Oracle of God Media Limited finance policy.

2. The Procurement Officer

CHLEI shall appoint a procurement officer among her staff. The staff so appointed shall be call the procurement officer and shall be saddle with responsibilities relating to procurement procedures.

3. Responsibilities of the procurement Officer

The procurement officer will be authorised to carry out the following responsibilities:

- i. Evaluate all office materials and services need within as predefined time period.
- ii. Request for tender or quotations from at least three vendors for all procurement from fifty thousand naira and above.
- iii. Collect all tender for bidding on behalf of the management.
- iv. Submit all details of each tender collected from bidders to management for final evaluation.
- v. Invite bidders for negotiation, if need be.

4. Function of the Management

- i. Evaluate all tenders or quotations received from vendors considering the cost and benefit approach
- ii. Selection of the vendors base on evaluation carried out above

5. Procurement Principles

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

- i. Fair Competition: CLHEI procurement officer should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.

- ii. 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.
- iii. 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.
- iv. Transparency: To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.
- v. Accountability: The procurement officer and the management are accountable for every organization fund used for procurement.

5. Types of Procurement

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

- i. Open Tendering (applicable to procurements of value ₦500,000 and above). Notice of tender invitations should be advertised in the press for free response by all interested suppliers or contractors.
- ii. Restricted or Single Tendering (applicable to all types of procurement) This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written tenders. Sufficient justification should be made for prior approval by the authorized person before proceeding with the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the management.
- iii. General Procurement (applicable to procurements of value below ₦500,000)
- iv. Written Quotation. After identifying a gap for procurement of goods/services by the procurement officer, written quotations should be sought from three (3) suppliers, including the successful tenderer in the last procurement exercise (whose goods or services meet 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.

- v. Verbal Quotation .To enhance administrative efficiency, verbal quotations from not less than two (2) suppliers or contractors may be used for procurement of miscellaneous item or service that costing ₦50,000 or below. The procurement officer must make a record of the verbal quotations for review and verification.
- vi. Exemption. All procurements 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 Executive Director.

6. Tendering Procedures

The following summarizes the stringent tendering procedures to be followed:

(A) Tender documents / quotations

The procurement officer should prepare the tender documents/quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made. As far as possible, the officer responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise.

(B) Submission of Tenders / Quotations and Opening of Tenders

Unless in exceptional circumstance of urgency, tenderers should be allowed sufficient time to submit their tenders. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tender(s) received after the tender closing time shall not be considered. Tenders/quotations should be submitted to the designated officer by tenderers in person. To ensure fairness of the procedures, the designated officer for receiving of tenders should document time and date submitted tenders by each tenderer. All tenders/quotations brought after the tender closing time should not be received.

(C). Tender/ Quotation Evaluation

Tender evaluation is carried out by key management staff nominated for tender evaluation. Two-envelope system' should be used for procurement involving the technical aspects/service quality and cost. Tenderers should be required to submit price information and technical information in separate envelopes. Appropriate weights should also be given to the two areas. It is a practice for the assessment panel firstly to evaluate and award an assessment score on technical aspects of the proposals before opening the price envelope to evaluate the price information. The evaluation officers should conduct a preliminary evaluation of the tenders based on the required information and documents stipulated in the tender documents. This will ascertain full compliance with the stipulated conditions and requirements.

The evaluation officers should select the most competitive and cost-effective tender among the eligible tenders by evaluation according to the pre-set assessment criteria. For contracts involving higher construction costs or requiring higher standards in technology and service areas, a scoring system should be adopted for giving scores in terms of tender price; tenderers' reputations, track records and management qualities, as well as the professional and technical standard of staff for implementation of the project/service should be considered.

The procurement officer shall prepare a tender evaluation report to state clearly the recommendations and justifications of the evaluation officers. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.

(D) Acceptance of Tender

The procurement officer should submit the evaluation report to the Executive Director for approval. After endorsement and approval of the selection result, the successful tenderer should be officially notified and be invited to enter into a contract with the Organization. For protection of commercial secrets, it should be ensured that disclosure of the details shall not lead to revelation of any tender information provided in confidence by other tenderers. Should none of the tenders received fulfill the required specifications and conditions, the tendering exercise should be cancelled. The original specifications and conditions should be amended as necessary for purpose of re-tendering.

7. Procedure of Handling Complaints

CLHEI is committed to maintaining a fair and open procurement system. Tenderers who consider not being treated unfairly can lodge a complaint to the organisation through the procurement officer within two weeks of selection of tenderers. The procurement officer is then expected to present the complaint to the management team within one week of receiving the complaint for consideration. The decision of the management team will be base on merit of the complaint.

8. Approval and Authorization

- a. Approval or authorization for invitation of tender should be sought from the Management team
- b. Value of the Materials or Procurement Tender Services to be procured authorized by the Executive Director

