

Procurement and Contracts Department Manual

Peer Organization for Youth Development

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Table of contents

<u>1. Prepare project budget</u>	<u>1</u>
<u>2. Announcement of a quote request</u>	<u>1</u>
<u>3. PrepareRFQ</u>	<u>1</u>
<u>4. :Distribution of RFQ</u>	<u>1</u>
<u>5. Receipt of quotation requests from contractors is done using .Template No</u>	<u>1</u>
<u>6. :Bid Opening Committee</u>	<u>1</u>
<u>7. :Bid Analysis</u>	<u>2</u>
<u>8. :Preview models</u>	<u>2</u>
<u>9. :Anti-terror</u>	<u>2</u>
<u>10. Contract preparation</u>	<u>2</u>
<u>11. :Commitment (anti-terror)</u>	<u>2</u>
<u>12. :Advance request</u>	<u>2</u>
<u>13. :Appointment of a consultant</u>	<u>3</u>
<u>Conflict of interest</u>	<u>3</u>

Procurement Guide

Procurement and Contracts Department Manual

1. **Preparing the project budget:** The Procurement and Contracts Department is responsible, in coordination with the employee of the organization and the beneficiary, to prepare the detailed project budget, the exact details of the materials to be supplied are set, dimensions Measurements, accurate description...etc.
2. is request for quotation **Announcing the request for quotation: The** announced through the print, visual and/or audio media.
3. **Preparation of the request for quotation RFQ** It is done using : Template No. 3 and done by an employee of the Contracts and Purchasing Department

Notes: When preparing a request for quotation, the following notes should be taken into consideration:

- The bill of quantities is drawn from the project budget.
 - The bidding period shall be sufficient to allow contractors to submit their bids and prices.
 - Pictures and/or catalogs shall be attached in case there is a need for more clarification of the bill of quantities.
 - Explain the method of payment (advance) in the event of signing the contract with the contractor.
 - Setting a sufficient and logical period for the implementation of the project.
4. **Distribution of the request for quotation:** The request for quotation is distributed using Template No. 1.
 5. **Receipt of quotation requests from contractors is done using Template No. 2.**
Notes: The Contracts and Procurement Officer, while receiving offers, must make sure that all bid papers and all required documents are in packages. Sealed and signed in the place where the envelope is closed, closed and affixed with a transparent adhesive, and the name of the project is written on the envelope. Otherwise, the bid is neglected, even if it is the first.
 6. **Bid Opening Committee:** After receiving the RFQs bids are opened in, the presence of the Bid Opening Committee, and Template No. 4 is filled and signed, usually the committee is made up of finance departments, out Marla , Monitoring and Evaluation, Contracts, Procurement and Technical.

Notes:

- A. In the event of a correction in any number in the table of quantities, the correction means the replacement of a number by another number, the presence of abrasions or crosses, the use of white ink, it must be stamped and signed next to each corrected number, otherwise the bid will be neglected even if the first was.
- B. The request for quotation will be considered canceled in the following cases:

- If the bill of quantities does not contain the name, signature and seal of the company or office and a copy of the identity of the contractor, company or civil status identity.
- If all original quotation request papers are not returned, signed and stamped.
- If the (contractor/supplier) does not provide the prices of the paragraphs of the table of quantities in the singular, and if he provides the prices in other than US dollars.
- In the event of reservations regarding the method of payment or an invitation to negotiate prices.

7. **Bid analysis:** is done using the matrix. Template No. 5 by Contracts and Procurement Officer.

Note: It is based on the single price mentioned by the contractor in the table of quantities in the accounts and finding the grand total.

8. **Inspection of forms:** Before signing the contract, check the forms, The catalogs and/or pictures provided by the contractor and to ensure that they conform to the required specifications, and this is done through a meeting that includes the contractor, the contracts officer, the Marla employee and the beneficiary party, and it is preferable to have a follow-up and evaluation employee.
9. **Anti-terrorism:** After selecting the contractor to implement the project, the anti-terrorism audit is carried out.
10. **Contract preparation: The contract** is prepared and signed by the organization and the contractor, Template No. 6.
11. **The pledge (anti-terrorism):** during the signing of the contract, the pledge is signed, Template No. 7 .
12. **Advance Request:** Template No. 8 is used to request the advance, and the receipt report and project photos are attached to it.

13. **Appointment of a consultant:** In the event of a need for a consultant, the attachments in Envelope No. 9 are used.

Conflict of interest

In the management of major contracts and in the insurance of secondary contracts and contracts, the organization must be fully aware of the extent of conflict of interests that may appear between:

1. Persons or bodies that supply goods and equipment for the organization.
2. Persons or bodies that provide contractual services to the organization.
3. Persons or bodies for which the organization rents property and equipment.

A conflict of interest may arise in the event that the employee, the official, the members of the board of directors of the organization or any of his family members (identified by his brothers or sisters, the husband, grandparents and grandchildren) one of his parents, or the organization to which he is appointed or is about to appoint him, any person Those mentioned are not allowed to be associated with financial interests or any other interests of the company to which the secondary contract will be referred. The financial interest is: ownership of a share in the company, borrowing, or owning any other interest in the contracted organization, opening an office, or serving in the council Administrative or participation in the management of the contracting organization. The areas of conflict of interest and the nature of the conflict of interest mentioned above are not comprehensive. As the conflict can be represented in other forms or through other relationships. It is assumed that the directors, and officials, And management .staff distinguish these forms and relationships through the analogy of such cases In fact, the appearance of such cases above does not necessarily mean the existence of a conflict, or if one of these forms existed, it could be a material of sufficient practical importance. It is also possible, based on full disclosure of the relevant facts and circumstances, that these interests are not in conflict with the interests of the organization. In any case, the organization's policy states that the presence of any of the above-mentioned signs of conflict of interest must be fully disclosed before starting any contractual process.

going task of managers, officials and management personnel will be to scrutinize their transactions and interests from outside business and their relationships which may conflict with the interest of the organization and disclose them at once.