

Iskalaji Cultural & Awareness Agency (ICAA)

PROCUREMENT POLICIES AND PROCEDURES

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INTRODUCTION

This Procurement Standard Operation Procedure (SOP) is intended as operational reference guide to effective procurement practice within the Iskalaji Cultural & Awareness Agency [ICAA] in line with the reviewed National Procurement law Civil Service Law number 11 of the Puntland Government of Somalia (PL).

The idea of this Procurement Standard Operation Procedure (SOP) development came from the intention of improving the ICAA capacity in general and adapting the relevant Procurement Procedures and policies of the Iskalaji Cultural & Awareness Agency in particular. This means improving the efficiency and effectiveness of the ICAA best practice of day today procurement activities.

Before starting the preparation of this important Procurement SOP, Capacity Development Consultancy (CDC) met and consulted with the key staff of the ICAA, collecting all available national documents related to this issue and brainstorming the key staff on the most important points to be included in this SOP. The Procurement SOP had been written in a simple way that anyone can easily understand its contents, so as to adopt on the routine daily activities of the ICAA civil servants.

UNDP as the financial supporter of developing this crucial Procurement Standard Operation Procedure (SOP) and the Iskalaji Cultural & Awareness Agency staff as the first beneficiaries, are proud of initiating this manual for the interest of Somali people in general and for the ICAA in particular.

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CHAPTER 1. INTRODUCTION

1 Introduction

This policy sets out the principles to be followed when procuring goods and services and should be used as guidelines for ICAA procurement work. Thus, ICAA departments shall be in compliance

policy, unless donor procurement requirements demand otherwise.

2 Purpose

The purpose for this policy is to develop transparent and accountable procurement process for the for the Iskalaji Cultural & Awareness Agency (ICAA), and thus stablish clear procedures to be followed in buying goods and services and disposing for the Iskalaji Cultural & Awareness Agency (ICAA) fixed assets that have no longer use for the Ministry's operations.

This Procurement Standard Operation Procedure (SOP) enables ICAA to ensure all goods and services are procured in high quality, at the best price possible, in a timely and transparent manner, in line with the policies and d accountability purpose.

3 Objectives of the Procedures

- To ensure that the procurement of and tendering for goods and services are properly authorized, recorded and monitored.
- To ensure that the purchased goods and services are a satisfactory quality and offer value for money.
- To minimize the chances of misappropriation and protect Skillset and its staff in such an event.

The manual covers:

- 1 Basic principles
- 2 Segregation of duties.
- 3 The procurement process
- 4 Inventory management

Scope

These guidelines apply to all staff and sub-grantees for procuring goods and services on behalf of and/or with ICAA Budgets.

CHAPTER 2. PROCUREMENT PRINCIPLES

1 The Basic Principles

All procurement is carried out in appropriate processes, procedures and documentation following ICAA procurement policies and procedures and respecting national rules and requirements, when such need arises. ICAA procurement system shall have the following basic control measures:

1. The procurement exercise shall be free from Conflict of interest: staff intimate relation to the suppliers, receiving gifts, bribery/kickback and commission. Disciplinary action shall be sought against any ICAA staff who is proven to be involved in any of such actions.
2. The duties of staff involved in a procurement process shall be appropriately segregated. There shall be appropriate authorization levels for making procurement up to specified financial limits. No procurements are carried out without budget holder approval.
3. Procurement exercise shall be involved in budget holders, procurement department, authorizers (operations and finance) and procurement committee. Procurement committee shall consist of one person from the programme, one from the Finance Department, and one from projects.
4. To ensure a fair competition, the ICAA shall publicize bids/tenders where applicable in transparent manner to receive best offer and maintain impartiality and fairness.
5. Instructions or guidelines shall be followed on the appropriate procurement methods to be used i.e. open or restricted tender for high value purchases, written or verbal quotations for low value purchases.
6. The circumstances under which the required procurement methods may be waived shall be specified (e.g. urgent purchases, unique supplier) and any such cases shall be approved or endorsed by a senior staff member vested with the authority.
7. The ICAA shall be maintaining a list of suitable suppliers for frequently required goods or services as this helps to ensure that eligible suppliers are invited to bid in a fair and open manner. This also reduces the time required for sourcing a supplier each and every time a purchase is made.
8. The ICAA shall select suppliers that offer Best value for money: best price in market, quality standard, and appropriate delivery time.

CHAPTER 3. ETHICS, CONFLICT OF INTEREST & FRAUD

Employee Code of Ethics

All ICAA staff that are involved in purchasing and supply issues on behalf of ICAA shall not use their position for personal gain. They shall maintain an impeccable standard of honesty in all their business relationships and reject any business practice which might be considered improper. ICAA staff shall not accept any personal gifts or other incentives which may or may not be regarded as being designed to influence the purchasing decisions.

ICAA shall seek alternative sources where the conduct of suppliers demonstrably violates anyone's basic human rights and there is no willingness to address the situation within a reasonable timeframe. ICAA shall also seek alternative sources where companies in the supply chain are involved in violation of the human rights.

ICAA seeks to purchase goods and services which:

- Are produced and delivered under conditions that do not involve the abuse or exploitation of any vulnerable persons.
- Have the least negative impact on the environment.

Code of Conduct for Suppliers

The Code of Conduct to which ICAA expects all of its suppliers to respect is as per the issues listed below. These points should be listed on all ICAA Request for Quotation Forms, Purchase Orders, Contracts and Tender Dossiers.

- Employment is freely chosen.
- The rights of staff to freedom of association and to collective bargaining are respected.
- Working conditions are safe and hygienic.
- No exploitation of children is tolerated.
- Wages paid are adequate to cover the cost of a reasonable living.
- Working hours are not excessive.
- No discrimination is practiced.
- No harsh or inhumane treatment of staff is tolerated.
- Local labor laws are complied with.

Environmental Standards

Suppliers should as a minimum, comply with all statutory and other legal requirements relating to environmental impacts of their business. Areas which should be considered are:

- Waste Management.
- Packaging and Paper
- Conservation

- Energy Use
- Sustainability

Conflict of Interest & fraud

All ICAA staff and volunteers shall be receiving orientation on conflict of interest, fraud and related issues. ICAA requires all staff involved in the procurement process to declare any perceived or actual conflict of interest and take steps to remove the conflict (if any) by assigning other staff to take over the job or requiring the supervisors to closely monitor the process.

All ICAA staff shall make commitment to:

- Avoid any private or professional activity that would create a conflict of interest or the appearance of impropriety
- Avoid engaging in personal business with any supplier representative or similar person
- Avoid lending money to or borrowing money from any supplier.
- Avoid any and all potential for nepotism.
- Avoid any overlap of duties in the procurement process.
- Safeguard the procurement process from political or outside influence

The staff shall also make commitment to conduct with business dealings with suppliers to be fair and transparent, thus, procurement staff shall:

- Refrain from showing favoritism or being influenced by suppliers through the acceptance of gifts, gratuities, loans or favors.
- Safeguard supplier confidentiality
- Refrain from requiring suppliers to pay to be included on an approved or preferred supplier list
- Refrain from requesting donations of goods or services to the public entity
- Select suppliers on the basis of meeting appropriate and fair criteria n Discourage the arbitrary or unfair use of purchasing leverage or influence when dealing with suppliers
- Avoid the exertion of undue influence or abuses of power
- Treat all suppliers fair and equal

The ICAA shall never accept that the staff handling procurement work on behalf of the ICAA to be involved in conflict of interest, fraud, bribery or embezzlement.

The ICAA shall take disciplinary measures against any staff proved to be involved in conflict of interest, fraud or bribery deliberately. The severity of these measures can be in between warning, fines, to contract termination.

CHAPTER 4. SEGREGATION OF DUTIES

The duties of staff involved in a procurement process shall be appropriately segregated. Where practicable, different staff shall be assigned to compile user specifications, source suppliers, issue purchase orders, accept goods upon delivery and certify invoices for payment. There shall be appropriate authorization levels for making procurement up to specified financial limits. No procurements are carried out without budget holder approval.

Procurement exercise shall be involved in budget holders, procurement department, authorizers (operations and finance) and procurement committee. Procurement committee shall consist of the programme manager, one person representing the Finance Department, and one representing project managers.

4.1 Director-General-Iskalaji Cultural & Awareness Agency, PL

- A. He/she is aware of and adhere to all procurement policies and Procedures
- B. Ensures that the delegation of financial authority is in place, reviewed and updated regularly and all staff is aware of it.
- C. Ensures that budget holders are aware of their responsibilities on procurement, have knowledge on the ICAAal procurement Policies & Guidelines document and follow them according to their designated authorities.
- D. Ensures that Exceptions (Waivers) are authorized and recorded.
- E. Approves all Purchase requisitions of goods and services to be procured.
- F. Processes financial requests related to the procurement of items to the chairperson for authorization.
- G. Negotiates any changes to contracts with suppliers.
- H. Develops consolidated procurement plan for the different projects; and ensures orders are placed in same time for the process to be followed and where possible consolidated to be cost effective.
- I. Ensures that all authorized procurements reflect “best value for money”, and are transparent, accountable and subject to fair competition.
- J. performs stocktaking exercises or audit checks in every quarter.

a) Iskalaji Cultural & Awareness Agency, PL Finance officer -

- b) He/she is aware of and adhere to all procurement policies and Procedures
- c) Ensures that The correct processes and procedures have been followed and proper documentation used before paying any suppliers.
- d) Ensures that suppliers are paid on time as outlined in purchase orders and/or procurement contracts.

- e) Ensures that there is a budget for the proposed procurement and there are sufficient remaining funds Within the project budget to include all costs associated with the item including transport, storage, and servicing
- f) Is responsible for processing financial documents related to procured items
- g) He/she screens that purchase orders came through a proper procedure.

4.1 Budget Holder (BH) of Iskalaji Cultural & Awareness Agency, PL

- a) He/she is aware of and adhere to all procurement policies and Procedures
- b) Initiates purchase requisition including consumables if not taken care of in the consolidated procurement plan.
- c) Participates in all tender process (bidding) for his/her or assigned project
- d) Approves all Purchase Orders for procured good and services.
- e) Approves the Cash Disbursement Voucher
- f) Approves good received note for quality assurance
- g) Prepares work completion letter for procured services
- h) He/she involves in procurement committee.
- i) Participates the disposal of assets process

4.2 Accountant - Iskalaji Cultural & Awareness Agency, PL

- a) He/she is aware of and adhere to all procurement policies and Procedures
- b) Ensures that the procurement policy and appropriate procurement processes have been followed before giving the authorization to the purchase.
- c) Prepares Cash Disbursement Voucher related to procured items,
- d) He/she witnesses goods the receipt of goods procured upon delivery and countersigns the GRN with the logistics officer
- e) Verifies all supporting documents of Payment Voucher raised from procured items
- f) Registers all fixed asset of the ICAA soon after procured
- g) Calculates assets depreciation at the end of the year.
- h) Maintains the book values of all items

4.3 Logistics officer - Iskalaji Cultural & Awareness Agency, PL

- a) He/she is aware of and adhere to all procurement policies and Procedures
- b) Raises the purchase order of the consumables referring the consolidated procurement plan
- c) Prepares and collects invitations to bid Quotation Request Form (QRF), Purchase request Form (PRF), Purchase order (PO) and Receiving Report (RR), and goods received note (GRN).
- d) Publicizes bids when need occurs according to the ICAAs' procurement policies
- e) Receives and distributes goods in procedural manner (count goods in and out, makes sure that the paper work is complete)

- f) Receives, counts and stores goods procured by ICAA partners for beneficiaries in the presence of a project staff.
- g) updates inventory records and reconciles regularly or after each stocktaking exercise to see if there are any discrepancies
- h) Oversees and maintains any required storing
- i) Ensures that all logistics and storage paperwork is properly completed and kept (e.g. delivery notes)
- j) Maintains and processes the consolidated procurement plans, making sure they approved, realistic and deliverable.
- k) Maintains the supplier lists, and price lists are in place and shared across the projects
- l) Releases inventory with approved Requisition Slip
- m) Participates the disposal of assets process
- n) Arranges on duty ICAA and partner staff travels (dealing with travels agents, booking hotels, shuttling staff and guests to and from Aden Abdulle airport)
- o) Ensure that the procurement report is generated and circulated regularly – at least monthly - to all relevant budget holders, and senior management.
- p) Maintaining vehicles log sheet

4.4 Procurement Committee

A Procurement Committee is a group of individuals established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

Procurement Committees (PC) shall be established by the ICAA chairman. The committee shall consist of 3 participants none of whom shall be directly involved in the procurement process. Procurement committee shall consist of one person from the programme, one from the Finance Department, and one from projects.

All chosen participants shall in no way be related to or associated with any of the suppliers being evaluated. If such a relationship becomes apparent during an evaluation process, this committee member shall declare the relationship and be replaced on the committee by an alternative member. The participants of the PC must ultimately ensure that impartiality and confidentiality are respected at all times.

Once the committee has been established, one member shall be allocated the responsibility of chairing the meeting. A secretary shall also be appointed to record the relevant information.

The roles and responsibilities of the PC shall include;

- a) The committee is aware of and adhere to all procurement policies and Procedures
- b) Ensures that the proposed procurement is in accordance with ICAA rules and regulations, national and donor requirements
- c) Ensures that price lists of all commonly used goods and services are developed and maintained.
- d) Reviews and approves list of qualified suppliers all commonly used goods and services

- e) Reviews the procurement process to ensure that it is fair, competitive, transparent and Provides the best value for money
- f) Opens and assesses the quotations and/or tenders and select best bidder
- g) To analyze quotations provided and provide recommendation for approval
- h) To ensure all documentation prior to the analysis is accurately completed.
- i) To ensure that the supplies/services quoted for comply with what was requested on the PR.
- j) To request technical input from relevant staff as required.

The findings and recommendations of PC meetings shall be recorded using a QEF and each committee member shall sign the form in the relevant section. When the evaluation process is complete

CHAPTER 5. PROCUREMENT PROCESS

ICAA has designed a procurement procedure which suits its own circumstances. Below figure shows some typical stages in the process to demonstrate separation of duties in action. ICAA follows the stages of the procurement process for all purchases are represented in figure 1 below. The procurement policy has forms that start from the foundation of the entire process and each of the 12 stages is discussed in this chapter.

The Stages in the Procurement Process.

- Need Identification
- Prepare the Request
- check the budget/fund availability
- Authorize the Request
- Choose Appropriate Process
- Quotation Evaluation
- Post Quotation Clarification
- Purchase Order/ Contract Delivery
- recording and filing
- Supplier Evaluation

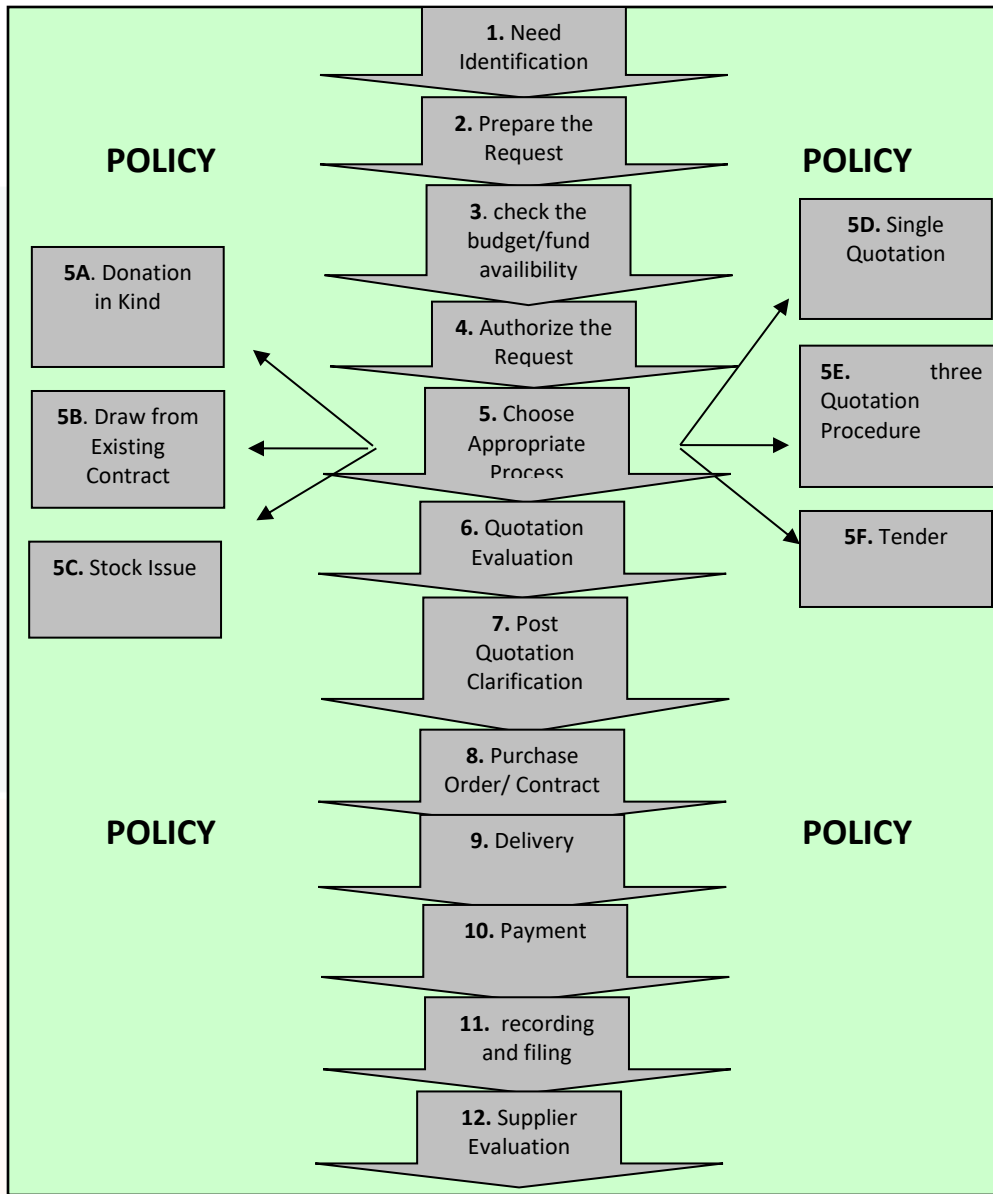


Figure 1: The Stages in the Procurement Process

5.1 Need Identification

ICAA shall make an assessment of supply or service requirements as early as possible in an annual plan stage or at the project proposal development stage. ICAA shall rise requirements of minor supplies or service inputs as the project evolves, however many of the core or major inputs are often identifiable at the beginning of a project.

Once needs have been identified, these shall immediately be translated into a procurement plan. This shall be developed in collaboration between project and procurement staff. The inclusion of

procurement

staff in this process is critical in ensuring that the plan includes realistic budget estimates, determines the appropriate procurement process and thereby allows a sufficient timeframe to ensure compliance to national, ICAA and donor's procurement policies and procedures.

5.2 Procurement Planning

ICAA shall include procurement plans in Annual Work Plan (AWP) or specific project Cycle Management System (PCMS)/

The preparation of a procurement plan shall be completed in a systematic and structured way and is summarized as follows;

- **Step 1:** Compile a list of all the materials and services needed for the project during the Development of the project proposal. This shall include complete and accurate Specifications which adhere to ICAA minimum standards.
- **Step 2:** Estimate the quantities required as accurately as possible.
- **Step 3:** Estimate the delivery schedule in addition to articulating any potential time Constraint which may arise in the delivery of the requirements
- **Step 4:** Establish if any relevant donor related issues exist.
- **Step 5:** Confirm the budget which is required to pay for the requested items.
- **Step 6:** Ascertain where the materials or services will be sourced.
- **Step 7:** Confirm the procurement procedure to be followed and apply for a Derogation/waiver to accompany the proposal if required.
- **Step 8:** Provide the procurement plan to the logistic team or equivalent.

5.3 Prepare the Request

The purchase request is an internal document and is the tool used to start the procurement process.

- a) The budget holder, as set out in the delegation of authority, is at all times responsible for requisition of all goods and services to be procured for his/her project in the requisition form. The person who is requesting the materials or services shall include 4 pieces of information in this section namely;
 - Name of the individual
 - Signature of the individual
 - The Job Title of the person completing the PR
 - The Project or Department for which the requested items are required
- b) The request shall be prepared and submitted to the procurement department by any member of a project / department making the request (preferably the project assistant).
- c) The PR is approved by the relevant project manager before any action is taken
- d) If the PR is being forwarded to another location to be processed, the relevant person in the location where the PR has been written shall print and sign their name in this section. This

person may

- be the project manager, or equivalent.
- e) The PR shall contain budget code which is required by Finance so that accurate cost allocation can take place and it shall therefore be stated in this section.
 - f) The request sets out the requirements of goods and/or services that may be required by the projects or other department. For technical purchases this section is particularly important. All those who request items using an PR must bear in mind that it is impossible for a purchaser to be technically familiar with every item which is bought by ICAA. The **specification** provided shall be as detailed and specific as possible, for example, for vehicle spare parts, model and part numbers shall be provided.
 - g) The requester also gives a brief **description** of the requested materials or services shall be stated in this section. If the description provided does not provide adequate information for the procurement to proceed; the following section needs also to be completed.
 - h) The request shall outline the quantity of items required (the total number of units of materials requested shall be stated in this section)
 - i) All PR shall specify an **estimated cost** for the materials/services being requested. The cost stated here determines the most appropriate signatory of the PR and the procurement procedure to be used.
 - j) The PR shall contain the **date** when the it is received by the Logistics department. This is to illustrate situations where delays occur between PR authorization and the form being received by Logistics.
 - k) It shall also specify the date that the PR is completed,
 - l) The delivery destination and the location shall be stated in PR. Delivery timeframes shall be reasonable and take into consideration the procurement procedures to be followed.
 - m) As a standard means of control, ICAA shall ensure that the authorizer and the person requesting shall never be the same person.
 - n) The finance officer shall screen the purchase requisition to ensure that there is a budget available, and The operation manager authorizes.

NB. All PRs should be raised in Triplicate: one copy is given to the logistics/procurement team, and other remains with budget holder so he/she know what they have requested, and the third is left on the book copy

5.4 Choose Appropriate Process

As highlighted in figure 1 above, there are 6 options which shall be considered before engaging in a specific procurement process.

Once the PR is approved and authorized, the procurement department decides how to obtain the requiring goods or services, which can be:

From existing source:

1. **Donation in Kind:** When requesting supplies or services from an 'in-kind' donor, ICAA shall always respect the donor's documentation system; However, ICAA internal procedures, as outlined in this manual shall also be respected. It is important to accurately and independently account for and report on all donations in kind. Reporting the receipt of

donations in-kind shall be captured in the Monthly Stock Reconciliation Report and this report forwarded to the operation department highlighting all donations in-kind received. Reporting on the use of donations in-kind in ICAA projects and programs shall be addressed in program reports to donors.

2. **Draw from existing contract:** Before embarking on procurement process a check shall firstly be made as to whether an existing contract is in place for the material or services required.
3. **Stock Issue:** Before goods are purchased, a check shall firstly be made to determine if the items are available from stock. This information shall be available in Monthly Stock Reconciliation Reports. Procedures as described in the ICAA procurement Manual 2015 (Or equivalent updated manual) regarding stock issues etc. must be followed.

Or new procurement

1. Single Quotation
2. Request for Quotation Procedure
3. Tender

Procurement Scope

The procurement department shall use the following chart as a guide in consultation with finance department.

Threshold	Type of procurement
\$1-100	Only for emergency procurement
\$101- \$300	Single quotation
\$301-\$5000	Three quotation
5001-10,000	Open tender

Derogations and Waivers

Derogations or Waivers can be defined as permission to move away from standard procedures or divergence from either ICAA or donor procurement policies.

Use of the terms derogation or waiver are interchangeable and essentially have the same meaning from a purchasing perspective. For the purposes of this section, the term Waiver is used.

If procurement guidelines are not being adhered to, waiver procedures exist to ensure that the deviation from policy is formally approved by the procurement committee, and authorized operations manager. To maintain sufficient levels of accountability and transparency in the system. Waivers within the procurement system exist to ensure a sensible and pragmatic approach to procurement. Examples of when a waiver may be used to deviate from standard procurement procedures are;

- It is accepted that procurement guidelines, whether specific to either ICAA or a donor,

will never cover all eventualities and situations may arise whereby the application of standard procedures are impossible and application for a waiver therefore necessary. Waivers must always be formally requested in writing and all documentation held in the procurement file.

A waiver request shall, as a minimum, provide the following information:

- Budget and project code
- Detailed description of supply / service to which the waiver request applies
- Quantity of supplies requested
- Estimated total value of the contract/order
- Relevant purchase procedure (as stipulated in procurement guidelines) to which the waiver request is applicable
- Purchase procedure which will be applied if the waiver is accepted

Single Quotation

A Single Quotation procedure can be defined as a process whereby one written quotation is collected which is deemed competitive for the material or service being procured.

Single quotation is used if the amount is in between \$101- 300. Negotiation shall take place with the supplier to ensure that the best possible deal is secured on behalf of ICAA.

- All written quotes must bear the supplier's letterhead and official stamp or where letterhead is not commonly used, a ICAA Request for Quotation (RFQ) form shall be filled by the supplier.
- A ICAA RFQ form shall be used in circumstances when suppliers cannot or are unwilling to provide written quotations.
- Telephone/verbal quotes may be used, but shall be documented immediately.
- Logistics officer shall prepare the documents/quotation and provide all the required information in the documents.
- The quantity and description of the material or service required by ICAA shall be completed before the RFQ form is delivered to the potential supplier who shall in turn complete the cost section of the form.
- Suppliers must sign and stamp all RFQ forms. Forms that are not either signed or stamped shall not be accepted by ICAA logistic or procurement committee.
- All emailed quotes must come from the supplier's official email account and not a private email account.
- When delivering a RFQ to a supplier, the closing date and time for receipt of the completed form shall be clearly stated.

Three Quotation Procedure

Three Quotation Procedure can be defined as a process whereby a minimum of 3 written quotations are collected from relevant suppliers. This system was previously referred to as 'Request for Quotation' in ICAA Procurement Manual.

- All written quotations shall be either on supplier's headed paper or on ICAA Request for Quotation form (RFQ).
- If an RFQ form is used, it shall only be acceptable if the supplier's signature and stamp are in the relevant section of the form. Quotations shall only be sought from reputable suppliers or from a list of pre-qualified suppliers.
- Once quotations have been collected a formal evaluation process shall be completed.
- When a Request for Quotation Procedure is applied, the following process shall be followed:

1. **Step 1:** - Prepare and approve Supplies Request
2. **Step 2:** - Issue RFQ's to reliable or pre-qualified suppliers specifying date on which they shall be returned
3. **Step 3:** - Collect a minimum of 3 written quotations, preferably on supplier headed paper but alternatively on ICAA RFQ's, signed and stamped
4. **Step 4:** - Complete quote evaluation process
5. **Step 5:** - Place Purchase Order or sign Contract with supplier
6. **Step 6:** - Goods Delivery Note received from Supplier (not always the case)
7. **Step 7:** - Inspect Goods and complete ICAA Goods Received Note
8. **Step 8:** - Update room registers or asset registers where appropriate (Engrave or mark assets)
9. **Step 9:** - Receive Invoice from supplier and pay accordingly
10. **Step 10:** - Receive receipt from supplier
11. **Step 11:** - Update Supplier Lists (e.g. New suppliers, supplier performance) & Price Lists

Open Tender

Once the procured goods or service is at the tender limit – above \$ 5001, ICAA consider it to be at the level of open tender, thus procurement team shall prepare the tender documents provide all the required information in the documents to facilitate bidding from tenderers. A Tender process is often considered to be more complex than a Three Quotation Procedure and a separate section has therefore been dedicated to outline guidelines on how to perform tender.

5.5 Quotation Evaluation

In order to maintain proper control and transparency in the procurement process, a group of staff shall be named as a Procurement Committee shall review the response from suppliers. The procurement committee shall review all bids that meet with the eligibility criteria, and shortlist, the

criteria includes, bids that:

- come from real and credible suppliers
- Indicate reasonable delivery terms and timeframe.
- Indicate quality of the items being quoted (brand names, specifications, warrants etc.) and where applicable, samples are provided.
- Have reasonable terms of payment and in accordance with the statements indicated on the invitation to the tender or request for quotations
- Do not come from companies controlled by same individuals or entities. Bids submitted by multiple companies controlled by the same individual(s) or entity shall be disqualified.

Procurement committee shall select the bidder that

- Has valid license for work
- meets the criteria,
- offers best price and quality
- has experience and previously implement similar work
- has professional human resource.
- Meets the compliance with technical specifications, relevant international standards and technical norms set in the invitation to quotation/bid
- Offers supplies that are Compatible with existing equipment and standardization plans.
- Meets the compliance with required delivery schedules.
- Succeeds in the Examination / comparison of samples.
- Offers best payment terms.
- Guarantees, availability of spare parts, after-sales services and training.
- Offers arrangements covering maintenance and operating costs.
- Capability, capacity, financial standing, past experience

All information pertaining to quotations shall be treated as highly confidential and shall not under any circumstances be disclosed to other bidders. Where multiple related items have been requested on a single PR (such as vehicle spare parts or child friendly space goods for example), Individual unit prices may be discounted by suppliers on the basis of quotations being considered as a single order. In such scenarios therefore, the total value of each quotation shall be evaluated rather than individual unit costs. The committee produces meeting minute from the exercise.

5.6 Placing the Order

Once the quotation evaluation process has been completed an order can be placed with the successful supplier or service provider in one of two ways;

- Purchase Order (See annex)
- Contract

Purchase Order (PO)

Purchase Orders (PO) are generally more suitable for basic orders of supplies.

- Pre-numbered purchase orders are prepared when the authorized personnel approve purchases requisitions.
- A copy shall be transmitted to the successful bidder or supplier of the goods.
- The purchase order shall state the type, quality, quantity, price per unit and total amount in dollars or local currency of the goods.
- Purchase order shall also state the delivery time, terms and location.
- If procurement is involved in acquisition of services such as consultancy, which values US\$500 or more, then a contract shall be prepared and signed by both parties. Terms of Reference (TOR) shall be dully stated in the contract and accepted by all parties concerned.
- Copy of requisition form, purchase order and delivery note must be given to the Accountant, logistics officer and other concerned departments

Contracts

Where supply/service conditions or technical detail are not easily articulated in a concise manner, a more detailed supply contract is drawn up. A number of different contracts can be applicable to the purchase of supplies and services as follows;

- Fixed Term Supply Contract
- Service Level Agreements (SLA)

Fixed Term Supply Contracts

A **Fixed Term Supply Contract** is an agreement for the repeat purchase of supplies or provision of services from a single company over an agreed term. Such contracts can, although do not necessarily have to; stipulate the price or quantity of supplies or services required over the term.

Fixed Term Contracts are most common when referring to supplies rather than services. When procuring supplies and when the delivery is expected to be staggered over time, the use of a fixed term contract is more appropriate than a purchase order. Such a contract shall confirm how many deliveries are expected to fulfill the total order and in what timeframe. Payment terms relevant to the delivery schedule shall also be addressed in a fixed term contract. Such a contract refers to fixed term and fixed quantity.

A fixed term contract can also be signed for the on-going supply of materials based on unknown quantities. In a 'supplies' context, if ICAA purchases certain items on a regular basis such as stationery for example, a tender process can be undertaken with the tender winner signing a contract for supply of all materials within the particular supply category for an agreed period of time. Such contracts are also relevant in a 'service provision' context; utility bills being the best example of such.

contracts shall be fixed for a maximum period of 6 – 12 months.

Consultant's contracts are also generally offered on a fixed term basis although Service Level Agreements could be considered more relevant in this regard. For details on such contracts, the relevant program or project manager shall be consulted for advice on the correct procedure and provision of sample contracts.

Service Level Agreements (SLA)

Service Level Agreements refers to the provision of services although can be relevant to supplies (particularly when a requirement for after sales service exists) and typically exist over a fixed term while defining minimum service levels required.

The typical core elements of an SLA are as follows;

- **Specification of requirement** – This shall provide a detailed description of the requirements of the SLA, the more detailed and accurate the better.
- **Contract Term** – This would depend on the service being procured. Eg consultants' contracts will often be short term.
- **Buyers Obligation** – ICAA obligations of the contract shall be clearly defined. For example, in a consultancy contract issues such as accommodation and travel shall be addressed whereas in a security service contract, ICAA obligations in terms of access would need to be addressed.
- **Providers Obligation** – Service levels required shall be stated clearly and punitive penalties outlined.
- **Payment Methods** – Payment shall be agreed on the basis of the receipt in ICAA finance office of relevant proof of service delivery.
- **Performance Measures** – Quantifiable performance measures shall be agreed by both parties.
- **Signatures** – All SLA's shall be authorized by the Chairman.

5.7 Delivery

For all goods delivered, a **Goods Received Note** shall be completed detailing all goods received and any goods that may be missing or damaged. If the received goods were accompanied by a goods delivery note issued by the supplier of the goods, this must also be completed and any losses or damage noted and a copy returned to the supplier.

When estimating delivery times, the following shall be considered;

- The location in which the goods are being sourced.
- The mode of transport used to deliver the goods.
- The demand for the goods.

- The availability of the goods.
- The time it takes to clear goods through customs where relevant.
- The conditions of transport links at different times of the year.

Goods Received Note (GRN)

When ICAA receives the consigned goods, an employee (the accountant) who was not involved in the purchasing process shall verify the quality and number of the received goods, together with the logistics officer who will deal with count and storing. The accountant puts in the register if the procured goods are fix assets for purpose of depreciation. If the goods are procured for a specific project, the project manager shall that the position of the accountant to verify the quality of the items procured.

- a) Upon receipt of the goods, the receiver shall prepare a pre-numbered Receiving Report.
- b) The Receiving Report shall state the type of goods, quantity, quality, unit price and total amount in dollars or local currency of the goods received.
- c) If the goods received reconcile with the purchase order in every aspect, the receiver approves the receiving report.
- d) If the goods received are not the same as the goods in the purchase order in terms of type, quality, quantity, and price the representative of the ICAA has the right to reject the receipt of the goods
- e) Upon receipt of the original copy of the receiving report together with purchase order and vendor's invoice, the payment of the goods purchased shall be made.
- f) Goods received shall be stored immediately in a proper place, if storage is necessary.

5.8 Payment

Payment terms shall be negotiated prior to an order being placed and once agreed at this stage of the procurement process, they must be respected. The agreed payment term shall be clearly stated on either the Purchase Order or Contract. The potential payments terms which can be negotiated can be broadly divided into 3 options as follows;

- **Post Payment:** This term allows ICAA to pay within an agreed timeframe once the goods have been received, on receipt of an invoice. 30 days' credit from the date of invoice is the payment term which is usually established by ICAA where possible.
- **ICAA it Payment:** A percentage of the order can be paid to the supplier on receipt of a pro-forma invoice prior to the order being delivered. The balance is generally paid on receipt of final invoice once the goods have been received. It will be necessary to attach photocopies of PR's to Payment Request forms in situations where ICAA payments have been agreed with suppliers or service providers.
- **Pre-Payment:** Orders can be prepaid in full if necessary however this payment term shall only be used in exceptional circumstances.

Any

prepayment must be authorized by chairman. In negotiations on payment terms, Cheques or Bank Transfer shall be the preferred payment methods however where the use of cash is unavoidable, suppliers shall be asked to accept payment at the ICAA office where possible.

When requesting that a payment be made by the Finance department, all relevant documentation, appropriately authorized, must be presented.

Prior to providing all the relevant documentation to Finance for payment, copies shall be taken for the Procurement files for back up purposes.

5.9 Filing

All procurement documentation must be filed and kept in the procurement department for a minimum period of 5 years after the last payment for the project. For multi-year projects, this will ultimately mean that some documentation must be kept for periods in excess of 5 years. For example, in a 3-year project, documentation from the 1st year of the project must be kept for 8 years (3 + 5). These files shall be kept in addition to the Finance files. [Donor guidelines change periodically and if they require documentation to be kept for a longer period, this shall be respected]

Prior to filing procurement documentation, ICAA shall ensure that the entire process which was followed is documented and filed in such a way as to ensure easy retrieval for someone outside the procurement process – the programme or ICAA board.

There shall be two types of procurement files in ICAA office; *Active* and *Closed*. Active files shall contain all documentation relating to on-going **Supplies Requests (SR)** which has not yet been completed. Documents shall only be transferred to *closed* files when each and every line of the PR has been completed and payment has been concluded.

Once PR's are complete in their entirety, the full set of documents relevant to that request shall be compiled and filed appropriately. The order of documents after the PR shall follow the procurement process that has been followed. The above diagram illustrates the filing if a Request for Quotation Procedure has been followed. Additional procurement files which may be held are as follows;

- Supplier lists
- Price Lists/price index
- Procurement Report

5.10 Supplier Evaluation

A formal process for recording the performance of all suppliers and service providers shall be in place. This process shall aim to identify where suppliers have performed either satisfactorily or

unsatisfactorily and the information shall be recorded using a system such as a sliding scale i.e. 1 for excellent performance and 5 for poor performance.

Key suppliers, either in terms of spend or critical material shall be reviewed at least once a year. The five main points to review with the supplier are as follows;

- Competitiveness
- Quality
- Delivery
- Communication
- Support

Where information regarding the performance of suppliers or service providers is recorded, this information shall be treated as highly sensitive.

5.11 Maintaining a List of Suppliers

ICAA shall Maintaining a list of suitable suppliers for frequently required goods or services as this helps to ensure that eligible suppliers are invited to bid in a fair and open manner. This also reduces the time required for sourcing a supplier each and every time a purchase is made. The following points shall be taken into consideration in compiling and maintaining a suppliers' list:

- The criteria to be used in determining the addition of any suppliers to the list shall be well-defined and shall ensure that they are able to provide the goods or services of the required standard at a competitive price.
- Suppliers who no longer meet these criteria or have a poor performance record shall be deleted from the list.
- If it is decided to invite a number of suppliers on the list to bid, the method of selection shall be specified to ensure equity.
- Periodical reviews shall be conducted to evaluate whether any existing suppliers shall remain on the list, having regard to their record of performance and responsiveness to invitations to tender or quotation. Any new qualified suppliers shall also be added to the list.
- The list shall be approved with adequate justifications by a procurement committee.

CHAPTER 6. TENDER

Once the procured goods or service is at the tender limit – above \$ 5001, procurement team shall prepare the tender documents 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.

a) Invitation to tender:

The invitation to tender is the key set of documents in the process setting out the requirements and asking suppliers to submit their bids. An invitation to tender shall be prepared to invite all suppliers to apply for the contract. Therefore, in the Interests of fairness and transparency, an Invitation to tenderers should NOT be adjusted after it has been launched.

ICAA shall publicize open tenders ToRs using ICAAs website, bulletin board, and local media outlets.

b) Specifications of requirements for products and/or services:

Quantities and qualities shall be clearly set out and include when and where products/services should be supplied. If there are any additional specific requirements such as packing, labeling, storage, delivery schedules, transport, warranties and after sales support these must also be mentioned in tender to be considered when reviewing the tenders.

c) Tender schedule

The invitation to Tender shall outline schedule of the tender process being followed with details of when each activity shall take place e.g.

- Launch of tender
- Closing date and time
- Tender review date
- Award date
- Start date for the contract or framework agreement.

6.1 Response to bid/tender

- Upon receiving bid invitation, the supplier signs predesigned bid invitation receiving form
- Where necessary supplier shall fill ICAA pre-designed quotation/bid form
- Bid responds from the suppliers shall be brought to ICAA premises in sealed envelope and put bid boxes with locks controlled by two ICAA officers
- When necessary quotations to bid shall be sent to an email address supplied in bid invitation which can be accessed by an authorized employee.
- Bids shall be opened by the bid reviewing committee (usually the procurement committee in

select the best bidder.

6.2 Bid/tender Analysis and selection

In order to maintain proper control and transparency in the procurement process, a group of staff shall be named as a Procurement Committee shall review the response from suppliers. The procurement committee shall review all bids that meet with the eligibility criteria, and shortlist, the eligibility criteria includes, bids that:

- come from real and credible suppliers
- Indicate reasonable delivery terms and timeframe.
- Indicate quality of the items being quoted (brand names, specifications, warrants etc.) and where applicable, samples are provided.
- Have reasonable terms of payment and in accordance with the statements indicated on the invitation to the tender or request for quotations
- Do not come from companies controlled by same individuals or entities. Bids submitted by multiple companies controlled by the same individual(s) or entity shall be disqualified.

Procurement committee shall select the bidder that

- Has valid license for work
- Meets the criteria,
- Offers best price and quality
- Has experience and previously implement similar work
- Has professional human resource.

The committee produces meeting minute from the exercise.

6.3 Offer for the winners

Procurement committee prepares offer for the winners and rejection letter for unsuccessful bidders:

The offer letter shall contain:

- Publication reference
- Publication date of the bid notice
- Bid number and title
- Contract value
- Date of award of the contract

6.4 Handling Complaints

The ICAA is committed to maintaining a fair competition and open procurement system.

- Tenderers who consider themselves being treated unfairly can lodge a complaint with the ICAA in a four working days upon their receipt of the rejection letter.

- The Board of Directors shall review the complaint, investigate the case and respond to the concerned tenderers accordingly in six working days.

6.5 Procurement contract

Terms and conditions are a key component of agreements and purchase order documents. Together with the Statement of Work or Scope of Work (SOW) and applicable specifications, they form the written intent of the parties to the agreement and purchase order. ICAA (operations Manager) shall prepare a contract for the successful tenderer, and shall raise three copies signed by the Supplier and the budget holders, one shall be kept by the logistics/procurement team, one shall be kept by the finance department, and the other will be kept by the supplier.

Among other terms and conditions, the contract shall:

- Specify the goods or service requirements and levels/performance standards. the performance management system (e.g. specifications of goods, i.e brand names, versions, performance reports/records to be provided by the supplier or service provider, and remedies for non-conformance such as rectification within a specified time limit or payment deduction, liquidated damages), and appropriate provisions for contract variations (e.g. ad hoc placement of additional orders by the company).
- Specify Contract value
- Specify clause of professional engagement (e.g consultants)
- Specify the payment terms (e.g. monthly, on completion or by stages of completion) and other requirements (e.g. documents required for payment claims).
- Include a probity clause prohibiting the contractor's and sub-contractor's (if any) staff from offering or soliciting bribes when performing duties under the contract.
- Specify conditions for termination
- Signature by both parties

6.6 Lease of office spaces and Vehicles

The ICAA rents office space and vehicles from owners. In the leasing and rental process, tender process is used (*see the tender process*).

Lease of Office spaces.

The ICAA shall rent office spaces which are price competitive, give workable environment, accessible for the staff, and visitors, and in a secure area of the town.

Among the other thing, rental contract specifies that the landlord/lady assumes the responsibility of maintenance of the office space, while the ICAA will pay the utility bills (electricity, internet, water) raised in the services of the office.

Car rental

The ICAA Shall rent project cars from care owners. Among the other thing, contract specify that the car owner shall provide car services, fuel and oil, and incur the settlement of any cost raised due to accidents

Vehicle Management Guidelines

The logistics officer coordinates vehicle uses according to the guidelines that the ICAA has established for use and authorization. These guidelines include:

- The drivers keep vehicle logbooks to provide a full record of where the vehicle went, how long it took, & what the distance was. The passenger must sign the vehicle logbook after each trip.
- The unauthorized use of vehicles is a disciplinary issue.
- A vehicle control white/blackboard will record where the vehicle is, how long it will be away from the office, and the names of the driver and passengers.
- The Logistics Officer must check the vehicle logbook weekly.
- Seatbelts must be worn at all times and on all journeys.
- Speed limits must be observed at all times {30 to 40kmph inside the town, 40 to 60kmph outside the town}
- The logistics officer must ensure that the vehicle is properly insured, serviced and maintained, and that health and safety rules are observed.
- Any discrepancies must be reported to the operations manager who will also carry out spot checks on documentation concerning the vehicle, including bills for servicing.
- In the event of a road accident the details must be reported in full and immediately to the chairman.

6.7 Checklist of Support Document Documentations raised the Procurement Process

- Purchase Requisition – from the Iskalaji Cultural & Awareness Agency (ICAA) PL
- Invitation to bid - from the Iskalaji Cultural & Awareness Agency (ICAA) PL
- Quotations – From supplier
- Minute of Quotation evaluation – from the Iskalaji Cultural & Awareness Agency (ICAA) PL
- Purchase Order
- contract – from the Iskalaji Cultural & Awareness Agency (ICAA) PL
- Goods Received Note (GRN) – Iskalaji Cultural & Awareness Agency (ICAA) PL
- Invoice – from supplier
- Receipt – from supplier

CHAPTER 7. INVENTORY MANAGEMENT SYSTEM

7.1 Purpose

To ensure consistency and accountability in stock control, the ICAA has laid down clear policies and procedural guidelines. These include: A policy that forbids any misuse or misappropriation of the ICAA's assets and resources; and Procedural guidelines on stores management and well-defined levels of staff for authorization of different functions such as:

- approving
- replenishment of depleted items;
- acceptance of goods upon delivery;
- disposal of unserviceable or surplus items;

7.2 General Parameters in Stock Control

To facilitate stock control, the ICAA has put in place parameters, such as the following:

- The types of items to be subject to stock control, e.g. fixed assets, consumables, and goods procured by the projects (or received from partners) for beneficiaries.
- Goods procured by the ICAA partners for beneficiaries shall be received, counted and stored by the logistics officer
- Goods for beneficiaries whether received from partners or procured by the ICAA project shall not be kept in stock more than one year
- The ICAA field offices (outside the Headquarters) shall maintain separate sets of inventory records from the head office

7.3 Segregation of Duties

The duties of staff involved in the stock control process shall be appropriately segregated to provide adequate checks and balances. Different officers shall be assigned to handle various inventory-related functions including: *refer to chapter 4 segregation of duties*

7.4 Receipt of Inventory

In receiving inventory items (including inventory, materials, fixed assets or goods for sale) delivered by suppliers or workshops, the following control measures are recommended:

- Where possible, inventory items shall be received and inspected by two officers (logistics officer and accountant) against the order specifications (including, specifications, the timing of delivery and quantity etc.)
- Payment shall only be made upon certification that the delivered items or goods have met the order specifications.
- Serially numbered vouchers shall be prepared for issue to the supplier of all items received, with a copy to the accounting department for record.

• Any damaged or sub-standard items and occasions of short- or over-delivery shall be properly documented with a record to the accounting department. If the user is responsible for the receipt of goods, the logistics department shall also be notified.

7.5 Inventory Records

Accurate and up-to-date inventory records are keys to effective inventory management.

The following are some basic procedures on record maintenance:

- Inventory shall be counted and recorded promptly after receipt or production (as for goods for sale) and whenever there is an inventory transaction (e.g. upon issue, return and transfer of an inventory item).
- For the issue of inventory, each entry of store record shall:
 - a) be supported by a properly authorized voucher or a job order (for the issue of supplies), and
 - b) Show the necessary details such as the code number identifying the inventory item, quantity of the transaction and the voucher reference.
- Vouchers shall be serially numbered to facilitate checking.
- In the case of a manual record system (currently used), a wrong entry shall not simply be erased but it shall be crossed out with the correct one entered by its side.
- Alternatively, a new entry shall be made, cross-referencing the wrong entry. All corrections to a record, be it a re-written or a new entry, shall be signed off by the authorizing officer and subject to supervisory or audit checks, as for any additions or deletions of the inventory records.
- In the case of a computerized system, corrections to inventory records shall only be made by the authorized officers.
- Audit trail reports on updated or amended inventory records shall be produced for supervisory checks.

7.6 Handover of assets

Logistics department staff are accountable for the safekeeping of the stock in hand. Hence, they shall be required to conduct stocktaking exercises at specified intervals. If there is a change of staff, the logistics officers shall take the following steps:

- The outgoing staff shall prepare handover letter concerning ICAA assets held by him/her and their conditions
- All items listed shall be checked to ensure they correspond with the records.
- If it is not practicable to check all items during the handover, the officer shall select randomly a number of items for checking, particularly those of high value.
- Any surpluses or shortfalls of items identified shall be documented and reported to senior officers.

7.7 Independent Stock Checks

Stocktaking shall be conducted on a regular basis by officers not in direct control of the stock (e.g. the operations manager). The Supervisor shall also undertake surprise stock checks from time to

following measures are recommended during the checks:

- Results of stock checks shall be reconciled with the records held in the storeroom and by the accounting department and recorded.
- Any discrepancy shall be documented, investigated and reported to the management including the findings of the investigation.
- Reasons for the discrepancies shall be sought and responsible staff shall be hold accountable.
- The approving authority for amending inventory records, especially involving writing off any loss or shortfall of inventory items, shall be clearly defined.
- The check shall cover the compliance with the security measures

7.8 Fixed Assets

Each fixed asset item shall be affixed with a serial number and recorded in a register showing the following information:

- the serial number
- a description of the item
- the date and file reference of acquisition
- the cost of the item and the source of funding (e.g. financed project Fund) as appropriate
- the status (i.e. whether the item is held in stock or have been issued for immediate use) and the location (i.e. the assigned user)
- subsequent movements of the item
- date, reason and authorization for disposal of any item classified as surplus or unserviceable

7.9 Depreciation

Depreciation is set at a level of three years for computers and printers, 10 years for office furniture and five years for vehicles. Depreciation will be calculated at end of year by the accountant using straight-line method of depreciation.

7.10 Retained assets

Assets held beyond the write-off period must be retained on the register and given a nominal value. The decision to do so will be taken by the ICAA senior management team in a meeting.

7.11 Disposal of items

Inventory items may be disposed of under the following circumstances:

- Unserviceable or beyond economical repair
- the validity has already expired
- damaged or broken
- surplus items

a. Methods & Authority for Disposal

Common methods of disposal of unwanted inventory include reallocating surplus items to other

service units
of the ICAA, trading-in for new/replacement items, donation to charitable ICAA's auction or tender, or dumping.

- The ICAA accountant shall maintain the book values of all items.
- At the end of the year, stock depreciation report shall be produced by the accountant and shares with the management (finance officer and Operations manager)
- The operations manager shall authorize disposing Items without book value, and unserviceable or surplus items, after consulting with the senior management.
- If disposal items are to be auctioned, ad hoc auction committee shall be nominated for the exercise
- The senior management can decide to donate to community structures ICAA closely works with if it will be support their work for the community.
- Disposal of inventory shall best be carried out by a team comprising at least two officers (the logistics officer and a project manager), properly documented and supervised by an officer preferably not directly involved in stock control

Annexes

Iskalaji Cultural & Awareness Agency (ICAA)
Garowe-Puntland-Somalia

No 0009

1. Purchase Order

Vendor's Name _____

Address: _____

To be delivered _____

Date required to be delivered _____

No	Description	Quantity	Unit Price	Amount

The vendor agreed to deliver the specified items stated above in good conditions and on the specified agreed date and location. Any stipulation on above specification may result to late payment or non-acceptance of the items.

Prepared by: _____

Date: _____

Vendor's Name _____

Signature: _____

Date: _____

Approved by: _____

Date: _____

Cultural & Awareness Agency (ICAA)
Garowe-Puntland-Somalia

2. Payment Order From

Date:

Paid To:

Amount:

(In Words):

Reason of Payment:
.....
.....
.....
.....

Approve By: Name
Signature

Name
Signature

**Cultural & Awareness Agency (ICAA)
Garowe- Puntland-Somalia**

3. Cash Disbursements voucher

Date.....

Payee's Name:

Amount:

Pay Order:

Explanations.....

Accounts/Budget code distribution

Budget	Amount in So. Sh.	Exchange rate	USD equivalent

Prepared by:

Approve by:

Date:

Date:

Received by (name and signature)

Date: -----

Cultural & Awareness Agency (ICAA)
Garowe- Puntland-Somalia

7. Supplies Requisition Form

Requisitioned by: _____ **Date:** _____

No.	Description	Quantity	Unit

Requested by: _____

Approved by: _____

Authorized by: _____

Cultural & Awareness Agency (ICAA)
Garowe- Puntland-Somalia

8. Receiving Report (RR)

No.

Name of the vendor: -----

Date		Purchase Order No.			
No	Item	Quantity	Unit Price	Total Amount	Remarks
Total					

Checked against purchase order and invoice: Yes No

Received by:
Name: _____
Position: _____
Signature: _____

Checked by:
Name: _____
Position: _____
Signature: _____

Approved By
Name: _____
Position: _____
Signature: _____

Iskalaji Cultural & Awareness Agency (ICAA)
Garowe- Puntland-Somalia

9. CASH RECEIPT VOUCHER

Date: _____

Voucher No. _____

Received from _____

the sum of US Dollars/Local currency _____

for the payment of _____

Budget	Amount	Exchange	Amount in	Description
Code No.	In US\$	Rate	Local currency	

Prepared _____

by:

Approved by: _____

Iskalaji Cultural & Awareness Agency (ICAA)
Garowe- Puntland-Somalia

Purchase Requisition

Date of PR _____

Requested Delivery Date _____

#	Description	Qty	Unit	Estimated Price	Unit	Total Price	Remarks	
Total Number of items required								
Actual Delivery Date				Actual Price Paid		\$		
	Requestor	Project (Approval)		Manager	Finance (approval)	Review	Authorized by	
	Name:							
	Title							
	Signature							
	Date:							

S/N	Date	Purpose of trip	Time out	Time in	Name of users	Location/ destination	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
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16							
17							
18							
19							
20							
21							
22							

Prepared by: Logistics Officer

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Approved by: Operation Manager

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