

Supplementary Procurement Manual for Regional Offices

**International Water Management Institute
(IWMI)**

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International Water
Management Institute

Introduction

The Procurement Policy guidelines has been created by the International Water Management Institute (IWMI) to provide its users in regional offices with clear, concise and accurate information on the procurement of goods and services.

The policies and procedures covered herein should be followed by all IWMI staff in regional offices who are directly or indirectly involved in the procurement of goods and services.

Objectives of the Regional Procurement Guidelines

The objectives of the Procurement Policy guidelines are as follows;

- Acquaint IWMI staff with the essential policies and procedures that need to be followed in the procurement of goods and services in IWMI's regions.
- Ensure economy and efficiency to achieve quality, cost-effectiveness and timely delivery in procurement.
- Ensure equitable, fair and open competition, given all eligible/qualified bidders an opportunity to participate.
- Ensure accountability and the cost-effective use of funds.
- Ensure transparency of the procurement process
- Provide fundamental guidance on the best practices that need to be followed in conducting procurement activities.

Scope

The Principles and processes outlined in this manual apply to the following:

- Procurement of goods such as capital items, consumables and other special functions in IWMI's regional offices.
- Outsourced services such as printing, equipment maintenance, vehicle rental, ground 1 services, cleaning services, accommodation, rental outdoor conference facilities and other professional services etc.

Qualification of the firm (request for quotations)

This procurement method is a variant of the Restricted Competition method and is based on comparing price quotations obtained from several vendors, preferably according to the number of quotation requirement specified in procurement thresholds, national or international, to assure competitive prices are obtained. This method may be appropriate for procuring goods of standard specifications or contracting of small works with low value. Requests for quotation should include description of good (if necessary, with indication of equivalency with part number, trade mark or quality standards) or scope of work, as well as the desired delivery or completion period.

Quotations may be submitted by fax or mail and are not subjected to a formal invitation, acceptance and opening and evaluation process. The evaluation of quotations should take into consideration price, quality, delivery terms and standardization aspects of goods and works.

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- All the PRs and POs should be created through SAP system.
- All ICT equipment purchases should be made with the prior approval of the ICT department at HQ. A list of ICT equipment should be maintained by the ICT department at HQ. This list is available to all prospective users of ICT equipment at IWMI.
- All procurements should be made according to the quotation requirement specified in approvals.
- Keep small quantity stationery, consumables (cleaning items), and tea/coffee items in stock and maintain a register.

Procurement Thresholds

The procedure for procuring any type of services or goods is as follows:

- A request should be submitted to the Office Manager giving full details of what is required, specifications, and project code to be charged.
- Authorization limits: Up to (in US\$ or equivalent in local currency):

Up to USD 100	No quotation or approval required (auto approved). Purchases can be made by the relevant unit themselves.
USD 101 - USD 500	No quotation is required. Purchases can be made by the relevant unit themselves.
USD 501 - USD 3,000	One quotation is required from a registered vendor unless the Procurement Unit or requester see the need for obtaining more quotations.
USD 3,001 - USD 10,000	At least two or more independent quotations are required from registered vendor list.
USD 10,001 - USD 25,000	Should be supported by three or more quotations from the registered vendor list, with the supporting documents reviewed by the IWMI HQ Procurement Department.
USD 25,000 - USD 150,000	At least three sealed bids must be obtained from IWMI registered suppliers for purchases up to USD 150,000. For all purchases exceeding USD 25,001, Procurement Committee (PC) approval is required. The Request for Quotation (RFQ) method should be applied for this procurement category.

Above> USD 150,000

Open competition through sealed bids must be used for all purchases exceeding USD 150,000. Approval from the Procurement Committee is required, and final approval must be obtained from the Director General for all purchases of goods and services in this category. Tender notices should be published on IWMI's website at <https://www.iwmi.cgiar.org/about/tenders/>. Additionally, advertisements may be placed in national and international newspapers, as well as procurement-related websites. IWMI HQ Procurement unit should be consulted for all requirements under this category.

- Procurement Committee (PC) approval is required for all individual consultancy contracts exceeding USD 40,000 and for consultancy contracts with organizations exceeding USD 25,000.
- For any procedure not covered herein, the HQ Procurement Policy Manual shall apply with regards to Capital Assets, only Headquarters approved assets will be purchased.

However, assets can also be purchased from project codes if donor has approved them.

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The Office Manager will indicate the project code on the invoice, which must be signed by the Project leader and approved by the Head office as well as the Office Manager. The invoice will be sent to Accounts.

Staff members are requested to give reasonable time for orders to be processed. Staff members must submit all goods needing repairs or servicing to the Office Manager in order to obtain quotations before any repairs are done.

All quotations obtained must be submitted to the Office Manager to be forwarded to the Finance Manager/Finance Officer for further processing.

Petty Cash Vouchers (PCV):

Expenses which come under this category are supplies (stationery for workshops, meetings etc) sundry expenses, local conveyance (taxi, auto etc) etc. The expenses are approved by respective project leaders and are submitted to finance for payment. For the expenses which come under Admin should be approved by respective Administration Manager Office Manager/ Administration Officer or Head of Office.



International Water Management Institute

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