



Amdalah Africa Foundation - AMDAF

CLG

Charity

Company Number 652991

Charity Number 20205848

CHY 22661

PROCUREMENT POLICY

As approved and adopted by the Board

Policy Name	Procurement Policy
Policy Number	06-04072020A
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Administrator Responsible	CEO/Manager
Administrator Contact Information	Info.amdaf@gmail.com
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DOCUMENT CONTROL

Version & Date	2.0/ January 2024	Author	AMDAAF
Directorate:	Finance and Administration	Approved by Management	Board

1. Purpose

The purpose of this Procurement Procedure is to ensure that all purchases made by AMDAAF are conducted in a transparent, efficient, and cost-effective manner, while adhering to relevant laws, regulations, and donor requirements.

2. Scope

This policy applies to all procurement activities undertaken by AMDAAF, including the acquisition of goods, services, and works funded by AMDAAF grants and other sources.

3. Definition of Terms

- **Vendor:** A business from which AMDAAF purchases goods or services.
- **Purchase Order (PO):** An official authorisation for the procurement of goods or services issued by AMDAAF a vendor.
- **Competitive Bidding:** A process where multiple vendors are invited to submit bids for the supply of goods or services to ensure the best value for money.
- **Quotation:** A document provided by a vendor detailing the price and terms of sale for goods or services.
- **Invoice:** A bill issued by a vendor requesting payment for goods or services provided to AMDAAF.
- **Contract:** A legally binding agreement between AMDAAF and a vendor for the provision of goods or services.
- **Procurement Request:** A formal request submitted by a department head detailing the need for specific goods or services.
- **Approval Authority:** The designated individual(s) within AMDAAF who have the authority to approve procurement requests and vendor selections.

4. Responsibilities

- **Procurement Manager:** Manages the overall process of procurement, including vendor relationships and purchase order approvals.
- **Department Heads:** Identify needs and submit procurement requests, including detailed specifications for the required goods or services.
- **Finance Department:** Ensures funds are available and processes payments and manages payment records.

5. Procedure Steps

1. Identification of Needs

- Department heads submit a procurement request to the Procurement Manager detailing the specifications and justifications for the needed goods or services.

2. Vendor Selection

- Evaluate potential vendors based on criteria such as price, quality, reliability, and support.
- Use a competitive bidding process or tender whenever possible.
- Obtain and review quotations from multiple vendors to ensure best value for money.

3. Approval Process

- The Procurement Manager reviews and approves the procurement request, vendor selection, and quotation.
- Obtain any necessary approvals from the designated approval authority or senior management.

4. Issuance of Purchase Order

- A PO is generated and sent to the selected vendor, detailing the goods or services ordered, pricing, and delivery timeline.

5. Delivery and Inspection

- Upon receipt of goods or services, the relevant department confirms that the delivered items meet the specifications and quality standards.

6. Payment Processing

- The Finance Department processes payment to the vendor as per the terms agreed upon in the PO.
- Maintain detailed payment records for audit and compliance purposes.

6. Documentation

All procurement activities must be documented, including but not limited to:

- Procurement requests
- Vendor selections and evaluations
- Approvals

- Purchase orders
- Delivery receipts
- Payment records
- Invoices

7. Amendment and Review

This procedure will be reviewed annually by the Board, or as needed to reflect changes in regulatory requirements or business operations of Amdalah Africa Foundation – AMDAF.