

Itar for Social development

Procurement Policies and Procedures

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1. INTRODUCTION

Itar Foundation for Social Development is a Yemeni NGO established in 2011 in accordance with the law of organizations and institutions subsidiary of the Ministry of Social Affairs and Labor (No. 571) dated 23-10- 2011 and its scope geographical of work is the Republic of Yemen.

1.1 MISSION

To strengthen the civil society sector by promoting mutual accountability, effective partnership, participatory capacity development and moderate impact in crisis.

1.2 VISION

The interests and rights of Yemeni people – regardless of gender, age, disability, social or economic background – are at the center of social, economic and political development.

1.3 VALUES

1.3.1 Equity

Equity is a position, organizational commitment and an arrangement. Itar has to address equity within its own organization, CSOs and government, private sector and society.

1.3.2 Transparency

Simply, to write about achievements and setbacks and share with partners, funders and communities. Invite them for critics. It is hard to be transparent about your shortcomings, but it's essential to building trust.

1.3.3 Sector's Independency

Bring together the civil society spectrum: associations, foundations, union, researchers and other civic individuals or groups along with private sector's corporations, medium and small enterprise to advance the common good and powerful and independent methods

1.3.4 Human Capital

Based on social development's principles of invest in people, empowerment and inclusion, Itar believes in human capital management not human resources management as

achieving organization's success is nothing but humans' time, skills and outputs

1.3.5 Transformative Feminist Leadership

At organizational levels, systems and structures must be intersectional, intergenerational and supports facilitating and encouraging leadership of women and young people, strong relationships, positive use of power, collaboration and inclusion.

1.4 STRATEGIC OBJECTIVES:

Itar is working to achieve the following objectives:

- 1.4.1 To strengthen CSOs external accountability, impact and influence, while internally strengthening staff capacities and institutional development.
- 1.4.2 To advocate for meaningful partnerships between CSOs, local communities, governmental entities and the private sector, as well as regional and international stakeholders and donors.
- 1.4.3 To facilitate partnerships and networks across civil society that encourage broad participation of CSOs, elevating their unique voices and skills.
- 1.4.4 . To streamline the business and digital reformative process of CSOs and ways of working

2. DEFINITIONS

2.1 ITAR PROCUREMENT MANUAL:

The basic functions, responsibilities and procedural guidelines of the purchasing is covered in this Manual. The duties and responsibilities conform to corporate policies, and the procedures for implementation permit considerable flexibility to meet the changing conditions and demand of CBA.

2.2 ACCOUNTING SYSTEM:

Accounting System is the automated system that is used by Itar financial department. The automated system is Integrated Accounting System- seventh version created by Yemen Soft Company.

2.3 FINANCIAL DOCUMENTS:

Any document that has a financial transaction and belongs to Itar transactions that facilitate its operations.

2.4 RECEIPT VOUCHER:

The receipt that can be issued by the automated system or issued internally by the Financial Department. It is used for any cash received for Itar products or services.

2.5 PAYMENTS VOUCHER:

The payment can be issued by the automated system or issued internally by the Financial Department. It is used for any cash disbursed for Itar clients' products or services.

2.6 FINANCIAL TRANSACTION:

Any transaction of financial aspects.

2.7 TRAIL BALANCE:

Is the balance of all debts and credits accounts.

2.8 BUDGET:

Is the estimated amount for the operations expenses and revenues and for capitalized needs for the next period based on the historical financial data and financial analysis for future changes.

2.9 FINANCIAL MANAGEMENT:

The Accounts Management or department is the department responsible of set up the budgets, plans and financial analysis.

2.10 ACCOUNTS MANAGEMENT:

The Financial Management or department is the department responsible of applying the financial manual and accounting concepts and principles.

2.11 STORES:

Itar stores that keep Itar assets and stationeries needed for Itar operations.

2.12 EXPENDITURES:

All budget items need to be disbursed.

2.13 OPERATING EXPENSES:

All expenses related to Itar main activities.

2.14 ADMINISTRATIVE EXPENSES:

All expenses facilitate Itar main activities.

2.15 PROCUREMENT:

All procurement needs to facilitate all Itar activities.

2.16 CASH:

All money keeps on hand or banks and belongs to Itar or loaned to facilitate Itar activities.

2.17 ASSETS:

The current and noncurrent assets belong to Itar.

2.18 LIABILITIES:

The current and noncurrent liabilities belong to Itar's creditors

2.19 FINANCIAL REPORTS:

All financial statements prepared at the end of the previous year. Such as income statement, trail balance, balance sheet and cash flow.

2.20 PROCUREMENT OFFICER:

The Procurement Officer is the responsible employee of purchases who reports to the Financial Manager.

3. PROCUREMENT DEPARTMENT DUTIES AND RESPONSIBILITIES:

The Procurement Officer is reported to the Financial Manager and responsible of the following:

- 3.1 Ensure competent quality execution of all regular purchasing duties and related administrative works.
- 3.2 Maintain complete updated purchasing records/data and pricing in the system.
- 3.3 Prepare reports and summarize data including sales report and book value.
- 3.4 Schedule store visits and conduct competitor survey.
- 3.5 Execute and monitor all regular purchasing duties.
- 3.6 Coordinate with user departments and suppliers in the purchasing scope of work for projects assigned.
- 3.7 Assist in managing and following up overseas orders.
- 3.8 Handle and monitor claims to factories and vendors for defectives, shortage, missing parts.
- 3.9 Support relevant departments with quotations for the purpose of tenders.
- 3.10 Coordinate with suppliers to ensure on-time delivery.
- 3.11 Responsible for the preparation and process purchase orders and documents in accordance with company policies and procedures.
- 3.12 Monitor and co-ordinate deliveries of items between requisitioning departments and suppliers to ensure that all items are delivered to site/store on time.
- 3.13 Source, select and negotiate for the best purchase package in terms of quality, price, terms, deliveries and services with suppliers.
- 3.14 Purchase and issue order in accordance to specification.
- 3.15 Plan and manage inventory levels of materials and products.

4. PROCUREMENT CYCLE

- 4.1 All the required needs should be submitted at the beginning of the year. Other or urgent needs will be followed-up during the year.
- 4.2 All requirements should be asked by the department officers that match their department needs.
- 4.3 All needs for consumption and fixed assets should be approved by the Itar Director unless there is delegation from Itar Director to Unit/Department/Project Managers in accordance to determined ceilings.

- 4.4 All purchases should be run through Purchasing Cycle as follows:
- 4.4.1 Purchase Requisition should be prepared and signed by the requisitioning departments in which all specifications, qualities and quantities are defined in a manner which does not bear different meaning. Annex 13.1 *Purchase Requisition Form* can be used.
 - 4.4.2 Purchase Requisitions should be reviewed by the Financial Manager or the Accountant to make sure the requested item is within the budget and/or the capability of Itar and is not available at Itar stores.
 - 4.4.3 Based on the Purchase Requisition, the Procurement Officer should collect quotations according to the items and qualities specified in the Purchase Requisition. Annex 13.4 Request for Quotations can be used.
 - 4.4.4 Quotations should be submitted within two days. Bid analysis should be completed within two days
 - 4.4.5 All purchase quotations should be analyzed into a Bid Analysis Form and signed by the Procurement Officer and approved by the Financial Manager and by the Director or delegated manager. See annex 13.2 Bid Analysis Form.
 - 4.4.6 Purchase Order is prepared by the Procurement Officer and approved by the Financial Manager and Itar's Director or delegated manager. Refer to annex 13.3 Purchase Order.
 - 4.4.7 Checks to the vendors should be issued.
 - 4.4.8 Purchases should be received within two days after the Purchase Order has been approved.
 - 4.4.9 Assets and materials should not be received without Receiving Notes which is a copy of the original invoice.
 - 4.4.10 Purchases and custodies should be assured and recorded.
- 4.5 If there is one source for the goods and asset, there should be one quotation.
- 4.6 Purchases handover should contain the Advance Payment Handover (check annex 13.5 Advance Payment Handover), original invoice, payment voucher

(if the invoice cost is more than the cash given to the Procurement Officer), and receipt voucher (if the invoice cost is less than the cash given to the Procurement Officer).

- 4.7 There should be three receiving note copies, the original should be kept with financial department, the second copy should be kept with Stores Keeper and the third copy should be kept with the Procurement Officer.
- 4.8 The financial department should keep all fixed asset in asset record which clarifies the entire assets purchasing date, asset code, and asset no, quantity, reference entry, asset name, asset description, asset location, asset custodian, depreciation expenses, accumulated depreciation and book value.

5. PURCHASE REQUISITIONS

5.1 PURPOSE

This procedure describes the use of Purchase Requisition as a communication document between the procurement department and requisitioning department during the procurement processes and details the procedure for preparing and submitting the form.

5.2 DEFINITION

Purchase Requisitions will be issued by the Requisitioning Department to authorize purchase of materials, equipment or services. A purchase Requisition will consist of a Purchase Requisition Form and any specifications, data sheets, etc. which can be applicable>

Other forms such as an email may be accepted as a Purchase Requisition Form as long as it follows all procedures in 5.3.

5.3 PROCEDURES FOR COMPLETING THE PURCHASE REQUISITION FORM

- **REQUISITION NUMBER:**

Requisition number will be filled out by the Requisitioning Department. The number can be obtained from the Procurement Department.

- **REQUEST DATE:**

Date the requisition is originated.
- **PURCHASE REASONS :**

The Requisitioning Department should clarify the reasons behind the request.
- **TIME OF MATERIALS AND SERVICES TO BE RECEIVED:**

The Requisitioning Department should specify the time when the Materials or Services should be acquired.
- **QUANTITY:**

The Requisitioning Department should specify quantity required and unit of measure.
- **SPECIFICATIONS:**

Description of material should be detailed as much as possible. Insufficient information at this time will delay purchase or the requisition will be returned for additional information.
- **SIGNATURES:**

Signature of employees that request materials or services. The procurement Officer will sign after reviewing the requisition for completeness.
- **APPROVAL:**

The Financial Manager or an accountant will review the requisition according to the budgets limits and to the stock quantities available in Itar stores. The Financial Manager will give the initial approval to the Procurement Officer to complete the purchasing process.

6. QUOTATIONS REQUISITION

6.1 PURPOSE:

This procedure establishes the method used for selection and prequalification of bidders and assigns responsibility for vendor selection.

6.1 PROCEDURE

6.1.1 REQUISITION IN AMOUNT UP TO \$499

Direct purchase is conducted with single supplier.

6.1.2 REQUISITION IN AMOUNT OF \$500 TO \$4,999

At least three written quotations for each Purchase Requisition from approved vendors, selected by Procurement Officer will be obtained. The quotations will be recorded Summary Bid Analysis along-with written quotations Procurement Officer will select the vendor, who has quoted the lowest price on acceptable terms, for placing the order. While securing bids, Procurement Officer will provide the following information to the vendors:

- Quantity and description of item (s)
- Date and time of delivery
- Place and mode of delivery
- Payment terms
- Any other special considerations

6.1.3 REQUISITION IN AMOUNT OF \$5,000 - \$19,999

At least five written quotations for each Purchase Requisition from approved vendors, selected by Procurement Officer will be obtained. The quotations will be recorded Summary Bid Analysis sheet along- with written quotations Procurement Officer will select the vendor, who has quoted the lowest price on acceptable terms, for placing the order. While securing bids, Procurement Officer will provide the following information to the vendors:

- Quantity and description of item (s)
- Date and time of delivery
- Place and mode of delivery
- Payment terms
- Any other special considerations

6.1.4 REQUISITION IN AMOUNT OF \$20,000 - \$49,999

- The Purchase Committee in consultation with the Program side will approve the selection of vendors from whom the bids are to be invited.
- While securing sealed bids, the vendors will be asked to submit commercial bid and/or technical bid in separate envelopes if so desired. Purchase Committee will evaluate the technical bids. The Procurement Committee will approve the technical evaluation. If a vendor is technically disqualified, his commercial bid will not be opened or included in the commercial evaluation. The normal Procedure for collection and opening of bids as described in para 12 of Section 5 will apply.
- At least 6 sealed bids will be required to ascertain the competitive prices. Procurement Officer through Purchase Committee will recommend the successful bidder, on the basis of pre-determined criteria and other acceptable terms, for final approval by the Purchase Committee.
- Purchase Committee may decide not to restrict the sources of supply to approved vendors and place an advertisement in the newspaper for bids/quotations.
- If less than six bids are received, the Purchase Committee will decide whether to waive the condition of six bids, or to refloat the bid.
- In all the above cases if the lowest bidder subsequently conveys his inability to supply the goods/services of required specifications, the order may be placed with the next lowest bidder (provided his quote is still valid or he is agreeable to extend the validity), with the approval of the Purchase Committee to select the lowest bidder in each of the above categories. Purchase Committee may ask for reflatting the bid if considered appropriate. bid, or
- invite quotations from vendors not on approved list, or

6.1.5 REQUISITION IN AMOUNT ABOVE \$50,000

Purchase Committee will recommend the advertisement. For securing sealed bids, the procurement Dept will prepare the "tender pack" having the complete specification of the requirements in consultation with relevant requesting department. The sealed bids will be received by / through person or mail / courier and inserted. It would be opened in Purchase Committee meeting and recorded on Summary Bid Analysis Sheet by Admin Dept. Invitation for suppliers to attend opening of sealed bids. Procurement Officer will provide the working from the Summary Bid Analysis Sheet, who has quoted the lowest price and other acceptable terms and forward the same for approval to Purchase Committee. If less than six bids are received, the Purchase Committee will decide whether to:

- Place an order with the lowest or sole bidder or
- Invite quotations from vendors not on approved list, or
- Re-advertise in the newspaper, if necessary

6.1.5.1 The procurement officer will assist PC for completion of:

- All the Bids and necessary documents are signed by PC and procurement officer.
- Recommend the suppliers for sample based upon the price and other justification
- Minutes of meetings particular and subsequent with signatures of all PC members
- Negotiate on the behalf of PC
- Send the letter for awarding contracts
- Send the letter for regret

6.1.6 CRITERIA CONSIDERED IN THE SELECTION PROCESS:

6.1.6.1 The model and type of material or services requested.

6.1.6.2 The original equipment manufacturer.

6.1.6.3 The exclusive or authorized distributor.

- 6.1.6.4** Should more than one distributor be located in the area, the distributor's known service and pricing record will be a primary factor.
- 6.1.6.5** For stock items, vendors known for service and pricing will be considered

PURCHASE THRESHOLD	Up to \$ 499 (Up to YR 124,750)	\$500 - \$4,999 (YR 124,750 - YR 1,249,750)	\$5,000 - \$19,999 (YR 1,250,000 - YR 4,999,750)	\$20,000 - \$49,999 (YR 5,000,000 - YR 12,499,750)	More than \$50,000 (More than YR 12,500,000)
DOCUMENTS REQUIRED	<ul style="list-style-type: none"> • PR • Single Supplier • Vendor receipt • Invoice • Signed Delivery Evidence (received note). 	<ul style="list-style-type: none"> • PR <ul style="list-style-type: none"> • Three written quotations from pre-qualified suppliers • Bid Analyses (based lowest price) • PO • Invoice • Agreement • Signed Delivery Evidence (received note) 	<ul style="list-style-type: none"> • PR • Five written quotations from pre-qualified suppliers. • Bid Analyses (based price, and technical specification) according pre-determined criteria. • PO • Agreement • Signed Delivery Evidence (received note) 	<ul style="list-style-type: none"> • PR • Choosing competitive vendors • Preparing request for quotation. • Six securing sealed bids. • Attendance suppliers are required. • Bid Analyses (based commercial, and technical specification) according pre-determined criteria. • PO • Agreement • Signed Delivery Evidence (received note) 	<ul style="list-style-type: none"> • PR • Advertisement for open tender. • Received commercial and technical tenders in securing sealed bids. • Preparing comparison sheet. • Attendance suppliers are required. • Bid Analyses (based commercial, and technical specification) according pre-determined criteria. • PO • Agreement • Signed Delivery Evidence (received note)
DOCUMENTS EXCEPTION	Additional quotations required if the price not reasonable	If there is a reasonable justification for another vendor (better value, quality, etc.), the bid justification must be filled and signed		If less than six bids are received, the purchase committee will decide whether to waive the condition of five bids, or to refloat the bid by: <ul style="list-style-type: none"> - Place an order with the lowest or sole bidder or - refloat the bid, or - invite quotations from vendors not on approved list, or - advertise in the newspaper, if necessary 	If less than five bids are received, the purchase committee will decide whether to: <ul style="list-style-type: none"> - Place an order with the lowest or sole bidder or - Invite for quotations from vendors not on approved list, or - Re-advertise in the newspaper. If necessary.
REVIEW AND APPROVAL	Executive Director	Purchase Committee	Purchase Committee	Purchase Committee	Purchase Committee
DOCUMENTS RETENTION UPON PURCHASE APPROVAL					
FINANCE (mandatory)		Originals for all documents are required.			

PROCUREMENT REQUIREMENTS, APPROVALS AND DOCUMENTS RETENTION

6.1.8 SINGLE SOURCE

Single source, also referred to as sole source, is defined as a vendor selected without competitive bidding. Single Source Justification form is used in this case, please refer to annex 13.6. Example of situation which might require single sourcing may include, but are not limited to, the following:

- The specified vendor/product/service is the only that will meet the technical requirements.
- The specified vendor/product/service is the only source that could be used without incurring a prohibitive cost in order to meet existing schedules.
- The specified vendor/product/service is utilized to ensure compatibility with existing equipment, minimizing inventory of spare parts and simplifying operations.
- The vendor is an exclusive distributor of a product or service.
- The specified vendor/product/service is utilized in emergency situations where time is of the essence.

7. JUSTIFICATION FOR SINGLE SOURCING

The justification will be the responsibility of the Requisitioning Department and will be attached to the Purchase Requisition. The Single Source Justification Form must be signed by the respective Department Manager. In case the requisition turned out to be a “Single Source”, but it was not referred to as “Single Source” by the Requisitioning Department, the Procurement Officer may get an approval from the Financial Manager.

8. REQUEST FOR QUOTATIONS

The request of quotation could be of any form, oral by phone, written by email or submitted to the vendors. Request of Quotations are the responsibility of the Procurement Officer.

8.1 REQUESTS FOR QUOTATIONS FORM

This will be used on all requests for quotations (RFQ) regardless of its form. It denotes the date the RFQ was transmitted for quotation, bid closing date, instructions, required quantities, specifications and the vendor's name and address.

8.2 BID ANALYSIS

8.2.1 PURPOSE

This form details the different specifications of similar products or services, terms of payment, issuance and processing of purchasing order in the amount of \$500 and above. Please refer to Appendix 3 for Summary Bid Analysis form.

8.3 QUOTATIONS

Quotations should contain the same description as in the Request for Quotation Form in term of required quantities, specifications, and brand if necessary.

8.3.1 SCOPE

This procedure will apply to all purchasing operations above \$500 and all purchases that have multiple sources.

8.3.2 QUALIFY CHECKS

The Quality of the goods must be checked based on the following guidelines:

- Are the goods to the quality specified in the RFP
- If the order was accompanied by a sample do the goods match the quality & quantity of Sample.
- Is the goods size that was ordered?
- Does the packaging correspond to specifications?

9. DELIVERY LEAD TIMES

The approximate delivery lead times for goods and services are outlined in the table below and should be used for planning purposes when generating Procurement Requests. These lead times are based on the time it takes from receipt of a Procurement Request for supplies to receiving them at the location determined by Itar.

Goods and Services		
Process	USD	Lead Time
Single Quotation	Up to \$ 499 (Up to YR 124,750)	up to 1 day
Simple Quotations (min. 3)	\$500 - \$4,999 (YR 124,750 - YR 1,249,750)	up to 1week
Formal Quotations (min. 5)	\$5,000 - \$19,999 (YR 1,250,000 - YR 4,999,750)	up to 2 weeks
Practice Tender	\$20,000 - \$49,999 (YR 5,000,000 - YR 12,499,750)	up to 4 weeks
Open Tender	More than \$50,000 (More than YR 12,500,000)	up to 8 weeks

10. CONSTRUCTION

Before a Procurement Request can be raised for a construction contract, Technical experts must review all building designs, Bills of Quantity and tender documents to ensure that they are fit for purpose and if national and, if applicable, international regulations are being met. This applies to permanent, semi-permanent and temporary structure(s), or major (>\$ 5,000) rehabilitations of existing structures. The technical expert must also form part of the Procurement Committee related to any procurement of construction services.

11. PURCHASE ORDER

A purchase order is a contractual document, which provides a means for placing an order for material or service with a vendor.

12. ELEMENTS OF A PURCHASE ORDER:

A Purchase Order (PO) placed by the Procurement Officer is an offer to buy and, when accepted by the seller, will constitute a binding contract. The following elements comprise Purchase Order documents:

1.1 Purchase Order Number

Purchase Order number will be provided by the Finance Department.

1.2 Purchase Requisition

1.3 Purchase Order Date

1.4 Vender Name and Address

The complete name and address of the vendor including all contact information mentioned in the vendor's quotation.

1.5 Shipping Terms:

This element will determine who is responsible of the cost of transportation to buyer site. These terms will be negotiated between the buyer and seller.

1.6 Item Description

1.7 Quantities

1.8 Unit Cost

1.9 Total Cost

All above is filled according to the vendor's quotation.

1.10 Payment Method

The payment methods should be specified; in cash or by check.

13. VENDOR DATA LIST

13.1 PURPOSE

This procedure clarifies the vendor credit and the vendors who we should consider first when collecting the quotations.

13.2 VENDOR LIST INFORMATION

Vendor data may include, but are not limited to Name, address, industry, and others. This list will be updated by the vendor as requirements are changed. Refer to annex 13.7 *Vendor Data List*.

14. VENDOR PAYMENT

14.1 PURPOSE

This procedure describes the activities required to process vendor invoices, insuring compliance with the Purchase Order while conforming to Itar Financial Policies.

14.2 PROOF OF DELIVERY

14.2.1 (A) RECEIVING NOTE

- Receiving Note is the note of receiving materials or asset. The person who is responsible for receiving the material or asset is the Requisitioning Person. If the materials or assets should be stored, the Store Keeper will receive the material or asset from the Requisitioning Person.
- Payment will not be issued until the Requisitioning Person confirms receipt by signing the original invoice.

14.2.1(B) PAYMENT APPROVAL

- Vendor invoices payment must be approved by Financial Manager and Itar Director or delegated manager

15. FRAUD AWARENESS & ANTI-BRIBERY

Itar's staff and volunteers must immediately report any suspicious of fraud or dishonesty to the Executive Director. If the staff member or volunteer does not feel able to report the issue to the Executive Director, they must immediately report their suspicion via their line manager to the Board of Trustees.

16. RENTING VEHICLES

- Requests for vehicle rental should be made using the standard Procurement Request form including the following basic information:
 - Primary use of the vehicle
 - Type of vehicle needed - Pick up, Hardtop, Town Vehicle etc.
 - Where vehicle would be stationed
 - Duration of time vehicle is needed
 - Budget codes and budget available
- All vehicle rental contracts must be done in accordance with the relevant Itar procurement process, in line with the estimated cumulative value of proposed contract.
- All drivers accompanying rental vehicles must have a relevant valid drivers' license and must be taken through the Itar Code of Conduct and relevant policy.

16.1 CONTRACT OF RENTAL VEHICLES

Ensure that documentation, registration (logbooks), proof of ownership and insurance are all in place. A contract must be signed with the owner or authorized representative only

16.2 INSPECTION OF RENTAL VEHICLES

The vehicle must be inspected by a mechanic or competent person on behalf of Itar to ensure it is in a roadworthy condition and any existing faults are noted.

The inspection should include: When stationary:

- The equivalent of a daily check - fluids, lights, horn, tires, jack, tools, warning triangle etc.

- Body work, existing damage etc.
- Seat belts, locks, window winders.
- How the engine starts and runs.
- Play in steering wheel.
- Type, depth of tread and pressure of tires When moving - rolling checks
- Brake test -does the vehicle stop promptly and in a straight line.
- Steering play.
 - Hand brake/ hill start.
 - Gearbox - are all gears working, do gears change easily and without crunching.
 - Engine power -does the vehicle have sufficient power.
 - Exhaust gases - white smoke is water, blue is oil, black is un-burnt fuel (overloaded engine or blocked injectors or air filter).
 - General ride quality, condition of suspension, any odd noises etc.
 - If 4X4 is a working properly.

16.3 MAINTENANCE RENTAL VEHICLES

- ITAR should NOT take any responsibility for servicing and maintaining hired vehicles. All spare parts and consumables must be provided by the Owner or Rental Company. This is particular important if you have a number of different hired cars, as spare parts and servicing management becomes very complicated. Regular service schedules must be agreed to and Itar should make the car available for this. The logistics officer must also verify that the servicing was carried out. In the event of a breakdown, the agreement must cover owner's responsibilities and timeframe to rectify the faults. If the vehicle will not be available for more than a day, agree for the daily costs to be deducted. ITAR should always maintain the right to hire another car. A replacement vehicle can be provided by the owner or Rental Company, but should only be accepted once it has been checked over and confirmed that it is in good working order and to an equivalent or better standard than the one that has broken down. The rental companies are responsible for the maintenance of all rented cars.

- They should provide the fleet management focal point with a list of the nearest workshops and garages to the field office to ensure driver safety. Quick service and avoid waste of time.
- The rental company should do check over on all the rented vehicles at least once per month.
- The cars should be sent to the workshop on Weekends if possible. Otherwise, the cars should be served during working hours. If serving the vehicle will take more than one day, then the rental company should provide a replacement car until it's served.

17. CONFLICT OF INTEREST

Staff conduct should not foster any suspicion of conflict between professional duty and personal interest

Higher management and logistics staff members who have authorization responsibilities in the procurement process, and staff members who have contact with donors and vendors, or are in any way engaged in the procurement process, are required to sign an ITAR Conflict of Interest Disclosure Statement (Annex) thereby acknowledging his or her understanding of, and adherence to, the policy. The signed Disclosure must be retained in the staff member's HR file.

Any conflict, potential conflict of interest, or perceived conflict of interest, must be disclosed to the affected staff member's manager; failure to do so will result in disciplinary action, up to and including termination of employment.

Staff members must further disclose, well in advance of any procurement, any financial interest that they, or their immediate family, have in any firm that does business with, or is in competition with, Itar. Itar may require divestiture of these relationships if it considers the financial interest to be in conflict with the integrity of procurement procedures of Itar. Staff members with a conflict of interest should not be involved in the particular procurement activity.

In the highly exceptional situation that a vendor participates in developing or drafting specifications, these must be kept as generic as possible so as to avoid any unfair advantage to the vendor who assisted in their preparation.

Soliciting money, gifts, hospitality, or anything of value from vendors, or other persons or companies related to the procurement process is strictly forbidden and subject to disciplinary action including employee termination and vendor purchase order/contract termination.

The rules on accepting gifts and hospitality, which includes the offer of free entertainment, travel or lodging, or anything of monetary value from vendors ,contractors or other persons or companies related to the procurement process are as follows, and apply to ITAR staff, and immediate family members:

- Gifts with a nominal value may be accepted and must be disclosed to your manager and shared with colleagues at your office (pens, stationary, etc.).
- Gifts with a value exceeding \$50 must be returned to the supplier with a note that you are unable to accept it under Itar policy.
- Invitations from potential contractors to work related receptions, lunches or dinners not of excessive value can be accepted if the intention is to discuss work related matters and the invitation is documented as a work meeting, in writing.
- Invitations from potential contractors of a social kind and anything involving substantial hospitality (such as accommodation) from any contractor must always be declined. In certain circumstances, accepting such gifts and hospitality may amount to corruption.
- Offering or accepting gifts, including gifts with a low or nominal value, favors or hospitality, with the intention of persuading anyone to act improperly or to influence a public official in the performance of his or her duties is prohibited.
- with the intention of persuading anyone to act improperly or to influence a public official in the performance of his or her duties is prohibited.

18. FRAUD AND BRIBERY

It is Itar's policy to conduct business in an honest and ethical manner. ITAR does nottolerate fraud or bribery and expects employees to act professionally, fairly and with integrity in all Itar business, including with respect to procurement.

Examples of fraud and bribery include, but are not limited to:

- Misappropriation or misuse of Itar resources, such as funds, supplies or other assets.
- Mishandling of contract obligations and relations with third parties,
- Resulting in loss of assets or personal gain.
- Improper handling or reporting of cash transactions.
- Purposefully inaccurate financial reporting.
- Authorizing or receiving compensation for goods not received or services not performed.
- Authorizing or receiving a payment in exchange for the award of a contract.
- Payment to an immigration or customs official when documents are not in order.
- Purposefully and inaccurately reporting and recording a bribe as an expense.

Any violations or concerns that are financial in nature should be reported in accordance with the Itar Fraud Policy.

All Itar's staff is obligated to comply with the Financial and Procurement Procedures and with administrative instructions issued in connection with those Regulations and Rules. Any staff member who contravenes the Financial and Procurement Procedures and corresponding administrative instructions may be held personally accountable and financially liable for his or her actions.

19. ANNEXES

19.1 PURCHASE REQUISITION FORM

طلب شراء (PR) PURCHASE REQUISITION

Date of Requisition / تاريخ الطلب	... /.../20...
Ref Requisition / رقم طلب الشراء	ITAR-FY..-PR-.
Date Received in Procurement: تاريخ التسليم	.../.../20...

1	اسم المانح Donor			
2	اسم المشروع Project			
3	اسم النشاط Activity:			
4	رقم الاتفاقية Agreement No:			
5	الكود Code :			
DETAILS OF ITEMS REQUIRED				
م	الوصف Description Item	الكمية Qnty	الوحدة Unit	الموقع Location
1				
2				
3				
4				
5				
6				
7				

Requested By: Name	Title المنصب	Date التاريخ
Reviewed By: Name	Title المنصب	Date التاريخ
Verified By: Name	Title المنصب	Date التاريخ
Approved By: Name	Title المنصب	Date التاريخ

19.2 BID ANALYSIS FORM

# رقم عرض السعر	
Date # RFQ تاريخ طلب عرض سعر	

ANALYSIS (SBA) SUMMARY BID **نظير عرض السعر**

Item	الوصف ITEM DESCRIPTION	موقع العمل WORK SITE	الوحدة UNIT	المطلوبة الكمية QUANTITY REQUIRED	VENDOR المورد 1#		VENDOR المورد 2#		VENDOR المورد 3#		
					سعر الوحدة UNIT COST	TOTAL COST	سعر الوحدة UNIT COST	مجموع التكاليف COST TOTAL	سعر الوحدة UNIT COST	مجموع التكاليف TOTAL COST	
	COST FOB TOTAL - التكلفة الاجمالية -										
	HANDLING & PACKING- التعبئة والمناولة										
	INSURANCE COSTS - تكاليف التأمين										
	FREIGHT COSTS- تكاليف الشحن										
	DISCOUNTS, IF ANY- الخصومات ان وجدت										
	COSTS CIF TOTAL- التكلفة الاجمالية + تكاليف اخرى										
	DELIVERY PERIOD فتره التسليم										
) APPLICABLE WARRANTY INFO (IF الضمانات)										
Vendor مبررات اختيار المورد رقم										Please see that attached MOM of the bid analyses	
RECOMMENDATIONS/FINDINGS:											
NOT RECOMMENDED VENDOR مبررات اختيار المورد رقم											
NOT RECOMMENDED VENDOR مبررات اختيار المورد رقم											



Sign . Of Proc. Officer / Bid Prep. B إعداد	
Name الاسم	
SIGNATURE التوقيع	
DATE التاريخ	
Awarded to المورد المختار	
# PO رقم امر العرض	
Date of PO تاريخ طلب العرض	

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APPROVED BY PROCUREMENT COMMITTEE لجنة التصديق		
التاريخ DATE	التوقيع SIGNATURE	الاسم Name
		Mr.
		Mr.
		Mr.

19.3 PURCHASE ORDER

Purchasing Cycle

Purchasing Order

PR NO.

PO NO.

DATE:

VENDOR NAME:

VENDOR ADDRESS:

SHIPPING TERMS:

PAYMENT METHODS

CASH

CHECK

NO.	ITEM DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
TOTAL				
REVIEWED BY:			SIGNATURE	
FINANCIAL MANAGER				
APPROVED BY:			SIGNATURE	
DIRECTOR				

19.5 ADVANCE PAYMENT HANDOVER

revealed the evacuation of custody

Date:

Advance Payment Handover

CUSTODIAN				JOB TITLE		
PURPOSE OF CUSTODY				PAYMENT VOUCHER NO.		
THE AMOUNT OF CUSTODY				JOURNAL VOUCHER NO.		
NO.	AUTHORIZED COST	SPENT COST	REMAINING	DESCRIPTION	ATTACHMENTS	NOTES
TOTAL						

CUSTODIAN

ACCOUNTANT

FINANCIAL MANAGER

EXECUTIVE DIRECTOR

Prepared by:

Procurement Officer

Name :

Signature:

ITAR – Procurement Policies & Procedures

19.7 SINGLE SOURCE JUSTIFICATION FORM

Ref.

Date:

Single Source Justification

Requisition No.:

Requisition Date:

Justification of Single Source is as follows:

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Department Manager

Name/Signature:

19.8 CONFLICT OF INTEREST DISCLOSURE STATEMENT

Ref.

Date:

Conflict of Interest Disclosure Statement

I am an employee of Responsiveness for Relief and Development (Itar).

This is to certify that I, except as described below, am not now nor at any time during the past year have been:

1. A participant, directly or indirectly, in any arrangement, agreement, investment, or similar activity with any vendor, supplier, or similar party doing business with Responsiveness for Relief and Development (Itar) which has resulted or could result in personal benefit to me.
2. A recipient, directly or indirectly, of any salary payments or loans or gifts of any kind (including meals and entertainment) or any free service or discounts or other fees (in any single case having a greater than nominal value) from or on behalf of any person or organization engaged in any transaction with Responsiveness for Relief and Development (Itar).
3. Any exceptions to 1 or 2 above are stated below or attached with a full description of the transactions and of the interest, whether direct or indirect, which I have (or have had during the past year) in the persons or organizations having transactions with Responsiveness for Relief and Development (Itar).

Employee Name: _____

Signature: _____

Date: _____