STANDARD OPERATING PROCECURES
PROCUREMENT

OBJECTIVE

This procedure aims to establish an efficient and accountable procurement and provisioning administrative system, promoting cost-effective acquisitions and timely delivery of goods and services ensuring a transparent and equitable process.

1. REQUEST INITIATION

The procurement process begins when the Executive Council or a Federation member puts in a formal request for goods or services. The request should include essential details such as item descriptions, quantities, specifications, and the justification for the procurement or project.

2. REVIEW AND APPROVAL

The submitted request undergoes a thorough review by the Executive Council or designated authorities. They assess the request's validity, budget availability, and compliance with the organisation's policies and regulations. Upon approval, the request moves to the next phase.

3. VENDOR SELECTION

The Executive Council team identifies potential vendors based on factors like quality, price, delivery time, and past performance. They are required to obtain three (3) written for quotation (RFQ) or request for proposal (RFP) to gather vendor bids and choose the most suitable supplier.

4. PURCHASE ORDER ISSUANCE

After vendor selection, a purchase order (PO) is generated, detailing the agreed-upon terms, delivery schedule, and payment conditions. The PO is sent to the selected vendor, formalising the purchase contract.

5. GOODS RECEIPT AND INSPECTION

Upon delivery, the Executive Council or member receiving the goods or service checks the goods for quality and quantity compliance with the PO. Any discrepancies or damages are documented and addressed with the vendor.

6. INVOICE VERIFICATION AND PAYMENT

The Treasurer verifies the vendor's invoice against the PO and goods receipt documents. If everything matches, payment is processed within the agreed-upon terms.

7. ASSET AND INVENTORY MANAGEMENT

The Treasurer maintains records of purchased assets and updates the inventory accordingly. This helps track the usage, maintenance, and replacement of procured items.

8. PERFORMANCE EVALUATION

Regularly assessing vendor performance and user satisfaction ensures continuous improvement in the procurement process. Feedback and data analysis help optimise future procurements.

9. CONTRACT MANAGEMENT

For long-term agreements, the procurement system keeps track of contract expirations and renewals, enabling proactive negotiations and avoiding supply disruptions.

10. COMPLIANCE AND AUDITING

The system ensures adherence to legal, ethical, and internal policy requirements. It also facilitates auditing procedures to maintain transparency and accountability in the procurement and provisioning process.