

## 1. APPROVAL

Version 2.0 Approved by the Board of Renewable World ("RW") on 21st August 2018. Version 2.1 approved the Board 30<sup>th</sup> November 2020 after Programme Committee review on 11<sup>th</sup> November.

## 2. PURPOSE

The purpose of this policy is to ensure that good procurement practice is followed at all times, is applied to all spending of funds under RW programmes regardless of the source of the income, that procurement procedures are standardised and mandatory across Renewable World country offices, teams and partners when delivering RW programmes to help us ensure that we are making best use of funds and purchasing responsibly and under fair and clear criteria.

#### 3. DEFINITIONS

**Contract** means the formal documentation committing RW to purchase and the counterparty to supply Goods, Services or Works and shall include purchase orders, letters of engagement and contract agreements as appropriate or as specified in this policy.

**Expressions of Interest (EOI)**, is a submission made by a prospective tenderer in open tendering in response to an advert (or contract notice) for the supply of goods or services.

Goods means equipment and materials including consumable items, tools, spare parts and office supplies.

Procurement means the process by which Renewable World (RW) purchases Goods, Services and Works.

Services means all work carried out by consultants, professional advisors and contractors that does not include the supply of Goods.

**Terms of Reference (TOR)** means the scope of work to be carried out and deliverables to be provided under a contract for the provision of Services.

Works means all work (including construction work) by contractors that includes the supply of Goods.

**Requests for Proposals (RFP)** means a document used to canvass potential solutions from suppliers when the specification is still unclear.

Request for Quotations (RFQ), means an invitation to suppliers to bid on specific products or services.

The words "offer", 'bid", "proposal", "tender", "quotation" and other words of a similar nature are used interchangeably to indicate an offer, binding or otherwise, made by a supplier to Renewable World to



provide Goods, Services or Works and no specific or distinct meaning is implied by the context in which they are used or otherwise.

The words "enquiry", "invitation to tender", "request for bids" and other words of a similar nature are used interchangeably to indicate a solicitation by Renewable World to prospective suppliers for offers to provide Goods, Services or Works and no specific or distinct meaning is implied by the context in which they are used or otherwise.

The words "supplier", "contractor", "vendor" and other words of a similar nature are used interchangeably to indicate a prospective supplier of Goods, Services or Works to Renewable World and no specific or distinct meaning is implied by the context in which they are used or otherwise.

All Procurement template documents referred to and specified in this policy can be found here: Dropbox (Renewable World)\RW Glb Programmes\Methodology & Templates

## 4. SCOPE AND COMPLIANCE

All RW branches and affiliated country offices unless otherwise agreed in writing by the RW CEO and the Chair of the Trustees.

It should be used by all of our employees, our volunteers and our consultants (collectively referred to in this document as our Personnel).

In the exceptional case that donor procurement rules are more stringent than this policy then such donor procurement rules shall take precedence, however, this policy shall continue to set the minimum standard to be applied in all cases.

Any breach or suspected breach of this policy or of the Conflict of Interest Policy (where this relates to Procurement) shall be brought to the immediate attention of RW CEO or another member of the global Senior Management Team (SMT).

In the event that any Renewable World Personnel feels unable to communicate concerns regarding the possible breach of this policy or of the Conflicts of Interest Policy to their line management they should follow the procedure set out in the Whistleblowing Policy.

#### 5. PRINCIPLES

- All procurement transactions shall be transparent and made according to clear and consistent criteria that are understandable to an independent observer.
- Open and free competition is to be encouraged.
- Value for Money should be obtained, defined as the best mix of quality and effectiveness for the least outlay over the period of use of the goods or services bought. Therefore, we consider



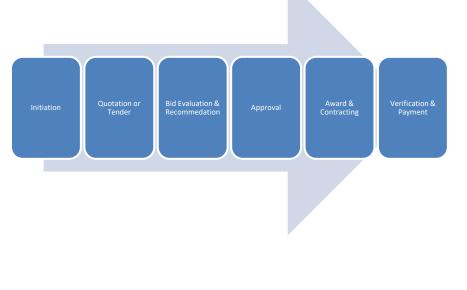
quality, operating costs, compliance with international norms and delivery time together with the initial purchase price. Our Procurement techniques will demonstrate:

- Significant cost reductions achieved through better procurement, e.g. through advance planning and economies of scale;
- Ongoing monitoring of procurement costs planned;
- Managed risks to project outputs/outcomes arising from procurement.
- No Renewable World personnel or person acting on behalf of Renewable World shall participate in any phase of a procurement process if there is a real or perceived conflict of interest in accordance with the RW Conflict of Interest Policy.
- The purchase of unnecessary items shall be avoided.
- The procurement Contract used shall be appropriate to the value and type of Procurement
- Where donor funds are involved, any donor restriction on the use of funds shall be followed (see Section 9).

## 6. PROCUREMENT PROCEDURE

Detailed procedures for the proper planning and efficient and economical Procurement of Goods, Services and Works are set out in Annex 1 Procurement Procedures.

The details of the procedure will vary dependent on the type and value of the Procurement; however, all of the procedures will follow the principles and six phases set out in the diagram below:





### **6.1 Procurement Initiation**

All Procurement shall be initiated by the concerned person who will prepare a requisition for the Goods, Services or Works required which will include all necessary details including specifications, quantities, scope of work, Terms of Reference, deliverables and delivery dates.

A Purchase Requisition Form shall be used for Goods, Services and Works of £1,000 and over (or local currency equivalent- see Annex 3). Local policy may require a form for amounts under £1,000.

#### 6.2 Enquiry, Quotation and Tender Procedures

The enquiry/tendering procedure to be followed is specified in Annex 1 Procurement Procedures. Different procurement procedures will apply depending on value of the Goods, Services or Works being Procured, the nature and/or source of the funding and any applicable procurement legislation.

RW Procurement procedures include the following routes to procurement:

#### 6.2.1 Direct Purchase

Offers (prices and terms) are obtained from (i) Standing List suppliers (ii) Framework Agreement suppliers such as vendors, contractors and service providers contracted for an agreed period on preagreed terms (iii) other additional providers as and when insufficient or unsuitable offers are available from the first two categories. Competitive offers are not required for Direct Purchase provided that fair market value can be verified.

## 6.2.2 Procurement through Quotation

Three offers shall be obtained from Standing List suppliers, Framework Agreement suppliers or other equivalent suppliers. In the absence of three formal offers a single formal offer may be evaluated against informal offers or other available market information.

## 6.2.3 Procurement through Competitive Quotation

RW will draw up a closed tender list and will invite suppliers to submit formal bids with the objective of obtaining a minimum of three formal offers.

## 6.2.4 Procurement through Public Bidding

RW will publish a call for proposals and follow an open tender procedure in accordance with the applicable procurement legislation. All documentation setting out the tender process, bid evaluation and contract award procedures (including the conditions of contract and all ancillary documents) will be required prior to commencement of the tender process.

## 6.2.5 International Procurement



This is where goods are procured directly from manufacturers and/or their authorized dealers who are based outside of the country in which the RW project is located and Services or Works provided by international consultants and/or contractors. The Country Manager and RW CEO shall determine the tender procedure to be followed in the event of International Procurement for Goods or Services, competitive offers may not be required provided that it can be shown that there are no reasonable alternative suppliers and that value for money can be demonstrated. In the case of International Procurement for Works the procedure for Procurement through Competitive Quotation shall be followed as a minimum.

#### 6.2.6 Grounds for Exclusion from the Enquiry/Tender Phase

Goods suppliers, Service providers and Works contractors falling into any of the following cases shall be excluded from participation in the enquiry/tender phase (and all subsequent Procurement phases):

- Are guilty of grave professional misconduct proven by any means that the contracting authority (typically Renewable World) can justify;
- have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established;
- are bankrupt or being wound up, are having their affairs administered by the courts, have entered an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters;
- have been the subject of a judgement by a competent court for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests.
- Less than a year's operating experience or less than one completed project.

### 6.3 Bid Evaluation and Recommendation

#### 6.3.1 Evaluation Factors

The following factors align with Value for Money guidance and shall be considered when evaluating procurement options for a supply of Goods, Services or Works. The factors apply at all value levels of procurement.

#### Economy factors:

Price Whilst taking account of other factors wherever possible Renewable World will seek to pay the lowest price.



Quality It is important that the quality of any goods or service are taken into account to ensure overall value for money.

#### Other Factors:

- Availability Wherever possible procurement of goods or services should be arranged sufficiently in advance that availability of a particular supply or service is not a significant consideration. There will be cases where the delivery date of goods and services is a justified factor in a procurement decision.
- **Running costs** Post-procurement running costs not included in the initial price shall be taken into account where relevant.
- LeaseWhere appropriate, an analysis shall be made of lease alternatives to outright purchase<br/>to determine which would bring about the most economical and practical procurement.
- After-sales The after-sales service offered by a particular supplier may be a relevant factor in the procurement decision.
- **Environment** The environmental impact of the procurement decision shall be considered. This includes the environmental credentials of the supplier as well as other environmental considerations such as means of delivery and origin of goods.

#### 6.3.2 Grounds for Exclusion During the Bid Evaluation Phase

Contracts shall not be awarded to prospective suppliers or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required as a condition of participation in the Procurement procedure or fail to supply this information;
- have engaged in corrupt, fraudulent, collusive or coercive practices.
- Breach a mandatory regulatory requirement such as current registration with a national trade body.

## 6.3.3 Qualifying criteria

The following should apply for all suppliers goods and services procurement above £1,000, deviation from the below minimum criteria will require Country Director or RW CEO approval:

- Formally registered as per the prevailing rules and regulations
- PAN/VAT registration
- Three years audited financial statements



- Tax clearance
- Relevant similar experiences
- Availability of resources /manufacturer/dealership of the particular product
- Additional criteria developed at national level based on the nature of the specific category.

#### 6.3.4 Bid Evaluation Procedure

#### (a) Goods, Services and Works under £1,000 (or local currency equivalent)

The member of staff seeking approval for the procurement must be able to provide the approver with adequate proof of suitability of the items procured and fair market value.

#### (b) Goods, Services and Works of £1,000 to £10,000 (or local currency equivalent)

A Procurement Evaluation Form including a Comparative Quotation Summary (CQS) shall be completed. A CQS is a written record of the quotes obtained from suppliers of Goods, Services and Works and shall show how each quotation has been evaluated with reference to the Bid Evaluations factors above.

Renewable World will normally select the Quality and Cost Based Selection method (QCBS) to ensure quality and cost factors are balanced. With special justification and taking into consideration the best value for money principle, the following three methods can be followed with Procurement Committee consensus.

- i. Quality and Cost Based Selection method (QCBS): Renewable World's standard methodology.
- ii. Quality Based Selection Method (QBS): When the quality of the goods/ services is the priority.
- *iii.* Budget Ceiling Selection Method (BCS): When facing budget restrictions. When adopting this method, the best value for money principle remains.

#### (c) Goods, Services and Works of more than £10,000 (or local currency equivalent)

For procurement of Goods, Services or Works above £10,000, a national Procurement Committee shall be formed which will be responsible for managing the Procurement process. A minimum of three senior staff shall be appointed as members of the Procurement Committee. The Committee may comprise of representatives from across the country or global team, including those with the skills and experience in the relevant professional/functional discipline for the purchase.

The Procurement Committee shall recommend the approval of the quotation/bid/proposal to the relevant signing authority and be responsible for ensuring that:

- i. The Procurement complies with this Policy, local rules and policies of the national government, and donor requirements.
- ii. A register of all offers including sealed and unsealed bids is maintained which shall include the details of the invitation to tender and the date and time that each offer is received.



iii. Unsuccessful suppliers are notified promptly after the contract award is made.

Responsibility for contract management after the execution of the Contract shall be clearly stated in the respective contract document itself and will not be the responsibility of the Procurement Committee. **6.4 Approval of Procurement** 

All Procurement shall be approved by the RW management approver specified in the Procurement procedure in Annex 1 and subject to the Signing Authority levels set out in Table 1 below. A table of equivalent national approval values is specified in Annex 3.

## 7. Table 1 Signing Authority

Signing Authority	Within budget	Outside budget
Finance Manager(s) or Project Manager	Below £1,000	£0
Country Director or Grants Manager or CEO	£1,000 to £10,000	£0
Country Director and Grants Manager or Country Director and CEO	£10,001 to £25,000	Below £2,000
CEO & Chair or Treasurer	Above £25,000	£2,000 and above
International travel and floats	Require authority with a more senior level authorisation within their authority levels (Manager-SMT, SMT- COO COO-Treasurer)	CEO

For equivalent national approval values (Nepal and Kenya) please refer to Annex 3.

A Payment Requisition Form (PRF) will be used to record internal approval of procurement above £1,000 (or local currency equivalent).

## 6.5 Contract Documentation

Each item of approved Procurement shall result in a written document which shall be issued by Renewable World and shall be acknowledged by the supplier.

The Procurement procedures set out in Annex 1 define the Contract document to be used based on the nature and value of the Procurement.

## **Purchase Orders**



Purchase Orders are required for the Procurement of Goods and Services with a value of £1,000 or more. The Purchase Order, which is a written (hard copy) or electronic order from Renewable World to a supplier will specify the Goods or Services to be provided, the price and payment terms, the delivery date(s) and the contract terms that apply to the order.

When a Purchase Order is used:

- A unique consecutive purchase order number must be used from the purchase order log held in each country office or at Head Office
- it must be approved by the designated RW management approver (see 6.4) and the budget holder relevant to the expenditure and given to Finance, prior to making the purchase.

For purchases below £1,000 where the use of a Purchase Order is impractical a written instruction may be made which shall confirm, as a minimum, the scope of supply, the date(s) for delivery and the price and payment terms.

A copy of the order documentation must be retained by RW and the details of the order including the supplier's details and expenditure amount must be given to Finance.

#### **Service Agreements**

A written Services Agreement may be used in place of a Purchase Order for the procurement of Services. Services Agreements shall address the following:

- the parties to the agreement;
- the service being offered;
- the term of agreement and/or the Terms of Reference
- the contract terms including confidentiality and intellectual ownership of the resulting work product; and
- the renumeration that will be provided to the Service provider.
- The outputs and their timing.

In addition, Services Agreements may also provide specifics on:

- Limits on the liability of each party (Renewable World and the Service provider) to the another;
- how confidential information is to be treated following completion of the work and/or upon the Service provider's termination;
- whether there are limitations on the Service provider's ability to compete with the Renewable World's activities following completion of the work and/or upon the Service provider's termination; and
- how disputes between Renewable World and the Service provider will be handled.



Where a Service provider proposes the use of their own standard services agreement such Services Agreement may be used subject to approval of the terms by the applicable RW management approver.

When a Services Agreement is used two hard copies of the Services Agreement must be signed by the applicable RW management approver and the Services provider. One signed copy to be retained by the Services provider and one signed copy to be given to Finance.

## Works Contract

Contracts for Works shall be in a form approved for use by the RW CEO taking account of the type of Works to be undertaken, the tender procedure followed, the applicable law and any donor requirements and which, as a minimum, shall address the following:

- The parties to the agreement;
- The contract terms;
- The scope of supply and specification;
- The programme of works (project schedule) and completion date;
- The contract price; and
- The Works contractor's liability for defects.

When a Works contract is used two hard copies of the contract must be signed by the applicable RW management approver and the Works contractor. One signed copy to be retained by the Works contractor and one signed copy to be given to Finance.

## 6.6 Verification, Good Received and Payment Authorisation

The procedure for recording Goods and Services received and authorising payment is set out in Annex 2.

The procedures for recording completion of Works and authorising payments will be specified in the Works Contract.

## 7. Standing Listing (Preferred Suppliers)

A standing list of pre-approved suppliers may be created by each country office. Preferred suppliers may be sourced by public or closed EOI. Each supplier must fulfil the eligibility requirements and procurement evaluation criterion set above (in s6.2 and s6.3). Deviation from these requirements requires the approval of the Country Director or CEO. The list should be reviewed and approved by the Country Director annually.

### 8. Conflicts of interest

Personnel and other persons acting on behalf of Renewable World shall not participate in any decision involving a transaction in which they may have a conflict of interest. The definition of a conflict of interest and the procedure for dealing with any conflicts of interest that arise is set out in Renewable



World's Conflicts of Interest policy. Failure to abide by this policy could result in dismissal. If there is any doubt purchasers must raise the matter with the Regional Finance Manager, Country Director, or CEO in advance of the procurement taking place. Please also see Conflicts of Interest Policy and Global Code of Conduct.

#### 9. Donor requirements

Additional restrictions on procurement are often applied by donors when the cost of goods or services will be funded by them; these restrictions will be set out in the grant agreement. Donor procurement restrictions shall be reviewed in advance of any grant agreement being signed to make sure that Renewable World can fulfil the necessary requirements. Once the grant agreement is signed Renewable World must meet these additional requirements in full. Renewable World's requirements for procurement are the minimum standards for any procurement even if donor requirements are less restrictive.

### 10. Procurement Waiver

A procurement waiver may be granted in exceptional circumstance where competitive procurement is not possible such as where there is only one supplier of a product, good or service. A waiver must be granted after completing a Procurement Waiver Request Form with the approval of the Country Director and the CEO. Under grant agreements it may be necessary to obtain grant approval from a donor, via the relevant Grant Manager, for such a waiver.

## 11. Other Policies

Please refer to the following RW polices as appropriate during the procurement process:

Code of Conduct Conflicts of Interest Fraud Anti-Bribery Please see our website: <u>https://renewable-world.org/about-us/organisational-policies/</u> or \Dropbox (Renewable World)\RW Human Resources (HR)\HR policies



## **ANNEX 1- PROCUREMENT PROCEDURES**

Value (In GBP or equivalent local currency)	Procurement Method and Procedure for Procurement of Goods, Construction Works and Other Services	Contractual Mechanism and Process	Notice Period for Supplier Response
Under £1,000 Within Operational or any Project Budget	Procurement method: Direct Purchase: Direct purchase can be done on the basis of prices collected from those in the standing list (if relevant), vendors/ service providers contracted for an agreed period, and/or other additional providers as and when the first two conditions are not met. Verify fair market value.	Written instruction, service agreement or Purchase Order	7 days from Purchase Order to receive goods
£1,000-£5,000 Within Operational or Project Budget <sup>1</sup>	Procurement method: Procurement through Quotation/ Simple Proposal At least three competitive quotations or technical and financial proposals, as required, shall be collected from suppliers/ service provider on the relevant Standing List (if applicable). Then only, from other prospective Suppliers, having criteria not less than the Standing List.	Purchase Requisition Form (internal) Purchase Order (external) Procurement evaluation form completed including Comparative Quotation Summary (CQS) showing at least three alternative options. These may be informal quotations or prices obtained online.	7 to 15 days from to collect quotation following Request for Quotation/ Proposal
£5,001 - £15,000 Within Operational or Project Budget.	Procurement method: Procurement through Sealed Quotation/ Detailed Technical and Financial Proposal At least three sealed quotations shall be requested, first from the suppliers on the Standing List <sup>2</sup> (if applicable) and then if required from other prospective Suppliers,	Purchase Requisition Form (internal) Purchase Order (external) Procurement Evaluation Form completed including CQS (comparative quotation summary) showing at least three alternative	15 days minimum following Request for Quotation/ Proposal

 $^1$  Note the project budget is the total project budget where RW lead and not RW's funding contribution. Where we are a partner the project budget is our sub-grant.

<sup>2</sup> In Nepal, all suppliers on the Standing List must be invited either through email or public notice.



	having criteria not less than the	options. Sealed written	
	Standing List.	quotations must be obtained from	
	Compulsory Closed Tender	suppliers.	
	comparisony closed render	suppliers.	
Above £15,000	Goods and works	Purchase Requisition	30 days minimum
Within	Procurement method: Procurement	Form.	following Public
Operational or	through Public Bidding	Purchase Order.	Bidding Notice
Project Budget		Procurement Evaluation	
	Compulsory Closed tender (excludes Nepal) or	Form completed	
	Compulsory Open Tender (Nepal	including CQS (comparative quotation	
	only)	summary)	
		Suppliers own Tender	
	The document for Public Bidding has	document submission,	
	to be drafted based upon standard	Contract.	
	national practice. The Bidding		
	Process, Conditions of Contract		
	therein and all the other standard documents should be developed.		
	documents should be developed.		
	Services		
	Procurement method: Procurement		
	through two stages of EOI and		
	Request for Proposal. At EOI stage, the advert should be		
	published as a public notice. At RFP		
	stage, eligible service providers will		
	be requested to submit a technical		
	and financial proposal.		
	Compulsory Open Tender.		
As per	International Procurement	Purchase Requisition	As per agreed
organizational	Procurement through Competitive	Form.	contract
need	Quotation shall be followed as a	Purchase Order.	
	minimum.	Procurement Evaluation	
		Form completed	
	International procurement shall be	including CQS	
	made for supply of Goods through	(comparative quotation	
	the manufacturers and/or their	summary).	
	authorized dealers of such goods direct from outside the country.		
	uneer nom outside the country.	I	



Procurement shall be made for the	The terms and	
supply of Services through	conditions to be used	
consulting services.	for such procurement	
	shall be approved by	
No advance payment for import of	RWUK.	
goods to international suppliers will	International	
be given for all purchases over	procurement, if	
£5,000 under normal circumstances.	required shall be made	
The modality of payment in such	also through RWUK.	
case will be through a Letter of		
Credit established in favour of the		
suppliers. In exceptional cases only,		
advance payment will be made		
against a 100% Advance Payment		
Guarantee issued from any bank		
acceptable to RW		

\*Budget Holder: Country Manager (CM), Programme Reporting and Grants Manager (PRGM), Chief Operating Officer (COO) and Head of Fundraising (HoF).

^ For Project Expenditure under Full Grants Only

Delegated Budget Holder: is a manager responsible for a sub-budget (e.g. Office Costs) such as the Regional Finance Manager and may approve expenditure on behalf of the Budget Holder if this has been expressly agreed in the budget setting process. The Budget Holder remains responsible for that budget.

If the policy above cannot be applied e.g. for lack of competitive suppliers, a procurement waiver must be completed.

Approval levels may be subject to additional donor terms in project grants or other applicable grants (see section [9]).



# 12. ANNEX 2- PROCUREMENT AND GOODS RECEIVED PROCESS STEPS

SN	For Goods/ Services below £1,000	For Goods/ Services £1,000 and above	
1	Preparation and approval of Goods/Service Purchase Request	Preparation and approval of Goods/Service Purchase Requisition Form. For the purchase of goods, a cost estimation should	
		be included based on market surveys. This is not mandatory for the purchase of services. (Refer Purchase Requisition Form).	
2		Simple Memo of Purchase (if needed) for clarity by requestor.	
3		Collection of quotations/bids process, where required as per the policy mandate – i.e. Expressions of Interest (EOI), Request for Quotations (RFQ), Requests for Proposals (RFP).	
4		Procurement Evaluation, including a Comparative Quotation Summary/ analysis of the quotations/ bids (Refer to Procurement Evaluation Form).	
5	Preparation and Approval of Task Order for procurement of services/ small tasks where a formal contract is not possible (Refer to Task Order form).	Preparation and Approval of Purchase Order (Refer to Purchase Order) and Task Order for procurement of services/ small tasks where a formal contract is not possible (Refer to Task Order form).	
6	Purchase of goods/ services from suppliers.	Purchase of goods/ services from suppliers.	
7		Receipt of goods/ service (Refer to Goods Received Note). Inspection of goods/ verification report and service.	
8		Payment process with payment request (Refer to Payment Request cum Work Completion Form).	
9		Recording of goods/ approval of service with outputs documentation.	

 $\label{eq:constraint} Templates \ can be found \ here: \ \ Cropbox \ (Renewable \ \ World) \ \ RW \ \ Glb \ \ Programmes \ \ Methodology \ \& \ \ Templates \ \ Financial$ 



# ANNEX 3 - TABLE OF EQUIVALENT NATIONAL APPROVAL VALUES

Approval Level	GB Sterling (UK £)	US Dollars \$	Nepalese Rupees (NPR) or Kenyan Schillings (KES)
Level 1	£0-£999	\$0-1,349	150,000
Level 2	£1000-£5000	\$1350-6,500	150,000- 975,000
Level 3	£5001-£15,000	\$6501-20,000	975,000- 3,000,000
Level 4	Above £15,000	Above \$20,000	Above 3,000,000

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