



WOMEN ENVIRONMENTAL PROGRAMME (WEP)

PROCUREMENT POLICY

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1.0 Introduction

Procurement of goods and services is essential for the smooth operation of every organisation. Procurement of any valuable items and/or services in the name of Women Environmental Programme (WEP) shall meet the standard / best practices / due process under the following guidelines. This Policy describes the process of procurement and also highlights steps and stages of purchases. It provides information on WEP's assets management and the transport regime.

1.1 Objectives of the Policy

The objectives of the Procurement Policy are;

1. To guide the procurement procedures of WEP as an organization.
2. To ensure that the practice comply fully with statutory provisions and best practices
3. To obtain the best possible value for money on behalf of the WEP

1.2 Scope of the Policy

The scope of this policy applies to all procurement of good and services within WEP as an organization and her potential partners.

2.0 Making requisition

- a) All items requisition shall be made to Finance Manager using a requisition form. A request can also require a tendering process before procurement can be done.
- b) The Finance Manager must ensure that the form is duly signed and forward to the Deputy Executive Director for approval or further action.
- c) A procurement request for items or services between ₦1-500,000 can be approved by the Deputy Executive Director, while requests that are above ₦500,000 must go through a tendering process.
- d) For procurement requests between ₦1–500,000 once approved, the Finance Manager and the initiator of the procurement request shall proceed to

procure such item or service not later than two weeks (14 working days) from the time funds are made available to him/her.

- e) The item or service procured must be certified by WEP's Senior Management Team (Comprising the Deputy Executive Director, Human Resource Manager, Programme Manager, M& E Officer and Finance Manager).
- f) The receipt of goods must be signed for and received by the user who is independent of both the ordering and payment process.
- g) A cheque requisition should be raised for the payment of purchases made on behalf of the organisation that exceeds N10,000.
- h) Procurement process will give consideration to all relevant factors (i.e. due process, quality, service, cost and value for money).

3.0 Tendering

This is a method of sourcing for provider (of either goods or services) where interested organizations shall be requested to submit a quote i.e. Request for Quote (RFQ) or Invitation to Bid (ITB) through public adverts in National daily or online platforms. This shall be in line with the Public Procurement Procedure of the Bureau of Public Procurement of the Federal Republic of Nigeria.

Tenders are generally widely advertised or circulated to offer opportunities to a number of suppliers/vendors to encourage competition and provide a pool of offers to select from. It usually outlines details of what is required, specifications and instructions to be followed.

- a) For procurement requests above ₦500,000, a call for tender from interested bidders will be sent to the public requesting for quotes, bids or proposals through national dailies, radio and television channels or online platforms (website, Facebook, twitter, blog.)
- b) Responses received by bidders will be evaluated by WEP's Senior Management Team (comprising WEP's Senior Management Team and representatives of other organizations) against the set criteria.

3.1 Selection process

- a) For tenders above ₦500,000 but not limited to ₦10,000,000, WEP's Senior Management Team shall evaluate the tenders/proposals based on set criteria and request for bids or quotes from bidders that meet the set criteria to the next stage of the tender process
- b) The bids or quotes received shall be evaluated based on financial, economic, technical and professional capacity of bidders. Contract shall be awarded to the bidder that better meets the set criteria.
- c) For tenders above ₦10,000,000 and above, a procurement Team shall be set up to comprise WEP's Senior Management Team and external professionals.

3.2 Donor requirement

In a situation where a donor has its guidelines to be used for the procurement process, WEP shall comply with such guidelines for procurement of services and goods related to the projects funded by such a donor.

3.3 Supremacy

The Executive Director should oversee the process while the Deputy Director should give the approval limits.

4.0 Policy Review

This policy is subject to review any time there is need due to changes in the security context of our work environment or to capture some security aspects that were not envisaged at the development of the policy.