

Concern Purchasing Policy

1. Concern aims to achieve best value for money (price/quality ratio) in procuring the goods, works and services that will best meet organisational and beneficiary needs.
7. Concern guarantees that all procurement activities are fully and transparently documented. Documentation will be completed fully and accurately in every case. All purchasing documentation will be retained for a minimum period of seven years from the *completion date of the project*. For multi annual projects, this will inevitably result in documentation being held for a period longer than seven years. Donor or local statutes of limitation must be considered and may require that documentation must be held for a longer period of time.
12. Concern guarantees confidentiality of the procurement process in terms of the supplier buyer relationship while ensuring that transparency is maintained within the process.
13. Concern complies with the principle of proportionality between the procedures followed for awarding contracts and the value of the contracts. Contracts of a higher financial thresholds should therefore undergo more stringent ‘checks and balances’ than contracts of lower financial values.
14. Concern ensures equal treatment and non-discrimination of potential contractors who are afforded equal opportunity and equitable treatment on the basis of their financial, technical and commercial capacity.
19. Concern is committed to the humanitarian imperative and principles of impartiality, accountability, transparency and independence/neutrality. [Ref: Concern’s Approaches to Emergencies paper]

Evaluation Report

The purpose of evaluation and comparison of offers is to determine which vendor has the lowest price for acceptable specifications (as requested) and conditions of supply. In determining whether an offer is acceptable, non-price factors, such as those listed below are taken into account with the lowest acceptable offer ultimately being selected.

- Compliance with technical specifications, relevant international standards and technical norms.
- Compatibility with existing equipment and standardisation plans.
- Compliance with required delivery schedules.
- Examination / comparison of samples.
- Payment terms.

- Guarantees, availability of spare parts, after-sales services and training.
- Life-cycle aspects covering maintenance and operating costs.
- Capability, capacity, financial standing, past experience and performance of the vendor and its local representative.

All information relating to quotations must be treated as highly confidential and must not under any circumstances be disclosed to other bidders. Prior to evaluating quotations, the evaluation criteria should be agreed ie, minimum delivery timeframe, acceptable payment terms etc. Please note however that in respect of an Invitation to Tender processes, it may be agreed to publically announce certain information, such as supplier name and financial bid, during the tender opening session. If this information is to be made public, the intention to do so should be clearly stated in the tender dossier.

When following a Request for Quotation procedure, the evaluation of quotations should be

Purchase Committee

A Purchase Committee is a group of individuals established for independent review and evaluation of purchasing documentation whose main role is to recommend the most appropriate supplier or service provider based on price, quality, stock availability, references etc.

It is also vital that at this stage it is known what criteria, apart from price, will be used to evaluate bids – e.g. adherence to minimum specification, delivery time, after sales support, etc. Potential bidders must also be aware of these in order that they are clearly referenced in their bids which will ensure bid evaluations can be carried out more efficiently later.