

FORMAN CHRISTIAN COLLEGE
(A Chartered University)
PROCUREMENT POLICY

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PROCUREMENT POLICY

1. PREAMBLE / INTRODUCTION

1.1. AUTHORITY

Procurement Procedures Manual establishes the policies and procedures that all employees will follow in the procurement of goods and services for Forman Christian College (A Chartered University).

1.2. MISSION STATEMENT

“To prescribe the organization wide procurement process which is transparent and to enhance the College University’s competitive advantage”. This mission statement requires that all employees who are responsible for committing funds to acquire goods and services for the College University do so in a professional, transparent and cost-effective manner ensuring maximum value for money and fitness for purpose. The process should prevent conflict of interest, kickback arrangements, back door selling etc.

1.3. PROCUREMENT POLICY STATEMENT

It is the College University’s policy to procure quality products and services that fulfill the requirements for which they are intended. Procurement decisions are made on the basis of quality and cost effectiveness. Procurement decision should ensure that the procurements:

- 1.3.1. Are Fit for purpose
- 1.3.2. Conform to valid specifications
- 1.3.3. Achieve user satisfaction
- 1.3.4. Comply with product and service delivery criteria
- 1.3.5. Adhere to all safety and environmental requirements
- 1.3.6. Ensure Best Value for Money
- 1.3.7. Promote long-term business relationships with supplies who, by virtue of Their management philosophy and practice, ensure that a quality product or service is provided.

2. CUSTODY

- 2.1. Rector Office
- 2.2. Procurement Office
- 2.3. Accounts Office

3. GENERAL PROVISIONS

3.1 A NOTE ON PRONOUNS

On occasion in this Policy, 'he' is used for "he or she", 'him' for "him or her" and so forth. Whilst we try to avoid this practice it is sometimes necessary for reasons of style. No prejudice or stereotyping according to gender is assumed or intended.

3.2 DOCUMENT HISTORY

Date	Version	Name & Designation	Issue/Comments	Description of Change

*A review, approval, amendment, revision or approvals of amendments are examples of events. All events/activities shall be recorded in chronological order.

3.3 FILING INSTRUCTIONS

Updates shall be circulated from the HR Office, along with the version, control, whenever revision takes place. The Policy holder shall:

- 3.3.1. Replace old pages with updated pages.
- 3.3.2. Discard replaced pages.
- 3.3.3. Replace the previous version control history document (filed before the Table of Contents) with the latest release.
- 3.3.4. In the Purchase Office, superseded policy sections must be Removed from the master copy to a "Superseded Sections" file with the date of supersession annotated in the relevant Section.

4. THE AUTHORITY TO PROCURE

The Board of Directors has the ultimate authority for the utilization of College University funds. The College University's policy for authorizing the Procurement of goods and services is generally defined as allowing the individual employee to commit the College University for the types and amounts of expenditures for which that authority is delegated. In this regard, the employee shall have the authority delegated to him to act as an Authorized Agent in his or her dealings with third parties or outside suppliers within the scope of their assigned function.

5. ORGANIZATION & RESPONSIBILITIES

5.1. OBJECTIVE

It is the intent of this policy and procedure manual not to restrict the effectiveness of the individuals involved in procurement, but to provide a foundation for an effective, consistent and standardized process.

5.2. RESPONSIBILITIES

All College University employees involved in the procurement process shall have the responsibility for ensuring that the procurement of goods and services for the College University is carried out in a cost-effective manner. The specific responsibilities of Procurement Office shall include:

- 5.2.1. Setting policies and develop procedures for procurement activities performed directly by all employees who procure goods and services.
- 5.2.2. Monitoring all procurement activities at the College University to ensure that purchasing policies and procedures are observed College University wide.
- 5.2.3. Serving the following needs of the user departments for which goods and services are procured:
 - 5.2.4. product and service specifications met;
 - 5.2.5. on-time deliveries;
 - 5.2.6. accurate and timely documentation;
 - 5.2.7. Supplier reliability.
 - 5.2.8. Value for money
 - 5.2.9. Fitness for purpose

5.3. COMMENCEMENT & AUTHORITY TO APPROVE AND AMEND PURCHASE POLICIES & PROCEDURES

- 5.3.1. This policy will be effective from the date of approval by Board of Directors. The policy consolidates all existing FCCs Purchase Policies, rules and procedures and therefore, supersedes all earlier versions.
- 5.3.2. The Board of Directors has the final authority to approve Purchase Policies. However procedural changes may be made by The Rector through consultation with the Executive Council;

However the Board of Directors will be informed in its upcoming meeting about procedural changes made by Executive Council.

- 5.3.3. Purchase Department is the only department responsible for Communicating the official interpretation of these policies and Procedures within and outside of the organization as and when authorized by the Rector.

6. ECONOMIC EVALUATION

All procurement decisions shall be made on the basis of the best value for money, and consideration for quality of goods and services, delivery or availability, safety and environmental issues. Competitive alternatives should be considered in all procurement decisions.

7. VENDORS MANAGEMENT

Purchase Department is responsible for ensuring robust vendor relationship and management of procurements/contracts.

8. DONOR SPECIFIC REQUIREMENT

To ensure that all procurements from donor funds are made in transparent manner in accordance with the fund/ award agreements and / or other specific requirements / regulations of the Donors.

9. RECORD KEEPING

Purchase department shall ensure proper administration of all procurement & contractual records as may be specified by audit and legislation requirements.