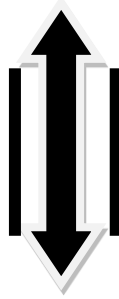


**Nepal National Social Welfare Association
(NNSWA)
Kanchanpur**

Procurement Procedure 2022

खरिद निर्देशिका २०७९



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“An Organization working for an Equitable Society”

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15.Institutional introduction:

The National Society (NNSWA) has been working in remote areas since January 18th 1990 under the community and various international and national governmental and non-governmental parliament programs with the concept of "a social or egalitarian society" in which the only means of earning a living and social justice for individuals and groups is social justice. In particular, such tasks have been divided into program departments from NNSWA for ease of use such as:

- Education and child development
- Health rehabilitation, reproductive health, HTR AIDS leprosy reduction, nutrition and sanitation
- And community development • Racial discrimination and class issues
- Disability issues
- Excluded classes (free workers, free workers, women and children, leprosy proneness)
- Actions have been taken on issues related to displaced persons and other human rights issues.
- Disaster management and climate change, environment, and other related issues

NNSWA has been making strategies to address the above-mentioned programs under right based and to achieve the goals. In addition to institutional development, the organization has always emphasized the direct participation of the community to sustain the program, as well as developing the feeling that the community take the program respectively (Program Ownership).

Since this guide has been prepared in accordance with the prevailing policies and rules valid at the national and international level, the organization has prepared a procurement procedure for clear, transparent and quality management of the procurement process of materials and services related to development, which will provide ease to the organization and the community to work in the process.

16.Background:

Nepal National Social Welfare Association (NNSWA) has been conducting various projects for social development with the financial and technical support of various partner organizations. The intention of this policy is that the materials, works, and services required for the project must be purchased while conducting the projects and the procurement process of those materials, works and services is of the right quality level, effective and efficient.

Prior to this policy, NNSWA has been conducting the procurement process by including the procurement process under the NNSWA financial regulations, and by addressing that process with this policy, it is believed that this procurement guideline will help the procurement process in a comprehensive way to ensure quality, sustainable use and effective and reasonable price etc.

17.Purpose:

The purpose of this guideline is to ensure that all the materials and services to be purchased by the organization are completed in the process of the procurement process and to ensure the integration of the details of the procurement.

- Materials and services to be purchased are fully detailed and disclosed.
- High quality, reasonable quantity, reasonable price, reasonable location, reasonable period
- Appropriate supplier and tier contracts.

18.Rationale:

To make the organization's procurement process well documented, efficient, quality and transparent in the community and also purpose of this procurement guide is to contribute according to the target community's wills.

19.Integrity:

The procurement guidelines require all employees and officers of the organization to be honest before completing the procurement process and should apply the following actions.

- Acceptance of gifts, material personal assistance and cash benefits with any suppliers will not be accepted.
- The act of benefiting the people related to the organization through the procurement process with a supplier will not be accepted.
- If a supplier or supplier involved in the tendering process has given some gifts to the organization, the said gifts should be recorded in the project offices from the center of all the gifts received by the organization according to the registration process.

20.Conflict of interest:

This procurement guide will explain the situations in which self-interest is attracted in the procurement process when the employee, official, member's relative or benefit is obtained while purchasing any materials, works and services. If in such a situation, any employees or officials or members who have a direct relationship with an organization should separate themselves from the procurement process due to conflict of interest. When purchasing all materials, works and services, the members of the committee in the process must sign the Conflict-of-Interest Declaration Sheet.

21.Transparency.

Clear records of all account contents, work and services should be kept transparently. In all cases, management of information and information should be arranged in such a way that access is planned in case of need. In addition, during any purchase, fully recorded documents of the purchase process should be prepared in such a way that they can be inspected and all the records of the purchase process should be available for viewing and inspection at any time.

22.Division of work/responsibility for the procurement process:

For the procurement process, it will be necessary to divide the work and assign responsibility for the minimum tasks. For example: Requesting, reviewing the budget, approving, purchasing, and paying the bills should be divided into different tasks and responsibilities should be assigned. In the case that there are no separate employees for different tasks in the organization, some responsibilities may be duplicated, but in that case, the minimum control condition should be ensured.

There must be certain established procedures in detail such as ensuring minimum conditions of work breakdown.

- The person making the request must not personally approve the material, work, or service they purchase.
- The Requestor and approver shall not purchase any material, work, or service themselves.

- The requester cannot make the payment himself.
- The requestor can receive the material, work, or service according to the request.
- The buyer will not pay directly.
- The person requesting, approving the request, purchasing, and paying for all materials, works or services must be different, but in the case that a separate staff organization cannot be arranged for all the work, the work with limited or some additional responsibilities can be divided, which for this, the decision of the SMT or working committee can be decided for additional works.

23. Procurement Committee:

The institution will form a procurement committee with the objective of ensuring that the quality and according to the beneficiary's demand of purchasing materials, works or services according to the investment are transparent, quality and service oriented. The main objectives of the Procurement Committee formation are as follows.

- For efficiency and economic effectiveness
- To create an equal opportunity and fair environment for all suppliers
- To adhere to procurement norms based on fairness and honesty.
- To manage procurement of materials, works or services based on transparency and accountability.
- To maintain and enforce confidentiality among all stakeholders.
- To maintain consistency or compliance with the policies of public institutions
- To act in the best interest of clients

There are two types of procurement committee in the organization.

(a) Procurement Committee under the project:

To purchase necessary materials for program operation and office management, according to the details, the committee will decide and submit it to the executive director for approval.

The project procurement committee will have the following members.

1) Coordinator	Executive Committee member	-- 1 Person
2) Member	SMT member (Excluded Director)	-- 1 Person
3) Member	Project Coordinator or sector head of related project	-- 1 Person
4) Member	Accounts Officer (Excluded Same Project)	-- 1 Person
(5) Members	Keeping informed about related procurement material from organization (In special cases, it can be included from outside of the institution)	-- 1 Person

(b) Institutional Purchase Committee:

If the organization needs to purchase materials from a source other than the project, an institutional procurement committee will be formed. The following members will be in the Institutional Purchase Committee to manage annually.

1) Coordinator	General Secretary of Executive Committee	-- 1 Person
2) Member	Treasurer of Executive Committee	-- 1 Person
3) Membership	Executive Committee member	-- 1 Person
4) Member	Executive Director	-- 1 Person
5) Member	Keeping informed about related procurement material from organization (In special cases, it can be included from outside of the institution)	-- 1 Person.

The above-mentioned committees are nominated by the working committee. The decision of the working committee for every 6 months interval renewed the same committee.

9.1 The duties and responsibilities of the Project and Institutional Procurement Committee shall be as follows:

1. A list of materials should be prepared at the beginning of the financial year, as may be necessary for the project and organization throughout the year.
2. The list should be prepared and should be sent to the potential suppliers within a certain period to collect the proposals on the quality, design, number, and specific identification of the same to be provided to the organization throughout the year or public notice should be issued as required. And the quotation should be requested based on annex 4 template.
3. To purchase materials, vehicles, hotels, and other services that are continuously needed for the organization and project, every year, take price list or quotations from at least 3 suppliers and select and manage them based on price and quality.
4. The procurement committee should prepare the format to list the quotation provider and develop a comparative chart for selection of the suppliers appropriately based on annex 4a template.
5. Choosing suppliers based on price and quality.

The Procurement Management Committee will also consider the following criteria while selecting suppliers of goods and services.

- Ensuring that the firm or supplier concerned organizations are legally and properly registered.
- Checking with the Firm Tax office renewed or updated annually.
- Check who their major customers are, check what type of company they are, like public, private, official dealer, private limited etc.
- To check whether the person involved in unethical activities is blacklisted or not.
- Ensure the Quality of goods and services, proposed price, lending facilities, goods, and services.
- Information about service delivery time (late, early) and previous and experience
- Analyzing and comparing the tenders, quotations, prices etc.
- Ensuring warranty guarantee, payment process, period, and shipping security.

Based on the analysis process mentioned above, the procurement committee will decide which supply is inappropriate and which material, work or service will be purchased with them, and according to the division of work, the responsible employees will proceed with the procurement process with the selected supplier.

9.2 Procurement Limitation or Minimum Threshold:

Minimum Threshold of Procurement Order	Procurement Process	Process of Decision Making for Procurement Process	Purchase Order Time	Agreement Process	Remarks
Rs. 20000.00 (Up to twenty thousand)	When purchasing material Rs. 20000 (up to 20000) can be purchased without bidding materials based on the demand form and approved process, but while purchasing in this way, the study of the market price should be recorded in general notes.	Directly based on demand form and approved process		No Need	

Rs. 20,00100 above Rs.500000 (less than fifty thousand)	Any material at one time Rs. 20,001.00 above Rs. 50,000.00 less than fifty thousand In the case of purchase of materials, at least one price list is mandatory.	When purchasing any goods, fill the demand form Annex-5 and actual form Annex-6 As Financial Policy	1-2 Days	Normal Process	One open Quotation or rate, price list is required.
Above Rs.50,001.00 (Fifty Thousand) Above Rs.10,00,000 (Ten Lakh)	In case of purchase of any goods above Rs.50,001.00 (fifty thousand one) up to Rs.10,00,000 (ten lakh) at a time, the purchase committee shall take the quotations (bids) of at least three shops and submit it to the Executive Director for purchase of the goods at the lowest price along with a decision of Procurement Committee.	The entire decision-making process of the procurement committee	7 to 10 days	An Agreement Required	Sealed quotation required
Above Rs.10,00,001 Lakh Rs.30,00,000 Lakh	At one time Rs. 10,00,001 (Ten Lakh One) above Rs. 30,00,000- thirty lakh) in case of purchase of any goods, it will be purchased according to the decision of the Institutional Purchase Committee based on tender or contract.	The entire decision-making process of the procurement committee	10 to 14 days	An Agreement Required	Opening advertisement for sealed for tenders
Rs. 30,00,000 (one million) above	30,00,001 - If any goods worth more than 300,000 are to be purchased, the purchase will be made according to the decision of the Institutional Purchase Committee based on tender or contract.	The entire decision-making process of the Purchase Committee and the decision of the Working Committee is mandatory.	21 to 30 days	An Agreement Required	Call for Sealed tenders
Note:	If any project intervention requires short notice procurement, in that situation the procurement committee can request for a time/day reducing waiver for procurement of the goods, services from the Executive Board. The President of the organization will give the waiver and he/she will endorse that waiver by incoming first meeting of the executive committee.				

9.3 Mentioned above process with minimum requirement for procurement are applying at least.

- Constantly required materials such as stationery, masland etc. can be purchased at least once by collecting the price from the goods price list system and considering the quality with the vendor with proportionally less amount.
- Price list in cases where the materials can be purchased in the office and from the office: Even if the materials are purchased on the basis of the system, in the case that for some reason the employee has to work outside the office, the employee who wants to purchase the materials should contact the official person with the reason, if possible, take verbal permission to purchase the materials direct from the local market.
- If due to special reasons, it is not possible to collect price quotations for materials, vehicles, hotels, etc., and other services, and if the supplier contracted for 1 year is approved to provide the materials and services at the same rate for the next year as well. An additional agreement can be made for a maximum of 6 months with this supply. Therefore, the procurement committee should get approval from the Executive Committee of NNSWA.
- If there is a situation where a material needs to be supplied in a special situation or within a short period of time, and if the material to be supplied by the organization has been previously purchased based on the procurement process with a supply method, and if the supplier agrees to provide the

same type of material and service at the same rate as before, then according to the decision of the procurement committee, the Materials can be purchased with suppliers with endorsement executive committee.

- e) According to this guide, while purchasing materials, works or services, all goods made in Nepal give the priority to be purchased, but materials that are not available in Nepal can be purchased from the international market. Nepali goods that can be used when purchasing goods through price or bidding are up to 5 percent more expensive than foreign goods, but Nepali goods must be purchased. Local market should be given priority while purchasing goods based on availability.
- f) **Purchase and payment:** After any goods and services have been purchased according to the purchase process, the purchase request form, comparative price analysis chart, purchase order, filings and bills and other necessary documents must be attached to the payment. Thus, payment for purchase should be made through A/C Payee Check only. According to the tax policy of the government of Nepal, advance tax deductions should be taken into consideration.

24. Identifying the suppliers strategically (Strategic Sourcing):

Under this process, the organization will use process purchases in accordance with high-level recognition. It is believed that the general purchasing process, the purchasing process of the partner organizations should also be addressed, and the purchasing process carried out by the organization should prove that the correct identification of the suppliers has been done strategically.

Reasons for Strategic Sourcing:

- Follow all procedures to ensure high quality materials, work, and service.
- Assist in compliance with fraud alert policies. • To ensure the highest value recognition and value of materials, works and services
- Effectiveness of all policies, planned, with or without procurement policies and suppliers.
- Also, to provide ease to organize and measure.
- To determine whether the suppliers are nationally and internationally banned or not, blacklisted or not, etc.
- To ensure efficiency and proper return on investment.

25. Purchase Agreement (Contract):

After the competition between the suppliers, the contract between the supplier and the organization for all types of purchases must be made compulsorily. In this way the contract details both parties in the procurement process. It is believed that there will be benefits according to:

- Both parties will carry out the correct work responsibilities according to the respective agreements.
- Suppliers will be cooperative and responsible.
- Both parties will fulfill their obligations according to their wisdom.
- Based on Agreement time, quality, security of the materials and effectiveness will be considered.
- If a dispute arises due to any reason, both parties should discuss the dispute based on the discussion.

While making the agreement, the organization should consider the needs of the project and prepare it in such a way as to address the compliance of the partners.

11.1 Consortium Procurement:

There are various projects in operation within the organization and all the materials, works and services to be purchased are of the same type and in the case of joint procurement, the total price can be justified, it can be purchased through the joint procurement process of the organization. In the same way, some partners have other partners and there is a situation where all the local working partners can purchase the same type

of material and if the partner of the organization suggests for joint purchase, then the joint purchase process (Consortium Procurement) but in terms of bill payment, shipping, safety and quality, there should be a clear agreement between the leading organizations and other partners.

11.2 Pre-Qualification of Suppliers:

According to the needs of the organization, for the materials, works and services that are required or to be done with the advanced suppliers, they can choose the advanced suppliers and negotiate with them by asking for prices, quotations, or letters of intent. It can also be done for next year as required.

11.2.1 Procedures detailed when the organization selects pre-qualification suppliers.

- A clear description of the material, work or service required by the organization when announcing the advertisement for selecting the pre-qualification supplier.
- It should be done through an open advertising process. The application for advance supplier selection should be accompanied by the company's registration certificate, all tax related documents, price, material availability, security, warranty, brand, and period.
- For this, the organization can also conduct market analysis.
- Based on all the procurement process, the organization will choose the pre-qualification supplier selection.

11.2.2 During Selection of pre-qualifies suppliers:

- Documents provided along with the application such as: company or firm registration certificate, tax payment certificate, company or firm renewal, audit report for at least last 2 years, PAN, VAT registration, 2 references of previous clients and organizations that have provided services, the said applicant company, the advance suppliers will be selected based on the police report of the firm or the owner etc.

11.3 Waiver Process:

(a) Sole Sourcing (Only one Supplier available):

If there are not many bidders during the procurement process for materials, works and services, or only one supplier is involved in the procurement process, the Procurement Committee with full details and clarification, the process can be carried forward by taking the approval from the Executive Committee of the organization for the organizational procurement, and in the case of the purchase of materials, work and services of the projects, the request letter with the decision of the Executive Committee should be sent to the partner organization for their approval and the procurement process should be taken forward.

(b) Quotation Time/Days Reducing Waiver:

If any procurement required to procure in short notice and required time/days reducing as mentioned in **9.2 Procurement Limitation or Minimum Threshold** that can be waiver due to urgent needed for the goods and services. This situation may occur during the humanitarian response situation and urgently procure the goods and support to the affected community, people of the incident areas. Therefore, the procurement committee can request to waiver such threshold and time/days to the executive committee for some point of the procurement process. For swift decision the Executive Committee President can give the waiver approval which waiver later on endorse by the Executive Committee incoming first meeting.

(c) Government Regulated Pricing:

The price and rate set by the government for items such as postal stamps, phone recharge cards, fuel, etc., which must be purchased by the organization, do not have to follow the entire procurement process.

12. Framework Agreement (FA) and Long-Term Agreement (LTA) with the supplier:

Under the Framework Agreement, the contract is entered into in the event that the service period of the material or service assured by the organization is fixed for the purchase defined as being used commercially. Materials or services procured under such contracts which are frequently used such as office supplies, medicines, consumables, some spare parts, IT equipment and transport services are included in this contract.

When making a framework agreement (FWA) with this type of supplier, it should be done through quotation or tender process within the procurement process. These types of agreements can be made with different firms or individuals for each material or service, not just one firm or person. It is not necessary to purchase materials or services with those who have such an agreement. It should be clearly understood by both parties that the material or service can be taken and used according to the need and situation.

12.1 Procurement Process Under Framework Agreement (FWA).

Materials, work, or materials used by the organization based on purchasing limits (Threshold) directed by the organization. Estimated cost of services for at least one year, FWA according to the highest cost value of the investment. There will be a provision to do so. The organization's annual procurement plan (Annual Procurement Plan) was completed. FWA can be done according to if any firm or person has FWA of material or service. In the case of related organizations or employees or officials, purchase requests based on FWA, purchase Materials or services can be purchased by ordering.

Steps to be followed in entering into a Framework Agreement (FWA):

Steps	Comments
Annually needed material works and services to be estimated.	Annual Procurement Plan (APP) by evaluating the materials, works or services and budget required by the organization on a project or institutional basis. Estimating the need to determine whether FWA is necessary or not, how many periods and how much the total cost should also be assessed. After evaluating the required material, work or service and the budget, quotation or tender process should be adopted.
FWA to be done in what process.	The procurement committee will do it according to other procurement procedures. In the framework prepared by the organization, the FWA will be signed and sealed by the official persons of both parties.
FWA under the Separate file management for internal procurement process	For this, create a separate folder on the computer and give a different number to all received quotations, tenders, applications and organize records. Or if the meeting of the committee can be held according to the decision.
Quotation or Tender Process Framework Agreement (FWA)	As other procurement process will be applied
Framework Agreement (FWA)	Developed agreement format by organization, both parti will be signed mutually with official sealed for the FW agreement. If required funding partner will be also signed if required.
Purchase Request	After the FWA is done, a purchase order can be prepared based on the demand and the material, work or service can be obtained based on the

	conditions in the FWA. For this, a specific number or code provided to the concerned supplier can be used.
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26. Material Receipt Record (Goods Receive Note) and Work Completion Certificate:

GRN of all the materials, works and services purchased in the organization should be prepared, in which the number, who will use it, and the sector from which it will be used should be clearly mentioned. If the purchased materials, works, and services are to be provided directly to the community, a list of the recipients of the community should be prepared and distributed. Purchased materials, works and services that are directly transferred to the community, reimbursement of receipts, distribution lists as non-negotiable documents are required for payment purposes. The Work Completion Certificate will be required for consultancy and construction works.

14. Procedure to be followed while selecting Consultant:

Any department or project or organization needs any consultant and to select the consultant, the TOR should be prepared and the approved process for purchase should be completed. Based on the approved TOR, the notification should be transmitted along with the terms of reference of the consultant requirement. In making such TOR, if technical support is required, technical support can be taken from inside or outside the organization or from related partners with high priority.

If there is information that it is ok to ask the organizations to do a TOR review, the consultant can be selected by sending the information.

14.1 Consultant (Consultant) Selection Limits:

Consultancy Fee	The authority or body that approves the payment	Process or Medium	Required Documents
a) 1000.00 up to 2000.00 per person per day	Project Coordinator/ Program Manager	One quotation and proposal	
b) up to 500000 per person per /event / per group/ Per day			
c) Above 500001 per day / per person/ program /per group	Based on the instruction of the procurement committee, the executive director will be in accordance with the threshold in the procurement process, if it is necessary to get approval from the partner organizations, he will do it accordingly.	Technical and Financial Proposal, Quotation and Tender	Application. Proposal, TOR and decision of Procurement Committee, Approved purchase request and

15. Foodstuffs and medicines, equipment procurement process:

Institutions must ensure the quality while purchasing foodstuff and medicines, technical equipment. Also, in the procurement process of this nature, the procurement process should be carried out keeping in mind the agreement and compliance with the partner organizations.

16. Emergency Procurement:

Nepal National Social Welfare Association (NNSWA) is an organization working for humanitarian response and it has been working in various emergency situations and has been doing the procurement of materials and work services required in emergency situations based on the NNSWA Emergency Work Guideline. In view of the emergency, the organization will conduct the procurement work based on the Emergency Work Guideline. In case of procurement, the organization will fulfill the minimum criteria for procurement. If there is a situation where materials, works or services need to be purchased for emergencies in partnership with partners, there will be any obstacle for the organization to complete the procurement process based on the emergency procurement process of its partners, and to implement the guidelines provided by the partners in the immediate situation, to do the procurement based on the decision of the procurement committee.

Emergencies refer to: Flood, Earthquake, landslides and any climate change adaptation or DRR related issues where organization work as Humanitarian Response and post recovery intervention.

17. Reasonable or Exceptional Procurement Process:

The detailed procedures for purchasing materials, works and services required for organizations or projects will be applied as reasonable or exceptional. In such a case, some of the basic processes of the procurement process may have been completed and some may not have been completed, but the records should have clarified it.

1. The purchase process will be completed based on the minutes of the meeting of the Executive Committee for the price of materials, works and services that are needed immediately.

12. In the case that any materials, works and services are not available in Nepal and in the case that they have to be supplied from other countries, the procurement process will be completed based on the meeting minutes of the Executive Committee.

3. If any material, work, and services are to be done on a wage or contract basis, the procurement process will be completed based on the local customary price or the minutes of the meeting decided by the NNSWA SMT in the case of the project and the NNSWA Executive Committee in the case of the organization.

18. Management of Documentation:

a) Filling:

- Filing of records related to all purchases should be done in an orderly manner. Reports of the purchase process and other payments made including audits should be kept securely.
- Records of all bidding processes (purchase requisitions, orders, etc.) should be kept safe as per the rules of the organization.
- All stored records are reserved for authorized or approval getting persons and the privacy should be ensured.
- Employees in the procurement process should take responsibility for the security of all records.

Files prepared during the procurement process Every procurement file should contain at least detailed records.

- Purchase Request Letter (PR) and Purchase Order Letter (PO)
- Letter of Request for Quotation (RFP/RFQ).
- Quotation Preamble Request Letter Address Letter (RFP/RF@ Response Letter)
- Block Party Screen Record

- Any procurement process discounts or other policies
- Correspondence with partner organizations
- Price analysis report (Bidding/Price Analysis)
- Decisions made by the Purchase Committee
- Records of granting approval
- Contract documents with suppliers
- Other related records (if any)

b) Purchase Payment Process:

After confirming all the records mentioned above and submitting them to the concerned service branch for payment, the service branch will make the payment keeping in mind the following table of details while making the payment.

According to the agreement, the records that must be made when paying on demand	Documents required for payment of non-contractual/ Agreement demand requests.
1. Demand requisition, purchase order (approved) 2. Purchase request and order approved (Including all documents for which the purchase order has been approved) 3. Material Receipt Note or Work Completion Proof letter 4. Bills and Receipts (Bharpai)	1. Demand requisition, purchase order (approved) 2. All source files 3. Approved Purchase Request and Purchase order 4. Material Receipt Note or Work Completion Proof letter 5. Bills and Receipts (Bharpai)

19. Purchase Guide Revised and Reconstructed:

If the organization feels the need or due to internal and external conditions, the working committee may form a committee to amend the guidelines or revise and re-create the guidelines.

20. Annexes:

The schedules attached to the organization's financial regulations can be used as needed in this procurement guide.

21. Waiver Template:

Waiver Request Form

Project Name:

Funding Partner:

Name of Requestor:

Signature:

Date of Request:

Reason for Waiver Request: [Provide a brief explanation of why a waiver is being requested, including any pertinent details regarding the procurement process or project circumstances.]

Justification: [Explain the rationale behind the waiver request, including any benefits or efficiencies gained by granting the waiver, and how it aligns with project goals and objectives.]

Proposed Mitigation Plan: [If applicable, outline any measures planned to mitigate risks or concerns associated with granting the waiver.]

Approval Authority: Executive President/Executive Director

Approval Comments:

Name:

Signature:

Date of Approval:

Attachments: [Attached the Procurement Committee Minute]