



OPERATIONAL PROCEDURES

Procurement Management

Manusher Jonno Foundation (MJF)
Fund for Governance and Human Rights Initiatives

MANUSHER JONNO Foundation
Policy Transmittal Form
(For use of MJF staff)

Title of the policy- Working procedures for Procurement Management

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Preface

This Procedure is called Operational Procedures-Procurement Management and will be enforce from 1st July 2009. This procedure describes the process to be followed for procurement of all goods and services of the organization. In the light of ethical standard of High Level Policy-Procurement, the procedures have been developed originally by Deloitte Touche, UK but revised on the basis of practice and constraints observed during implementation. Certain limits have also been modified due to change of time and economic situation. This procedure supersedes all previously issued procurement related process, circulars, memorandums, internal office notes, transmittals, and any other written and/or verbal instructions and substituted the Delegation of Authority (DOA) in terms of Value of High level policy-Procurement.

The procurement process is not only the issue of procurement unit but it is the responsibility of all staff of MJF to take care and follow. If any step of the process is missed, it would be difficult to maintain the flow of the process. So, all the staff are requested to read the document and follow the steps for any procurement of goods or services.

Procurement Functions

Broadly, the procurement functions are divided into Four (04) types of activities and the sections of this manual are designed accordingly:

- Section 01 : **Material Requirement**
- Section 02 : **Procurement procedure**
- Section 03 : **Vendor Enlistment**
- Section 04 : **Purchasing Process**
- Section 05 : **Glossary**

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ABBREVIATION

Sl.#	Abbreviation	Elaboration/acronyms
01	AA	Administrative Assistant
02	APP	Annual Procurement Planning
03	AS	Administrative Section
04	AIP	Annual Implementation Plan
05	AO	Administrative Officer
06	BS	Bid Summary
07	CHT	Chittagong Hill Tracks
08	CS	Comparative Statement
09	DH	Departmental Head
10	DOA	Delegation Of Authority
11	EC	Executive Committee
12	ED	Executive Director
13	EF	Enlistment Fee
14	EM	Earnest Money
15	F&A	Finance & Administration
16	FAMT	Finance & Admin. Management Team
17	FF&E	Furniture, Fixture & Equipment
18	FY	Fiscal Year
19	GB	Governing Body
20	GCC	General Condition of Contract
21	ICB	International Competitive Bidding
22	IFB	Invitation for Bids
23	IT	Income Tax
24	ITB	Instruction to Bidders
25	LD	Liquidated Damage
26	MA	Manager Accounts
27	MIS	Management Information System
28	MJF	Manusher Jonno Foundation
29	MGC	Manager – Grants Control
30	MO	Manager Operation
31	MRP	Materials Requirement Planning
32	NCB	National Competitive Bidding
33	PG	Performance Guarantee
34	PNGO	Partners Non Government Organization
35	PM	Program Manager
36	PO	Purchase Order
37	PO	Partner Organization
38	PR	Purchase Requisition
39	PROC	Procurement Committee
40	PU	Procurement Unit
41	RFQ	Request For Quotation
42	SMT	Senior Management Team
43	SO	Store Officer
44	SI	Store In-charge
45	SMS	Store Management System
46	SRF	Store Requisition Form
47	TOR	Terms Of Reference
48	VAT	Value Added Tax

Section 01

Material Requirements

1. PURCHASE REQUISITION (PR)

It is the responsibility of the requisitioner to notify the Procurement Unit/ Administrative Officer (AA) by E-mail or in writing of the need to purchase items as per requirement with reference to budget/prior approval/justification. Lack of adequate descriptions of goods/services hampers the procurement process. If Procurement Dept. cannot provide enough detailed information of the goods or services need to be quoted, the vendors will not be able to quote for the proper goods or services as per the need. So, it is the responsibility of the requisitioner to write down the detail specification, so that Procurement Dept. can obtain the best price for quality goods or services. Else there exists a risk that the wrong or poor quality goods or services will be procured.

1.1 Purpose of Purchase Requisition

- a) The best way to assure a quick procurement transaction is to provide the necessary information through FORM PR.
- b) To project the materials requirements.
- c) To provide detail technical specification to the PU of the goods or services to be procured.
- d) To ensure/check the availability of the required materials of store;
- e) To ensure that the required items/materials/services are in approved budget/permitted by the management.
- f) To meet official requirements as to ensure appropriate charging of expenses to respective Accounts Code.

1.2 Purchase requisition (PR) for Goods:

- a) Based on written request of the user/requester, the AA will prepare the Purchase Requisition Form (FORM PR) (A Purchase Requisition (PR) form is attached as Annex-A) following the PR number with maintaining reference register & submit the PR to the Procurement Unit (PU);
- b) The Procurement Unit (Administrative Officer) will forward the completed FORM PR to the concerned requisitioner for authorization;

1.3 Purchase requisition (PR) for Services:

- a) Instead of PR form, a ToR or a note justifying the service to be sent to PU with reference to budget or event or justification;
- b) For requirement under activity fund, SMT decision have to be referred to;

- c) In case of services like translator/facilitator, it should be routed through the PU; SMT decision to be referred, for specific vendor, strong justification is needed

1.4 Purchase requisition (PR) for Emergency requirement:

- a) Emergency situation is defined as a situation when any service or material is required instantly without which the event or the programme will be disrupted.
- b) In this situation, PR shall not be required but the Operation Manager or in his absence, the event manager (who is heading/ coordinating the event/programme) shall provide a justification after meeting the emergency requirement.

1.5 PR for electronic or print media coverage and event management:

- a) Prior approval should be obtained from ED or SMT meeting decision;
- b) Detail idea or specification have to be provided;
- c) Where the service has to be done by specific vendor, strong justification has to be provided by the requisitioner.

1.6 PR for cultural programme, gate or stage decoration, rapportier, translator etc.

- a) Prior to the programme, the person in charge has to get approval from ED about the cultural programme and propose the name of the group or person who will perform.
- b) PR to be raised by the person in charge of the event for stage/gate decoration;
- c) For contract of rapportrier, translator, PR to be done with the CV of the concerned rapporties, translator. In case of repeated contract for different work, it is not necessary to provide CV every time.

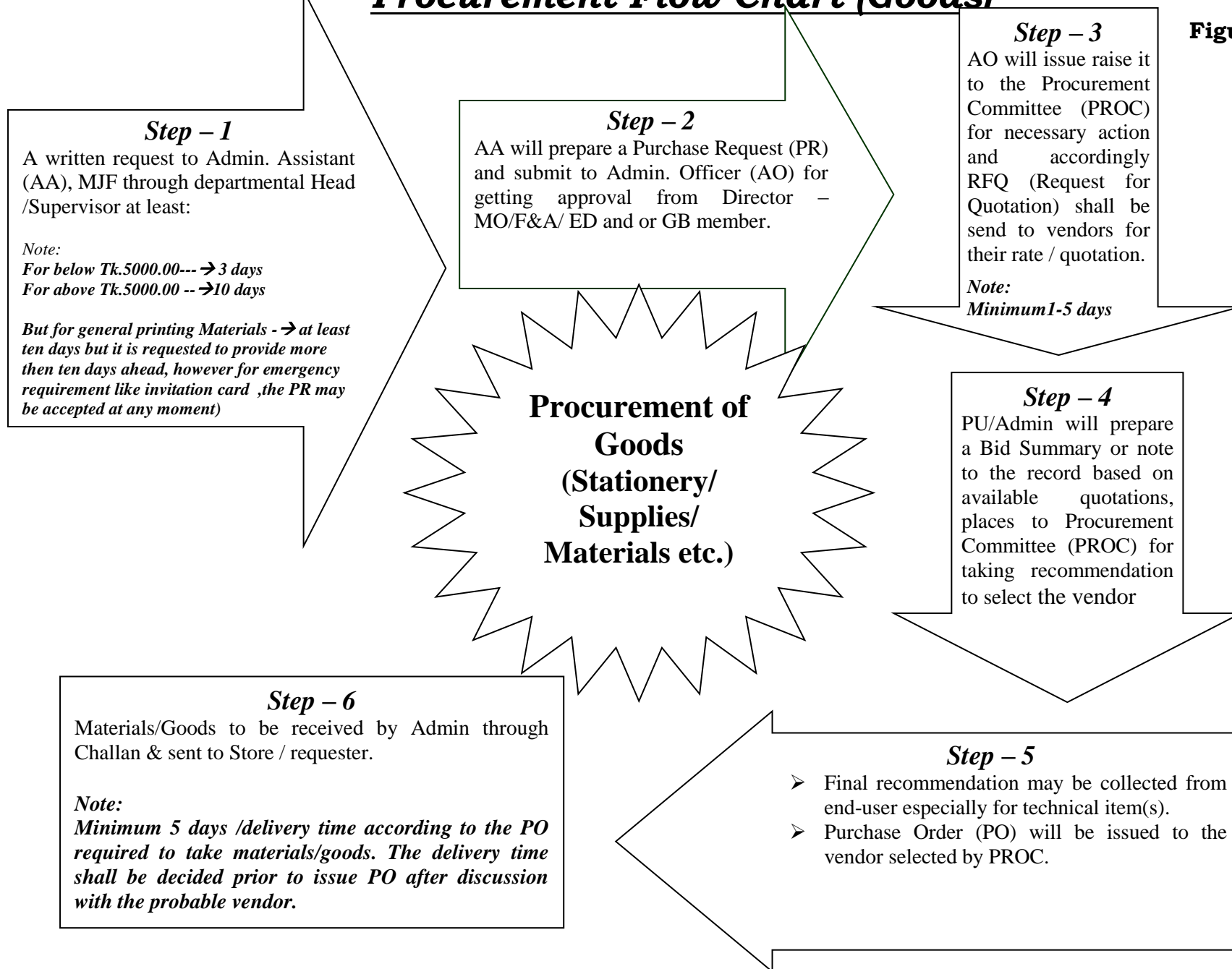
Section 02

2.0 Procurement Procedure

The Procurement procedures of goods and services have been detailed in the flow chart in Figure 1 & 2.

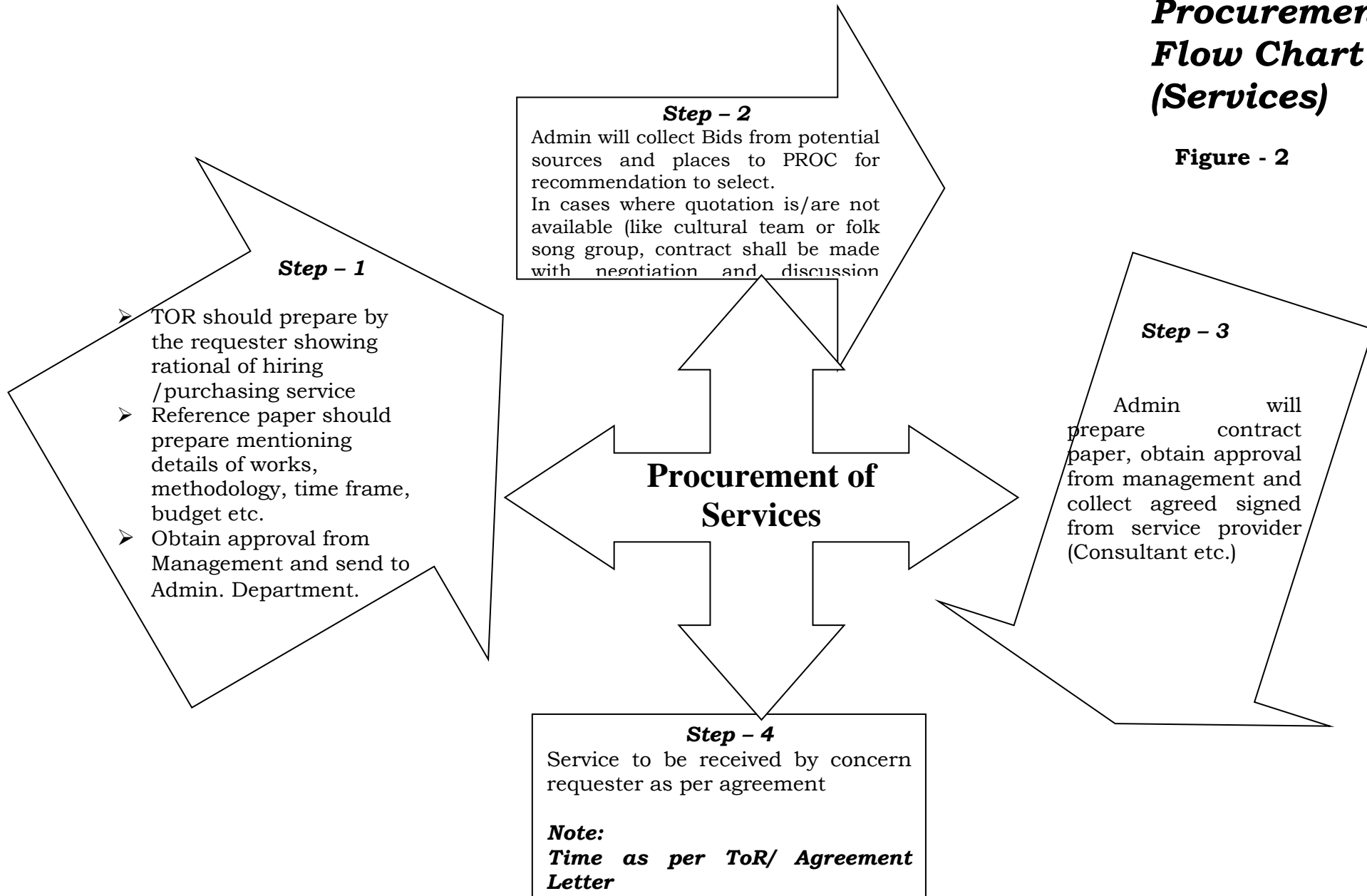
Procurement Flow Chart (Goods)

Figure - 1



Procurement Flow Chart (Services)

Figure - 2



2.1 Procurement procedure for some specific product or services

a) Vehicle Servicing

There will be times when vehicles require servicing or immediate repair. These instances will not have been anticipated. For such instances the determination of repair will be done in accordance with the Delegation of Authority. Unplanned, minor repairs and servicing estimated to be less than Tk.10,000.00 (20,000.00) can be made without FORM PR/obtaining any quotation or at the point of incidence. However notification must be given to the Procurement Unit (Administrative Officer) of the purchase. All other purchases, in excess of Tk.10,000.00 (20,000.00) must follow the proper procurement process as outlines in Section – 2 of the Procurement Procedures.

b) Electronic and print media coverage:

This includes TVC, talk shows, supplement publication, sponsorship or joint programme with other organization etc.

i) TVC: TVCs are to be completed in two steps, i.e. production of TVC and airing of TVC. After having approval of the decision of TVC to be broadcasted from the ED on the topics and duration, the Procurement process will start by preparing PR and approval of the same by the concerned official.

ii) Production of TVC: All the steps of procurement flow chart for procurement of service (figure-2) to be followed for production. However, if any media firm has the experience of producing the required quality of commercials in a competitive price, direct negotiation can be initiated. In this process, the media manager with the representative of procurement committee have to dialogue and negotiate with the media firm.

iii) Airing of TVC: For airing of TVCs, price list should be collected from the popular and established TV channels. Media firms may also be asked to submit quotations for airing the TVCs. If the same rated TV channels provides different rate of TVC broadcasting for the same airing time, the lowest one have to be ordered. However, to broadcast the TVC in any specific TV channel, airing order may be placed to that TV channel (s) subject to getting special approval from ED

iv) For supplement publication, sponsorship or joint programme: Like TVC, if it requires designing, then quotation may be obtained based on the outline of design from selected designer. If no design is required, the publication material may directly send to Newspaper for publishing. However, any firm wish to do the whole work of designing and publication and the rate of publication is equal or lower than the newspaper's rate, the whole work may awarded to the firm or individual.

- v) **For sponsorship or joint programme:** Based on the verbal discussion or written proposal, the issue have to be discussed in the SMT meeting and upon positive consent, the procurement process shall start.
- c) **Event management:** Based on the ToR, the vendor shall provide quotation. If no specific vendor is requested by the programme organizer, the bid summery shall be prepared after getting the quotations. A contract shall be prepared with the Event Manager where all the major responsibilities, amount of contract and mode of payment shall be described. The contract must be signed by both the parties.
- d) **Gate making and stage decoration:** This is a creative work and cannot be done by anybody else. This should be done by artist or creative producer. The person in charge of the programme may indicate or help in finding out such person. Based on the ideas and design layout by the event in charge of MJF, the cost of the task should be negotiated and a contract in this regard shall be signed by both the parties.
- e) **Translator, rapportier etc.:** It is difficult to get good translator/rapportier in time of need. The director of the department under her/his authority shall decide the work required. It should be offered from the enlisted Translators/rapportier of MJF (if any), however, if the enlisted translator/rapportier refuse to work or inform inability of work, other translator/rapportier may be offered. In this case the person in charge of translation/workshop/seminar may propose translator's/repportier's name and send CV to the procurement Unit who will discuss in the procurement committee and arrange issue of work order/letter for the work. The remuneration of the translation work shall be decided by the procurement committee.

2.2 Procurement Committee

The executive Director shall form a Procurement committee consisting of at least 3 general members and 2 technical members from different unit/department of the organization. The committee will be headed by a Director or Coordinator and the member representing from procurement unit shall act as member secretary of the committee. The duration of the Committee shall be one year but may be continue for several terms subject to renewal by Senior Management Team (SMT).

2.3 Scope of work of Procurement Committee

The purview of Procurement Committee is to review and recommend the procure goods and services from Tk 5,000 (10,000.00) to Tk 5,00,000, and procurement above Tk 5,00,000 shall be dealt with by another Tender Committee (Chapter 4.1.1.3). In general the following are the

functions of the Procurement committee but cannot be limited as situation may compel to do some extra task/s.

- 1) Soon after a PR has been approved as per delegation of authority, it shall go to the Proc. Committee through Member secretary.
- 2) The committee will sit as per the requirement and decide the process of procurement to be committed for any approved PR;
- 3) A list of probable vendor to be identified from the enlistment or from yellow pages;
- 4) Written RFQ have to be issued to the vendor;
- 5) The specification provided by the purchase requester must be checked in the market whether available or not and accordingly the PR requester may be informed the situation;
- 6) In case of non-availability of the product or services and if the requester agreed, the specifications of the PR may be changed keeping the same PR no.
- 7) Comparative statement must be reviewed that
 - a) The proprietor, telephone no. and holding no. of the quotations are not the same, however, found same, a note should be given;
 - b) The format of the quotations presentation are not same;
 - c) Similar or same handwriting and signature is not there;
 - d) If these are same, then the reason must be mentioned and note down;
- 8) Upon reviewing all the factors, Procurement Committee shall recommend for issuing necessary action/work order for the procurement.

Section 03

3.00 Vendor Enlistment (Selection of Suppliers)

3.1 Enlisted vendors are vendors those who have been selected for participating in Competitive bidding through RFQ/Seal bids/Limited Tender/Press Tender.

3.1.1: General procedures about vendor enlistment:

Through maintaining proper process, pre-selected vendors reduces the risk of improper procurement, decreases the possibility to select the inappropriate vendors and improves the efficiency and effectiveness of appropriate procurement. Basically vendor selection is a three-stage process which is as follows: -

- a. Vendor Evaluation
- b. Vendor Development
- c. Vendor Negotiation

a. Vendor Evaluation

It involves seeking potential vendors and determining the chance of their becoming good suppliers. The selection of competent suppliers is *critical*. If goods suppliers are not selected, then the whole process may be wasted. So, for better selection of vendor it is required to be noted the vendor's company profile, its services, product quality, price, warranty, previous experience with MJF, its sales personnel capability etc in the evaluation process. Finally, the shorter lead times and on-time delivery also help the Procurement Dept. to maintain the project's satisfaction.

b. Vendor Development

It includes everything from training on the RFQ to delivery and billing system i.e. the whole system of procurement. But we have to make sure that the selected vendor has an appreciation of quality requirement, schedule of delivery, payment system and above all the procurement policy. For taking better service we may have to train, motivate the vendors time to time through formal or informal means on the issues like:

- i. How the quotations are to be prepared fulfilling MJF's requirements,
- ii. What would be the implications if similar hand writing is submitted on different quotations from the same supplier,
- iii. What would be the consequences if same proprietor enlists more than one firm etc.

c. Vendor Negotiation: strategies are the approaches taken by the Procurement Dept. to develop contractual relationships with suppliers.

3.1.2 Vendor's Information Form: The vendors are to fill up the data sheet giving the following information during submission of their enlistment documents: Please see the form as Annex – C (1)

Mandatory Documents are:

- Trade License
- TIN Certificates/ Turnover Payment Certificate
- VAT Registration Certificates
- Experience/performance certificate as supplier from any reputed organization along with a list of its present customers with their telephone number
- Business name, address with Telephone / fax/ e-mail / mobile number etc.
- Name of proprietor/partner/CEO
- Name of contact person designated for MJF.
- Money receipt as proof of purchasing enlistment schedule (if any)

Optional Documents are:

- Category of the firms particularly on which they have the expertise/ experience. Certificate is to be submitted.
- Nationality of the Company (in case the nationality is other than Bangladeshi)
- Business Experience with MJF should submit with the enlistment letter or a purchase order (PO) received from MJF.

3.1.3 Selection of General Suppliers

For efficient procurement, MJF allows enlistment of a general supplier who may not have inventory of their own, but have a business entity / office with appropriate business documents.

3.1.4 Grouping/ sub-grouping of vendors

One supplier can be placed in a maximum of two groups but the same supplier can be placed in several sub-groups (if any). When the number of suppliers is more than 07, then the Procurement Committee for enlistment may divide them in the category or groups based on their past experience in particular line items/ business, say stationery and printing material supplier, project material supplier, furniture and office equipment supplier, vehicle servicing etc.

It should be noted that information for RFQ/seal bid/tender should be sent to all the enlisted suppliers of a particular group and a *cyclic order* should be maintained so that all enlisted supplier get the equal opportunity for bidding.

3.1.5 Formation of Procurement Committee for Enlistment of Vendors

It is required to form a *Procurement Committee for Enlistment of vendor(s)* comprising of the following members:

- | | |
|-------------------------|-------------------------------------|
| 1. Executive Director | : Chairperson (approving authority) |
| 2. Manager Operation | : Member |
| 3. One Technical Expert | : Member |
| 4. Admin Officer | : Member Secretary |

Note: Personnel from Accounts Department should not be the members of the committee.

The member secretary will bear the responsibilities relating to enlistment formalities. S/he will make the advertisement, selling of the schedule of contract at pre-determined rate (if any), collection of the bids, arrange meeting, invite the members, arrange data entry for evaluation etc. The committee will open the receipted documents and evaluate the documents for enlistment through a designated person. All the members should sign the evaluation sheet followed by recommendation. Upon completion, the Executive Director/SMT will approve the vendor enlistment, and duly copy to manager Procurement/Operation.

In fact, Procurement committee shall select and recommend any vendor/service provider on the basis of assessment of quality, price, credibility, reliability and timely delivery. The committee may also reject one (or more), or all the bids, should such a situation arise that none of the bids are worth considering.

3.1.6 Other Sources of vendor

In order to circulate the information of vendor enlistment, prospective contractors, suppliers, shop owners, printing press, vehicle service provider etc and respective team can make them aware of the system of vendor enlistment and inform the purchase procedures to be followed

during the period of their enlistment. Such distributions of the advertisement copy should be free of charge. An application form for enlistment is attached as Annex-B

The Procurement Committee must identify sources of potential vendors. Such sources should include other NGOs, UN Agencies, Governmental Agencies, Chamber of Commerce or equivalent organization, Bangladesh Yellow Pages (Data Base Directory), etc.

To meet up the requirement of a particular program activity, the concern Program officials of MJF may also suggest name of the potential vendor(s) to be considered for enlistment.

3.1.7 Contract of Enlistment and cost of schedule

It is expected to have a schedule of enlistment (Annex-C) and the process should be same as tendering. The “Contract of Enlistment” (Annex-D) should be treated as enlistment schedule by which the vendors will be aware of the terms and conditions before participation. Cost of schedule is Tk.100.00 each (non-refundable) or free of cost (as applicable).

3.1.8 Evaluation of the Enlistment Offer for competitive bidding

Upon receipt of the applications as per the due date and time of opening, the Procurement Committee for enlistment should open the applications. The member secretary then should sort out the documents as per requirement and upon assessment, the vendors should be listed as per groups and sub-groups in a broad sheet for approval of the committee. The committee members may also review before final approval and then the list of the eligible vendors should be given in the notice board as well as the suppliers should be informed by mail. In case of any foreign company applied for enlistment, the nationality of such company should be written in the evaluation sheet. The final enlistment list should be approved by the Executive Director/SMT of MJF.

3.1.9 Time Frame for enlistment

MJF may allow the vendor enlistment initially for two year. The process should start in January and to be completed by 31st March after every two year. Vendor may be renewed according to the same process. If the past performances are satisfactory, the old vendor may also be renewed. In exceptional cases, management may take any justified decision to cancel/withdraw/add any enlisted vendor.

3.2 Preferred Vendor:

Preferred vendor means the vendor(s) with whom purchaser (MJF) made a contract of purchase. Contract may be either for short time or long time / for a specific period of time based on a given price list. Note that at the time of selection, quotations from the best vendors need to be collected and best bidder(s) should be selected to be our preferred vendor(s).

On the other hand, this is a negotiation strategy to develop long-term relationships with a few suppliers who will work with the purchaser (MJF) to satisfy the end users needs. Initially, it may be maintained for Printing, Stationery Supplies, vehicle servicing and maintenance etc.

At times, the Procurement Unit may consider it beneficial to identify a few selected suppliers from whom to purchase goods and services. In such instances, a price list should be provided by the supplier and maintained by the procurement unit. Specific examples include vehicle servicing and minor repairs and routine maintenance. In event that a vehicle requires repair or maintenance which is of urgent nature, the MJF employee may be able to go directly to the preferred vendor based on the price list that has been provided in advance.

Rationale of selecting preferred vendor:

Justification to purchase from preferred vendor(s) is given below:

Merits:

- 1) Short process:** Once preferred vendor is selected, this process saves time and reduce paper work like collection of quotations, preparation of bids, get it signed by the Procurement committee etc. etc.
- 2) Long term relationship:** The vendor supposed to maintain reasonable price & quality goods with a view to continue the contract for long term business.
- 3) Short time:** Purchase can be made within a shortest time.

De-merits:

The preferred vendor system also has some demerits –

- 1) Variation of prices:** If the cost of any item falls during the contract period, the vendor may avail these opportunities unless MJF keeps close monitoring of market price. On the other hand, if the cost of any item goes up during the period, the vendor may not agree to supply.

Conclusion: Considering all the above aspects, MJF may select few vendors as **preferred vendor** from enlisted vendor list for smooth functioning of programs, initially for some common items like stationery & supplies, printing, venue, accommodation to training/meeting/workshop, vehicle servicing, Media, TVC, documentary etc.

3.2.1 Process to establish Preferred Vendor:

Normally preferred vendor should be selected from the enlisted vendor list of MJF. The following steps should be taken to establish preferred vendors:

- a. First of all prepare a schedule like of enlisted vendor comprising of the
 - i. The scope of works with details specifications
 - ii. Volume of the quarterly/half yearly/yearly requirements
 - iii. In case of multiple items, prepare a consolidated list as “bid price schedule” where the vendors can quote the unit prices. This unit price will be considered for bid evaluations.
 - iv. Prepare draft terms and conditions and attach with the bid schedule, which are to be abided by the vendors during the period of executions of the contract.
 - v. Mentioning bid validity is one of the prime criteria for selection. Offer validity should be asked from the vendors. The minimum offer validity should not be less than 180 days.
- b. Complete the “preferred vendor schedule” alike the enlisted schedule and distribute among the enlisted vendors mentioning the appropriate date, time, place of dropping duly filled, signed and sealed.
- c. Establish preferred vendors through a competitive process from a group of enlisted vendor by the vendor enlistment committee. Evaluate the receipted bids and put rationale for designing the vendor(s). Upon approval from ED/SMT, award the formal contract to the vendor(s).
- d. For sole agent, vendor enlistment committee to negotiate the prices and make the record of the negotiations for such prices selections. In case of repair and maintenance by the same sole service provider, make a **long standing contract** on a non-judicial stamp of Tk.150 stating all the terms and conditions of services of the goods and services as per pro-forma at Annex-D.
- e. Maintain the preferred vendor for **six months** or until the vendor has increased prices over those of the winning bid by more than the general inflation level, whichever is less. This will reduce the risk.
- f. Include the preferred vendors in the approved vendor list and identify them in the database/separate list as preferred vendors.
- g. Services of selected suppliers/vendors (enlisted/preferred) should be reviewed time to time by the management. If necessary selected suppliers/vendors may be changed after a certain period or any point of time.

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Section 04

Purchasing Process

4.1 PURCHASING PROCESS

General Procedure for Acquisition of Goods and Services

The acquisition process involves four steps.

I. Recognize a Need:

The process begins when the PU receives a Purchase Requisition (FORM PR) from requisitioner via AA to buy outside materials or services.

II. Select Suppliers/Vendors

This step involves identifying suppliers capable of providing the items, grouping items that can be provided by the same supplier, requesting bids (RFQ, please see the sample RFQ format in Annex-E) on the requested items, evaluating the bids in terms of different criteria, and recommending for selecting a supplier by the Procurement Committee (PROC).

III. Place the order

Once a vendor is selected, a written order should be issued which is called Purchase Order (FORM PO, please see the sample PO format in Annex - F). The Purchase Order will act as the contract for the supply of the goods/ services as per the required quality, quantity, payment mode and delivery time etc.

It may be noted here that in case of technical items/FF&E/Vehicle spare parts etc. the recommendation from end –user’s/requisitioner’s should obtain before issuing PO to the selected vendor.

IV. Receive the Order

Materials / supplies/goods should be checked for specifications, quantity and quality, with FORM PO, the unit placing the purchase requisitions (PR). Materials should be received from vendor thorough Challan and send it to the store or end-user.

4.1.1 Limits of Procurement

In this section, steps of procurement process have been summarized in light of the purchasing process. Purchases can be made in 4 different

ways based on the amount of purchases and availability of the goods/services:

Amount	Source	Quotation	Method of Procurement
<i>Up to TK. 5,000 for single item / Tk.10,000 for more than one item</i>	Open Market/ Enlisted Vendors	None	Direct purchase by-Officer/ In-charge/Designate
<i>TK. 5,001 - 20,000 /for single Tk.10,001-50,000 for more than one item</i>	Open Market/ Enlisted Vendors	Two	Open market purchase by PROC. Purchase Order should be issued.
<i>Tk.20,001-50,000 for single item / TK. 50,001-5,00,000 for more than one item</i>	Open Market/ Enlisted Vendors	Three	Open market purchase by PROC. Purchase Order should be issued.
<i>above TK. 5,00,000 (for both cases)</i>	Open Market/ Enlisted Vendors/Press Tender	Three or more	Through limited tender (sealed bid)/ press tender. For all cases Purchase Order will be issued.

4.1.1.1 Procurement up to Tk.5,000 for single item or Tk.10,000 for more than one item

For any procurement up to Tk.5,000 for single item/Tk.10,000 for more than one item, no quotation are required. Upon receiving the email / written request from the concerned employee through the concerned supervisor/departmental head, the Procurement Unit (Administrative Officer) will arrange to prepare FORM PR and will seek the approval in accordance with the Delegation of Authority. The order may be placed verbally by the Administrative Officer, Procurement Unit. Goods and services should receive through Challan. In issuance of verbal order, PU should maintain the cyclic order within a particular of group in the enlisted vendor or shopkeepers/preferred vendor (if any).

4.1.1.2 Procurement above Tk.5,000 up to Tk.20,000 for single item or above Tk.10,000 to 50,000 (for more than one item)

For any procurement from Tk.5,000 to Tk.20, 000 for single item or above Tk.10, 000 up to 50,000 for more than one item the PU

will arrange procurement based on two quotations obtained from different vendors through the following process:

a) Request for Quotation (RFQ):

RFQ are to be invited using official pad from at least (02) two enlisted vendors. It may be sent to vendor through e-mail, post, by hand or vendor may collect it from any reliable source. As, all the vendors do not submit/drop quotation for every RFQ, to save time it is advisable to send RFQ to more than two vendors. If enlisted vendors are unavailable for a particular item, then the requested item could be procured from open market by PROC with proper justification but it is suggested to make a list of RFQ and obtain acknowledgement signature with date & seal from the potential vendor. In this regard the following issues should be followed: -

- i. All the vendors should be given opportunity in cyclic order. This is to ensure that all suppliers will get the opportunity to bid which will ensure the spirit of competitive bidding.
- ii. The quotations should be opened by the Admin Officer/PROC as per the date given in the RFQ. The members will put their signature on the relevant pages where the prices and specifications are mentioned.

b) Bid Evaluation

Bid evaluation personnel (AO) will then assess the quotations and will prepare the Comparative Statement (CS)/Bid Summary (BS). The evaluation personnel will sign in the “**Prepared by**” column and place the file for recommending by the PROC and approval to Director – F&A/ED under “**Recommended by**” and “**approved by**” column respectively. In case of the items are more technical where the technical assistance is needed for selection, then the bids are to be sent for technical evaluation before making the comparative statement. The technical personnel of the respective section will make their comment on the technical evaluation and based on the technical evaluation, procurement section will make the price comparison, lead time for delivery, supplier performance etc. Finally, they will solicit the bids for the best-cost provider.

Best-cost does not always means the lowest bid rather it is a compromise between price and quality. For the greater interest of the organization and receiving qualitative and timely services/goods, Procurement committee may give any kind of justified recommendation to issue work order/purchase order but justification **must** be recorded as future reference.

c) End user’s recommendations / comments:

Once the approval is given by the Director – F&A/ ED on the comparative statement it will indicate that the procurement section have already selected the goods/services. To avoid return of goods or ensuring qualitative goods/services, before issuance of the Purchase Order (PO), the end user (if available) should give their comments whether they agrees with the selection or not. ***This will reduce the risk of purchase return and above all, save time and cost of ordering.*** If anybody disagreeing with the selection and write the proper justification, then fresh bidding can be made.

d) Issuance of Purchase Order (PO):

On completion of the above procedure the AO will prepare the PO. It may be mentioned here that AO should have to use the PO serial number and maintain a register. The PO will be signed by the Director – F&A / ED or as per Delegation of Authority (DoA).

e) Receiving the goods and services:

The logistics section of the respective procurement section/ department upon receipt of the goods or services through Challan/receipt notes.

4.1.1.2 Procurement above Tk.20,000 to 50,000 for single item/TK.50,001 to Tk.500,000/- for more than one item from the enlisted vendors or open market:

RFQ are to be invited to at least 03 enlisted vendors to have provided quotations in the procurement dept/other means. As, all the vendors do not drop the quotation all the time, to save time it is advisable to send RFQ to more than 03 vendors. The same procedure should be followed as stated in the above section (3.1.1.2.b-e).

In case of open market/ spot quotations, the PROC should visit the market to obtain such quotations. Please follow the **“Spot/verbal quotation”** section of clause # 3.2 of this manual. ***Taking more than one quotation from one vendor is strictly prohibited.***

4.1.1.3 Procurement above Tk.500,000/- for both cases (PO/PR amount) from the enlisted vendors/open market/Press tender:

This procedure of acquisition of goods and services through competitive bidding will also be called **Limited Tender**. If there are at least 03 (three) enlisted vendors to perform the job, the information regarding the tender will not be published in the newspapers, thereby saving a substantial cost on advertising. A **Tender Committee** is to be formed just after the preparation of tender schedule with personnel from program and program support consisting

- ✚ At least two Procurement Committee members

- ✚ One technical member (for technical items only)
- ✚ One person from the procurement bid evaluation/bid soliciting section
- ✚ Key holder of the tender box.

The Admin Officer will ensure their presence during the bid opening. No person related to vendor payment should be the member of the tender committee.

Sealed bids are to be invited through '**Invitation for Bids (IFB)**' which is another form of RFQ from at least 03 vendors who will receive/purchase the bid schedule from Accounts/ Admin/ Procurement department or any other designated places. The bid schedule will also contain a Pre-numbered, standardized, self – addresses envelopes that are asked to provide price quotes. The address of the envelopes must include the title (e.g. Manager - Operation) or the employee assigned to receive sealed price quotes. Tender schedule must include the following statement to the vendors: ***“Please seal and send your bid in the self addressed organization’s (name of the organization) envelope provided with this tender schedule. Bid received without our envelope will be non-responsive.”***

The vendors will drop the envelope in the tender box kept in the Procurement Dept. duly filled up, signed and sealed. The key of the tender box should be in possession of a person who is not associated with the procurement process. The rate of tender schedule, earnest money and performance guarantee (if any) will be as per the approved chart of the management decision.

In case of non enlisted vendor, a list of potential vendors may be preserved in the office or made a small advertisement in the newspaper and a notice may be hanged in the notice board in open area. Normally, all the vendors do not drop quotation for every IFB. So, to save time it is mandatory to send the copy of IFB to all the enlisted / non-enlisted vendors for that group.

All sealed bids will be opened in presence of the bidders (if presence any) and members of the Committee. The key holder who is not involved in procurement process should open the tender box. The key holder will record in the register the name of the bidders, no of bids and the tender schedule / IFB whether it has been returned with the bids or not. The tender committee members (not the vendors) should sign the bid price schedule and the specification sheets. The committee members and the vendor must sign the **“Bid Opening Sheet”** with their name and designations. All the tender committee members must sign the relevant pages of

the bids where the specifications, prices, terms and conditions of tender are mentioned. A Summary of Bid Evaluation (SBE) will be prepared justifying the selection of the supplier by the Tender Committee. All instruction mentioned in the sub-clause # b, c, d & e of clause # 3.1.1.2 should be followed.

4.1.1.4 Purchasing from Sole Agent/ Sole Distributor/ Sole Manufacturer/Exclusive Distributor/Agent etc. against certificate:

- I. The Procurement Section should try to enlist the above suppliers with or without enlistment fees due to their sole agencies. The sole agency certificate would be the basis for selection of the sole vendors. The Procurement section **should** try to make them as **Preferred Vendor** as soon as possible complying with the rules stated in this manual (Section – 2).
- II. In case of **multiple agents** i.e. the same items are having two or more vendors; all of them are to be enlisted. For example: For HP Products, there are 03 distributors in Bangladesh. Among them two are enlisted. So we have to carry out competitive bidding including the two vendors.
- III. For '**Sole Sourcing**'¹, Purchases are made from a Single Quotation for any amount of purchase. Normally, RFQ are made to submit the quotation. The Procurement committee open and solicit the bid. For large purchases of tendering limit (Above Tk.5,00,000.00) a **Price Negotiation Committee**/(Procurement committee) **should** be formed in the same way of tender committee and will open the envelope in front of the vendor. In the same meeting, they will finalize the prices by bargaining / negotiating with the supplier. They will settle the discount / commission level as/if applicable. The procurement personnel will keep record of the negotiations and will write a justification. The members of the committee will sign the justification sheet. The prices, delivery time, specifications etc. are settle by the committee during negotiation should be treated as final.
- IV. No **monetary limit** is fixed for the Sole Sourcing. Few example of some vendors may used by MJF : -
 - a. Purchasing of Motor parts from *NAVANA Ltd.*
 - b. Purchasing of Wheel Chairs or Tables and any item from *Otobi Ltd., NAVANA Ltd and NEO Collection etc.*

¹ The word '**Sole Sourcing**' means awarding of a contract for a goods or services to only one supplier. While purchasing under this model, documents evidence such as sole proprietorship, distributorship, patent or copy writes should be attached.

- c. Purchasing of HP/Compaq/Epson products from *Flora Ltd. and Daffodils Computers*.
- d. Purchasing of *DELL Computers* from ISL and Syscom Ltd. etc.

4.2 Spot Quotation Purchase / Open Market Operations:

Under the following circumstances the spot/direct purchase can be made:-

- 4.2. a.** When the enlisted vendors are not available for a particular item and the general suppliers are unable to meet the specific requirements.
- 4.2. b.** Press tendering will not bring the desired result or items are of emergency or press tendering will be costly with respect to budgeted amount.
- 4.2. c.** When the enlisted vendors are not interested to go through the MJF purchasing procedures (Section 4.1)
- 4.2. d.** When the non-enlisted vendors / shopkeepers /retailer /whole sellers who all are in a position to deliver the goods upon receipt of cash/pay order/demand draft/cheque.
- 4.2. e.** When some small purchases of urgent nature, repair, maintenance, sanitary, cleaning and carpentry works for which no enlisted vendor is available and payment is to be made on completion of the job by cash.
- 4.2. f.** Purchases of fuel and lubricants from Govt. Organizations or from the private petrol pump with published / fixed price sales.
- 4.2. g.** Items of extreme emergency like relief materials, hardware items, machine shop works, tire vulcanizing, books and publications etc.

4.2.1 Spot Purchase Team:

For the above purchases as stated in section 4.2, a Spot Purchase Team should be formed comprising member from program and program support. The member should not be less than 03 (Three). Member should be one from Procurement, one from the end user and another from Admin/program support. The team is authorized to buy any amount of goods and services. However, if the estimated amount of purchase is over Tk.50,000.00 this will require the prior approval from the Executive Director/designate.

- 4.2.1.1 Exceptions:** For purchasing items under section 4.2. (e) and (f) above, no team is required to be formed. Respective procurement section may take advance with estimated cash required along with work request/purchase requisitions (PR) and upon purchasing; it will be reconciled with bills / Cash Memo. Advance up to

Tk.5000.00 may be taken as project advance for such procurement. Single item purchased in cash should not exceed petty cash threshold i.e. Tk.3,000.00.

DOA-IN TERMS OF VALUE

SL#	DESIGNATION	LIMIT IN TAKA
1	Manager Operation	0-20,000
1	Director- Finance and Administration / Programme	20,001-200,000
3	Executive Director	200,001-5,00,000
4	Executive Director and one member of the Executive Committee jointly	5,00,001-above

This Delegation of Authority includes the approval of Purchase Requisition (PR), Purchase order (PO) and signing Purchase Contract.

Annexure

Annex – A (FORM – PR)

MANUSHER JONNO FOUNDATION



PURCHASE REQUISITION (PR) (GOODS OR SERVICES)				
PR No. (assigned by Procur. Dept.)				
Date				Tracking Number * (assigned by requester)
Requisitioner (Project/Dept.)				
Item(s) requisitioned needed by				General Classification Services **
Item No.	Description/Specification	Qty	Budget per Unit	Budget Amount (for this purchase)***
1				-
2				-
3				-
4				-
5				-
6				-
7				-
8				-
TOTAL BUDGET AMOUNT				-
ACCOUNT CODES				
Account Head	A/C	FC Account Code		General Description
Name/position title of requisitioner		Md. Habibur Rahman	Admin Assistant	
Name/position title of approver		Md. Abdul Hai	Manager-Operation	
Name/position title of approver		Md. Ashraful Alam	Director Fin. & Admin.	
Approved by		Shaheen Anam	Executive Director	
*	<i>To be assigned by requester if procurement is processed by Procurement Department at CBHQ</i>			
**	<i>Attach scope of work if applicable</i>			
***	<i>To be checked or filled out by approver</i>			

Annex – B: Application for enlistment

Manusher Jonno Foundation

House # 10, Road # 1, Block – F
Banani Model Town, Dhaka – 1213
Tel. 8824309, 8810162, 8811161, 9893910
Website: www.manusher.org

APPLICATION FOR ENLISTMENT

1. Name of the Firm :
2. Full Address :
3. Contact Telephone No. :
4. Name of the two contact person who will deal business if, selected:
i. ----- ii. -----
5. Name of the Proprietor :
6. State name of the GROUP (as per SL # 1 of the Enlistment Notice) applied for enlistment.
7. Valid Trade license : Yes/ No (please attach photocopy)
8. Income Tax Registration : Yes/ No (If yes, please attach photocopy)
9. VAT registration : Yes/ No (If yes, please attach photocopy)
10. Bank account : Yes/ No

Is bank account firm name or proprietor's name?

We do hereby undertakes that we have read, understand and acknowledge the terms and conditions as stated in the "Enlistment Notice" and agreed fully to abide by those regulations.

Further, we solemnly declare that the supporting documents enclosed with the application are genuine. If, any false/forged papers/ documents are found with regards to my firm, the enlistment will be cancelled outright.

Applicant's signature :
Full name :
Name of the Firm :
(in BLOCK letters)

Seal

Date :
Telephone No. :

(NB: Last date of application submission is -----)



Notice for New Enlistment of Firms and renewals

Sealed Applications are invited from the bona-fide suppliers/Manufacturers/Sole agents/Distributors/Whole sellers/Contractors/Procurement providers for enlistment with Manusher Jonno Foundation in the following categories for the period from to

Group-A: Printing , Stationery & General Suppliers /Vendors:

- A-1: Printing, Publications & Design Vendors
- A-2: Office Stationery items
- A-3: Cleaning, Grocery & toiletries Items
- A-4: General Supplier : Training / Project materials like Rain Coat, banner, electrical fittings, Instrument and appliances, calculators etc.

Group-B: Photocopiers, Training Aids, Computers, Printers, Communication tools Home appliances and IT related appliances:

- B-1: Distributors for branded Computer, Printer and its related accessories including toner.
- B-2: Accessories for Computer and Printer (Details list of items are to be submitted with application).
- B-3: Suppliers of Computer Network items and its Installation and maintenance
- B-4: Computer licensed Software supply, Installation and maintenance
- B-5: Distributor for Photocopiers and its accessories including toner.
- B-6: **Training Aids:** Suppliers of Training aids like Camera, Video Camera, Multimedia, Projector, OHP, OHP screen and its accessories etc.
- B-7: **Communications:** Sole agents for Radio (Wireless) sets, **PABX Systems** and Intercoms including installations and maintenance, Supplies of Telephone sets, Mobile Telephone sets and its accessories.
- B-8: **Home appliance:** Supply installation and maintenance of Air Conditioner (Window & Split type) Fridge, washing machine, Oven Gas cooker etc.

Group-C: Motor Vehicle, Motor Cycle and its spare parts:

- C-1: Sole Agent for Toyota Vehicles and Honda Motor Cycles
- C-2: Spare parts for Motor Vehicles including Windshields & Glass Materials
- C-3: Spare parts for Motor Cycles/ motor vehicles
- C-4: Car paints, Polishing and Hardware materials
- C-5: Sole Agent/Suppliers for Tires, Tube & Flaps for Motor Vehicles and Motor Cycles
- C-6: Recondition engines and spare parts
- C-7: Miscellaneous Workshop: Denting, Paintings, Vulcanizing, Machine shop, Pump servicing, Motor tailors, Light repair, welding shop etc.

Group-D: Construction, Maintenance and Furnishing Work:

- D-1: Class -I Office furniture
- D-2: Class-II Steel, Wooden and other furnishers
- D-3: Maintenance Contractor for Electrical, Thai Aluminium, Wooden works & Interior decoration.

Group-E: Miscellaneous Services: Surveyor, Advertising Firm, Transport services, Cleaning and Security services, TVC, documentary, media etc.

- E-1: **Advertising firm:** For News papers: Commission/Discount rate should be submitted. **For production of documentary audio-visual, TVC etc:** Work experience is must. (Documents to be submitted).
- E-2: Micro bus/ Jeep / Car for rent etc.
- E-3: Cleaning and Security Service Company

Group-F: Training Venue:

- F-1: Venue for Training/Workshop/Conferences including accommodation and food supplies:

The following documents are to be submitted with the application:

- a) Valid Trade License, VAT Registration, TIN Certificate (Mandatory).
- b) Experience/performance certificate as supplier from any reputed organizations along with a list of its present customers with their telephone number, e-mail, fax number etc. (Mandatory)
- c) Sole Agency/dealership/distributorship certificate and their price list of products (If any)
- d) Name of the Proprietor/Partner/Managing Director, CEO and the key person with business address, telephone/fax number, e-mail (if any), must be enclosed with the application
- e) MJF prescribed vendor information form duly filled-up
- f) Money receipt as evidence of purchasing enlistment schedule from MJF (If any)

Renewals of firms:

Those who are already enlisted for the year are required to submit the above documents.

Other information:

Enlistment form & schedule may be collected from admin department, Manusher Jonno Foundation, House # 122, Road # 01, Block – F, Banani Model Town, Dhaka, during office hours (8.00 a.m. to 2.00 p.m.) from to Applications along with required supporting documents/papers must be dropped positively by(date) in the “Enlistment Application Box” which would be kept in ground floor from(date). The authority reserves the right to accept/reject any or all applications partially or wholly without assigning any reason whatsoever. For further and more information please contact with Procurement Section.

Women Entrepreneurs are encouraged

Manager – Operation
Manusher Jonno Foundation
House # 10, Road # 01, Block # F
Banani Model Town, Dhaka, Bangladesh
Tel. 8824309, 8810162, 9893910 (ext.112)
e-mail: hai@manusher.org
Website: www.manusher.org

Annex – C (1)

Manusher Jonno Foundation

House # 10, Road # 01, Block # F
Banani Model Town, Dhaka, Bangladesh
Tel. 8824309, 8810162, 9893910 (ext.112)
Website: www.manusher.org

VENDOR'S INFORMATION FORM

1.	Name of the firm:	<input type="text"/>		
2.	Name of the owner:	<input type="text"/>		
3.	Contract Person:	<input type="text"/>		
4.	Address of the Firm:	<input type="text"/>		
5.	Telephone no.:	<input type="text"/>		
6.	Fax no:	<input type="text"/>	E-mail	<input type="text"/>
7.	Trade Licence No.:	<input type="text"/>	Valid up to	<input type="text"/>
8.	VAT Registration no.	<input type="text"/>		
9.	TIN No.	<input type="text"/>		
10.	Information about Enlistment fee (if any):			
	PO/DD no.	<input type="text"/>	Amount	<input type="text"/>
	Bank :	<input type="text"/>		
11.	Group / Subgroup:	<input type="text"/>		
12.	Enclosed Documents	<input type="text"/>		

Signature:
Date:
Company Seal

Manusher Jonno Foundation

House # 10, Road # 1, Block – F
Banani Model Town, Dhaka – 1213
Tel. 8824309, 8810162, 8811161, 9893910
Website: www.manusher.org

GENERAL TERMS AND CONDITIONS FOR ENLISTMENT

1. Suppliers/manufacturers/sole agents/ distributors/ whole sellers/ contractors/ procurement providers will commonly be called vendor(s) must have sufficient experience in similar trade/contract/ supplies. During quotation for enlistment, they must specify for which group and sub-group they are interested. The selection committee of MJF will emphasis on their passed and existing line of trade/supplies and will select accordingly.
2. All tender quotations must be stated that they are agreeable to be enlisted at least for one year and will also accept the extension thereafter. For the sole agents and distributors those are having price list for their product must enclose with the quotation stating the validity of the prices quoted. In the absence of any mentioned of price validity, it shall be taken to be valid for 180 days.
3. The other basis of selection would be to verify the submitted documents with the application:
 - Valid Trade License, VAT Registration, TIN Certificate.
 - Experience/performance certificate as supplier from any reputed organizations along with a list of its present customers.
 - Sole Agency/dealership/distributorship certificate and their price list of products .
 - Name of the Proprietor/Partner/Managing Director with business address, telephone/fax number, e-mail (if any), must be enclosed with the application.
 - Money receipt as an evidence for purchasing the enlistment document (if any).
4. All new vendor for Group A, B and D (except interior decorator) Taka 20,000.00 (Twenty thousand) only and for other Groups along with interior decorator Taka 5,000.00 (Five thousand) only by DD/PO (refundable) issued from any scheduled bank & drawn in favour of MJF, must be submitted with the application (if any). Enlistment fee (if any) of the selected Vendors will be treated as security deposit & be retained by MJF during the period of enlistment, while enlistment fee of the unsuccessful applicants will be refunded. **No firm will be enlisted for more than two main groups (A, B, C,**

D, E, F) for which separate earnest money and application is not needed.
In one application details group and sub group (If needed) are to be mentioned

5. Those who are already enlisted for the year ----- are required to submit the required documents, no need to submit the enlistment fee further. The document should be dropped in the Enlistment box in due time and the envelope should be marked **“Renewal”**.
6. MJF authority reserves the right to accept or reject any or all enlistment application without assigning any reason whatsoever. The advertisement published in the national dailies (if any) should treat as an integral part of this schedule.
7. Tender quotations which are believed to be the result of collusion between vendors shall stand cancelled, and the bid bond deposited by the vendors will be liable to forfeiture upon proof of the same.
8. If tender is accepted as a vendor for MJF and subsequently the vendor refuses or fails to perform their supplies properly, the bid bond deposited by him/them shall be forfeited, in addition to this MJF Management may take further legal action based on the monetary loss involved. For such default, the vendor may be black listed.
9. Merchandise will be received at the receiving area between 8:30 AM and 3:00 PM on all working days with delivery Challan from the vendors.
10. In case of sample of the items ordered, vendor must take sample approval by the concerned authority.
11. All goods will have to be supplied strictly as per specification & time mentioned in the purchase order. In case of failure the same will be procured directly from another source or another enlisted suppliers and the difference in price will be deducted from the original supplier's security/ bills (if any).
12. Defective items will be rejected on the spot and for such case no carriage inward/outward will be born by MJF.
13. Any/all rejected items must be replaced by the supplier within the time specified by the MJF failing which the same will be purchased from another source or from another enlisted supplier and the difference in price adjusted from the suppliers bill/ and/or security deposit (if any).
14. Even after receiving the merchandise through the receiving department, if the same are found lacking in quality/quantity and differing in specification, as compared to items / sample tendered for, the supplier must replace the same promptly, within the time designated by the MJF Procurement Department, failing which action may be taken as per clause (a) of termination clause of this contract.

PAYMENTS TERMS:

1. The payment will be made within one month / according to the date mentioned in the PO from the date of completion of delivery of all items mentioned under the purchase order.
2. All invoice/bill(s) to be sent to MJF Accounts Section, House # 10, Road # 01, Block # F, Banani Model Town, Dhaka-1213. Failure to do may delay your payment.
3. Reference of PO must be given on all this invoice/bill. Without PO no. Invoice/Bill may be returned.

TERMINATIONS:

The MJF authority reserves the right to terminate the enlistment of the suppliers if:

- a. The overall performance of the suppliers is found unsatisfactory and the findings of the MJF in this regard shall be final.
- b. Adaptation of unfair means, such as collusion in quoting the rate, supplying inferior quality of merchandise from the contracted or supplying repeatedly lower quantity of goods.
- c. Contravention of the terms and conditions laid down in this contract.

Forfeiture of Enlistment fees (If any):

MJF will have the right to forfeiture of the enlistment fee in part/full under the following circumstances

- a. If the vendor fails to supply the goods/services as per the specification laid down in the purchase order or in RFQ
- b. If the vendor is terminated as per the clause mentioned above.
- c. If the vendor fail to meet the warranty services as per contract.
- d. If the vendor disagree to sign the contract and supply the goods & services as per the bid submitted by the vendor.

Signature:.....

Manager – Operation

Name of the Vendor:

With seal

Ref:
Date:

Otobi Furniture Industries Ltd
Gulshan, Circle – 1,
Dhaka-1213
Attn. : Mr. Kabir Ahmed

Subject: **Confirmation of Enlistment as Supplier with Manusher Jonno Foundation (MJF)**

Dear Mr. Ahmed

MJF Management is pleased to inform that the Enlistment Committee has considered your application for enlistment. Group wise selection has been made based on your request and past experiences. You have been enlisted for the period up to 31st December 2009. In this regard, all the Terms and Conditions as contained in the Contract of Enlistment issued to you during selling of the enlistment document shall constitute an integral part of enlistment and shall be applicable in full force as and when necessary during the period of your Firm's enlistment with Manusher Jonno Foundation.

With this enlistment, you will participate in all the quotations/bids below Tk.02 (two) Lac as invited by MJF without any earnest money (EM) and performance guarantee (PG). For limited and press tender, you are to submit the EM/ PG as will be asked (if any) in the tender invitation for bids (IFB).

MJF will retain your Enlistment Fee (If any) during the period of enlistment and will return on expiry with deduction if any due to some non- performance.

As proof of your acknowledgement of this letter please sign below & return a copy for our record. In case of any changes in address, telephone & person in contract, please inform us immediately.

Thanking you.

For Manusher Jonno Foundation

Manager-Operation

Acceptance from the vendor

For and on behalf of

(Company seal Signature)
Name of the CEO/MD/Proprietor
Telephone No - E-mail -

(Annex – E: Form RFQ)

Manusher Jonno Foundation
House # 10, Road # 1, Block – F, Banani Model Town
Dhaka - 1213

Telephone: 8811161, 9893910, Fax # 8810162

RFQ#

Dated:

To :

Attn. :

Subject :

Reference :

Dear Vendor,

On behalf of Manusher Jonno Foundation, you are requested to provide us with your best price for the supply of the following items along with delivery schedule.

Please enclose this letter along with your sealed quotation and submit the same in the box kept at the MJF office during office hours, 08:00 a.m. to 16:00 p.m. till Sunday through Thursday (Additional pages may be enclosed if required and should be submitted in original).

Sl.#	Description of item(s)	Unit	Quantity	Unit price	Total price

®Last date of submission of quotation:

®Delivery time & bid validity: To be mentioned with offer.

®VAT/Tax will be deducted on your invoice amount as per GOB rules.

Administrative Officer

Extension:

Copy : File

(Annex – F: Form PO)

P.O. #

Date:

To :

From : Manusher Jonno Foundation (MJF)

Our Reference: PR # dated:

Bidder's Reference: Quotation #

Subject:

With reference to the above, Manusher Jonno Foundation is pleased to award you the job of supplying the below listed goods to MJF, at the prices, quantity, time and specifications mentioned in your quotation/ in this P.O:

Sl.#	Name Items	Quantity	Unit Cost	Total Cost Tk.
	Total			

Following terms & conditions will be the integral part of this purchase order:

- a) Supply should be completed by
- b) The payment will be made by Account Payee cheque upon submission of bill after completion of delivery and acceptance by MJF
- c) MJF reserves the right to reject the described materials herein either partially or entirely if the supply are found not to meet exact specifications/ or satisfactory. In such case(s) the vendor will be bound to replace the materials as per the quality/quantity to be determined by Manusher Jonno Foundation.
- d) If the vendor fails to provide satisfactory services/goods, MJF will impose penalty from the total bill or/and terminate this PO.
- e) VAT & Tax will be deducted as per GOB rule.
- f) Undertaking: The vendor certifies goods/service that are to be delivered under this order are not any prohibited/contraband items as per Govt. rules of Bangladesh.

-----A G R E E D-----

For the Vendor

For Manusher Jonno Foundation

Director- Finance & Admin.

Section - 5

Glossary

- **Accounting Unit** means the dedicated central accounting and financial control operation which manages MJF funds.
- **Associated Infrastructure** means the Organisation's information and communication technology infrastructure including computing and network facilities and associated services including, but not limited to, terminals, computers, computer peripherals, communication devices, computer data networks and computer software.
- **Best-Value for Money** means award on the basis of evaluation of cost and non-cost factors which is intended to provide for selection of source whose proposal offers greatest (best) value to Manusher Jonno Foundation in terms of performance, risk management, cost or price, and other factors."
- **Communication** means the exchange of information within and external to the Organisation, by whatever means, as part of the funding and operational activities of the Organisation.
- **Competitive Bidding** means the process by which procurement is conducted through receipt of proposals/bids and which are compared against one another to determine best-value for money.
- **Decision-making** means the making of choices or determinations to support the funding and operational activities of the Organisation.
- **Evaluating** means making qualitative judgments about what is taking place.
- **Executive Committee** means four members drawn from the Governing Body including the Executive Director.
- **Information** means all fund and administrative data, records and publications, in all formats, and includes, but is not restricted to, project concept notes, project proposals, publications, administrative and legal records, reports, marketing materials, media releases and all data stored in the organisations computer systems.
- **Internal Assessment Panel** means a select group of staff from Manusher Jonno Foundation - the Executive Director as the Chairperson and the Head of Finance and Administration and Programme Advisors as the Panel members.
- **Gender and Diversity Balance** means diversity in gender, age, culture, beliefs, attitudes, language and social circumstances.
- **Manage** means all MJF activities concerning:
 - The planning of MJ's information needs; and

- The receivable, creation, security, update, communication, publication, storage, retrieval, usage, archiving and disposal of information owned or accessed as part of the fund and administrative activities of the Organisation.
- **Manusher Jonno Foundation funds** means the funding made available by donors to support initiatives which contribute to the project goal.
- **Monitoring** means checking that practices that are supposed to take place actually do take place.
- **Operations Department** means the department which is held responsible for the procurement cycle.
- **Operational Managers** means Project Advisors responsible for the day-to-day management and operation of the procedures associated with this policy.
- **Partner Organisation** means an organisation that is applying for funding from Manusher Jonno Foundation and/or is receiving funds from Manusher Jonno Foundation to support initiatives which contribute to the project goal.
- **Procurement** means purchase, hire, lease, rental, exchange or any other commercial transaction involving the outlay of funds in return for the provision of goods, works or services.
- **Procurement Assistant** means the individual working within the Operations Department who is responsible for insuring that the procurement policy is adhered to.
- **Procurement Plan** means the document by which each department submits in intended purchases for the coming fiscal year. The procurement plan requires department heads to indicate item, budgeted price, delivery date, etc.
- **Project Team Leader** is the individual responsible for managing a Partner Organisations which is receiving funds from Manusher Jonno Foundation.
- **Tender Committee** means the committee that has been established for the sole purpose of a specific procurement. The Committee to be comprised of personnel from the requesting department, the operations manager, and a member of the steering committee.

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