

PROCUREMENT POLICIES AND PRINCIPLES

1. The following principles are adhered to in the procurement of materials and services:
 - a) Fair Competition: CSR TURKEY will treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.
 - b) Conflict of Interest: Situations of conflict of interest with the business of CSR TURKEY will be declared to the Organization in accordance with the code of conduct of the Organization.
 - c) Cost-effectiveness: Quotations and tenders will be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.
 - d) Transparency: To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.

PROCUREMENT PROCESS

2. The following procedures are adopted according to the amounts and nature of the procurement of goods or services:
 - a) Restricted or Single Tendering (applicable to all types of procurement) This type of tendering is applicable to procurements of goods or services that can only be provided by a limited number of suppliers or suppliers who are sole agents or patented distributors. Therefore, only one or several suppliers or contractors will be invited to submit written tenders. Sufficient justification should be made for prior approval by the authorized person before proceeding the tendering exercise. The above information should be clearly recorded in the tender evaluation report for examination by the approving officer (please refer to Paragraph 10 below).
 - b) General Procurement (applicable to procurements of value above \$500)
 - ❖ Written Quotation: After obtaining approval from the authorized person (please refer to Paragraph 10 below), written quotations should be sought from three (3) suppliers, including the successful tenderer in the last procurement exercise (whose goods or services meeting the requirements). If a list of suppliers is used, quotations will be sought from the suppliers on the list by rotation. The lowest quotation meeting the requirements should be accepted.
 - ❖ Verbal Quotation To enhance administrative efficiency, verbal quotations from not less than three (3) suppliers or contractors may be used for procurement of miscellaneous item or service that costing \$500 or below. The responsible officer must make a record of the verbal quotations for review and verification.

TENDERING PROCEDURES

The following summarizes the stringent tendering procedures to be followed:

❖ *Tender documents / quotations*

3. Procurement officers should prepare the tender documents/quotation proforma and provide all the required information in the documents to facilitate bidding from tenderers. The information should include tender specifications and requirements, conditions of contract, required quantity of items and service and timing of provision, assessment criteria, tender closing date and time, the place for depositing the tender, the contact person, and the officer to whom enquiries may be made.

4. As far as possible, the officer responsible for seeking quotations from the suppliers/contractors should not be the approving officer for the acceptance of the quotations in the same procurement exercise.

❖ *Submission of Tenders / Quotations and Opening of Tenders*

5. Unless in exceptional circumstances of urgency, tenderers will be allowed sufficient time to submit their tenders. Tenderers must submit their tenders before the tender closing date and time specified in the tender documents. Any tenders received after the tender closing time shall not be considered.

6. At least two (2) officers shall open the tenders/quotations simultaneously and shall each initial beside each quotation figures as confirmation.

❖ *Tender/ Quotation Evaluation*

7. In general, tender evaluation will be carried out by at least two (2) authorized staff.

8. The most competitive and cost-effective tender among the eligible tenders will be selected by evaluation according to the pre-set assessment criteria.

9. A tender evaluation report will state clearly its recommendations and justifications for those. Where a scoring system has not been adopted and the successful tenderer is not the lowest bidder, full and sufficient justifications must be stated in the evaluation report.

Approval and Authorization

10. Approval or authorization should be sought from the following person(s) before inviting suppliers to submit quotations and/or selecting suppliers for seeking quotations:

- ❖ Value of the Materials or Services to be Procured:
- ❖ Procurement authorized by :
- ❖ Tender approved by :