

PROCUREMENT MANUAL

Fourth Amendment of 21 April 2026

Introduction

Dear Colleagues,

Over the past years, Transparency International Bangladesh (TIB) has significantly grown both programmatically and institutionally. We have the distinction of being the largest chapter of TI in the world implementing multi-dimensional and robust programmes. This means that we are handling larger and newer resources, projects, staffs, partner and vendors. Most importantly our procurement activities have grown in many dimensions. With this growth, the policies and procedures related to procurement have required updating and amendments to ensure the high standards of transparency and accountability that TIB is known for, and is expected to be. Our main objective is to ensure that our procurement process and all actions, decisions and activities related to it represent highest standards of economy, efficiency and effectiveness.

What follows here is the amended and updated version of TIB Procurement Policy approved by the Board of Trustees of TIB at its 116th meeting held on 8 June 2023. All relevant members of the staff at all levels and locations are expected to be conversant with the provisions of this policy and to fully comply with the same. The Board and management hope that the policy will be fully enforced without any exception so that the underlying responsibility and accountability framework are strictly observed.

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Executive Director

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SECTION 1

1. Introduction

TIB being a Trust pursues a policy of minimizing at most, waste of time labor and its fund. TIB wants a reflection of this policy in the management of procurement, stores and stock control. Conscious uses of store accommodation and at the same time taking advantage of bulk buying discount and anticipated price hike can generally be considered as a mark of efficiency. Under circumstances and at times buy just quantity and just in time may also be thought to be important. Procurement policy is thus based on a very objective requirement, short- and long-term planning.

This manual describes planning and process of procurement of goods and supplies, making payment therefore, raising, executing and preserving documents for inspection, inventory and audit.

2. General Principles

- a. To ensure that TIB is in compliance with TIB and all grant regulations.
- b. To make purchases/procurements in a planned and economical way.
- c. To record and monitor purchases contract properly and avoid frequent/random purchases.
- d. Purchasing Controls: It is an objective of TIB to fully plan all project activities and procure all necessary materials in advance. Purchasing must be done according to the procedures outlined below. Staff authorized to make purchase requests are responsible to plan purchases in advance and make sure that the funding sources are available.
- e. Purchasing in Bulk: In order to procure materials at the most favorable prices, purchasing in bulk quantity is encouraged provided the turnover of the item is predictable and is of high volume.
- f. Purchase requisitions should be sent to Procurement Unit well ahead in order to get adequate time for market survey, collecting quotations. Rush purchase should always be avoided.
- g. Prior to any procurement, concerted efforts should be made by the requisitioner, the Administration staff to ensure that item to be purchased is not already available in TIB. These efforts should be documented for all purchase.
- h. All procurement should be conducted in a manner to provide, to the maximum extent practicable, open and free competition. The Procurement Unit should be alert to organizational conflicts of interest or non-competitive practices among suppliers that may restrain or eliminate competition or otherwise restrain trade.
- i. No employee of TIB shall participate in the selection, award or administration of a contract where the concerned employee or employee's immediate family has a personal financial interest, or the employee has any arrangement for prospective employment.
- j. No employee of TIB shall solicit or accept gratuities, favors or anything of monetary value from contractors/suppliers or potential contractors.
- k. The purchase of goods and services must always be based on free and fair competition i.e. at the best prevailing prices;
- l. The best qualities and types required for the Office.
- m. Available within the required time
- n. Purchased/obtained from original, genuine and competitive sources.
- o. Purchase of technical items/equipments/works may only be done after receiving clearance of technical specification from the relevant officer/team.
- p. Purchase to ensure that the goods ordered have subsequently been received by the TIB or a service to be rendered has actually been done. All purchases should be handled by the Procurement Unit against approved requisitions.

- q. Post facto approval of purchase should be totally avoided. In cases of purchase of special circumstances then all documentation should be maintained properly.

3. Scope of Purchases

- a. Capital and non-capital Assets
- b. Supplies, stationery and printing materials
- c. Other materials, supplies and services such as:
 - i. Repair/ maintenance contracts
 - ii. Repair and overhauling of vehicles etc.
 - iii. Selection for service agencies (such as travel agent, household movers, electricians, vehicle workshops, event management agencies, meeting/ training/ orientation/ workshop/ conference/ convention centre etc.)
 - iv. Consultants, Experts and Insurances

4. Procurement Committee

Procurement of any item above Tk. 100,000 will be executed by a committee of 5 to 10 members consisting of the Coordinator of Finance & Administration and representatives of other divisions and units of TIB. The Procurement Committee will recommend for taking decisions on procurement according to the provisions of procurement manual. At least 5 committee members should sign in bid summary and send their recommendation to the management for their approval. Time to time committee members may be changed due to resignation of any staff or resignation from the committee and declaration of new members by the Executive Management Team (EMT).

4.1 Procurement Committee Members

The Committee will identify, review and recommend the potential suppliers, quality and prices. A committee will be formed representing requisitioned from different areas, finance & administration and program operations. Coordinator-F&A, Coordinator-O&C, Coordinator-CFG, Coordinator-CE, Deputy Coordinator-Administration, Deputy Coordinator-IT, Research Fellow-R&P, Assistant Coordinator-O&C will act as member of procurement committee.

- a. At least 5 (five) members should be present for holding the meeting. If necessary, the requester or any technical person may be invited to attend the Procurement Committee Meeting as a member.
- b. Deputy Coordinator-Procurement or designated person of the procurement unit will convene the meeting of the Procurement Committee as and when necessary and will coordinate the activities of the meeting.
- c. The committee will follow the normal selection criteria applied universally and followed i.e. the lowest bidder provided that quality, guarantee, service and promptness of supplies are assured and practicability to be maintained. In cases where the lowest bidder is not expected to accomplish the work as per requirement of the TIB, the next lowest bidder shall be considered but only with proper justification, which should be documented.
- d. The Procurement Committee is empowered to recommend for approval of all procurements the total value of which exceeds taka of 100,000.
- e. The recommended procurements shall be placed to the Executive Director/Deputy Executive Director/Director-Finance & Administration for approval. Executive Director/Deputy Executive Director/Director-Finance & Administration may approve or defer the procurement.

4.2 Competition

- a. Sealed Quotations invitation from suppliers through written notice. Before submission of the quotation, requester will be invited in the orientation for the suppliers about the specification of items (if require).

- b. The price quotation will be opened in front of the members of the committee and award would be made to the responsible bidder whose bid would be most advantageous to the office in terms of price, quality and other factors combined.
- c. All procurement transactions shall be conducted in a manner to provide practical, open and free competition to the maximum.
- d. Comparative statement will be prepared by Procurement Unit on the basis of quotation collected and will be produced to the committee for making decisions on procurement.
- e. The committee will follow the normal selection criteria applied universally and followed commonly i.e. the lowest bidder provided that quality, guarantee, service and promptness of supplies are assured and practicability to be maintained. In cases where the lowest bidder is not accepted to accomplish the work as per requirement of the TIB, the next lowest bidder shall be considered but only with proper justification which should be documented.
- f. In the event that the Committee has information or reasons to believe that market price is lower than offers received, or the terms received are not favorable, the committee may ignore offers received.
- g. For specialized items Director-Finance and Administration may seek the assistance of the relevant technical personnel for obtaining the bids.

4.2.1 Minimum Bid

- a. A minimum three bids (03) for all types of Procurement Methods will be required (except single source).
- b. If the Sourcing Procedure results in fewer than the minimum number of bids required, the concerned procurement officer should present the situation to the procurement committee to review the justification (a set of reasons or a logical basis for a course of action or belief).
- b. The justification of the decision should be documented in the procurement file (e.g. procurement committee meeting minutes) for approval by the procurement committee. If the procurement committee do not fully agree with the justification, then sourcing process shall be completed as per committee recommendation.
- c. In case of receiving three bids where only one bid is found as responsive, procurement committee may recommend to accept to award the only responsive bid or to go for re-tendering solicitation process (if necessary).

4.3 Terms of Reference of Procurement Committee

- a. Procurement Committee will be formed consisting of the following members from different Divisions and Units:
- b. Finance and Administration: Coordinator-F&A and Deputy Coordinator-Administration
- c. Information Technology: Coordinator-IT, Deputy Coordinator-IT
- d. Civic Engagement: Coordinator-CE
- e. Communication: Coordinator-O&C and Assistant Coordinator-O&C
- f. Research: Senior Research Fellow-R&P and Research Fellow -R&P
- g. Climate Finance Governance: Coordinator-CFG
- h. Deputy Coordinator-Procurement/Assistant Coordinator-Procurement will act as Secretary

4.4 Scope of Work of the Committee Members

- a. Procurement of any item above Tk. 100,000 will be executed through a Procurement Committee. Recommendation of the committee members may be accepted by the approval authority if at least any five committee members recommend and sign on the bid summary.

- b. Procurement Committee will recommend on procurement according to the provisions of Procurement Manual.
- c. At least three (3) committee members will be present at the time of opening sealed quotations and signature of minimum five (5) committee members will be required in all bid documents. Any members of Procurement Unit will notify to committee members.
- d. Committee will ensure the quality of materials/service and if lowest bidders do not meet the quality, committee may recommend the next lowest bidders.
- e. In case of Open Tendering Method and Limited Tendering Method, committee members will evaluate the technical and financial proposal.
- f. Committee will recommend for enlistment of any vendor (who meet criteria) in any category at any time.
- g. In case of exception, committee will recommend justification through note for records.
- h. Committee member will time to time evaluate the performance of vendors.
- i. Committee members will recommend to management for blacklisting vendors based on performance evaluation.
- j. Procurement committee may give suggestions for development of procurement process or complain regarding irregularities of procurement process to Director, Finance & Administration.

5. Raising Purchase Requisition (PR)

Purchase requisition will be raised before processing of procurement by the end user (person/division/unit) or store in-charge through supervisor/divisional head in the prescribed form and budget clearance will be obtained from the Coordinator-Finance & Administration. After getting budget clearance, raiser of the PR will obtain management approval from the management as per the Table of Authority and send it to Procurement Unit for processing the procurement. However, a minimum time bound must be ensured in case of raising any PR. PR should be raised well ahead allowing adequate time for procurement unit to process procurement of goods/service ensuring quality of goods/service. Vendor/service provider wise separate PR should be raised for procurement of goods/service.

6. Purchase of Immovable Properties

Purchase of land, building, structure or any such item shall be processed through negotiations or by executing Memorandum of Understanding, contract or by deed of conveyance. Approval of Board of Trustees is a must.

7. Foreign Purchase

Need for foreign purchase shall be determined by the EMT, only and after approval by the Board and formalities for import shall be carried through by the Procurement Committee. Procedure for foreign purchase would be determined by Board of Trustees.

8. Annual Procurement Plan/Calendar

After preparation of annual budget all division and unit will prepare the quarterly procurement plan/ well ahead (advance) PR submission based on the annual budget for more efficient and timely procurement. All division head and unit head will send it to Director, F&A for execution. Procurement unit will take initiative for procurement of goods and services as per the following procurement method. Mid of the year it may be revised based on actual need and change of program direction.

SECTION 2

9. Procurement Method

At the time procure of goods and services TIB will apply any of the following procurement methods:

- 9.1 Open Tendering Method (BDT 20,00,001 and Above)
- 9.2 Limited Tendering Method (BDT 100,001 to 20,00,000)
- 9.3 Simple Quotation Method (BDT 50,001 to 100,000)
- 9.4 Direct Purchase Method (Single Quotation) (BDT 10,001-50,000)
- 9.5 Direct Purchase Method (Cash) (BDT 0-10,000)

Table 1: Threshold for the determination of procurement Method:

Estimated Value	Procedure	Method
Up to Tk. 10,000	Quotations will not be required and can be purchased through Spot/cash purchase /Direct Purchase Method (DPM). Work order and procurement committee recommendation will not be required. Payment may be made through Cash.	Direct Purchase Method (DPM)-applicable for items which are not available at enlisted vendors/service providers.
Tk. 10,001 to Tk. 50,000	Single quotation will be required and items can be purchased through Spot /Direct Purchase Method (DPM). Work Order / PO to be issued. Procurement committee recommendation will not be required. Payment may be made through Cheque/Electronic Transfer.	Direct Purchase Method/ (Single Quotation Method)
Tk. 50,001 to Tk. 100,000	Minimum Three (3) quotations will be required. Work order / PO to be issued. Procurement committee recommendation will not be required.	Simple Quotation Method
Tk. 100,001 to Tk. 20,00,000	Minimum Three (3) sealed quotations will be required. Work order and procurement committee recommendation should be required.	Limited Tendering Method (LTM) or Restricted Tendering Method
Above Taka 20,00,000	Open Tendering Method (OTM) and Minimum Three (3) participants are required. Work order and procurement committee recommendation should be required.	Open Tendering Method (OTM)

Note: The estimated value as specified above is on the basis of purchase requisition (PR)

9.1 Open Tendering Method (OTM) (Above BDT 20,00,000)

9.1.1 General

Open tendering is the process of procurement carried out through newspaper/website advertisement that is most likely to maximize economy and efficiency. Openness ensures transparency and eliminates tendencies towards favoritism. Hence, OTM shall be the preferred method of procurement except for those items/services where there are overwhelming reasons for not doing so or where the value of the contract is so low that it does not serve the purpose of efficiency and effectiveness.

9.1.2 Purpose

The main purposes of OTM are to:

- a. Check the competitiveness of existing suppliers;
- b. Provide opportunities to new suppliers;
- c. Comply with legal requirements;
- d. Ensure fairness and confidentiality; and
- e. Prevent corruption and collusion.

9.1.3 Steps to be followed

- a. Approved Procurement Requisition
- b. Preparation of Tender Pack (Procurement Committee Agreed on Evaluation Criteria)
- c. Tender Publish on one Newspaper and one online Media
- d. Opening Bid
- e. Evaluation of Bid, Prepare, Comparative Statement and Meeting Minutes.
- f. Due diligence checks based on the procurement committee recommendations (ATC Check, Physical Verification, Reference Check, etc.)
- g. Issue NOAL, Receiving Bid Security, Issue WO/PO/Sign Off Agreement/Contract and take approval as per Table of Authority (TOA).

***** Documentation will be prepared and kept as per above check list for record and audit purpose.***

9.1.4 General Terms

- a. Bid security 1% may be taken based on the nature of goods/services.
- b. The time allowed for submission of tenders shall not be less than 14 days. The days can be lowered in case of emergency with prior approval of ED/DED/DFA.
- c. Tender should be dropped in the tender box or through the electronic medium- (E-tender) and record the tender details in a tracking sheet (Ref: Annexure-5).
- d. The Procurement Committee undertakes the final negotiations with shortlisted vendors who qualifies (if necessary).
- e. Performance Security (PS) @10% shall be taken if PO value exceeds BDT 20 lacs. In case of exception, with procurement committee recommendation, ED/DED may waive part or full amount of Performance Security amount (For Consultant/expert service PS may not be required).
- f. Purchase Order or Contract/Agreement will be issued to the selected/recommended vendor.

9.1.5 Advertisement

Open Tendering Method will be applied through advertisement, where suppliers will be chosen by their qualification criteria, specification of procurement product and competitive price offered in their price proposals.

Procurement Unit (PU) shall be responsible for advertising all Invitations for Tender (IFT) and shall advertise at least in one widely circulated Bangla and/or English language national newspaper. The advertisement shall also be published in the web portal of TIB or other such service providers as felt necessary.

9.1.6 Threshold

OTM is the preferred method for procurement, and must be applied where the estimated value of any contract of goods and related services or non-consulting services to be procured is Taka more than 20 lacs (twenty lac). However, considering the availability, size, complexity and delivery schedule of the product/service to be procured, OTM may also be applied where, appropriate, even where the value of any contract of goods and related services or non-consulting services to be procured is less than Tk.20 lac (twenty lac).

9.1.7 Preparing and Issuing a Tender Document

- a. PU is responsible for the preparation and issuing of the tender document.
- b. At the time of preparation of tender documents, procurement unit should include all the mandatory information in the Tender Documents like Instructions to Tenderer and General Conditions.
- c. The supplier is responsible for the preparation and submission of its tender. During this process, Procurement Unit -PU shall promptly respond in writing to any written request for clarification from suppliers and if found appropriate/reasonable, amend the tender document accordingly. Verbal requests from suppliers are prohibited and shall not be responded to.
- d. The tender document should furnish all the information needed by a prospective supplier. The time spent in preparing clear and unambiguous tender document is well compensated for in the evaluation of tenders, the award of contract and during the implementation of the contract. Many problems, which occur during the implementation of contract, are due to misunderstandings, inconsistencies and/or a lack of clarity in tender document.

9.1.8 Purpose of Tender Documents

The purpose of the tender documents is to inform suppliers about:

- a. The rules applicable to the tendering process;
- b. The precise requirements for the goods and related services or non-consulting services to be provided;
- c. Criteria which will be applied in evaluating tenders; and
- d. The terms and conditions of the contract the suppliers will be required to enter into, if successful.

9.1.9 Setting a Tender Submission Date

A date and time for submission of tenders must be fixed in all cases. The period allowed for the completion and submission of the tender will depend on:

- a. The complexity of the requirement;
- b. The urgency of the requirement; and

- c. A reasonable time for suppliers to formulate their offers. If the time is too short, it will discourage some suppliers from tendering, which will reduce competition and may limit the quality of the tender.
- d. Under OTM the time allowed for the submission of tenders shall not be less than fourteen (14) days.

9.1.10 Consistency of Providing Information to the Tenderer:

The same information must be given to each potential supplier. This is a self-evident statement, but care must be taken to ensure that all suppliers are working on the same information. This is particularly important when a supplier requests clarification on an issue from the purchaser. In such case if any clarification is provided to the supplier who sought clarification, then the same clarification should be provided to all other potential suppliers even if they did not seek the same.

9.1.11 Suppliers Requesting Extension of Tender Submission Date

Request from suppliers for an extension of the date of tender submission should normally be denied. Only in the most extreme circumstances request for extension shall be considered.

9.1.12 The Specification

The Specification is the key component in the overall contract package and its importance cannot be overstated. It sets the quality and performance standards for the contract and defines what the programme/department wishes to buy and what the supplier must provide.

The purpose of the Technical Specifications (TS) is to define the technical characteristics of the goods and related services required or description of the non-consulting services required.

The concerned Division/Unit will be responsible for the preparation of Technical specifications -TS considering the following issues:

- a. The Technical specifications (TS) constitute the benchmarks against which the purchaser will verify the technical responsiveness of tender and subsequently evaluate the tenders.
- b. Technical specifications should be broad enough to avoid restrictions on similar kinds of goods; in the case of non-consulting services this will not be applicable and description of services must be clearly defined.
- c. TS shall be fully descriptive of the requirement in respect of, but not limited to, the following:
 - Standard of materials and workmanship required for the production and manufacturing of the goods;

9.1.13 Detailed test required (type);

Specify all essential technical and performance characteristics and requirements, including guaranteed or acceptable maximum or minimum values, as appropriate; and

Reference to brand names and catalogue number should be avoided as far as possible.

9.1.14 Validity Period

Tenderers should be asked in the Invitation for Tender-IFT to agree to a nominated tender validity period. This states how long the offer will remain open. As it requires

the tenderer to hold his/her price firm for that period, the length of the validity period should carefully be calculated by PU and should be no longer than which is reasonably sufficient to leave the offer open until the date of contract award. It is conventional to express this period in days (e.g. 30, 60, etc.).

9.1.15 Extension of Validity Period

If it becomes obvious that, for whatever reason, the contract cannot be awarded before the expiry of the validity period, tenderers should be asked in written to extend the validity period. The consequence of "accepting" a tender where the price is "out of time" is that the supplier may legitimately seek to increase his/her price to reflect the expiry of the price covered by his/her original calculations.

All Tenderers may, of course, refuse to extend the validity date, which may lead to the procurement to be aborted, and a new tendering process started. It is therefore important to keep to the validity period as practical as it is possible.

However, if a supplier refuses to extend his/her validity period s/he shall be allowed to withdraw his/her tender without forfeiting the tender security, if any.

9.1.16 Communications with Tenderers

It is essential that in the first instance all written enquiries from tenderers should be directed to the concerned Deputy Coordinator, Procurement of the PU and verbal enquiries must not be accepted. He or she may decide in some cases that technical enquiries can be referred to a specialist, but the Deputy Coordinator, Procurement must retain control of the procurement; his/her duty is to ensure that all suppliers receive the same information. Any information or clarification of substance, which is given to one tenderer, must formally and immediately be given in writing to all tenderers.

9.1.17 Keeping Information on Tenderers Confidential

Tenderers should never be told who is in competition with them. This prevents collusion and sharpens the need for a competitive approach.

Throughout the process, all information whose disclosure might prejudice the outcome of the tendering process should be marked with "Confidential".

9.1.18 Tender Receipt

All tender documents shall contain Instruction to Tenderers (ITT) addressing the modality in which tender envelopes shall be marked and submitted. Tenders shall be properly marked by tenderers in order that they shall not be confused with other types of correspondence which may also be hand-delivered or posted by mail or courier services.

The inner and outer envelopes shall:

- a. Bear the name and address of the tenderer;
- b. Be addressed to the purchaser at the address specified in the tender document;
- c. Bear the name of the tender and the tender number as specified in the tender document; and
- d. Tenders should be received and kept, unopened and securely stored in tender box, which is locked, preferably by officials who are not involved in the procurement.

When the tenders are in large volume or envelopes are large and /or thick it is usually directly received by an assigned officer.

Tenders received after the deadline for the submission shall be returned to the tenderer unopened.

9.1.19 Tender Opening

It is very important that the integrity of procedures for receiving and opening tenders should be preserved. The time mentioned in the tender document for the opening of tenders, should be immediately after the deadline for the submission of tenders. Procurement Committee may open the tender or new committee may be formed for opening the tender.

At the appointed time and date for opening of tenders, the procurement Committee-PC will unlock the tender box, remove all tenders and hand over the original to procurement Unit-PU for safe custody. Tender envelopes are opened one at a time starting with any withdrawals and followed by:

- a. Verifying that there is one original;
- b. Verifying that there is a properly signed tender form; and
- c. Numbering each tender in sequence and entering the information contained in the tender on the Tender Opening Comparative Statement.

The following information, at the minimum, shall be read out from the original version of each tender and recorded on the Tender Opening Statement (TOS):

- i. Name of the tenderer;
- ii. Withdrawal or modification or substitution, if any;
- iii. Number of corrections;
- iv. The tender price;
- v. Discounts, if any; and
- vi. Presence of tender security, if required.

Upon completion of opening of the tenders, all members of PC and the tenderers or their representatives who attend the tender opening shall sign the TOS.

9.1.20 Tender Withdrawal or Modification or Substitution

A tenderer may withdraw, modify or substitute its tender after it has been submitted by sending a written notice, duly signed by the original authorized representative. The written notice must be:

- a. In the case of a WITHDRAWAL, be submitted in a sealed envelope, clearly identifying the relevant tender and marked WITHDRAWAL;
- b. In the case of a MODIFICATION or SUBSTITUTION be submitted in a sealed envelope, with the relevant modified or substituted documents, clearly identifying the relevant tender and marked MODIFICATION or SUBSTITUTION as applicable.

Tenderer may wish to replace or amend a tender which has been submitted but where the due return date has not yet passed. An offer, which clearly replaces all, or part of one already submitted should be accepted provided it arrives before the due date and meets all the other requirements for receipt of tenders.

9.1.21 Examination and Evaluation of Tender

The examination and evaluation of tenders consists following stages:

- a. Examination of Tenders
- b. Evaluation of Tender
- c. Post Qualification (Due Diligence):

Due Diligence checks should also be conducted for Pre-Qualified (Enlisted Vendors/Head Hunting Vendors) suppliers and repeated in every 2 years unless further enlisted period may be extended based on approval from the concerned authority. Due-Diligence check consists following key areas:

9.1.22 Supplier Reference Check/Vendor Information Check

Before vendor enlistment or before issuing any work order in OTM for procurement of goods or services references given by the supplier should be checked. References may be check either through email communication or over phone. Procurement Unit will check Vendor References/ Vendor Information through using **Appendix-3-KYC Form**.

9.1.23 Quality Checks

Procurement committee or assigned concerned specialist should conduct quality checks, depending on nature of goods or services. Quality checks and Site visit reports may be prepared and documented in the procurement files prior to awarding WO/PO /Contract.

9.1.24 Supplier Site Visit or Supplier Physical Verification

Deputy Coordinator-Procurement /Assistant Coordinator-Procurement along with Procurement Committee members (minimum 2 members) may conduct site visit inspections and physically verify legitimacy of the suppliers. To conduct visit and to record all required information physical verification form in (**Appendix-05**) may be used.

9.1.25 ATC Check (Anti-Terrorism Checklist)

Procurement Unit will check vendor history whether the vendor is engaged with any terrorist activities or money laundering activities. For verification, procurement unit may check the list terrorist under Bangladesh Anti-Terrorist Act 2013 (2cho). Terrorist list is available in website <https://main.un.org/securitycouncil/en/content/un-sc-consolidated-list>.

9.1.26 Tender Evaluation Committees (TEC)

Procurement Committee will play the vital role for evaluation of tender documents. For purchase of technical goods or services management may hire consultant for evaluation of tender documents. Consultants will also be a member of tender evaluation committee. Deputy Coordinator-Procurement will coordinate the whole evaluation process.

9.1.27 Examination of Tenders

- a. Examination of tenders is meant to determine the responsiveness of each tender. The TEC checks that the formal requirement of the tender documents are fulfilled.
- b. Except for the check of completeness and responsiveness, these checks are usually simple and quick to perform. There are certain rules that should be followed:
- c. A tender that is not properly signed or not accompanied by a security, if required, should be rejected;
- d. An error in calculation may be corrected;
- e. Tenders to confirm that all documentation requested in tender document has been provided; and
- f. Determine that each submitted document is complete in all respects.

9.1.28 Evaluation of Tenders

The purpose of the evaluation is to determine the ranking between substantially responsive tenders, in order to identify the tender most advantageous to the TEC, i.e. the one offering the best value for money. The following determinants /elements may be kept under consideration while proposing the evaluation criteria in the tender documents–

- a. Evaluation Criteria
- b. Essential
- c. Commercial Capacity

The criteria and scoring parameters for essential, capability and commercial criteria should be evaluated by the Procurement Committee depending on the local context and nature of goods or services required. A Work Example table for Evaluation Criteria is attached as **Appendix 06**.

The key role for a proper evaluation is to consider only those factors specified in the tender documents and only against the criteria specified in the tender document.

Clarification of each tender follows the evaluation of all competing tenders. This involves making judgments on financial, technical, contractual and other related matters.

The successful tenderer shall be the tenderer with the lowest evaluated tender cost.

9.1.29 Responsiveness of the Tenders

The TEC's determination of a tender's responsiveness is to be based on the contents of the tender itself without recourse to extrinsic evidence.

A substantially responsive tender is one that conforms in all respects to the requirements of the tender document without material deviation, reservation, or omission.

A material deviation, reservation, or omission is one that:

Affects in any substantial way the scope, quality, or performance of the goods and related services specified or non-consulting services in the contract; or

Limits in any substantial way or is inconsistent with the tender document, the purchaser's rights or the tenderer's obligations under the contract; or

If rectified would unfairly affect the competitive position of other tenderers presenting substantially responsive tenders.

If a tender is not substantially responsive to the Tender Document, it shall be rejected by the purchaser and shall not subsequently be made responsive by the tenderer by correction of the material deviation, reservation or omission.

There shall be no requirement as to the minimum number of responsive tenders.

The purchaser/TEC may regard a tender as responsive even if it contains minor deviations that do not materially alter or depart from the characteristics, terms, conditions and other requirement set forth in tender document or if it contains errors or oversights that are capable of being corrected without affecting the substance of the tender.

Provided that a tender is substantially responsive, the purchaser may request that the tenderer submits the necessary information or documentation, within a reasonable period of time, to rectify nonmaterial nonconformities or omissions in the tender related to documentation requirements. Such omission shall not be related to any aspect of the price of the tender. Failure by the tenderer to comply with the request may result in the rejection of its tender.

9.1.30 Post Qualification

Post qualification is undertaken to determine whether the tenderer, whose tender has been selected, is qualified to perform the contract. Before awarding the contract, the TEC should determine whether the tenderer, whose tender has been evaluated as the most responsive or the lowest evaluated tender, is qualified to effectively carry out the contract.

A tenderer who does not meet the required qualifications will be rejected, and the TEC should proceed to make a similar determination regarding the tenderer with the next most advantageous tender.

9.1.31 Award Criteria

PU with the approval of appropriate authority shall award the contract to the tenderer whose offer is substantially responsive to the tender document, that the offer has been determined to be the lowest evaluated tender, and provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

9.1.32 Purchaser's Right to Vary Quantities

The purchaser shall reserve the right at the time of contract award or afterward to increase or decrease the quantity, per item, of goods and related services or non-consulting services originally specified in tender document, provided this does not exceed fifteen (15%) percent of the quantity indicated in the Schedule of Requirements, and without any change in the unit prices or other terms and conditions of the tender and the tender document.

9.1.33 Notification of Award

Prior to the expiration of the period of tender validity, the purchaser shall notify the successful tenderer, by issuance of a Notification of Award Letter (NOAL) that his/her tender has been accepted.

Until a formal contract is prepared and executed, the NOAL shall constitute a binding contract.

The NOAL shall state the value of the proposed contract, the amount of the Performance Security (PS), the time within which the PS shall be submitted and the time within which the contract shall be signed.

9.1.34 Formation of Contract or Issuance of work order

For a contract to be formed there must be two parties and a situation where one has accepted an offer from the other party.

A contract may be defined as an agreement made between at least two parties with the intention of creating a legal relationship, enforceable by law.

9.2 Limited Tendering Method (LTM) (BDT 100,001 to 20,00,000)

Procurement value exceeding Tk. 100,000 and below Tk.20,00,000 will be followed competitive bidding process among the enlisted/non-enlisted potential vendors through written letter / sealed quotation. However, considering the availability, size, complexity and delivery schedule of the product/service to be procured, LTM may also be applied where appropriate.

LTM can be adopted in cases the time and administrative cost required to receive, examine and evaluate a large number of tenders would be disproportionate when compared to the value of the goods and related services / non-consulting services to be procured. The LTM shall be adopted obtaining quotations from enlisted firms/suppliers through written letters/sealed quotation. Based on the nature of goods / services or considering the urgency, quotation may be received either in tender box or by restricted email address by ensuring utmost confidentiality. The selection shall be made without discrimination, i.e. all the enlisted firms or suppliers shall be invited to tender. The firms/suppliers have to be well qualified, reliable and reputed with good standing and rating. However, due to unavailability of goods or services from enlisted vendors non-enlisted vendors may be invited. In addition, in case of emergency; physical verification may be waived for non-enlisted awarded vendor.

The time allowed for submission of quotation (s)-if applicable depends on nature of goods/service below Tk.50,000 should be (2) two working days and above from Tk.50,000 to Tk.20,00,000 should be 3 (three) to 5 (five) working days or more, exception can be approved by ED/DED/DFA.

9.2.1 Steps to be followed:

- a. Approved PR
- b. Prepare RFQ and Distribution to the Enlisted vendors
- c. Opening and Evaluation of Bids
- d. Prepare Comparative Statement and Meeting Minutes (if necessary).
- e. Issue WO/PO/Contract and take approval as per table of authority (TOA).

9.2.2 General Terms for LTM:

Any purchases with value BDT 100,001 to 20,00,000 should follow this method:

- a. RFQ should be sent to ALL enlisted vendors in the database. However, due to unavailability of goods or services from enlisted vendors non-enlisted vendors may be invited
- b. Vendors submit tenders in sealed envelopes (in tender box) or soft copy to the TIB restricted email address.
- c. The committee may decide to negotiate with the lowest quoted bidder or all qualifying vendors (if necessary).
- d. The committee will also consider advance payment request, if any, and recommend through the comparative statement which will be approved as per the TOA.
- e. Performance security @ 5% of the total PO value may be taken from vendor if PO Value is in between BDT 8 lacs to 20 lacs. In case of exception, ED/DED may waive part or full Performance Security.
- f. Issue WO/PO/Contract to the recommended vendor.

9.3 Simple Quotation Method (BDT 50,001 to 100,000)

Under LTM, this method is a convenient form of competitive procurement of goods/services and can be used for contracts estimated to cost within the threshold from Tk50,001 to Tk100,000. Minimum three quotations must be collected. The time allowed for submission of quotation (s)-if applicable depends on nature of goods/service below Tk.100,000 should be (3) three working days and exception can be approved by ED/DED/DFA. If minimum quotations are not found within extended two more working days, a justification will be provided and approval will be taken from the concern authority as per TOA.

9.3.1 Steps to be followed:

- a. Approved PR
- b. Collect minimum three quotations through either written or by email.
- c. Enlisted vendor must be used as a preference.
- d. If there is no enlisted vendor available in the supplier database or enlisted vendors not participated in the initial invitation, then quotation may be collected from non-enlisted vendors.
- e. Once quotations are obtained, procurement unit must analyze- the price, quality and other factors (where application) on the Comparative Statement or email and make recommendation for approval from the concerned authority.
- f. Issue PO, Contract as per table of authority (TOA)

9.4 Direct Purchase Method (Single Quotation-BDT 10,001-50,000)

Under DPM up to Tk.50,000 one quotation/invoice/price-list is required which will be approved by the authority and above Tk.10,000 will issue work order. Direct Procurement Method (Single) is not a competitive procurement process. This method is suitable for use only for: (a) small value contracts (b) additional quantities of goods/services against existing contracts, or (c) standardization of equipment / software, or (d) goods that are available from only one source, or (e) in exceptional circumstances, such as in response to emergencies with proper justification.

9.4.1 Steps to be followed:

- a. Approved PR
- b. A quotation to be obtained from a preferred vendor either in written or by email.
- c. Quotation may be collected from enlisted or non-enlisted vendors. (Enlisted vendors will get the highest priority for invitation).
- d. Issue PO, Contract as per table of authority (TOA)
- e. Payment will be made through cheque or bank transfer.

9.4.2 Direct Purchase Method (Cash) (Up to 10,000 Taka)

Direct procurement is the process of purchasing or obtaining low value materials, resources, goods and services that are utilized in the core operations of an organization.

In case of day to day regular/irregular items for which there is no enlisted vendor, the Deputy Coordinator-Procurement/Administration or any person nominated by them may purchase items straightway if the price of any item is within Tk. 10,000. No purchase order and no quotation in such case will be necessary and payment will be made through

cash. If the price of any item is within the Tk. 10,000; spot enquiry may be made and at least one quotation will be needed, payment will be made through cash or cheque (if possible). For spot "CASH Purchase- within Tk.10,000", Director F&A or his/her designated person will form a team consisting of three members for completion of the whole process and the team shall use the below prescribed format for checking the price.

Spot quotations should be collected in the cases of purchases directly from the open market. A market survey using the following pro-forma should be used in case spot quotations are unavailable.

9.4.2 (A) Form for Direct Market Survey Purchases:

Name of the item (s)	Date	Market visited	Name of the Shops/ Suppliers	Price quoted verbally	Selected Shops/ Suppliers	Remarks

Purchase made by:

Name _____
 Designation: _____
 Date _____

Name _____
 Designation: _____
 Date _____

- i. In all cases, the team will explore at least three possible sources and will procure from the best possible source in terms of price and quality.
- ii. All cash procurement should be completed within the minimum possible time. In no case should this take more than three working days after the cash is obtained.
- iii. All cash memo/bills should be adjusted immediately after procurement, maximum two working days by the concern personal.

9.5 Single source/Sole source Method

In the following cases organization may use single or sole source method:

The goods or services are available only from a particular supplier or contractor, or a particular supplier or contractor has exclusive rights in respect of the goods or services, and no reasonable alternative or substitute exists or Brand items;

There is an urgent need for the goods or services, and engaging in tendering proceedings or any other method of procurement would therefore be impractical, provided that the circumstances giving rise to the urgency were neither foreseeable by the procuring entity nor the result of dilatory conduct on its part;

Before going to purchase any goods or services from the sole sources, detailed and specific note for record/proper justification should be prepared which should be recommended by the procurement committee and duly approved by the management. Certificate of sole sources or single sources may be obtained from the vendor.

9.6 Framework Agreement /Contract Method

Framework agreement may be applicable for any amount & any goods or services for any period of time for the following reasons:

- a. Select best/qualified/efficient vendor
- b. Ensure Competitive price
- c. Ensure Value for Money (VFM)
- d. Avoid repeated bidding process e.g. Supplies, Stationery, Service, Repair & Maintenance,
- e. Ensure Emergency Support
- f. Ensure Quality goods and service
- g. Ensure in time support service
- h. Reduce time and administrative cost
- i. Encourage Competition among enlisted supplier and service providers

For selection of vendors, organization may follow the Open Tendering Method or Limited Tendering Method. At the time of bidding, organization should disclose the total approximate quantity and specific time of agreement. For each item, framework agreement will be made with the lowest bidder/selected bidder to ensure quality.

SECTION 3

10. Enlistment (Procedures for Enlistment of Suppliers)

A database of vendors pre-selected through an objective process reduces the risk of improper procurement, decreases the chance that inappropriate vendors will be selected, and improves the efficiency and effectiveness of procurement. Basically, vendor selection is a three-stage process:

- a. New Enlistment
- b. Renewal of Existing Vendors
- c. Enlistment through Head Hunting

Approved vendors must be enlisted through a formal procurement process. "Approved" vendors are those who meet certain established criteria as described hereafter and who have been officially approved by an Enlistment Committee.

Formation of Enlistment Committee for Enlistment of Vendors

An Enlistment Committee shall be formed comprising of the following members:

ED/DED	: Chairperson (approving authority)
Deputy Coordinator, Procurement	: Member Secretary
One Technical Expert	: Technical Expert from each Programme / Dept / Division / Section/Unit
General Member/s Sections/Unit	: Member/s from any other Programme / Dept/ Sections/Unit

The Member Secretary shall bear all responsibilities relating to enlistment formalities with the assistance from procurement team. The Member Secretary shall be responsible for advertisements, collection of bids, arranging meetings, inviting Committee members, steering data entry for evaluation, etc. The Enlistment Committee will open the received documents and vendor address must be verified physically by a team designated by the Committee. All the members shall sign the evaluation sheet followed by recommendation. Upon completion of this process, the vendor enlistment shall be put up for approval of ED/DED, with a copy to Deputy Coordinator, Procurement.

10.1 New Enlistment

10.1.1 Documentary needs / eligibility criteria for enlisting any vendor

The mandatory documentary needs for enlisting a vendor is to have the valid trade license (updated up to the current year) and business address (i.e. Telephone/Fax/ name of contract person etc.), which evidences the legal existence of the business entity. Other business documents like Value Added Tax (VAT), Registration Certificate, Tax Payer Identification Number (TIN) Certificates are compulsory. The other documentary needs like, work experience within and outside TIB, enlistment in other organization, company profile, sole certificates, distributorship etc. should be considered as optional based on the availability of vendors for a particular group of items.

10.1.2 Vendor's Information Form:

Vendors must complete a data sheet incorporating the following information when submitting enlistment documents duly signed (copies of mandatory documents must be attached):

- i. Trade License
- ii. TIN Certificates/ Turnover Payment Certificate
- iii. VAT Registration Certificates
- iv. Experience/performance certificate as supplier from any reputed organization along with a list of its present customers with their telephone number
- v. Business name, address with telephone / fax/ e-mail number
- vi. Name of proprietor/partner/CEO
- vii. Name of contact person designated/who would be designated for TIB.
- viii. In case of Group C (Publication), copy of curriculum vitae mentioning experience on creative designing, editing, proof reading and experience certificate.

10.1.3 Optional Documents are

- i. Experience certificate indicating category in which firms have particular expertise/ experience.
- ii. Nationality of the Company (in case other than Bangladeshi)
- iii. Business experience with TIB: The enlistment letter or a purchase order (PO) received from TIB.

10.1.4 Grouping/ Sub-grouping of Vendors

The Enlistment Committee may divide vendors into categories/groups based on their experience in respect of particular line items/ business, e.g., stationery, supplies and printing material supplier, project material supplier, furniture and office equipment supplier etc. The groupings will be done in the following manner:

SI No.	Name of Group	Name of Item
01	Group A: Stationery	All kinds of office stationery (pen, paper, pencil, eraser, stapler, note book, calculator, register, khata, marker, gems clip, binding clip, staples, etc)
02	Group B: Supplies	All kinds of office supplies (tea , coffee, sugar, car wash liquid, tissue paper, air freshener, floor and toilet cleaning material and equipment, mineral water, liquid soap, indoor plants, etc)
03	Group C: Publication	Designing and printing of newsletter, brochure, policy brief, flyer, sticker, poster, annual report, research report, books, visiting card, banner (digital and hand written), festoon, cards (greetings cards, visiting cards) etc. Steps for printing work will include: <ol style="list-style-type: none"> a. Graphics design. b. Pre-press layout. c. Edit: Bengali and English. d. Proof reading/copy editing/cover design etc. e. Dummy print copy.
04	Group D: Promotional Item	T- shirt, crest, bag, umbrella, cap, pen, mug, wrist band, etc.

05	Group E: Media & Communication	TV & radio advertisement production and broadcasting, bill board & sign board preparation and installation, campaign, web page and apps development etc. Individual or organization may be enlisted for these works.
06	Group F: IT Equipment	Computer/laptop/UPS/Printer/Anti-virus software/IT Accessories
07	Group G: General Service	Photocopy & Binding
08	Group H: IT Repair & Maintenance	Repair & Maintenance of Printer/UPS/Computer etc
09	Group I: General Supplier	Any general items which is not covered by others categories.
10	Group J: Electric and Electronic appliances	All home and office electric and electronic items (AC, TV, Fridge, Microwave, IPS, Solar System, Solar Energy, Mobile phone, etc.)
11	Group K: Furniture	Office Furniture
12	Group L: Training and Workshop Venue	Training and Workshop Venue, Food, Accommodation, Logistics, etc.
13	Group M: Group Catering Service- Food Supplier	Restaurant, Packed food Supply for Training, workshop, event etc.
14	Group N: Hotel Accommodation	Accommodation for employees (All Over the Bangladesh)
15	Group P: Courier & Parcel Services	Courier & Parcel Services
16	Group O: Rental A Car & Transport	Rental of Vehicle Services

The number of groups and items under groups may vary depending on situation.

10.1.5 Methods of Circulation

a. Newspaper Advertisement and/or TIB Website

The advertisement/ enlistment notice shall be published in two most widely circulated national newspapers at least for one day and/or posted on TIB's web site specifying general terms & conditions for enlistment.

b. Evaluation of the Enlistment Offer for Competitive Bidding

Upon receipt of applications the Enlistment Committee shall open them on the due date and time following which Member Secretary shall sort out the documents as per requirement. After scrutiny the vendors should be listed into groups and sub-groups in a broad sheet for approval of the Committee. The Committee members shall

undertake a final review before final approval. The list of eligible vendors shall be displayed on a notice board and shared with concerned suppliers through email.

It is good practice to select five to seven vendors for each group/sub-group. Based on the need, any vendor can be enlisted during the year if approved by the Enlistment Committee.

After selection of the vendors, the Procurement Unit shall verify the accuracy of information submitted by each vendor, e.g., existence of the vendor, validity/legitimacy of Trade License, VAT Registration. Tax-payer Identification Number (TIN), experience, profiles of owners of business and reference etc.

c. Time Frame for Enlistment

Although there is no mandated timeframe for vendor enlistment, it should ideally be done at least once in two years' subject to renewal through the same process. Bearing in mind that vendor enlistment is a continuous process, it can be undertaken at any time within the year.

d. Making Changes to Enlisted Vendor List and Adding New Vendor/s (need based)

Sometimes, between annual reviews of the enlisted vendors, the Enlistment Committee, may, if necessary, consider bringing changes to the enlisted vendor list and add new vendor/s after obtaining approval in due process.

10.2 Renewal of Existing Vendors

Existing vendors may qualify for renewal of their services for a further period based on their overall performance evaluations (company profile, its services, quality of product, price, delivery, warranty, financial strength, and quality of management, technical ability, and potential for close long-term relationships etc.) and recommendations of the Enlistment Committee subject to approval of the Chairperson of the Enlistment/Procurement Committee.

10.3 Enlistment through Head Hunting

In the absence of sufficient number of applications for enlistment or where the efficiency of competing vendors are not satisfactory, the Enlistment Committee may opt for head hunting for vendors who have the potential to meet the requirement of the particular Project/division/units, where applicable with assistance from the concerned Project/division/units.

11. Black Listing of the Vendor

A vendor may be blacklisted considering complaint of the end user, review of the Deputy Coordinator, Procurement and approval of the appropriate authority based on the following criteria:

- a. Repeated failure to perform as per the contract;
- b. Adoption of any unfair means and / or trying to influence any one in TIB in the performance of the contract;

12. Termination of Contract

TIB reserves the right to terminate any contract, in whole or in part, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier.

13. Exception of bidding process

The standard policy is to give the work order to the bidder who will provide value for money. Other factors, such as reliability, quality, timely delivery and market reputation of the vendor shall also be considered. Should there be a need to decide on a basis other than that of the quoted prices, full justification must be made in writing, for record.

The provisions relating to competitive price bidding will not be applicable:

- a. For venue rented from government institutions or autonomous bodies or credible private organization (such as Shilpa Kala Academy, LGED etc) or Press Club.
- b. For Venue considered best or most suitable provided there is a note for record in the file
- c. For food when procured from pre-selected source (with note for record for selecting the source) or supplied by the provider of venue.
- d. For international courier/express service
- e. For residential Hotel, NGO dormitory
- f. For hiring artists, instruments/hands, lighting/decoration (with note for record detailing justification of selection)
- g. Such items will include other goods/services in case of organizing training, workshop, seminar, conference, cultural function, fair etc.
- h. Hiring consultant, technical expert
- i. Any other items as deemed appropriate

14. Purchase Order

14.1 Contents of Purchase Order

The following conditions, factors, elements and points must be carefully studied and placed in the purchase order, where and when deemed necessary:

- a. The price quoted, specification and basic data, based on which order is to be placed.
- b. Feature of the items, specification, source, manufacturing country/where made in, name, warrantee, maintenance support with or without cost, after sales service etc. If necessary, clarification must be sought for beforehand.
- c. Price is competitive and quality is as intended.
- d. The purchase order should be clear without leaving any scope for any interpretation otherwise giving the supplier an escape route.
- e. Mode of delivery, date, time and place of delivery, special packing or packaging if necessary.
- f. Certain conditions and responsibilities like clearing, forwarding, custom and other duties, bank formalities should be clearly stated and fixed in case of import.
- g. Condition for payment of compensation by the supplier in case of failure to maintain quality, specification, time etc.
- h. Return of damaged and unusable goods.
- i. Buying or retaining, goodwill, trademark, design and patent right.
- j. Certain other conditions as may also be required as deemed appropriate.
- k. Advance, if any.
- l. Deduction of Income Tax and VAT as per GoB rules.
- m. Submission of Bank guarantee/personal guarantee in relevant cases.

14.2 Imposing penalty

A clause on imposing penalty may be included in Purchase Order considering nature and volume of goods/service, failure to deliver in time, deviation from ordered specification etc. Percentage of penalty will be determined analyzing the case.

14.3 Distribution of Purchase Order Copies

Purchase Order (PO) will be prepared and distributed as follows:

1st copy to the supplier, 2nd copy to Accounts (original-receipt /scanned with email copy), 3rd copy will be retained by the Procurement Unit/Administration Unit.

15.Repeat Order Timeline

Procurement Unit will determine the procurement method based on the PR amount. After completion of the procurement process of any item, if PU receives any PR for the same item, the PU will check the last six months' procurement status to identify history of procurement of the similar item. If procurement of similar item is found, PU may process necessary activities to issue work order to the same vendor. But before issuing the WO, PU will negotiate with the vendor for rate/cost; delivery date etc and it should be written and documented properly.

A supplier who has provided goods or services under a contract established from a competitive Sourcing procedure, can be awarded additional orders for similar nature of items only if the requirement meets all of the following conditions:

- a. The original sourcing outcome is a fixed length/ fixed volume/ value contract not a framework;
- b. The repeat order is place within the six (06) months after the end of the original contract AND
- c. The total repeat order value is less than 100% of the original contract (the quantity of the goods or the value of the works/services does not materially exceed from the based PO).
- d. there have been no substantial changes in market conditions during the intervening period;
- e. substantially the same terms and conditions as the original Offer are confirmed by the Vendor;

Note for record will be recommended by procurement committee and approved by respective authority. Six months will be calculated from the date of submission of quotation by the vendor/service provider.

16.Conflict of Interest

Conflict of interest may arise when an officer involves in the procurement process in which, to his or her knowledge, he or she or any family member or close friend has a financial interest. Any officer shall report such conflict of interest to his or her immediate supervisor.

17.Goods and Service Receive/Confirmation Procedure

Stores In-charge/ Deputy Coordinator-Administration or designated person and, if necessary, jointly with a representative of the user department shall check the goods.

If the goods are acceptable, concerned person/representative shall issue Goods Received Note (GRN) and sign the supplier's invoice as a mark of his/her clearance for payment. If the goods are not as per specification, a report to that effect should be submitted to the Coordinator-Finance & Administration who will take up the matter with the supplier and arrange for return of the goods or for renegotiating the price. In case of technical goods, the user/technical expert may be requested to inspect the items purchased and make notes

as applicable. For the confirmation of services concerned office will issue the Work Completion Certificate (WCC).

GRN will be used for receiving materials, WCC will be used for conforming services and those will be attached with the invoices to process the payment. Note that Invoice total amount/quantities must be equal to the GRN's total amount/quantities.

WCC will not be required for advertisement in Newspaper or electronic medium (web site, tender or job portal). However, paper/screenshot should be attached for payment procedures.

18. Payment to Supplier/Contractor

All payment to the supplier will be through account payee cheques/online transfer after receiving the goods/service in good and satisfactory condition, accepted by the Procurement Unit/Administration Unit and representative of the user division/unit. On receipt of supplier's invoice, GRN/WCC, procurement process documents, the Coordinator-Finance & Administration shall process papers for payment. S/he shall check if the invoice, GRN/WCC is in order, and if the price, quantity and quality of goods/service are as per the purchase order/contract. Deductions as required under law should be made from the bill amount and deposited to the government treasury. Payment will be processed if s/he is satisfied on compliance of the procurement process by reviewing relevant documents.

18.1 Non- WO/PO/GRN transactions:

Office leases and warehouse leases do not require a PO or GRN. Other examples of recurring expenses that do not require PO or GRN include:

- a. Payroll
- b. Utilities (Telephone, Electricity, Water bills)
- c. Property rental (residential as well)
- d. Individual airline tickets
- e. Booking of individual hotel rooms
- f. Purchase of food/snacks or non-stock items.

The above categories and other transactions / service providers where PO/GRN process cannot be followed should be pre-identified and an approval must be obtained from Director-Finance & Administration.

19. Consultant Hire

At any stage of procurement like preparation of specification of goods, preparation of request for proposal, evaluation of proposal and physical verification of goods, organization/concern division may hire consultant/Technical Expert. Following two steps may be used for hiring consultant:

19.1 Competitive Process:

Consulting services may be procured through Competitive Process and by using Request for Proposals (RFP) and those proposals shall be delivered in two separate envelopes, i.e. the technical and financial proposals will be submitted at the same time but in separately sealed envelopes. Also, evaluations will be split into two steps: first the technical evaluation, where the evaluators shall not know the price of each proposal, and only on

completion and approval of the technical evaluation the financial evaluation shall take place.

a. Steps to be followed:

Consulting firms and individual consultants may be hired following steps below:

- i. Submission of PR to procurement unit along with the approved Terms of Reference (ToR)/ Scope of Works.
- ii. Procurement Unit will short-list at least 3 qualified consultants.
- iii. Send invitation of the short-listed consultants through Request for Proposal (RFP) along with all relevant documents.
- iv. The minimum period allowed for invited consultants to respond with a proposal shall be 20-30 days from the date of distribution of the RFP document;
- v. On completion of the technical evaluation, eligible technical scorers will be forwarded for the next level of evaluation.
- vi. Financial and combined evaluation score of all received proposals resulting in a recommendation for award of contract.
- vii. Financial negotiations (if necessary).
- viii. Selection of a consultant (firm or individual).
- ix. Contract issuance.

19.2 Head Hunting Process

In case of Head Hunting Process for specialized expertise for niche assignment, concern department/ assigned person shall provide written justification/ EMT Meeting Minutes along with the Terms of Reference and PR to the Procurement Unit. An offer/proposal may be collected by the Procurement Unit or by the Assigned Person (whichever is convenient). Based upon receiving the above relevant documents (PR, TOR, Approved Justification, EMT Meeting Minutes & price proposal) procurement unit will prepare Note to File and Service Contract.

20. Complaint Resolve

If organization receives any complaint from outside or inside of the organization regarding the specific procurement, it will be resolved by the Executive Management Team. Complaint should be written and evidence based.

21. Vendor Information checks

Before vendor enlistment or before issuing any work order in OTM for procurement of goods or services, Procurement Unit will check vendor history whether the vendor is engaged with any terrorist activities or money laundering. For verification procurement unit may check the list of terrorists under Bangladesh Anti-Terrorist Act 2013 (2cho). Terrorist list is available in website http://www.un.org/sc/committees/list_compend.shtml.

22. Procurement of Goods/Service in Field Offices

Procurement policy as specified in CCC Finance Manual (Chapter VI of the O&M Manual of TIB) shall be applicable for procurement of any goods/services by the field offices.

23. Exception

Any exception of the above procurement policy or procedures should be documented with justification and approved by the Executive Director/Deputy Executive Director or Board of Trustees as deemed appropriate.

24. Record keeping

It is mandatory to maintain records of procurement for a minimum period of five years or longer period as required in special cases (as per Donor regulations). The period of 5 years or more, as the case may be, shall be counted from the date of discharge of contractual obligations or end of the project depending on the requirement. An approval shall be obtained from Executive Director in respect of files or records that are to be preserved for periods in excess of 5 years from the date of discharge of contractual obligations or end of the project.

25. Negotiation

Negotiations are recommended to be completed with lowest bidder, 1st and 2nd lowest bidder or all technically responsive bidders to achieve the best value for money of TIB. Negotiations should be conducted over multiple aspects of the supply including price, specification, quality, delivery time or other terms and conditions.

26. Approval Authority

Approval of Purchase Requisition/ pur		
- Up to Taka 50,000 at Dhaka Office	Director-Finance & Administration	Based on recommendation of concerned Director.
- Above Taka 50,000 at Dhaka Office	Executive Director/ Deputy Executive Director	Based on recommendation of concerned Director.
Issue of Purchase Order		
- Dhaka Office Up to Tk. 50,000	Director-Finance & Administration	Based on recommendation of Deputy Coordinator-Procurement
- Dhaka Office above Tk. 50,000	Executive Director/ Deputy Executive Director	Based on recommendation of Director-Finance & Administration
Extension of delivery time for supply of goods/service:		
- At Dhaka office	Director-Finance & Administration	

27. Appendixes and Annexures

List of Appendixes:

- Appendix-01: Goods Received Note template (GRN)
- Appendix-02: Work Completion Certificate template (WCC)
- Appendix-03: Know Your Customer template (KYC)
- Appendix-04: Bid Tracking Sheet (TS)
- Appendix-05: Supplier Visit Form / Supplier Physical Verification template
- Appendix-06: Work Example for Evaluation Criteria template
- Appendix-07: Standard Operating Procedure (Procurement Requisition)

List of Annexures:

- Annexure-01: Procurement Requisition template (PR)
- Annexure-02: Procurement Processing Time Table
- Annexure-03: Terms of Reference or Scope of Work (ToF/SoW)
- Annexure-04: Example of Specification

Appendix 1

GOODS RECEIVED NOTE

GRN No: _____ Date: _____
 Project Name: _____ Contractor/Vendor Name: _____
 Work Order No.: _____ Delivery Location: _____
 Delivery Date: _____ Voucher Reference: _____

No.	Item Descriptions	Qty. received	Unit cost (Tk.)	Total Amount (Tk.)
1				
2				
3				
Comments:			Grand Total (Taka)	BDT -

**Procurement
Delivery:**

Challan No. _____ Date: _____

Inventory Receipt Confirma

Administration

Name &

Position: _____ Date/Time: _____

EIN: _____

Signature: _____

Receiver Confirmation-

End User/PR raised by

Name &

Position: _____ Date/Time: _____

EIN: _____

Signature: _____

Appendix 2

Work Completion Certificate:

Work Completion Certificate will be used for services and will be attached with the invoices to process payment.

WORK COMPLETION CERTIFICATE

This is to certify that the work performed by:

Have been completed according to Work Order no:

Confirmed by Contactor/Service Provider:

(Name) Signature Stamp (if available) (Date)

Title:

Confirmed by Receiver:

(Name) Signature (Date)

Title:

EIN:

Confirmed by Logistics/Admin:

(Name) Signature (Date)

Title:

EIN:

Appendix 3

Transparency International Bangladesh Appendix 4: KYC Form (Revised)

*The information provided will be used to evaluate the Company before contracting with the TIB.
Please complete all fields {Fields marked (*) are mandatory}.*

Vendor Information

*Company/ Consultant Name		
Names of sister concern (if any)		
*Name of Company Owner	1. 3.	2. 4.
*Owner NID Card Number		
*Address		
Website (If available)		
*Phone Numbers	Land line:	Mobile #
*Primary Contact Person Details	Full Name: Phone:	Email:
Number of branch offices		
Company Establishment date		
Total Length of Company Experience (In Year)		

Financial Information

*Bank Name	
*Branch Name	
*Bank Address	
*Account Name	
*Account number	
*Routing Number	

Product/Service Information

List Range of Products/Services Offered	
---	--

Documentations as applicable:

* Trade License / Registration No.	
* Trade License Validity (up to):	
* TIN number	
* BIN Number (13 Digit)	

Self Declaration:

- Vendor hereby declares that, to the best of its knowledge, no TIB employee, officer, consultant or other party related to TIB has a financial interest in the Vendor’s business activities.
- Vendor hereby declares that, to the best of its knowledge, no TIB employee, officer, consultant or other party related to TIB has a family relationship with the vendor’s owners.
- Discovery of an undisclosed conflict of interest will result in immediate termination of any Agreement and disqualification of Vendor from participation in current and future TIB activities.
- Vendor hereby warrants that the organization is not conducting business under other names or alias’s that have not been declared to TIB.
- Vendor hereby warrants that it does not engage in theft, money laundering activities, corrupt practices, collusion, nepotism, bribery, trade in illicit substances, or terrorism or support of terrorism.

References (minimum 3)

Client Name:	(Name, Designation, Company Name, Cell# & Email address)
Client Name:	
Client Name:	

Vendor Name:
Signature:
Title:
Name:
Date:

KYC Form

Vendor Initial

Appendix 4

Bid Tracking Sheet



TRACKING SHEET FOR SEALED TENDERS (ANNEXURE-05)

Purchase Requisition (PR) #
Description of Tender:
RFP/RFQ No:

Closing Date/Time:

TO BE FILLED IN BY PROCUREMENT UNIT:

TO BE FILLED IN BY PERSON SUBMITTING BIDS

S. No	Name of Vendor	Contact	Date Sent / Issued	Date Recd.	Time Recd.	Name & Definition	Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

Procurement Committee Members Present at Tender Opening

Date Sealed Bids / Tenders Opened:

Time Opened:



Date	Name	Signature

Appendix 5

Supplier Visit Form

Company Name:		Address:	
Visit Date:		Contact Details:	
RFQ/RFP Number:			
Criteria	Question	Result / Information from Physical Check/Observation	Remarks
Location of Offices	Are the office located in the same address as provided in bid documents or on letter head?		
	Is there any signboard for the office?		
Legal Documents	Trade License/Certificate of Incorporation TIN /BIN Certificate to be checked with Original		
	How long has the company been existence in the current address?		
Company Structure	How many staff does the organization have?		
	Is the office Neat and Clean? (Yes/No)		
Experience and Past Performance	Verify previous experience by asking for the original PO/Contract Provided with the bid documents.		
Capacity:	List the Capex items (if available). Such as Vehicle/Generator/Warehouse/Stock/Inventory		
Financial Capacity	Do they have Bank Account? If yes, then Check their Checkbook.		
	What credit limit they can provide?		
	Will they provide 30 days credit period for Invoice?		
Overall Comment:			
Name & Designation		Signature and Date	
1			
2			
3			
4			

Appendix 6

Work Example for Evaluation Criteria

Criteria	Example of Sub Criteria	Weightages
Essential	<ul style="list-style-type: none"> Legal Documents: Valid Trade License, /BIN Certificate, Latest Tax Return Certificate & Authorized Dealership /Distributorship Certificate (If required) 	Committee will determine weightages based on the nature of the procurement of goods or services.
Capability	<ul style="list-style-type: none"> Previous experience (5 points for <3 years, 7 points for >5 years, 10 points for >10 years) Experience working with NGO/INGO and UN 	
	<ul style="list-style-type: none"> Number of staff members (consultant in case of services) Financial health (revenue and profit for last three months) 	
	<ul style="list-style-type: none"> Geographic Coverage (No of districts or areas that can be served) 	
Commercial/Financial Proposal	<ul style="list-style-type: none"> As non-standardized item in this example. 	

Appendix 7

Standard Operating Procedure for Procurement Requisition is attached in separate file with Annexure 01 to Annexure 04

END