



Procurement Policy

Purpose

The purchase of goods and services is necessary for the smooth operation of the Community Development Workers Association Inc. The aim of the internal control system for the supplying of goods and services is to ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases do not exceed any budget and to ensure purchased goods and services conform with the quantity and price specified in an order.

Methodology

CDWAI shall follow certain methods in purchasing goods, equipment and services required for the needs of the organization or its projects. Use of competitive bidding shall be a priority practice. The first criterion in choosing a supplier shall be the lowest price offered. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered.

- Some purchases will be market vegetables and store purchased food for training. Those CDWAI members who have been trained in this procurement policy are then trusted with CDWAI money to make common sense purchases, using the large, competitively priced stores in PNG towns and their own market skills.

For specific equipment purchases under Kina 300, CDWAI trusts their staff to make sensible purchases from known stores that provide a discount to CDWAI.

For purchases above Kina 300.00, a quotation/invoice shall be obtained from two, preferably three local suppliers.

Where only one suppliers was available, this is noted on the receipt – hand writing is acceptable.

Purchases

CDWAI members making purchases as part of CDWAI's work shall follow these steps¹:-

- a. Check budget to ensure purchase fits with budget.
- b. Ensure a receipt is obtained. (Have a receipt book on hand to gain a hand-written receipt from informal traders – PMV drivers, market purchases above K50.
- c. Receipts will be stored, by date in a receipt book.
- d. Receipts will be photographed and stored electronically.

Approved: Team Leader _____

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¹ Some large NGO's will have requisition forms, Order Forms and Delivery slips. These procedures are not a sensible operating procedure for CDWAI currently.