

**BARADRONE SOCIAL WELFARE INSTITUTION (BSWI)**

**Procurement Policy for BSWI**

**April 2025**

## **PROCUREMENT POLICY FOR BSWI**

### **Purpose**

The purchase of goods and services is necessary for the smooth operation of the organization. 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 made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.

### **Methodology**

BSWI shall follow certain methods in purchasing goods, equipment and services required for the needs of BSWI or its projects. Use of competitive bidding shall be a priority practice in unknown places far from the organization. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. BSWI shall specify in the purchase file the reasons the lowest bid was not chosen.

- For purchases under Rs. 20000, a price survey by telephone of two suppliers will be sufficient for determining the supplier.
- For purchases above Rs. 20000, a permission shall be given by any two of the three main bank signatories to purchase required materials from the local suppliers and by quotation from external suppliers.
- Purchases from a sole source shall be explained in the board meetings/purchase file.
- The purchase permission will be taken from the quarterly regular expenses and all the resolutions to such permission will be written on the meeting book in the ahead of the quarters. Documents pertaining to the transactions, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents will be recorded in the books of accounts.

## Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

- ✓ Requisition form: The employees would request for purchase permissions that may be approved by the Executive Director/Secretary and would send it to the Governing Body/the main bank signatories.
- ✓ Order form: The Governing Body/ Executive Committee can request the employers to submit or issue an order form, for the signature of the Executive Director and / or by the Governing Body members/bank signatories. The concerned employee or these divisions will make the purchase successful on the basis of the permission.
- ✓ Delivery slip: After the purchase has been made, a purchase slip will be issued by the staff/purchasers, who will sign it and give it back to the finance division.