ELOHIM FOUNDATION

Creating Alternatives, Promoting Sustainable Development.

JOINT PROCUREMENT POLICY

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BACKGROUND

Elohim Foundation was formerly known as The Carpenter's Foundation International, a non-for-profit development and humanitarian organisation founded on the 13th September, 2001 in Abuja –Nigeria. The foundation is the brainchild of Dr. Ibecheole, Julius a physically challenged Nigerian, set out to tackle the challenges of human family preservation through socio-economic intervention.

The Foundation was registered with Cooperate Affairs Commission as a non-for-profit organisation on the 29th April 2002 five years after it started operation in Egbu Owerri, Imo State on 27th of August, 1997. Following its registration, the foundation officially got inaugurated in Abuja on the 13th of September, 2001. And in 2006 its operational office in Niger state was established.

In 2005, 2010 and currently in 2024 Elohim Foundation has gone through strategic structural and program reviews by external consultant development firms with intent to strengthen its operational capacity, efficiency, productivity and impact in line with its broad goals and objectives while keeping in tune to emerging trends.

Elohim Foundation therefore is a system-based organisation with a history of best practices rooted through its dynamic operational policies and regulations, providing evidenced based services to a wide range of clients across Nigeria using dynamic strategic approaches such as partnerships, social movements, advocacy, right based approach, inclusivity, evidence based, research and conferencing.

GOAL

To contribute to the sustainability of the human community through eradication and impact mitigation of conflict and socio-economic challenges while promoting human capacity development.

VISION

Intact family for Sustainable human society.

MISSION

To provide intervention services that addresses the challenges of conflict and sustainable human society, through people centred approaches in both development and humanitarian setting.

Document Responsibility

Title	Procurement Policy
Directorate	Corporate Services
Unit	Operations Unit
Applicable to	Elohim Foundation staff

Version	Comments	Year Approved	Effective Date
1.	Joint Procurement policy after the Merger	April 2022	1st July 2022

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1. Introduction

This Procurement Policy has been prepared based on the Global standards for Procurement & Supply Chain to assist Elohim Foundation improve on its procurement processes. This Policy, and the associated processes, procedures, tools, training, and templates, provide the framework which governs Procurement at Elohim Foundation. In conjunction with the required systems, processes, and procedures this framework sets the standards as well as defines the roles and responsibilities required to procure goods and services for the Centers. By defining clear expectations and rules, Elohim Foundation may optimize its organizations processes, allowing its procurement operations to become more efficient, effective, and sustainable.

An inclusive procurement policy exists where there is a 'level playing field', in which policies and regulations ensure that there is equal opportunity for all vendors in the pursuit of contracts; and there is provision for companies irrespective of gender, race, ethnicity and other relevant social distinctions to compete fairly.

2. Purpose

This policy provides comprehensive guidance on Elohim Foundation procedures and principles for procurement of goods and services. It was developed to promote the use of good business practices and effective and efficient procurement of goods and services. The centers are committed to procure items/services:

- At the right price, ensuring Value for Money is achieved,
- From the right sources (eligible, reliable, and ethically performing),
- In the right quantity,
- Of the right quality and condition,
- Delivered to the right location and at the right time.

Elohim Foundation receives funding from various institutional Donors and private Donors, and it is obligated to maintain Policies that comply with its Donors' requirements. This policy is compliant with current key rules and regulations by different Elohim Foundation donors and aligned with the best global procurement practices.
Project-specific requirements must be observed where they are stricter than the requirements in this policy unless the Donor explicitly allows use of the centers procedures to guide all purchases. These requirements may be set forth in individual grant agreements with the Donor. It is important that all staff involved in the procurement process understand applicable Donor rules and regulations related to procurement and comply with Elohim Foundation policies set forth in this document.

3. Scope

This Procurement Policy applies to and binds all directors, managers and employees of the organization in any situation where they are involved in a purchasing process, whether as requisitioners or specifiers,

procurers or negotiators, or those who validate or authorize payment. This includes all procurement and where appropriate, include other activities accompanying the life cycle of goods (or service contracts) and

the end of-life disposal of goods which had been procured (whether or not they remain in our ownership). Adherence to the Procurement Policy is both an individual and corporate responsibility. Willful breach of this policy, or unauthorized departure from the guidelines derived from this policy, may constitute a disciplinary offence.

4. Definitions

Term	Definition
Procurement	The acquisition by purchase, license, or by any other contractual means of any type of works, assets, services or goods or any combination and includes advisory, planning and processing in the system to meet the needs of the organization.
Procurement process	The process that starts with the identification of a need and continues through planning, preparation of specifications/ requirements, budget considerations, selection, contract
Request for Quote	document used to invite suppliers to bid on goods and/ or services and outlines the purchaser's requirements, applicable terms and conditions, the proposed contract, and a response form
Goods	shall mean any third – party products or materials that are tangible in nature such as: supplies, spare parts, machinery, vehicles, equipment,
Service	shall mean any activity provided by third parties that are intangible in nature, i.e. are the product of human effort, such as: consultancy, repair, maintenance, etc.
Works	A category of procurement that refers to construction, repair, rehabilitation, demolition, restoration, maintenance of civil work structures, and related services such as transportation, insurance, installation, commissioning, and training.
RFP	Request for Proposals
RFQ	Request for Quotations

TOR	Terms of Reference
Proposal	An offer, in response to a request for proposals, which may or may not include price, by one party to provide Goods, Works, Non-Consulting Services or Consulting Services to another party.

Term	Definition
Bid	An offer, by a firm or joint venture, in response to a Request for Bids, to provide the required Goods, Works or Non-consulting Services for individuals.
Bidder	A firm or joint venture that submits a Bid for Goods, Works, or Non-consulting Services in response to a Request for Bids.
KPI	Key Performance Indicators
Purchase Orders	A commercial document generated by Elohim Foundation which authorizes a purchase transaction. When accepted by the Supplier, it becomes a legally binding contract
Value for money	Optimal balance of benefits and costs based on total cost of ownership. A choice of goods or services which is not based on the lowest bid price, but a choice based on the whole life costs of the project or service.
The Global Standard for Procurement and Supply	Refers to a comprehensive competency framework that guides organizations to through infrastructure, process, role design, performance, and people development to understand the intrinsic value that good practice delivers to the strategic goals.
Bribery	Refers to the offering, giving, receiving or soliciting, directly or indirectly of anything of value to influence the action of staff in the procurement process or contract execution; No Elohim Foundation employee may accept for individual or personal benefit any gift or gratuity from any current or potential supplier of goods or services to Elohim Foundation
Fraud	Intentional, false representation or concealment of a material fact for the purpose of inducing another to act up on it to his/her detriment;
Complex and Specialized procurement	This is procurement where the terms and conditions of an agreement are different from standard commercial terms and conditions;

Consultancy Services	Services of predominantly intellectual, technical, or advisory nature, and includes services offered by all professionals;
Term	Definition
Disposal	The divestiture of organization surplus property including intellectual and proprietary rights and goodwill and other rights of Elohim Foundation by any means including sale, rental, lease, auction, or any combination however classified;
Collusion	Scheme or arrangement between two or more vendors, with or without knowledge of Elohim Foundation, designed to establish prices at artificial, non-competitive levels;

5. General principles

5.1. Efficiency and Value for Money

All procurements must be undertaken efficiently and effectively with the aim of achieving best value for money on all expenditures.

5.2. Fairness, Integrity and Transparency

5.2.1. All procurements must be undertaken in the best interest of Elohim Foundation and its donors. An enabling environment must be maintained in dealing fairly and openly with all suppliers. Procurement must always be above suspicion of unethical behavior, avoiding any conflict of interest, or even the appearance of a conflict of interest, in the center's supplier relationships.

5.3. Effective Competition

5.3.1. All procurement must be done on a competitive basis. Procurement staff are expected to promote competition and ensure advantageous pricing. This also includes identifying and maintaining dependable sources of supply. Importance of competition is to ensure the right quality of goods and services needed are obtained at the right price, time, and place. All procurements must be done based on competitive bidding to enhance competitiveness (subject to exceptions, e.g., sole sourcing and emergencies as detailed under the direct procurement method in the procurement guidelines). Exemptions to competition must only be done under exceptional circumstances and approval will be as per the authorization matrix.

5.3.2. It is the responsibility of the personnel with procurement responsibility to ensure that a sufficient number of suppliers and contractors are solicited, that suppliers and contractors are treated equally, and that new suppliers and contractors are identified and qualified to do business with Centre.

5.3.3. Awards shall be made to the bidder or offeror whose bid or offer is responsive to the solicitation and is most advantageous to Elohim Foundation needs, in terms of price, quality and client preferences. Solicitations shall clearly set forth all requirements that the bidder or offeror shall fulfil in order for the bid to qualify for evaluation.

5.3.4. All invitations for competitive bidding will contain a provision giving the Centre the right to reject any or all bids and/or to place the order with a supplier or contractor other than the lowest bidder.

5.4. Environmental Consideration

5.4.1. All procurements must be undertaken with due consideration to environmental regulations. This also means buying goods and services from environmentally responsible sources .Elohim Foundation and will seek to procure goods and services that lessen the burden on the environment in their production, use and final disposition, whenever possible and economical. The products or services purchased should have a lower impact on the environment over their whole life cycle than the standard equivalent.

5.5. Ethical standards

All procurement transactions must be conducted in a professional manner and in accordance with the highest ethical standards. When fraudulent and corrupt practices occur, the damage extends far beyond financial losses, posing serious threats to the Organization's credibility and to its ability to achieve its goals and objectives.

6. Procurement Governance

6.1. Contractual Authority

6.1.1. Only the Director General or an authorized official with an express delegation of authority can sign purchase orders and contracts. The financial authorization matrix outlines who can sign contractually binding documents by position of responsibility and financial threshold.

6.2. Roles and Responsibilities

Staff are expected to undertake their roles and responsibilities in a collaborative and coordinated manner, while duties must remain segregated. Segregation of duties serves as an internal control to minimize the risk of fraud and error.

6.2.1. Responsibility and Objectives of Procurement staff

Responsibilities and objectives of Procurement Staff are responsible for and must take ownership of actions related to the procurement of goods and services, including administration of tasks assigned to the procurement functions. Procurement Officers are responsible for adhering to the procurement principles outlined in Section 5.0 of this policy and for conducting procurement actions with the following objectives:

- Purchase goods or services in the best interest of the organization, Donors, and beneficiaries; this includes obtaining quality goods and services in needed quantities to be delivered at the required time and place as per specifications set forth by the Requestor.
- Use responsible, eligible sources and evaluate their performance, as applicable. Maintain vendor catalogues, vendor files, and vendor performance.
- Recommend winning bidder to procurement approving authorities, based on established solicitation evaluation criteria.
- Obtain best value for money bids and favorable terms in the best interest of the organization, Donors, and beneficiaries in line with predefined criteria.
- Properly and adequately document each procurement. Maintain records segregated per purchase.
- Communicate with other departments throughout the procurement action until goods are delivered or services are completed by maintaining an accurate and complete, appropriate Procurement record.
- Provide needed responses to questions regarding the procurement action.
- Comply with ethical standards, internal policies and procedures, Donor regulations, and international and local law. Be on the lookout for and report any suspicious behavior or unethical conduct.
- Avoid any conflict of interest or the appearance of conflicts of interest in all relationships with vendors. Deal fairly and impartially with all vendors.
- Adhere to segregation of duties and do not authorize/process procurement for oneself.
- Develop and share knowledge and best practices in procurement and advance the use of technology and other improvements to the efficiency and effectiveness of the organization procurement processes.
- Participate in planning and tracking of procurements and related deliveries

6.3. Procurement Thresholds & Levels of Authority

6.3.1. This is stipulated in the latest revision of Elohim Foundation Procurement Guidelines detailing the procurement process and Authorized Signatory required for each level of expenditure allowed for the use of a procurement method.

6.3.2. For more information regarding thresholds and levels of authority, refer to Procurement guidelines.

6.4. Needs Assessment

6.4.1. User departments will assist the Procurement Unit in identifying and quantifying which goods and/or services are required to support their needs in a calendar year. The Items may be listed and consolidated in a procurement plan for purposes of proper planning. For purposes of managing and consolidating requirements Procurement planning will cover IR equipment, peripherals and supplies, fuel, vehicles, spares, and project specific procurement where the donor has indicated its mandatory. This can be expanded if need be.

6.5. Preparation & Issuance of Bid Documents

6.5.1. Bidding process at Elohim Foundation will be done by either electronic or manual means whichever is appropriate. All bidding documents: Request for proposals and Request for Quotations shall be issued to interested vendors through the most appropriate way e.g. electronically, print media posters, websites, emails or any other defined channel.

6.6. Invitation, Submission & Receipt of Bids

6.6.1. It is the responsibility of bidders to ensure that their offers are submitted to Elohim Foundation by the due submission date and time, properly signed by its authorized signatories.

6.6.2. The request for bids/request for proposals document shall require that Bidders submitting Bids/Proposals/ Quotations present a signed acceptance at the time of bidding, to be incorporated in any resulting contracts, confirming application of, and compliance with supplier Code of Conduct, including without limitation any right to sanction inspection and audit rights.

6.7. Evaluation of Bids

6.7.1. Elohim Foundation evaluates competitive bids and assesses their relative qualities based on the factors specified in the solicitation. Consideration should be given to vendor integrity and eligibility, past performance, capacity to deliver requirements, technical and financial offer, timeline for delivery, quality requirements and other solicitation specific factors. Discrimination or favoring any of vendors is prohibited.

For open tenders, (procurements above $ 80,000) A Tender Evaluation Committee will be constituted to evaluate the bids. They will have to determine if solicitation eligibility requirements are met before proceeding with technical and financial evaluation of the bid.

6.8. Negotiations

6.8.1. Negotiations are discussions with a potential supplier(s) but prior to award of contract, with the purpose of ensuring best value for money for the centers without compromising the principles of Fairness, Integrity and Transparency in dealing with all suppliers.

6.8.2. Procurement function may consider negotiations where: requirement can be met by several providers in the market; responsive vendors' prices are in excess of available budget; there is a tie in highest combined score points where selection was based on scoring criteria; there is a tie in the lowest evaluated bids by two or more vendors.

6.8.3. Price negotiations with the lowest evaluated responsive bidder on a competitive bidding process where price is an evaluation factor shall not be allowed.

6.8.4. Further details on negotiations are included in the Joint procurement Guidelines.

6.9. Procurement Decisions

6.9.1. Procurement decisions shall be made with integrity and objectivity, free from any personal considerations or benefits. All decisions will be b made as per the Authorization matrix provided

6.10. Records Management

6.10.1. The Procurement Unit will keep detailed information about all procurement activities and maintain files of correspondence and other related documentation. The nature of records and period for maintaining such records shall be defined in latest revision of Elohim Foundation procurement guidelines.

Procurement function shall also be required to maintain records of all debriefing, complaints, and their resolutions.

7. Vendor Management

7.1. Vendor Registration

7.1.1. The procurement & supply chain function shall maintain and continuously update list of registered vendors in the various categories for provision of goods, works or Services in accordance to Elohim Foundation materials and Services requirements. The registration document will indicate that the information is for registration purposes only and does not constitute a purchase order/award contract.

7.1.2. For vendor's application for registration to be considered, application documents shall contain proof of eligibility based on stated category of interest and capability evidenced by qualifications, experience, resources, equipment, and facilities to deliver required goods, works or Services.

7.1.3. update of vendor in the system shall be done after every three (3) years

7.2. Pre-qualification

Supplier prequalification may be undertaken for complex and specialized procurement of goods, works and services. Appropriate pre-qualification documents shall be issued by and Elohim Foundation to vendors who respond to published invitation notice. The prequalification document will indicate that the information is for capability registration purposes only and does not constitute a purchase order/award contract.

7.3. Vendor performance Monitoring:

Monitoring procurement function performance provides managers with the information they need to evaluate how well the system is functioning and to identify areas where additional measures may be required to improve the overall procurement performance.

A set of performance indicators and information on how to implement and use the performance indicators to monitor and improve procurement function performance are provided in latest revision of Elohim Foundation procurement guidelines.

Suppliers or consultants who fail to fulfil their contractual obligations in a satisfactory manner, in terms of quality, delivery, performance, or customer service, and who fail to improve their performance even after being notified of the deficiency, may be disqualified from providing further services.

7.4. Dispute Resolution

Elohim Foundation has an elaborate dispute resolution mechanism. Any bidder that claims to have suffered, or that may suffer loss or injury due to a breach of a duty imposed on Elohim Foundation by this policy, may seek a review of the procurement process. Details of procedure for logging a complaints and resolution steps are contained in latest revision of Elohim Foundation procurement guidelines.

7.5 Contract Management

7.5.1. Effective management of contracts is essential to ensure that the objectives of the procurement process are achieved and that all contractual obligations and activities are completed efficiently by both parties to the contract. The procurement function will lead negotiations for contracting and, if requested, review of all contract together with the user departments. An amendment or variation to a contract, Purchase Order, Service Order resulting from a procurement process shall be effective only if it's approved by office responsible for the award and it is within defined threshold. Variations were allowed to contract, Purchase Order, Service Orders shall not exceed 20% (twenty percent) of contract/ order sum.

8. Code of Ethics

8.1. The code of ethics is applicable to all individuals engaged in any aspect of purchasing on behalf of Elohim Foundation operating either from the organization's headquarters or from the regional offices. See Annex 1 for applicable code of ethics

8.2. Areas which may potentially create ethical conflicts (illegal, dishonest, unethical, or fraudulent) for the centers and/or the individual include:

(a) Product familiarization visits and associated hospitality without clarity on liability and indemnity.

(b) Acceptance of samples, demonstration models and any kind of gift, outside of a contract.

(c) Payments by suppliers to be shortlisted/retained – such payment demands must be related to tangible benefits accruing or expected to accrue to the supplier, and should not have the effect of excluding other businesses, especially small businesses, from consideration, and must not be, or appear to be, the 'price paid' for winning business;

(d) Reciprocal or countertrade, where being a customer of the organization is a condition for becoming a supplier. However, this is acceptable when: there is no coercion; Elohim Foundation and the supplier are in agreement; and there is mutual benefit and transparency.

(e) Imposition of a nominated supplier by an internal or external customer.

8.3. Whistle Blowing

8.3.1. If any employee becomes aware of, or concerned about, an activity which he or she believes in good faith to be illegal, dishonest, unethical or fraudulent, including any activity in violation of the foregoing, the employee is expected to report ("blow the whistle") immediately as per the integrity policy. Early reporting is essential, so that, where necessary, legal advice can be sought and both the individual and Elohim Foundation are protected.

8.3.2. No employee who reports a suspected violation within the scope of this policy, provides information to a law enforcement official or agency, or assists in the investigation of a suspected violation, will suffer harassment, retaliation, discrimination or adverse employment action of any kind, even if subsequent investigations determine that no violation occurred, provided the employee report is made in good faith and with reasonable belief in its accuracy.

8.4. Anti-Fraud and Anti-Money Laundering

8.4.1. Suppliers providing goods, works or services to Elohim Foundation shall observe the highest standards of ethics during the selection and execution of the given contract. Elohim Foundation reserves the right to reject a proposal for award if it determines that the supplier recommended for award by the evaluation team has, directly or through an agent, engaged in corrupt, fraudulent, collusive coercive, or obstructive practices during the tender bidding process. Such activities may also result in the debarment of the supplier.

8.5. Debarment of Firms

8.5.1. Suppliers will be debarred from doing business with Elohim Foundation if due diligence reveals that:

(a) They are guilty of "fraudulent" or "corrupt" practices.
(b) In the performance of a contract, the supplier was engaged in illegal or unethical practices.
(c) There is a consistent failure in the performance of contracts over the last two years and.
(d) Has breached Elohim Foundation supplier code of conduct.
(e) Supplier has defaulted on his or her tax obligations.
(f) The supplier failed to comply with Elohim Foundation procurement guidelines.

8.5.2. The period of suspension of the supplier will depend upon the gravity of the case, but in any case, for a period not less than 1 (one) year.

8.5.3. Under specific contractual agreements subject to the procurement rules of a donor, the donor's list of debarred firms will be given precedence.

9. Disposal

9.1. Disposal of any surplus that are obsolete/surplus to Elohim Foundation is important, disposal process is contained in the latest revision of Elohim Foundation surplus items.

9.2. The disposal process will be carried out after taking into consideration the condition of the property, the number of items available for sale, and the anticipated demand for the items and the amount of storage available. No item or property shall be sold, transferred, or disposed of without advance approval of Director Corporate Services.

10. Review

10.1. The Procurement Policy and Guidelines will be reviewed as and when a need arises

10.2. Several factors may necessitate the need for review, including but not limited to: (a) Introduction of new improved practices, policies or guidelines.
(b) Removal of outdated practices, policies or guidelines.
(c) Lessons gained from practical experience.

10.3. Any changes made to the Policy will be presented to the Integrated Leadership Team (ILT) for endorsement and thereafter submitted to the Board of Trustees for approval.

11. Reference guide

11.1. Benchmarking information was used from the following organizations' publications and documentation, directly or indirectly:

11.2. Chartered Institute of Purchasing & Supply (CIPS)

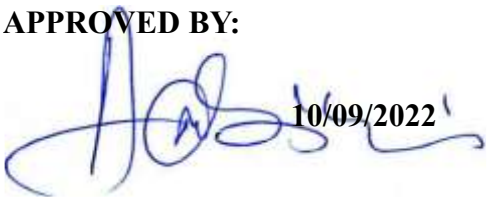
11.3. United Nations Development Programme (UNDP)
11.4. Organization of Economic Development – Development Assistance Committee (OECD/DAC) Working Group
11.5. The World Bank Group- Procurement Regulations for IPF Borrowers
11.6. The European Commission- PRAG
11.7. United Nations Procurement Manual 2019

Annex 1: Chartered Institute of Purchasing & Supplies (CIPS) Code of Conduct

All procurement staff should refer and adhere to the following code of conduct. All procurement staff shall;

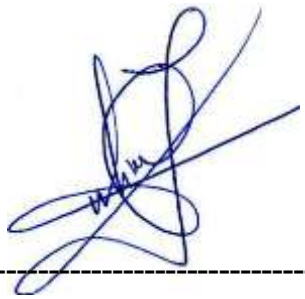
- Maintain the highest standard of integrity in all business relationships.
- Reject any business practice which might reasonably be deemed improper.
- Never use their authority or position for their own personal gain.
- Enhance the proficiency and stature of the profession by acquiring and applying knowledge in the most appropriate way.
- Foster the highest standards of professional competence amongst those for whom they are responsible.
- Optimize the use of resources which they have influence over for the benefit of the Organization.
- Comply with both the letter and the intent of the law of countries in which they practice agreed contractual obligations and declare any personal interest that might affect, or be seen by others to affect, their impartiality or decision-making.
- Ensure that the information given in the course of their work is accurate.
- Respect the confidentiality of information they receive and never use it for personal gain.
- Strive for genuine, fair and transparent competition.
- Not accept inducements or gifts, other than items of small value such as business diaries or calendars as stipulated in HR policy.
- Always declare the offer or acceptance of hospitality, and never allow hospitality to influence a business decision.
- Remain impartial in all business dealings and not be influenced by those with vested interests.
- Undertake due diligence on appropriate supplier relationship in relation to fraud and corruption.

APPROVED BY:



10/09/2022

Mrs. Ngozi Obilor
President Board of Trustees.



10/09/2022

Dr. Ibecheole, Julius PMD. NES.
Chief Executive Officer/Founder