

Procurement policy

This policy sets out the procurement process for CiFAR – Civil Forum for Asset Recovery and to ensure that all procurement is carried out in an honest, fair and transparent manner and provides best value to money.

1. Principles

- All procurement shall be carried out in a way that is transparent, fair, competitive and open to all potential vendors and participants.
- All vendors will be treated in a non-discriminatory manner and contracts shall be fair.
- Any potential conflicts of interest shall be declared to the responsible member and the respective staff or board member shall recuse themselves when asked to by that member
- All procurement shall respect the principle of best value for money. Best value for money includes quality, reliability, timeframe, desired outcome, protection of the environment and respect for human rights.

2. Process

Purchase value of less than or equal to €2000

The person responsible for procurement shall ensure that the procurement conforms to best value of money and is compared informally through an internet or other search where possible.

Purchase value to more than €2000 but less than or equal to €5000

The person responsible for procurement shall ensure that at least three offers are compared, where possible, and a written cost/benefit analysis has been carried out and approved by the person responsible and by a second staff or board member. All offers shall be documented and a reason shall be provided in writing when three offers have not been obtained.

Purchase value of more than €5000

The person responsible for procurement shall ensure an open call is held and reasonably publicised. Open calls should enable the submission of proposals for a duration appropriate to the value of the procurement. This should in general not be less than 5 working days. All procurements should be subject to a written cost/benefit analysis through a committee of at least three people, one of whom should be at a level of responsibility equal to or higher than the person responsible for procurement. All offers shall be documented and a reason shall be provided in writing when three offers have not been obtained.