



Procurement Policy

This policy sets out the procurement process for CiFAR to ensure that all procurement is carried out in an honest, fair and transparent manner and provides best value for money. This policy does not cover the recruitment of staff and is modified by the consultant policy.

1. Principles

- All procurement shall be carried out in a way that is fair, competitive, transparent and open to all potential vendors
- All vendors shall be treated in a non-discriminatory manner and contracts shall be fair
- Any potential conflicts of interest shall be declared and CiFAR staff may as a consequence be recused from participating in the procurement
- All procurement shall represent best value for money. Best value for money includes cost, quality, reliability, timeframe, desired outcome, protection of the environment and human rights

2. Process

Purchase value of less than €2000

The responsible person shall ensure that the procurement confirms to the procurement principles and the value of the purchase is compared informally to similar products where feasible.

Purchase value of between €2000 and less than €5000

The responsible person shall ensure that at least three offers are compared, where feasible. The procurement form must be completed and signed by the responsible person and a line manager. All offers must be documented. The procurement form must include reasons when three offers cannot be compared.

Purchase value of €5000 and over

The responsible person shall ensure that an open call is held and reasonably publicised. Open calls should enable the submission of proposals for a duration commensurate with the value of the procurement. This should not be less than five working days and in general should be a minimum of 10 working days. The procurement form must be completed and signed by the responsible person and a line manager. All offers must be documented. The procurement form must include reasons when three offers cannot be compared.

3. Conflict of interest

Any staff or board member involved in a procurement process who discovers a potential or actual conflict of interest must declare it immediately and in writing to their line manager or other members of the board.

The respective line manager or board members must consider whether an actual or potential conflict of interest occurs, whether a mitigating action may remove the conflict and whether



the staff or board member should be excluded from the procurement. A reasoned decision in writing covering all three points must be provided within 3 working days.

Approved by Executive Board on: 12 August 2019