OPHCD
Organization for Promotion of
Health & Community Development

Procurement/Logistic Police
2017

OPHCD
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Health & Community Development

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1 About OPHCD

1.1 Introduction and legal status

Organization for Promotion of Health & Community Development (OPHCD) is a non-government, non-profit, non-political, impartial and independent organization registered with:

- the NGOs Department of the Ministry of Economy of the Government of Islamic Republic of Afghanistan with license No 4160.
- the Ministry of Public Health of the Government of Islamic Republic of Afghanistan with the registration No 600.

The organization established to serve the community and advocate for better coordinating and directing the available resources and activities for provision of quality services to the communities with an equitable manner. OPHCD, as a non-governmental organization committed for a joint mission with having dedicated and expert staff in public health, Water Sanitation and Hygiene, education, community development as well as volunteers who have been working in technical and managerial positions with national and international NGOs since more than one and half decade.

The members of the Board of Directors, senior Management Team (SMT) as well as the volunteers of the organization having appropriate experience, dedication and voluntarism which is a professional contribution to the health, education and development sector for achieving of more sustainable results. The core staff of OPHCD have more than one and half decade of successful experience of being directly involved in developing different policies and strategies as well as designing and implementation of projects in the areas of health, WASH, education and community development sectors such as; Primary Health care (PHC), Basic Package of Health Services (BPHS), Essential Package of Health Services (EPHS), Water & Sanitation and Hygiene, Primary education and Literacy programs, youth awareness and development, Public Nutrition, emergency preparedness and response and disaster risk reduction, trainings and coordination of different humanitarian Aids. Furthermore, the SMT and core Technical, Administration and Finance staff of the organization have up to date knowledge and rich experience of Grant Management, Project Management as well as conducting professional tasks of supportive Supervision, Monitoring, Evaluation, and Researches. Likewise, developing and on-time reporting (monthly, quarterly, annual, end of project and ad-hoc reports) to the donors and stakeholders, presenting the results of the aforementioned programs at the community, organizational, national and international levels are the expertise of the organization's technical and administrative staff.

1.2 Vision:

An empowered society with sustainable and self-reliance health, social and economic stability at the community level.

1.3 Mission Statement

OPHCD, as a non-governmental organization is striving for well-being of the society with promotion of health and sustainable development of the communities through advocating for better coordinating and directing the national policies and strategies as well as available resources and activities for provision of quality health, educational, social safety, human right and social welfare, economic, environmental and development services to the communities with the focus on the women and children, drugs users, IDPs and other marginalized group of the society with an equitable manner.

2 Policy Over view

The OPHCD Logistics Department purchases quality materials and equipment at comparative prices and arranges transportation and safe delivery of materials and equipment on time. It ensures that all purchases and deliveries are legitimate and made systematically and transparently. The organization and its members and delegations as part of good governance follow certain general ethical principles detailed in general policy document. OPHCD is trying to achieve better tools for managing financial and operating activities, to be able to keep track of liquidity, financial strength, and close follow up of projects requirements through a system for accounting and budgetary control, the extent and set up of which is dependent upon the size, nature, and requirements of the organization's management.

3 Main Objective of policy

- Establish and maintain an internal control system to help and guide OPHCD staff to act and have a clear view to handle organization activities effectively and efficiently
- Establish an overall responsibility system for each department
- Establish a financial system that should provide complete and reliable accounting record

4 Authorization

The Operations Director is the default authorized signer for OPHCD operating expenses. The Operations Director may choose to delegate authorization privileges to a subordinate but must communicate such privileges in writing to the General Director. OPHCD may spend any authorization by non-authorized signers and hold payment until verbal or written authorization by the Operations Director or appropriate designee has been obtained. The delegation of signing privileges will not relieve the Operations Director of his/her fiduciary duty to OPHCD to monitor purchasing activity for the logistics and finance departments in accordance with OPHCD's budget. Authorization from the General Director is required for all capital purchases, single purchases in excess of 200,000 AFN OPHCD may overrule any authorization which is either in excess of available funds or not deemed within the purpose of the donors grant for any OPHCD project.

5 Important Concepts and Procedures

5.1 Definition of Procurement

Procurement is defined as the procedure required from the identification of a requirement, whether it be for goods, services or works, to the filling of that requirement.

5.2 Conflict of Interests

OPHCD believes to avoid conflict of interest at any stages of its operation. All OPHCD authorized employees representing the organization's interest should carry out all the purchasing process, without taking in to consideration their personal interest. Employees involved in conflict of interest shall be removed from the specific purchase.

5.2.1 Example of Conflict of Interest

Have a financial interest in a customer's or supplier's private company or business.

- Supervising a relative supplier and determining his or her promotion during the biding process. Hiring a supplier managed by a close friend or relatives.
- Receive discount or personal gift from suppliers or customers.
- If any of OPHCD employees has any interest or even if think there is a possibility that conflict of interest may exist or appear to exist in any procurement process, he or she should disclose the situation to his/her supervisor, this will facilitate to avoid and make prevention of conflict-of-interest situation.

5.3 Segregation of Duties

To bring transparency in the procurement process segregation of duties is an important concept, OPHCD understand the need and in order to segregate duties and establish appropriate internal controls, a OPHCD employee will only be authorized in one of the functions in the procurement process, i.e.

At a minimum, three individuals must be involved in the procurement, normally as follows:

- The Requestor
- The Buyer
- The Payer

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5.4 Requisition Form

Whenever a department or staff members need materials or goods, he/she have to fill the requisition form and submit it to the logistic department for further procedures after the approval of his/her line manager, except for emergency situations.

The person giving the requisition form has to mention the level of priority or urgency in the requisition form.

In case there is any order marked URGENT; at MAIN OFFICE level the Director approval is require and in Field offices the Project Manager written confirmation is required on the order.

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5.5 Requisition Form Verification

As soon as logistic receives the requisition he/she must put the date of the receipt of the requisition and should record it in the procurement data base.

Logistician has to check if required goods are available in the stock and if not, then the order is to be processed to be purchased. For purchasing purpose, the requisition is to be forwarded to finance department for budgetary allocation.

The below diagram indicates the whole purchase request process;



5.6 Purchasing Committee

A Purchasing Committee is selected by the General Director or Operations Director when the request amount is more than 50,000 AFN for main office and for provincial office if the cost is more than 20,000 AFN.

The Purchasing Committee consists of at least three persons;

- General Director/ Project manager announces the new members. The technical member of the committee is selected at the time of purchase.
- If a permanent member of the purchasing committee is absent, a new person is designated for the specified purchases. The absent member cannot sign the bills after the purchase is made in his/her absence. A breach of this procedure is considered forgery.
- In case of special purchases (expensive and technical items), a special purchasing committee comprising members with specific expertise from the related department, offices will be selected by the General Director in Central and Office Manager at provincial level.

5.7 Expenditure Classification

All expenditures will be classified according to the purpose for which the items or services are procured, for example Office supplies;

This is any item or items used in the normal course of business of the projects. These items include, for example, medications, lab supplies, infection prevention materials, food, fuel, clinical supplies, and office supplies. Any item purchased as a regular supply must be listed on the "OPHCD Essential Supply List", with an indication of the anticipated usage, cost, and alternative sources for procuring this item, even though such purchases were specifically included per the original OPHCD contract for any project. Expenses for the purpose of running OPHCD's office will be discretely categorized from direct project expenses. Under normal circumstances it is expected that such purchases will not exceed a few hundred dollars per month.

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6 Procurement Process

6.1 General Procurement Rules and procedures

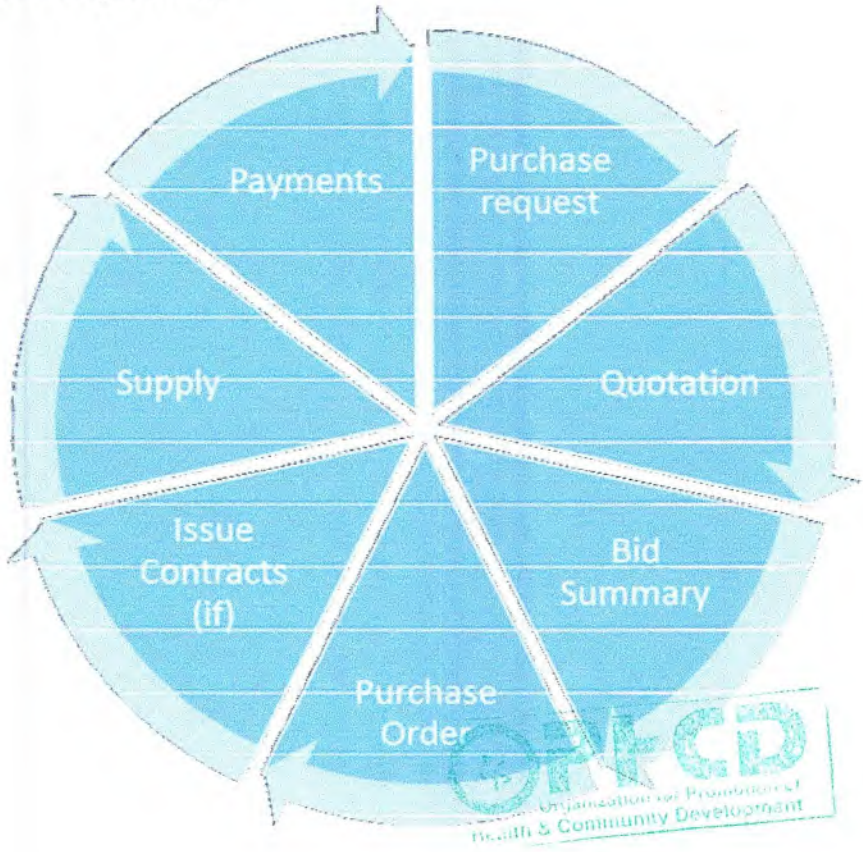
- The Purchase Requisition Form is prepared for each item before purchasing and is signed by the Department Manager/Project Managers;
- The Finance Manager checks the budget line and amount of the specified materials/ equipment;

The following are clarified in requisition form before purchasing:

a. project budget line;
b. quantity of materials needs to be purchased
c. specification of materials
d. budget for materials

- If the materials/equipment are available in storage they are collected from there and a Store Issue
- Voucher is completed (Stock Out). All Purchase Requisition forms are given to the purchasing committee by the Logistics
- The Purchasing Committee collects at least three quotations for any kind of purchase from three different shops/dealers if the cost is more than 50,000 AFN and for Field Office 20,000.
- The Purchasing Committee may contact different dealers by email to send their quotations in a sealed envelope or by email/fax.
- The Purchasing Committee according to the organization threshold announce the procurement need in the media and invite different dealers to send their quotations in a sealed envelope or by email/fax by the set deadline.

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Purchase request
Quotation
Bid Summary
Purchase Order
Issue Contracts (if)
Supply
Payments

6.2 Approval threshold

The below table indicate the approval threshold for purchasing and time to time it will be updated.

(Currency Afghani)

Description	Approvals	Amount
Purchasing approval	General Director	200,001 - any
Purchasing approval	Deputy General Director	50,000-200,000
Purchasing approval	Admin/Finance Director	25,001-50,000
Purchasing approval	Operation Director	1-25,000

6.3 Contract Amendments, Cost Increases, and Time Extensions

No amendment, variation, or modification to an active contract or agreement shall be valid or executed without the express review and prior written authorization of the General Director, regardless of the value or nature of the change.

Standard Financial Modifications (Less than 30% Increase):

Any amendment that increases the original contract value by less than 30% (thirty percent) shall be classified as a standard operational adjustment.

- Requirement: The Finance Manager must formally verify budget line availability before the amendment is drafted.

Need-Based Schedule (Time) Modifications:

Any amendment granting a contract time extension shall be evaluated strictly based on project needs and operational requirements.

6.4 Procedures specifically relating to Logistic Department

- When there is need of material or good, the staff is required to come up with a demand (purchase request) request. Purchase Request (PR) must be completed for every authorized purchasing.
- All purchase requests must be submitted for logistic department for further process and logistic will see if the item (s) is available in stock; or it has to be purchased from market.
- If the requested item(s) is available in stock, then the logistic department has to mention in purchase request that the item is issued from stock. For both said process the cycle of obtaining the approvals must be completed.
- Normally purchasing process takes approx. 7 days, and therefore it is necessary that the requester mention the required date of items that are needed.
- Logistic department will prioritize the process of requisition and give the first priority to emergency case (if).

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- Requisition must include the Quantity and description of items or services that are needed however the requester can provide additional information or extra information (specification) for logistic department, if preferred.
- Logistic department must obtain 3 quotations from different vendors and prepare the bid summary to compare the prices and select the best and lowest price with good quality.

Sometimes the following issue can occur:

- The technical department selects the item with the higher price insisting on best quality. In such case they need to provide justification for selection of the higher price bid.
- Logistic person can't find 3 quotations, in this case he or she should write justification to the Operation Director of Organization or Director of Organization for their feedback and alternate process.
- Purchases materials and equipment for Central, Offices and Projects based on approved purchase request;
- Completes the approval purchasing process for all materials and equipment;
- Ensures that all purchased material and equipment are delivered and recorded in the Stock in.
- Delivers the purchased materials on time to the required destination;
- Prepares and sends on time purchasing documents when items need to be purchased from Market
- Clears advances for purchased materials with the Finance department
- Ensures that goods are carefully packed for delivery;
- Arranges packaging and transportation of materials
- Prepares a checklist of materials purchased for delivery purposes;
- Maintains accurate documentation and records of materials and equipment purchased and distributed.
- The Logistics Officer is responsible for reviewing all the purchasing documents, checking the authenticity, credibility and previous records of suppliers.
- The Logistics Officer, in cooperation with the procurement assistant, is responsible for ensuring that the procured goods are received in acceptable condition and that they
- are stocked properly, delivered timely and that their delivery is documented

6.5 *Vendor Selection*

Vendors used by the OPHCD projects will be selected based on the quality and quantity of goods and services offered, and the cost of such goods and services.

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OPHCD will be responsible for payment of all vendors; however, the purchases must be in conformity with the procedures.

Purchases made by employees not in conformity with such procedures are solely the responsibility of the individual employee and the employee alone will be responsible for payment.

7 *Vendor Vetting process, Limitation and procedures:*

Vetting the Vendor is a critical process that helps businesses make informed decisions when selecting third-party providers.

OPHCD analyzing a supplier's capability, compliance, and stability, which reduce the likelihood of operational disruptions, legal issues, and potential reputational damage that can arise from a vendor's failure.

Vetting the vendor being an important concept, most businesses do not do it well. To be effective, OPHCD questions asked before engaging in a relationship with a vendor should include:

- Is the vendor a legitimate supplier of goods and/or services?
- Is the vendor qualified to provide those goods or services?
- Is the vendor brand new or have they a proven track record of quality?
- Is the vendor solvent or are they experiencing financial problems?
- If applicable, does the vendor have adequate insurance and a good safety record?
- Who are the vendor company owners and are they trustworthy?
- Is the vendor a previously barred or fired vendor, perhaps under another name, or owned by another company that was barred or fired?
- Are there any indications of potential conflicts of interest with company employees?
- Are there any legal or regulatory actions pending against the vendor or its owners?

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7.1 Organization threshold for procuring the items

Purchasing Items		Required Documents
1 AFN	5,000 AFN	PR, Invoice and GRN
5,001 AFN	50,000 AFN	PR and 3 Quotation, Quotation Committee, Invoice and GRN/Delivery Note
50,001 AFN	750,000 AFN	PR and 3 Quotation, Quotation Committee, CBA, Contract, Purchase Order, Invoice, and GRN/Delivery Note, Quality Control
750,001 AFN	1,000,000 AFN	PR and 3 Quotation, Quotation Committee (Quotation should be Sealed), CBA, contract, Purchase Order, Invoice, GRN, Delivery Note, Quality Control
1,000,001 AFN	Any	Open tendering (via media)

7.2 Purchase less than 5,000 AFN

Purchase less than 5,000 AFN should have the following documents:

- Purchase request
- Invoice
- GRN

7.3 Any Purchase 5,001 - 50,000 must have the following supporting documents

- Purchase Request
- Three vendor bids for requested items (quotations) Compression bid analysis or bid summary
- Written justification for bid selection if there is less than 3 quotations available in the market
- Approval
- GRN
- Delivery Note
- Quality Control

In some circumstance purchases more than 5,000 may be exempt from the three-bid analysis; it is when There are less than three suppliers for the required items

- In an emergent situation, completing the competitive bidding process will adversely affect patient/client care and/or the operational effectiveness of OPHCD.
- The item is part of a routine bulk purchase, for which a quotation can be obtained with lesser frequency, but minimally on an annual basis.

Tax law should be applied on the licensed and non-licensed vendors as per the Afghanistan's income tax law.

7.4 Any Purchase 50,001 - 750,000 must have the following supporting documents

- Purchase Request
- Three vendor bids for requested items (quotations) Compression bid analysis or bid summary Written justification for bid selection if there is less than 3 quotations available in the market
- CBA Contract Purchase Order Invoice
- GRN
- Delivery Note
- Quality Control

7.5 Purchase 750,000 – 1,000,000 AFN should follow the "Request for Quotation" (RFQ)

For the above purchasing OPHCD will use the RFQ process. This is the responsibility of logistic department to prepare documents, with specification of requested items including the terms and conditions for supply

and receipt of the goods etc.

- The logistic officer prepares the RFQ according to the description.
- The quotation committee (refer below) distributes the RFQ to three potential suppliers for collecting of quotations.
- The quotation committee recollects the offers in a sealed envelope (s), reviews and signs the quotations.
- All quotations should be listed in the Comparative Bid Analysis to select the best quotation. This form is used to compare the price of items between different suppliers. The purchasing committee members check the quality, specification and best price for the item.
- The Comparative Bid Analysis is checked by the Finance Manager and approved by the Director or General Director.
- After completing the above procedures, an advance will be issued to logistic or invoice with supporting documents will be submitted to finance department for the further process.
- Purchase order will be issue after approval of operation director or general manager and if there is need of contract then contract will be signed with supplier according OPHCD Contracting Policy.
- After purchasing the requested materials and equipment, Goods Received Note GRN will be issued and the item(s) will be recorded in stock (it is the responsibility of bid committee to review quality checking of the items and supply)

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- If the qualities of supplies are not in according to the specification, then it will be returned back to the supplier.
- If item (s) is part of asset and inventory, a copy of supporting documents will be submitted to admin department for record the asset and inventory.

7.6 A purchase in excess of 1,000,000 to any) cost requires the following process

- Prepare purchase request and obtain the approvals
- Prepare Expression of Interest EOI and obtain the approvals
- Announcement in the Media (Radio, Newspapers, Websites) (copies of media announcement should be retained in logistic file), period of announcement will be for 6 - 14 days
- A committee will be assigned by Operation Director or General Director for review and shortlisting the EOI
- Collect the Expression of Interest and EOI issue the RFP for the shortlisted vendors.
- Collect and screen the RFP (a bank guarantee or equal cash amount will be collected from supplier/vendors) 2% -10% of total bid.
- The bank guarantee and cash will be retained in separate envelope in safe with cashier and a receipt will be issued to the supplier/vendors.
- Bid opining will be done in public (all the shortlisted vendor will be asked to attend the bid opening and sign the attendance. One person will be assigned a chair person.
- All documents will be signed by the assigned committee members and key points will be noted in minutes of the opening.
- At least three vendors will be shortlisted (if there less 3 than 3 vendors, it should be justified and approvals must be obtained from General Director)
- Logistics will prepare Comparative Bid Analysis and obtain the approvals and highlights the lower prices.
- Announce the winner
- Return back bank guarantee to other vendors Obtain the Bid security 10% total contract and it
- should be kept in a separately Signe and approve the contracts
- Issue Purchase Order PO for supplying the items
- Issue of Good Received Note GRN
- Tax will be deducted and net payments will be transferred to vendors in their nominated bank account according to the contractual payment requirement.
- Obtaining approval of OPHCD management is necessary for process of each of the above steps.

- In some cases, if the supplier cannot supply on time and according to the conditions of the contract, the supplier will be penalized and the penalty amount will be transferred to the organization account and will be used for further sustainability of organization or staff capacity building.
- If the supplier wants to breach the contract the bank guarantee amount will not be given back to supplier. OPHCD will terminate the contract with supplier and will go for the second rank (going for the second rank needs bank guarantee too).
- The bank guarantee amount will be transferred to the OPHCD income and will be used for the further sustainability of the organization or staff capacity building.
- If the second rank disagree or does not accept the awarded contract, then OPHCD will re-start the process.

7.7 . General Supporting Documents of Purchasing

For more details, refer to the purchasing threshold.

The supporting documents considering the organization threshold will be as following:

- Purchase request
- 3 Quotations
- Bid summary
- Purchase order (if the total bid exceeds 50,000 AFN)
- Translation of invoices from local to English language and vice versa (if).
- Good received note (GRN)
- Copy contract if applicable
- Obtain the approvals and submit the purchasing documents to finance department for the process

7.8 . Purchase Order

Items exceeding 50,000 AFN requires issuance PO to the vendor from logistic department. Purchase order must indicate the quantity, unit price and total price; only for the winner of the bid and will be issue when the rest purchasing process is completed.

7.9 . Issue of Contract with Supplier

Issuing contract with supplier or vendor depends on nature of the services which are going to be provided to OPHCD. Normally OPHCD threshold for issuing contract with the supplier is 200,000 except rental vehicle and rental house (equal amount to local currency). Meanwhile OPHCD has the right to terminate the contract with supplier in case of fraudulent activities or anything against the human rights.

8 RECORDING POLICY/ STOCK IN AND STOCK OUT

Accurate records of all purchases and deliveries made by the Logistics Department are maintained and regularly updated.

PROCEDURE

- All the letters (in/out), checklists (in/out) and copies of the Purchase Requisition forms after completion are placed in individual files according to their serial numbers.
- List of purchased document will be submitted to Stock Keeper to update the stock record
- Any items which issued from stock it will be recorded in stock out.
- If item (s) is part of asset and inventory, a copy of supporting documents will be submitted to admin department for record the asset and inventory

9 ASSET AND INVERNTORY MANAGEMENT

Economic resource that is expected to provide benefits to a business is called asset. An asset has three vital characteristics: (1) future probable economic benefit; (2) control by the entity; and (3) results from a prior event or transaction. An Asset may be current or noncurrent. A current asset has a life of one year or less like Cash, bank balance, and stocks and non-current asset (Fixed Assets) has a life in excess of one year.

A capital item is usually a piece of equipment or furniture which has a cost greater than 5,000 AFN and is expected to also have a useful life of greater than two (2) years. Purchases in excess of 5,000 AFN, but are not expected to be useful for more than two (2) years are not capital items

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9.1 ASSET AND INVENTORY REGISTER

To achieve control over asset and inventory, all OPHCD assets and inventories shall be registered in the

Asset and Inventory database and be maintained timely.

The purpose of asset and inventory registration is to ensure that physical assets and inventory are complying with assets and inventory database. Asset and Inventory shall be updated on monthly basis. Logistic officer shall be responsible to make registry of the assets and inventory upon receipt of physical assets and inventory.

In order to have visibility and proper tracking of the assets and inventories, all OPHCD assets and inventories shall be tagged.

9.2 FIXED ASSET PURSHASE

Fixed assets acquired by OPHCD shall be expensed out in the books of accounts as expense and shall be tagged accordingly and registered on the asset list.

9.3 FIXED ASSET DONATE

Fixed assets received as donation (in kind) are properly recorded in the list of Assets only

Maintenance and Physical checkup of Fixed Asset and Inventories is required on regular basis.

9.4 PHYSICAL VERIFICATION

In order to have control on all the assets purchased by different projects, a list is required to be prepared by logistic department and shall be updated on daily basis from the invoices and on semiannually basis, physical inventory of all the items is required to be performed.

The logistic department of main office has the responsibility to arrange the physical verification of inventory and the documents for physical inventory of the asset should be filed in main office by Finance department.

After the physical inventory is performed the logistic officer shall update the list in terms of its condition, location and any other relevant information.

Physical verification report will be made and any discrepancy will be investigated and resolved accordingly. Final report will be forwarded to director for approval. The report shall detail the results of physical verification including the discrepancies found.

9.5 TRANSFER OF ASSET

When an asset is transferred from one person to another, from one department to another, and or from one location to another, Goods transfer form or way bill should be prepared by logistic officer and it should be approved by her/his line. The logistic department of main office should be informed for any good transfer by Logistic officer by monthly reports and he should keep track of all the transfers to be reported to finance for update of Asset inventory list.

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Any damage done to the asset should be explained by the responsible person. If the damage is resulted from gross neglect or misconduct on the part of the employee responsible, the 50% value should be claimed by OPHCD.

At the time the assignment of the asset ends, a qualified person inspects quality of the asset and the signs the original delivery note.

An asset shall not be transferred directly from one employee to another. Transfer should be made through logistic department. When an asset is transferred from one employee to another, logistic department updates the Fixed Asset Register accordingly.

9.6 LOSS OF ASSET

Any loss occurred to assets shall be compensated by the employee. Either he/ she has to buy and replace the lost item with another, with the same quality and model, or the organization buy and replace it and the cost of item will be deducted from the staff monthly salaries during his/her contract (if a staff has contract of 12 months, the cost of item will be cut in 12 pieces each month, till it is finished).

All staff are requested to take care of the assets under their usage and logistic department must make sure that each asset is registered with a staff and the staff is informed that he/ she is responsible for the safety of the assets.

For any disposal, a committee is made from Finance, Logistic and Technical department who shall physically verify the condition of the asset and shall follow the necessary procedure for disposal after obtaining approval from the competent authority.

9.7 WAYBIL OR DISTRIBUTION OF GOODS

- OPHCD Employees who need any goods shall fill out the Requisition Form and get the approval of his or her line manager and submit it to logistic department.
- The logistic in charge should check if the requested item is available in stock, if so then the goods

must be released from the stock, the logistic or his/her designee should prepare the stock release order and after approvals the good can be released from the stock. If the requested item is not available, then it has to be purchased as per the procurement process detailed.

- The waybill form is a vital document that needs to be used for items being transported from one office to another. It is normally the only proof that an item has been sent from one location and was received by the intended recipient at other location.
- A waybill is of no use if no signature of the intended receiver is on the form.

In the procurement of any amount of material clauses of Anti-Terrorism policy should be kept in mind and if any suspicious activity found the purchase should be stopped and issue should be at once reported.

10 . Modification of Manual

Any required changes in the manual should be proposed in the board of Directors meeting and after approval will by the General Director should be incorporated into the manual.

Approved by:

After the review of the policy, on behalf of the OPHCD Board of Trustees, the said manual is hereby approved and ready to be implemented henceforth.

Mr. Mohammad Aziz Paewaston

OPHCD Board of Trustee member

