



TRANSPARENCY INTERNATIONAL.
SIERRA LEONE

PROCUREMENT POLICIES AND PROCEDURES

1. Introduction & Purpose:

Transparency International Sierra Leone is the local chapter of Transparency International, a global civil society anti-corruption network. The key objective of Transparency International is to promote transparency and accountability in both the public and private sector as a means of curbing corruption through evidenced based advocacy and engagement.

Transparency International Sierra Leone, formerly the National Accountability Group is a local non-profit, non-governmental anti-corruption advocacy civil society organization established as a taskforce in 2001 after 7 professional Sierra Leoneans participated in the Annual Members Meeting and International Anti Corruption Conference in Prague, Czech Republic organized by Transparency International.

In July 2004, TISL formerly NAG was reorganized as an independent organization with a mandate to achieve greater accountability, transparency and integrity in private and public affairs. Its work is dedicated to curb corruption by holding local and national governments and public duty bearers accountable to the people of Sierra Leone.

In September 2010, after duly serving as a local in the formation and completing a Self Assessment of TI for Full Chapter status, TISL was granted Full Accreditation by TI Secretariat as the Local Chapter in Sierra Leone. This has led to the change of name and logo in April 2011

Vision Statement

TISL's vision is to have a country in which the Government, the business community, private sector, civil society and the daily lives of the people are free from corruption and its negative effects.

Mission Statement

To empower the citizenry of Sierra Leone through education, participation and opportunities to demand accountability, transparency and integrity from government, private sector and civil society, and inculcate these values themselves to curb corruption, promote good governance to improve living standards.

OBJECTIVES

- To educate and raise public awareness of key stakeholders in Sierra Leone to understand corruption issues and their negative impact on the society.
- To build/strengthen the capacity public officials, civil society, the media and general public to understand the dynamics of corruption issues to enable them take appropriate measures to curb it.
- To provide adequate and credible evidence on corruption issues within the public and private sector.

- To develop advocacy tools for the elimination of the factors that lead to corruption, impropriety and injustice.
- To facilitate opportunities for specific vulnerable groups/victims of corruption to overcome their predicament.
- To foster linkages and partnerships with national, sub regional and intergovernmental stakeholders whose aims and objectives are inconsonance with those of the Transparency International Sierra Leone and the Transparency International Movement.

Core Values

- Integrity
- Accountability
- Transparency
- Commitment,
- Comportment
- Impartiality
- Courage

Core Programmatic Areas

- Research and Surveys
- Institutional Capacity Building
- Public Education & Awareness Raising
- Advocacy

2. Objective and key principle

- The procurement process is participatory, fair, transparent and accountable.
- The procurement policies stipulated by donors are followed in respect to specific projects
- Purchasing decisions and the award of contracts are documented, clearly evidencing reasons for decisions
- Suppliers are treated in a fair and consistent manner
- The procedures for selecting suppliers and awarding contracts are followed and proportionate to the value of the contracts
- Ensure the promotion of local content policy (local people and material resources are used whenever possible)
- Bidders and suppliers conform to the TI-SL policy on participation, transparency and accountability.
- Unless otherwise stipulated by a donor, the procurement procedure shall be free of any interference or conditionality due to tied aid such as origin of the supplies and nationality of the bidders or candidates.

i) **Code of conduct**

Employees engaged in a procurement must abide by the TI-SL finance procedures and the Procurement Policy and Procedures of TI-SL

- Identify and declare any conflict of interest relating to a particular procurement activity of the organisation.
- Not solicit or accept gifts, favours or anything of monetary value from suppliers or contractors or other persons or companies related to the procurement process.

Disciplinary action will be taken against anyone breaching the code of conduct.

ii) **Conflicts of interest**

Conflicts of interest must be declared and managed appropriately to ensure robust, transparent and fair procurement process. TI-SL staff undertaking procurement activities should avoid any suspicion of conflict between professional duty and personal interest.

iii) **Business Relationships with Suppliers and service providers**

To avoid providing unfair advantage and to ensure that transparency and equality of treatment remain paramount, communication and relationships need to be carefully managed. Procurement officials should:

- Keep all quotations received confidential
- Keep suppliers informed of current and anticipated requirements
- Remain free from obligations to any supplier.

1. Methods and levels of procurement of TI-SL

- a) **Small Purchases:** These are purchases which cost between SLL 1,500,001 and SLL 40,000,000 which will require one invoice from approved supplier referring to TI-SL supplier list with quotations of rate, price, etc. A memorandum will be prepared setting forth the date contacts were made, parties contacted and the prices obtained from suppliers on the preferred suppliers list.
- b) **Big Purchases:** These are purchases of supplies equipment and services which cost between SLL 40,000,001 and SLL 100,000,000 which will require written estimate but no legal advertisement is required. TI-SL will issue three RFQ or solicit three written proformas from at least three vendors from the preferred suppliers list and if no such responses are available, a statement explaining the procurement will be prepared and filed.
- c) **Competitive Sealed bids:** This bidding will be employed when detailed specification for the goods or services to be procured can be prepared and the primary basis for award is cost. When the cost of a contract, lease or other agreement for materials, supplies, equipment or contractual services, other than those personal or professional exceeds SLL 100,000,001 an invitation for Bids (IFB) notice will generally be prepared. This notice will be published at least in three local newspapers for a period not less than seven (7) days and not more than twenty-one (21) days before the due date for bid opening or proposal. TI-SL may also solicit sealed bids from responsible prospective suppliers by sending them a copy of such notice.

The IFB will include a complete, accurate and realistic specification and description of the goods or services to be procured, the bid deposit, payment bond and bond performance required (if applicable), Tax clearance Certificate, the location where bid forms and specification may be secured, the time and place for opening bids, and whether the bid award will be made on the basis of the lowest price or the lowest evaluated price. If the lowest evaluated price is used, the measurable criteria to be used must be stated in the IFB. The newspaper notice must also contain language which calls to the attention of bidders all applicable requirements which must be complied with the Sierra Leone Procurement Act. Sealed bids will be opened in public at the time and place stated in the IFBs.

Competitive Negotiations:

1. Specification cannot be made specific enough to permit the award of a bid on the basis of either the lowest bid or the lowest evaluated bid price (in other words, bidding is not feasible)
2. The services to be procured are professional in nature.

The table below shows the applicable TI-SL expenditure thresholds for each procedure activity of the organisation.

Anticipated Total Value of procurement		Procedure
No	Leones	
1	1,500,000	Negotiated procedure single quotation
2	1,500,001-40,000,000	Single quotation: approved suppliers
3	40,000,001	Negotiated procedure: minimum three quotation
4	100,000,001	Competitive tender

3. Governance and Authorisation of TISL procurement

TI-SL will ensure in the case of donor funding the approval and signing authority for procurement activities to be within the mandate of the Executive Director. For other procurement activities undertaken by the organisation from its own resources, such approval and signing will be delegated to the procurement focal person with the approval of the Executive Director.

Important principles to be considered when setting authority levels and procedures:

- The Budget Holder or any other staff designated by the organisation should always review the purchase to ensure that there is sufficient funding available and approval is made for the purchase.
- As far as reasonably practical, staff involved in procurement should not authorise purchases, purchase decisions or payments. Authorisation will normally be carried out by the Budget Holder, approval by the coordinator and monitored by the Finance Unit.
- A clear set of delegated authorities should be established to authorise and sign off purchasing decisions and payments including where procurements will be evaluated by a panel and where a contract is to be signed.
- For donor funding a member of staff with finance duties should check that the procurement procedures have been followed and that the project budget has sufficient funds.

- The Executive Director or procurement focal person must approve the procurement process in advance of the purchase, for all expenditure expected to value over SL 1,500,000 that requires authorisation from the head of organisation.

4. TI-SL Procurement Process

The procurement process of TI-SL is a continuing cycle comprising 7 key stages:

- Identify requirements
- Carry out market research (include benchmarking)
- Develop specification and plan
- Solicit offers from potential suppliers
- Evaluate offers
- Award supplier contract / place order
- Manage contract/supplier performance

Ad-hoc procurement committee will be formed base on the type of procurement the organisation will undertake.

The table below shows the Authorisation approval thresholds for each procedure by the procurement committee.

Anticipated Total Value of procurement		Procedure
No	Leones	
1	< =1,500,000	Finance Team
2	>1,500,000	Finance team
3	= > 10,000,000	procurement committee

Cost and price analysis: Some form of cost or price analysis shall be made and documented in the procurement files of the organisation in connection with every procurement action above equal to and above SLL 1,500,000 in value. Price analysis may be accomplished in various ways, including comparison of price quotations submitted, market price and similar indicia, quality of the goods and service, together with discounts proposed. Cost analysis is the review and evaluation of each element of cost to determine reasonableness, allocation and allowable.

Procurement records (Documents for our files):

- Requests for Quotation (RFQ)
- Purchase order request
- Proforma & invoices
- Quote evaluation
- Local Purchase Order
- Supplier invoice & Delivery note
- Goods Received Note
- Payment request
- Receipt Note: (please note Exchange rate used)