

**PROCUREMENT MANAGEMENT GUIDELINES FOR GHANA RED CROSS
SOCIETY**



BY

GHANA INSTITUTE OF PROCUREMENT AND SUPPLY(GIPS)



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BACKGROUND

GHANA INSTITUTE OF PROCUREMENT AND SUPPLY as part of its Terms of reference to provide technical assistance to the Logistics and Procurement department of **Ghana Red Cross Society**, identified gaps within the Logistics system of Ghana Red Cross and developed Procurement management guidelines to help strengthen systems.

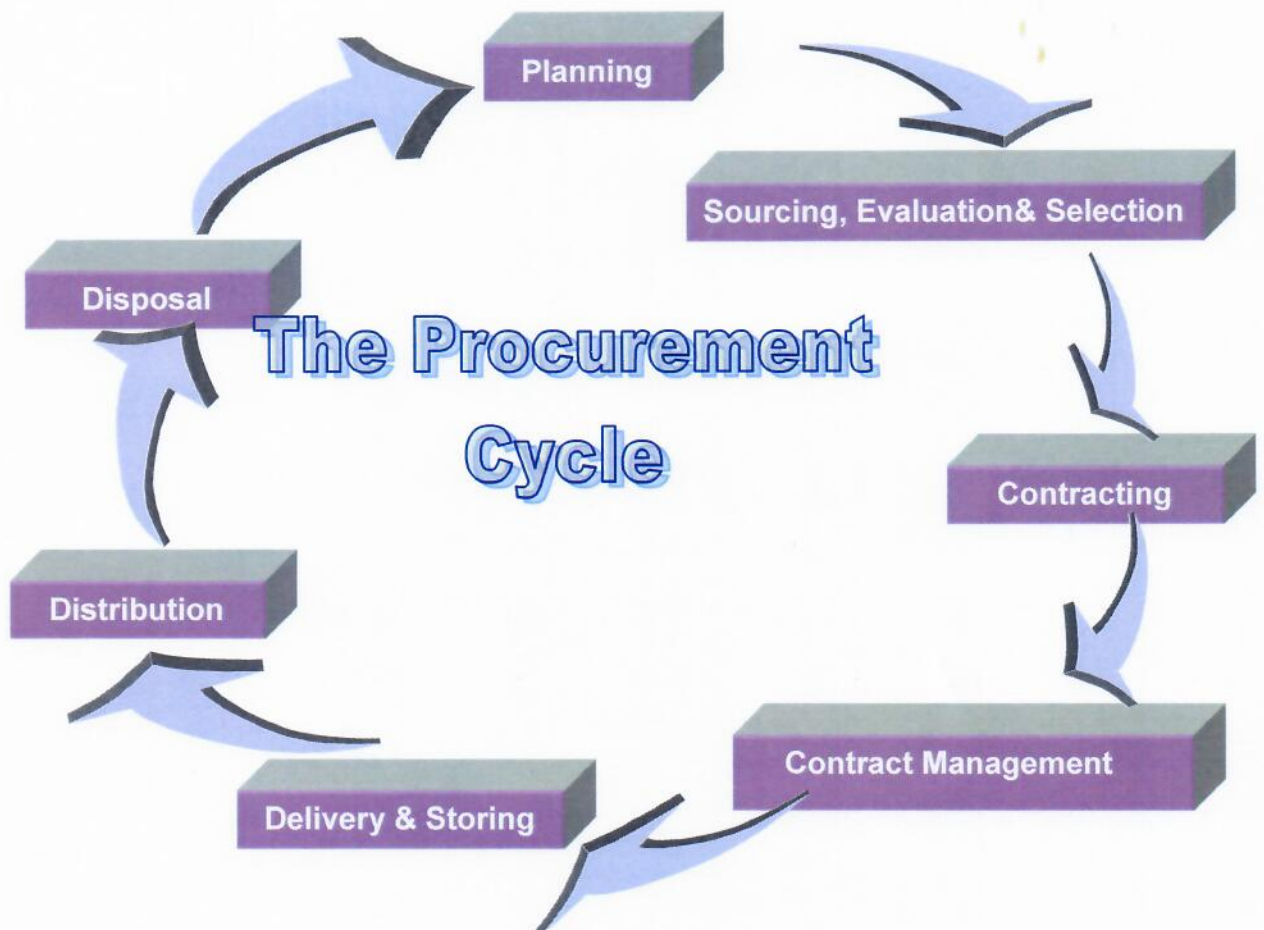
These guidelines have been developed based on our observations and understanding of the current Procurement and Logistics Management system within the Ghana Red Cross. These guidelines would help create strong and robust system for Procurement and Logistics system of Ghana Red Cross Society.

Table of Contents

The Procurement Process	4
Explanation of the Procurement Cycle.....	5
Procurement numbering system	14
Procurement Unit Record Management	14
Procurement Reporting.....	15
Procurement Methods	17
Advertisement contents	20
Submissions of Tenders	20
Framework Agreements (FWA).....	21
Standard Supplier Document	22
Procurement Structure	23
Conflict of Interest	26
Appendix.....	27
Lead times for Procurement.....	27
Invitation to tender (RFQ).....	28
Procurement Thresholds	31
Advert Specimen	32

THE PROCUREMENT PROCESSES

Procurement process is a chain of activities which complement each other to ensure the success of the whole process. The activities include;



EXPLANATION OF PROCUREMENT CYCLE FRAMEWORK STEP LAYOUT

Step 1	<i>Step Title</i>
Overview	A general explanation of the step including any key issues and dependencies that should be recognised.
Process detail	A list of any deliverables that are outputs of this particular step.
Responsibility	Specific key responsibilities of the active parties in this Process Step.
Involved Parties/ stakeholders involved	A list of any specific groups or persons that will be directly involved in this Process Step.

Step 1	Need Identification/ planning
Overview	Every procurement begins with a need and the outcome of the process should satisfy that particular need. The requesting department/unit identifies a need and or request for procurement of goods, works and services. The need identified is put in requisition with justification. The requisition must be approved before the sourcing is initiated.

Process detail	- Procurement and stakeholders should ask the following questions for proper analysis of the identified need; - is it a good to have? - is it a must have? and - is the procurement need fit for purpose? - Need list identified with Specifications detailed for goods/ bill of quantities (BOQ)/ scope of work for works project or terms of reference for consultancy. - Confirm available budget and or spend threshold - Seek or confirm Approval of need for procurement by the Authorised head
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Responsibility	- The requesting department is responsible for putting in the requisition and specifications, bill of quantities and terms of reference. - finance makes budgetary allocation or source of funding known - Head of Institution approves the request for Procurement to be initiated - procurement with the requesting department and the stakeholder with in-depth knowledge of the specific procurement activity - Procurement supports with specification development where necessary
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Stakeholders involved	Head of Institution (Secretary General), Finance, End User, requesting department and Procurement.
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Step 2	Sourcing
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Overview	Sourcing is the activity where the procurement unit engages to the supply market to obtain the identified and or needed goods, work or services.
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Process detail	1. selection of procurement method based on threshold and / or situation 2. develop tender document (Request for Quotation, Open tendering, restricted tendering and single source) 3. invitation to tenders 4. receive submissions from prospective suppliers, contractors and consultants 5. organise committee opening of tender and report same 6. nomination and approval of evaluation panel 7. evaluation of submitted tenders, proposal or estimates and recommendation of competitive tenderer. It is imperative that supplier evaluation and subsequent selection is carried out objectively and that the rationale for selection is clearly auditable. Develop a scoring template to assist in evaluating submitted tenders based on relevant criteria (technical and financial)
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Responsibility	Procurement unit coordinate the process of developing tender document, opening of bids and evaluation of submitted bids
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Step 3	Contracting
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Overview	Contracting is used to manage procurement relationships between the buyer and the supplier. Examples maybe the use of purchase contract or where framework contracts exist, a call-off order will be placed.
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Process detail	1. draft, review and negotiate on Special and or General conditions of contract 2. agree on conditions of contract 3. signing of contract by both parties 4. letter of acceptance from the supplier, contractor or consultant
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Responsibility	1. Procurement prepares a purchase order and contract conditions 2. Selected supplier/contractor/consultant responds with an acceptance letter
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Parties involved/ stakeholders	Procurement, selected supplier/contractor/consultant and requesting and or user department
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Step 4	Contract management/ expediting
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Overview	Contract management is the process of managing agreements, from their creation through to their execution by the chosen party(ies), and to the eventual termination of the contract. Key activities involve performance analysis against the contract terms to maximize operational and financial performance, and to identify and mitigate financial, operational and reputational risks through non-compliance with contract terms. Activities may include; ➤ expediting delivery, ➤ arranging inspection or freight forwarding, ➤ checking bank guarantees, ➤ establishing letters of credit, ➤ making arrangements for receipt and installation of goods, ➤ verifying documentation and making payments. Works contracts will often require technical supervision by an engineer. Contracts for consultancy services often require the direct participation of the buyer or client organization, as the recipient of training or technical advice or in responding to studies or reports.
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Process detail	1. Set up a contract management team(s) from both parties and assign appropriate roles and responsibilities. 2. Establish channel of communication and focal person 3. Monitor and supervise project to ensure quality of work done from time to time 4. Execution of contract 5. Ensure the supplier deliver goods on time and according to specifications through follow ups and calls (expediting)
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Responsibility	Procurement (engineer, project team, user department, subject matter experts) ensures project is done according to the scope work defined and reports accordingly on progress of work to management Procurement ensures that the supplier/ vendor delivers on time as scheduled
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Parties/ stakeholders	Procurement, engineer, subject matter expert, User department/ project team and management.
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Step 6	Item delivery, Inspection and acceptance
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Overview	Delivery deals with the final execution of goods, services and works projects. Delivery is the process of transporting goods or items from a sourced location to a predefined destination. Items must be delivered as per details on the Purchase order. Inspection refers to the checking of items bought against compliance to technical specification of customer and acceptable standards. Inspections are carried out by an inspection team at the site to ensure work done satisfies requirement. The buyer can approve or reject when goods or works do not meet up to the required specifications.
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Process detail	Inspection and acceptance 1) Access to the technical specification 2) Quality standards 3) sample testing 4) quantities 5) physical attributes of items 6) packing Acceptance 1) time delivery 2) confirmation of items against packing list 3) required manual and documents
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Responsibility	Requesting and or user department, stores department and audit inspects goods and items delivered Stores department issue a store Received note
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Parties involved/ stakeholders	Procurement, Stores, Audit and End User/ technical, requesting department
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Step 6	Storing
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Overview	Storage is the activity of keeping goods or items bought by an organization. This is to ensure that no damage or loss occurs. Goods may require particular storage conditions, space or have limited shelf life so effective storage, handling and management of stock levels are essential.
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Process detail	Inventory control and management ➤ Stores documentation ➤ Stores processing ➤ audit ➤ stock planning/ replenishment systems ➤ on site delivery/receiving team ➤ stores location planning or marking Storage requirement ➤ cold storage ➤ Preparation of available space ➤ Set up storage facilities and conditions ➤ security ➤ storage space ➤ Shelf life
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Responsibility	Stores department/team, procurement ensures the best practices at the stores or warehouse to effectively manage items at the stores. Inventory control management and warehouse safety is the responsibility of stores.
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Parties involved/ stakeholders	Stores department, procurement, user department and general users
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Step 7	Distribution
Overview	Distribution refers to the movement of items bought from suppliers, manufacturers or from the head office to point of need. Distribution may involve delivery to multiple locations stores. Distribute to end users at different locations at ➤ Project sites ➤ Beneficiary communities ➤ Regional offices
Process detail	1. identification of items 2. identification and analysis of appropriate transport 3. negotiation with transporters 4. packaging of items 5. distribution/ beneficiary list 6. identification of beneficiary locations 7. transportation or movement of items by the appointed transporter
Responsibility	Stores is responsible for arranging and packaging items to be transported to the various locations. Project managers are to give out the list of beneficiary communities or locations The transport company is responsible for transporting items to the identified locations
Parties involved/ stakeholders	Stores, regional and district officials, procurement, transporters, beneficiary communities

Step 8	Disposal
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Overview	Disposal refers to the process of getting rid of unserviceable, obsolete or surplus stocks. Depending on the nature of the goods and their condition. Organizations may dispose off unserviceable items through; • selling or public tender or auction, • transferred to another public organization • Cannibalization • Return to original equipment manufacturer • Donation to charity • Selling to scrap dealers • By burying, destruction and burning Appropriate adjustments must be made to accounts to reflect the value of the goods disposed and any income received.
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Process detail	1) Identify obsolete items 2) Valuation of stock 3) Stock accounting (removal, identification and valuation of obsolete stock/items) 4) Set up of disposal committee 5) authorisation for disposal 6) final disposal
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Responsibility	A committee is set up to identify and value stock of items. Prepare a report and recommend best disposal method after valuation. Approval is given to dispose off
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Parties involved/ stakeholders	Procurement, disposal committee, stores department
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PROCUREMENT NUMBERING SYSTEM

Every procurement should be numbered for documentation purposes and for ease of tracking. Procurement Numbering system requires that each procurement activity is given a unique identification number which help in the tracking, monitoring and auditing of procurement process. Procurement Numbers are initiated and allocated for a procurement package or activity and or initiative and entered into a register maintained by the procurement unit. Numbers must not be re-used, even if the original procurement is cancelled. The numbers issued out are unique and must not appear twice and it should be alpha numeric.

STRUCTURE OF THE PROCUREMENT NUMBERING SYSTEM

1. Organization name
2. Source of funding
3. Category of Procurement (goods, works or services)
4. Unique number
5. Year of Procurement

EXAMPLE:

ORGANIZATION NAME	SOURCE OF FUNDING	CATEGORY OF PROCUREMENT	UNIQUE NUMBER	YEAR OF PROCUREMENT
GRCS	IFRC-WASH NESTLE-WASH BMZ WORLD BANK	WORKS(WKS) GOODS(GDS) SERVICES(SERV)	0025	2021

PROCUREMENT UNIT RECORDS MANAGEMENT

Procurement must keep a copy or list of all documents used during the procurement process for documentation, audit and future reference purposes. Some of the documents are listed below

- ❖ Original Request and all correspondence from Originating Officer or department

- ❖ Internal Correspondence within Procurement Unit
- ❖ Requests for Expressions of Interest
- ❖ Database of vendors/ suppliers
- ❖ Advertisement for both tender and vendors
- ❖ Tender documents and Specifications/Terms of Reference/ Bill of Quantities (BOQ)
- ❖ Correspondence with suppliers relating to Tender
- ❖ Tenders/ bids, Quotations or Estimates received
- ❖ Tender opening records
- ❖ Record of Tender Securities and release
- ❖ Evaluation Reports
- ❖ Submission to the relevant authority & Minutes of proceeding
- ❖ Contract/Purchase Order or award notification & Acceptance letter
- ❖ Delivery/Executions Documentation
- ❖ Inspection and Acceptance Reports
- ❖ After sales warranty and performance claims
- ❖ Copy of Payment request
- ❖ Performance Security and all releases

PROCUREMENT REPORTING

The routine reporting of all procurement activities(purchases) is very important. It helps in the monitoring, tracking and evaluation of overall procurement performance within the organization. A regular monthly reporting of procurement activity must be prepared and submitted to the Head of Entity. The report must contain details of all purchases, both completed and ongoing for the period. The report should also highlight the procurement spend and challenges that needs management attention for resolution.

SPECIMEN BELOW

S/NO.	DATE OF ORDER	ORDER NO.	DESCRIPTION	QTY	SUPPLIER	AMOUNT GHS	REQUESTING DEPARTMENT	PROCUREMENT METHOD	APPROVAL LEVEL	STATUS
1	05/01/21	GRC/IGF/GDS/001/21	LAPTOPS	5	JIA TECHNOLOGIES	20,000.00	I.T	RFQ	HEAD OF ENTITY	COMPLETED

SUMMARY: TOTAL AMOUNT OF PROCURMENT TRANSACTION, BREAKDOWN INTO DEPARTMENTS, STATE ALL ONGOING PROCUREMENTS, LIST ALL TRANSACTION AMOUNTS UNDER EACH OF THE PROCUREMENT METHODS

OUTLINE ALL CHALLENGES EXPERIENCED WITH PROCUREMENT

PROCUREMENT METHODS

Tendering is the official invitation or solicitation of tender from potential suppliers, contractors and or consultants to submit their tenders.

Tendering methods used during the procurement process are:

1. Request for Quotation (RFQ)
2. Single sourcing
3. Restricted tendering
4. Competitive/open tendering (Local/International)

REQUEST FOR QUOTATION

Request for Quotation involves the invitation of limited number of suppliers (at least three (3)) from the supply market. It is mostly used for low-value items. For simplicity of the process, it is usually advised to use the supplier database of the organization where documents of suppliers have already been screened and assessed by the Procurement unit. The RFQ is structured and prescriptive and usually focused on price.

REQUEST FOR QUOTATION INVITATION CONTENT

1. Address of Purchaser
2. Address of supplier/vendor
3. Precise description of items (specification)
4. Terms and conditions of the intended procurement
5. Closing date and time of response
6. Location and place for tender submission

SINGLE SOURCE PROCUREMENT

Single source procurement is the process of obtaining goods, works and services from a supplier, contractor and or a consultant without any competitive process. Single source procurement (direct procurement) may be appropriate when:

- ❖ the purchase is for urgently needed products, provided this is restricted to the minimum quantity to meet the urgent need until a purchase by other methods can be fulfilled; or
- ❖ the requirement can only be supplied by one source for physical, technical or policy reasons, e.g., the required equipment is proprietary and obtainable only from one source.
- ❖ Where goods, works or services are only available from a particular supplier or contractor, or if a particular supplier or contractor has exclusive rights in respect of the goods, works or services, and a reasonable alternative or substitute does not exist.
- ❖ Where there is an urgent need for the goods, works or services and engaging in tender proceedings or any other method of procurement is impractical due to unforeseeable circumstances given rise to the urgency which is not the result of dilatory conduct on the part of the part of the procurement entity.
- ❖ Where owing to a catastrophic event, there is an urgent need for the goods, works or technical services, making it impractical to use any other methods of procurement because of time involved in using those methods.
- ❖ Where the procurement entity having procured goods, equipment, technology or services from the supplier, contractor or consultant, determines that additional supplies must be procured from the supplier, contractor or consultant because of standardization or compatibility with existing goods, equipment, technology or services taking into account;
 - i. *the effectiveness of the original procurement in meeting the needs of the procurement entity.*
 - ii. *The limited size of the proposed procurement in relation to the original procurement*
 - iii. *The reasonableness of the price and the*
 - iv. *The unsuitability of alternatives to the goods or services in question.*
- ❖ Where the procurement entity seeks to enter into a contract with the supplier or contractor for research, experiment, study or development, except where the contract includes the

production of goods in quantities to establish commercial viability or recover research and development cost.

RESTRICTED TENDERING

This is where a limited number of suppliers, contractors and/ or consultants are invited to provide their tender or proposals. Restricted Tendering is usually an invitation to shortlisted, pre-qualified, pre-registered or known suppliers, contractors or consultants. Restricted tendering may be locally or internationally sourced.

It is an appropriate method of procurement where:

- ❖ the requirement is of a specialised nature or has requirements of public safety, or public security which make an open competitive tender inappropriate;
- ❖ due to the urgent nature of the requirement, an open competitive tender is not practical;
- ❖ the number of potential suppliers, contractors and or consultants is limited; or
- ❖ an open competitive tender has failed to bring an award of contract

OPEN TENDERING

Open tender involves the invitation of suppliers across a country or countries (international). Usually through an advert either print and or electronic. Open Tendering is appropriate for high value items. The process is opened to all interested tenderers.

PLANNING

Planning is the determination of what to buy, when and from what source. It involves identifying, consolidating requirements and determining the timeframes for procurement.

NOTE: the following documents are prepared during the planning stage;

- a) The Invitation to Tender,
- b) The Tender Data Sheet.
- c) Technical Specification(s), bill of quantities and terms of reference
- d) The Schedule of Requirements.
- e) The Special Conditions of Contract)
- f) Sample Forms (to be completed by the Supplier)

ADVERTISEMENT

The advertisements should contain the following details.

- The information contained in the advertisement must correspond to the information in the Tender Document and in particular, the relevant information in the Tender Data Sheet. The advertisement should include as minimum, brief information on:
- The name and address of the procuring entity;
- A summary of the principal required terms and conditions of the procurement contract to be entered into as a result of the procurement proceedings, including the nature, quantity and place of delivery of the goods to be supplied, the nature and location of the construction to be effected or the nature of the services and the location where they are to be provided, as well as the desired or required time for the supply of the goods, the completion of the construction or the provision of the services;
- A summary of the criteria and procedures to be used for ascertaining the qualifications of suppliers or contractors, and of any documentary evidence or other information that must be submitted by suppliers or contractors to demonstrate their qualifications.
- The means of obtaining the tender documents and the place where they may be obtained;
- The price, if any, to be charged by the procuring entity for the tender documents;
- If a price is to be charged for the tender documents, the means and currency of payment;
- The language or languages in which the tender documents are available;
- The manner, place and deadline for presenting or submitting tenders.

SUBMISSION OF TENDERS OR BIDS

All Tenders shall be deposited in the designated locked tender box (or such other arrangements as stated in the Tender Document) until the Tender Opening. The Procurement Unit will co-ordinate the Tender opening proceedings. The Tender Document will have provided clear instructions to tenderers on the marking and sealing of Tenders and the procedures to be followed for submission.

The closing date and time for submission of Tenders must be determined in advance and stated in the Tender Document. The Procurement department is to ensure the following;

- ✕ Ensure that the tender box is kept locked until the Tender Opening and that neither the tenderers nor staff have an opportunity to tamper with the box
- ✕ Register all tenders received
- ✕ Direct all tenderers' representatives delivering Tenders by hand to the tender box so that they may place their envelopes directly in the tender box.

GUIDELINES FOR FRAMEWORK AGREEMENTS

A **Framework Agreement (FWA)** is an instrument of understanding between a buyer and a supplier, contractor and or consultant containing terms and conditions applicable to Call-offs/Purchase Orders (contracts). No contract exists until the entity issues an **order or "call-off"** against the Framework Agreement.

It is also used when a need is anticipated for a range of goods, works or services for a specific purpose, but the actual demand is not known at the outset and delivery is to be made when a requirement arises. FWAs for both single- and multi- suppliers can be used. The advantages of FWA includes;

- lower administrative costs
- less need for entities to carry inventory
- saves time in going through the procurement process especially during emergency situations.

STRATEGIC APPLICATION OF FRAMEWORK AGREEMENT(FWA)

FWA is usually used to satisfy the following;

- a. when the need for an item is continuous and repeated for a period of time.

- b. Where for economic, technical or financial reasons, the frequency or extent of the Entity's requirements cannot be determined with sufficient accuracy in the tendering documents. Examples: Spare parts for routine equipment maintenance, office supplies such as stationery and medical supplies such as bandages, relief items are common examples of the types of goods that might be purchased under a framework transaction. Routine maintenance services, like plumbing and electrical repairs, are some of the types of technical service needs that may be procured efficiently under framework transactions.
- c. Contract set-up and other costs are minimized through a standard common contract arrangement.
- d. provides a degree of certainty for the suppliers without diminishing competition

PROCESS OR STEPS IN FRAMEWORK AGREEMENT(FWA)

1. Identification and analysis of items needed for the Framework agreement
2. Invitation of potential suppliers, contractors or consultants through an advert
3. Submission, opening, evaluation of tenders and selection of tenderers
4. Negotiation with selected tenderers on terms and conditions of FWA
5. Entering into framework agreement with tenderers
6. Implementation of FWA/ call off order

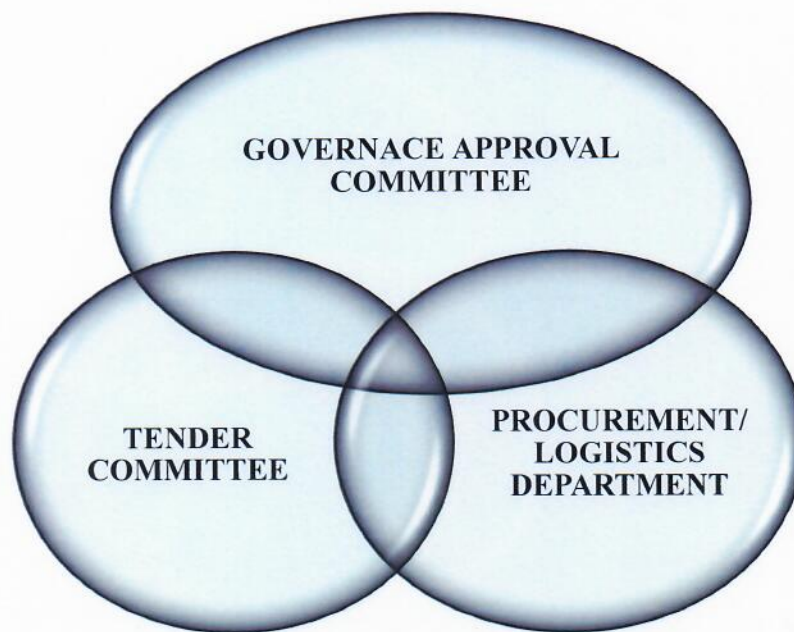
STANDARD SUPPLIER DOCUMENTS REQUEST (STATUTORY SUPPLIER DOCUMENTS)

Suppliers, contractors or consultants should always be required to provide the following required standard documents in addition to their bid documents

- Valid GRA Tax Clearance Certificate.
- Valid SSNIT Clearance Certificate.
- Valid Business Registration Certificate
- Ministry of works and housing certificate for contractors (WORKS)
- Valid Certificate of Incorporation

- Relevant Industrial certification (for example NCA certification for IT)
- Manufactures authorization where necessary

PROCUREMENT STRUCTURE



THE PROCUREMENT / LOGISTICS DEPARTMENT

The Procurement Department coordinates and manages the day-to-day procurement of goods, works and services within the organization and is responsible for the following;

- receives procurement requests from originating departments/units or staffs.
- check that the proposed procurement is within the approved procurement plan, and that budgeted funds are available prior to commencement of procurement proceedings;
- co-ordinate the preparation of specifications, terms of reference, bills of quantities or drawings. Drafting Advertisements, tender or request for quotation documents.

- co-ordinate opening of tenders and ensure the preparation of formal records of tender or quotation opening. Participate in evaluation of the Tenders and assist to prepare formal Evaluation Reports;
- maintaining and updating the database of suppliers, contractors and consultants;
- prepare submissions for approval of award by the appropriate authority in accordance with the threshold values established
- prepare contract documents, Purchase Orders, notification of awards and contracts in line with the award decision;
- preparing and issuing tender rejection and tenderer debriefing letters;
- assist to prepare contract variations and modifications;
- assist with the inspection and acceptance of goods, works and services;
- maintain procurement records and documents
- participate in negotiations with consultants where necessary

TENDER COMMITTEE

The tender committee gives support to the procurement unit and management to ensure smooth and speedy procurement of goods, works and services. Their roles and responsibilities may include the following; tender opening, evaluation and recommendation of award for procurement relating to their approving threshold.

Tender committee's role commences immediately after the closure of tender (as stated in the tender document or tender invitation). The work of the tender committee may also include;

- take a register of attendance for tender opening
- ensure that minutes of the tender opening proceedings are duly written.
- undertake preliminary examination of tenders to ensure they comply with pre-qualification requirements and any other instructions issued out in the tender document
- assess the responsiveness of tenders to justify which tenderer is capable of performing the contract

- in-depth analysis and evaluation of the financial and technical capabilities of the proposals submitted.
- reject or disqualify any tenderer based on non-responsiveness, pricing or non-financial/technical capability to undertake the contract
- prepare an evaluation report with recommendation to management and Procurement department

The tender committee membership should be at least **seven (7)** with varied professional and technical backgrounds. Membership requirement of the Tender Evaluation Panel include:

- Relevant technical skills
- Subject matter expert (co-opted)
- Requesting department and or End user representation
- Procurement and contracting skills
- Financial management or analytical skills
- legal expertise

GOVERNANCE APPROVAL COMMITTEE (SECRETARY GENERAL LEVEL)

The Governance approval committee is the highest approving authority within Ghana Red Cross Society. The Governance committee reviews procurement reports submitted by the tender committee for approval and or objection. The Governance approval committee approves Procurement value up its threshold and or seek authorization from the relevant technical geographical committee of contract.

The Governance Approval Committee shall:

- ◆ check the accuracy of the evaluation and recommendations submitted by the tender committee
- ◆ reject any evaluation report which contains serious inaccuracies or flaws and return to the Tender committee with written comments for correction and re-submission;

- ◆ ensure that all discussions and decisions of the committee are reported in the minutes of their meeting

The membership of the Governance Approval Committee shall be at least **five** (5) which shall be chaired or headed by the Secretary General of Red Cross or his/her representative nominated in his absence.

1. Head of Institution (Secretary General)
2. A member of the Governing Board
3. Procurement officer (secretary to the committee)
4. Technical advisor in respect to the item purchased
5. Finance and administration unit head
6. Head of legal unit

CONFLICT OF INTEREST

Conflict of interest arises when buyers or their close family/friends have direct financial interest in a supplier's organization. This is a major unethical practice and a serious breach of ethics. Ghana Red Cross Society staff must always make their interest known in any procurement transaction and recuse themselves from the process.

Managing of conflict of interest

Be responsible and act in a fiduciary capacity and exercise duty of care in identifying, assessing and managing possible conflicts of interest (whether actual or issues which could be viewed as conflicts) that may arise in my daily working life. rejecting any business practice(s) which might reasonably be deemed improper

- never using my authority or position for financial gain
- declaring to my employer any personal interest that might affect, or be seen by others to have effect in decision making
- ensuring that the information given in the course of my work is accurate and not misleading
- striving for genuine, fair and transparent competition
- being truthful about my skills, experience and qualifications

APPENDIX

LEAD TIMES FOR PROCUREMENT PROCESSES

REQUEST FOR QUOTATION LEAD TIME

Estimated lead times - Request for Quotation

1.Preparation of documents	-0-2 days
2.Invitation or Solicitation letter	-0-1 week
3.Tender Close/Opening	-same date
4.Evaluation and Submission of Report	-0-3 days
5.Award of Contract	-0-2 days
6.Contract Signature	-0-3 days
7.Delivery/Completion period	-1-4 weeks
8.Inspection and Acceptance	-0-1 week
9. Final Acceptance (works)	As per Contract

COMPETITIVE TENDERING (ADVERTISED)

1. Preparation of Tender Document	-0-2 weeks
2.Advert/Tender Invitation	-1-2 weeks
3.Tender Close/Opening	-same date
4.Tender Evaluation and Report Submission	-1-2 weeks
5.Post Review	-0-1 week
9.Contract Award	-0-1 week
10.Contract Signature	-1-3 weeks
11.Letter of Credit	-1-4 weeks
12.Delivery	- As per contract
13.Inspection and Acceptance	-0-1 week

LEAD TIMES FOR WORKS (ADVERTISED)

1. Preparation of Tender Documents	-2 weeks minimum
2. Advertising/Tender Invitation	-2-4 weeks
3. Tender Close/Opening	-same date
4. Tender Evaluation and Report Submission	-2-4 weeks
5. Contract Award	-1-2 Weeks
6. Contract Signature	-1-3 Weeks
7. Mobilisation (Advance Payment)	-2-4 weeks
8. Completion Period	-As per contract
9. Final Acceptance	-24 weeks



**GHANA RED CROSS SOCIETY
INVITATION TO TENDER(RFQ)**

GHANA RED CROSS SOCIETY (HEADQUARTERS) intends to construct a structure to house a water treatment machine/plant on its premises, therefore we request your company to submit estimates to the Bill of Quantity (BOQ) provided. Kindly find attached the Bill of Quantities of the above project for your estimate.

NAME OF CONTRACTOR	NAWK TOM ENTERPRISE LIMITED
CONTACT DETAILS	BOX 11616, ACCRA NORTH /nawktomltd@gmail.com 0243730639

EMAIL: cynthia.quaye@redcrossghana.org and gispssupport@redcrossghana.org

- **QUOTATIONS SHOULD INCLUDE ALL COSTS**
- **QUOTATIONS MUST BE SIGNED AND STAMPED**
- **CLOSING DATE: 29/12/2020 TIME: 10:00AM**
- **ALL RESPONSES MUST BE SENT VIA EMAILS PROVIDED ABOVE OR HAND DELIVERED IN SEALED ENVELOPES**
- **QUOTATIONS MUST BE ADDRESSED TO GHANA RED CROSS SOCIETY HEADQUARTERS**

**BILL OF QUANTITIES FOR CONSTRUCTION OF HOUSING FOR PACKAGE WATER
TREATMENT PLANT
AT GRCS, HEADQUARTERS**

Item	Description	Unit	Qty.	Rate	Amount
SUPERSTRUCTURE					
1	Hack existing platform and prepare surface to receive block masonry wall	m	6.0		
2	Construct 125mm solid block masonry wall to superstructure in 1:4 mortar	m ²	12.0		
3	Construct standard design block masonry wall to superstructure in 1:4 mortar	m ²	3.0		
4	Cast concrete (1:3:6, agg <38mm min cement = 200 kg/m ³) to prepared floor and construct steps with solid masonry blocks	LS			
5	Construct & fix metal door with galvanized angle iron (25mm x 25mm x 4mm) frame using door height:1.8m; width:1000mm, including supply & fitting of hinges (2No), locks(2No) and padlock (1No) for each door	No.	2.0		
6	Supply timber and construct rafters (100mm x 50mm x 2.4m) including treating with Dusban	No.	4.0		
7	Supply timber and construct purlins (75x50mm) with Dusban treatment	m	12.0		
8	Supply and place felt between blockwork and aluminum roofing sheets	m	6.0		
9	Supply, & install aluminum roofing sheet (Aluzinc) nailed to purlins @ 200mm centers	m ²	6.0		

10	Supply treat with Dusban and fix fascia board all round (150mm)	m	10.0		
11	Plaster both surface of superstructure walls (thickness = 12 mm, mix = 1:3)	m ²	24		
12	Paint door & door frame with primer & 2 coats of oil paint (red)	No	3.0		
13	Ditto to fascia board with primer and 2 coats oil paint (red)	m	12.0		
14	Prepare and apply two coats of emulsion on rendered interior wall	m ²	24.0		
Total for housing for package WTP					-

THRESHOLD FOR PROCUREMENT METHOD APPLICATION

THRESHOLD AMOUNT (CHF)	PROCUREMENT METHOD	APPROVAL AUTHORITY
OVER 400,000.00	OPEN TENDERING	GOVERNANCE APPROVAL COMMITTEE WITH **TECHNICAL AUTHORIZATION FROM GENEVA COMMITTEE OF CONTRACTS
50,000.00 – 400,000.00	OPEN TENDERING	GOVERNANCE APPROVAL COMMITTEE WITH **TECHNICAL APPROVAL FROM KUALA LUMPUR
20,000.00 – 50,000.00	OPEN TENDERING	TENDER COMMITTEE WITH SECRETARY GENERAL APPROVAL
0 – 20,000.00	REQUEST FOR QUOTATION	COUNTRY SECRETARY GENERAL
NO THRESHOLD AMOUNT BUT BASED ON SITUATION/CIRCUMSTANCE	SINGLE SOURCING	
NO THRESHOLD AMOUNT BUT BASED ON NATURE OF THE PROCUREMENT	RESTRICTED TENDERING	

*** ALL THRESHOLD AMOUNTS RELATES TO ALL CATEGORIES OF PROCUREMENT GOODS, WORKS AND SERVICES

ADVERT SPECIMEN



INVITATION FOR TENDERS

The **GHANA RED CROSS SOCIETY** invites interested tenderers to supply the below listed items. Interested bidders are encouraged to submit their bids as per specifications indicated below. Bidders may bid for any or all lots in the required quantities. IFT No. **GRC/GDS/0001/2021**

ITEM	TECHNICAL SPECIFICATION	QUANTITY
Photocopier	Photocopier Machine (Multi-functional Photocopier that print, scan and copy. Prints up to 35ppm and above for B/W and up to 30ppm and above for coloured has a cooling time of 9 seconds and has the capacity to hold up to 500 sheets x 2 cassette, warm up time: 10 sec, first time copy: 4 secs)	1 no.
Printer	Printing Machine (multifunction Printer) Prints, copy, scan, Up to 30ppm or more, resolution of 1200*1200dpi for printing)	3 no.

Interested tenderers should submit their tender with copies of their Business registration certificate, Certificate of incorporation, Valid GRA Tax Clearance Certificate, Valid SSNIT Clearance Certificate and a brochure of products. All products should have a warranty specified. The sealed envelopes should be marked- **PROCUREMENT OF I.T. ITEMS-(GRC/GDS/0001/2021)**. The offered price should be in Ghana Cedis. Late submission of tenders will be rejected. All tenders should be in a sealed envelope and physically delivered to the address; **GHANA RED CROSS SOCIETY HEADQUARTERS, PLOT No. 10, SOUTH LEGON** (Digital Address GA-238-2692) or via email supplierdatabase@redcrossghana.org not later than **1st March, 2021 at 2:00pm**