

NATIONAL AIDS COMMISSION MALAWI



GRANTS FACILITY PROCUREMENT GUIDELINES (ANNEX A) TO THE NAC PROCUREMENT MANUAL

**REQUISITIONING FROM NAC,
DIRECT PURCHASE &
LOCAL SHOPPING
NOTES & TEMPLATES
FOR PROCUREMENT OF PROJECT INPUTS**

October 2012

TABLE OF CONTENTS

1. Introduction	2
2. Definitions & Abbreviations	2
3. Purchase Committee.....	2
4. Procurement Officer	3
5. Procurement Planning.....	3
6. Procurement Methods	4
7. NAC Procured Items – Common Goods	4
8. NAC Procured Items – Goods Budgeted Above US\$30,000.....	4
9. Direct Purchase	5
10. Local Shopping.	5
11. Procurement of Services	6
12. Contract Management	6
13. Procurement Records	6
14. Procurement Reporting	7
15. Stores and Stock Control Procedures	7
16. Duty and VAT Exemption for NAC Grant Recipients	7
Templates:	
Annex I Procurement Plan.....	9
Annex II Purchase Requisition	12
Annex III Request for Quotation (Goods)	13
Annex IV Request for Quotations (Services).....	16
Annex V Request for Quotations (Works)	19
Annex VI Price Quotation Comparison	23
Annex VII Procurement Checklist	25
Annex VIII Purchase Order	27
Annex IX Goods Received Notes	29
Annex X Stores Record Card	30
Annex XI Reimbursement of Taxes Paid	31
Annex XII Procurement Report	32
Annex XIII Inventory of Assets Ledger	36

N.B. Electronic versions of all the templates shown in the Annexes are available from NAC.

1. INTRODUCTION

Your organization has received a grant from the National AIDS Commission of Malawi (NAC) Grants Facility to finance a project for the alleviation of the HIV/AIDS epidemic.

As a **Grant Recipient Organization** or **GRO**, your organization must use the procedures described in these Procurement Guidelines to procure the inputs required for your project.

If the procedures in the Guidelines are not followed, NAC may declare MISPROCUREMENT and claim back any grant money spent in an incorrect way.

You must keep careful records of all the procurement carried out for your project.

The NAC GMU Grants Officers are always available to explain the NAC Procurement Guidelines and to help you to buy your inputs wisely and quickly following the rules. Procurement using the procedures described in these guidelines should be completed **within three months** of signature of the Grant Agreement. **NAC may withdraw unspent funds after this period.**

2. DEFINITIONS & ABBREVIATIONS

Procurement = Buying inputs for your project in an organized and transparent way in order to get best value for your grant money;

Purchase Committee (PC) = the officials in your organization who are responsible for approving the purchase of inputs for the project;

Procurement Officer (PO) = the official in your organization who conducts procedures for the procurement of inputs for the project;

Supplier = Any person or firm from whom you buy inputs for your project;

Inputs = Items needed to operate your project - Goods, Services and Works;

Goods = Manufactured items – Bicycles, Furniture, Stationery, Foodstuffs etc, etc;

Services = Technical assistance or advice that a consultant or expert (individual or firm) provides to help you to operate the project;

Works = Building repairs, rewiring, painting etc. **N.B.** New construction is not financed by NAC;

GMU = The Grants Management Unit of the National AIDS Commission;

DACC = District AIDS Coordination Committee;

GRO = Grant Recipient Organisation – any organization (Ministry, NGO, FBO, CBO) that has received a Grant of funds from the NAC Grants Facility.

3. PURCHASE COMMITTEE (PC)

Every GRO must form a Purchase Committee (PC) or Internal Procurement Committee (IPC) with at least three members. PC members should have some financial, administrative or technical experience. Members of the GRO Executive Committee should not serve on the Purchase Committee.

The Purchase Committee's responsibilities are:

- to ensure that the procurement of inputs for the project is managed in accordance with the procedures described in these Guidelines;

- to evaluate the offers received from Suppliers in response to Requests for Quotations (RFQs) and to recommend the award of contract to the lowest priced compliant offer;
- to ensure the correct transport, storage, allocation and use of inputs purchased for the project using NAC funds;
- to ensure the keeping of accurate procurement records.

4. PROCUREMENT OFFICER (PO)

Every GROs must appoint a Procurement Officer (PO) or have a designated person to prepare Procurement Plans, Technical Specifications, Requisitions, RFQs, Price Quotation Comparison Forms & Purchase Orders and to manage contracts placed with Suppliers. The PO reports to the PC.

5. PROCUREMENT PLANNING

The PO organizes the project procurement by preparing Procurement Plans for the purchase of Goods and Services required for the implementation of the project - **see Annex I.**

6. PROCUREMENT METHODS

Procurement Methods are the rules on “how to buy” goods, services and works with NAC funds. The procedures depend on the type & value of the inputs to be purchased as follows:

Type & value of an item or package of items	Procurement Method
a) Above US\$30,000 equivalent	National & International Competitive Bidding (NCB & ICB) – done by NAC – <u>not the GRO</u>
b) Above US\$200 but below US\$30,000 equivalent	Local Shopping (LS) – done by the GRO – <u>not NAC</u>
c) Below US\$200 equivalent	Direct Purchase (DP) – done by the GRO – <u>not NAC</u>
d) Common Goods – any value	Done by NAC – <u>not the GRO</u>
e) Exceptional Circumstances	As a capacity Building initiative GROs may be allowed to procure Non-common goods valued at over US\$30,000 subject to a rigorous procurement capacity assessment and approval by the NAC Internal procurement Committee.

7. NAC PROCURED ITEMS – COMMON GOODS – Mentioned in (d) above.

Common Goods are 4WD Double Cab Pick-Up Trucks (Motor vehicles), Motorcycles, IT Equipment Bicycles and Bicycles Ambulances. These items are procured for GRO projects by NAC regardless of the quantities required.

For these items on the Procurement Plan, the PO completes the **Purchase Requisition (Annex II)** and submits it to the Head of Procurement at NAC.

NAC will keep GROs informed of the progress of the procurement and delivery of the goods.

8. NAC PROCURED ITEMS – GOODS BUDGETED ABOVE \$30,000 - Mentioned in (a) above.

Items budgeted to cost above US\$30,000 equivalent must be procured using World Bank **National and International Competitive Bidding** procedures. NAC will procure these items for GRO projects.

The GRO end-user prepares **Technical Specifications** for these items on the Procurement Plan and the PO submits these to NAC Head of Procurement with the completed **Purchase Requisition (Annex II)**.

NAC will keep the GRO informed concerning the procurement of the goods and the PC will be invited to participate in the evaluation of bids received in response to the ICB & NCB tenders.

9. DIRECT PURCHASE (DP) (for purchases below \$200 in value) – Mentioned in (c) above.

DP means that the GRO buys an item directly from a single supplier without getting competitive price quotations from a number of other Suppliers. The procedure is as follows:

- a)** GRO gets approval of the use of Direct Purchase in the procurement plan providing justification for the use DP for items costing over \$200..
- b)** PO sends a **Request for Quotation (Annex III)** to an established supplier.
- c)** If the goods will cost less than \$200, then PO should obtain a Proforma Invoice, agree the price and issue a **Purchase Order (Annex VIII)**.
- d)** PO collects the goods, and obtains an actual invoice;
- e)** GRO Storekeeper checks goods, issues a Goods Received Note (GRN) – **Annex IX** and records the receipt of the goods on the Stores Record Card (**Annex X**).
- f)** PO opens a Procurement File for the purchase and files the approved procurement plan, RFQ, Proforma Invoice, Purchase order, Delivery Note GRN, and actual Supplier's Invoice;
- g)** PO sends the file to NAC for approval and disbursement of funds;
- h)** However if the goods cost more than \$200, then PO should send the procurement file with procurement plan, RFQ, Proforma Invoice, and the Price Comparison Sheet to NAC for No-Objection prior to issuing an LPO and collecting the goods.
- i)** Then proceed as per steps d to f above.
- j)** NAC will conduct a post review of the completed procurement file.

DP may be used for purchases budgeted above \$200 **ONLY** in the following situations:

- Local Shopping is impossible as there is only one supplier in the area and getting more quotations and transporting goods from outside the area would be impractical and costly;

- There is a very urgent need for the goods caused by an **unforeseen** emergency - e.g in response to storm, fire or accident;
- A small extension of a previous contract which was awarded following a competitive LS procedure.

The GRO PC MUST get the prior written approval of NAC before using the DP method for any purchases budgeted at more than \$200.

10. LOCAL SHOPPING (LS) (for purchases from \$200 to \$30,000) – Mentioned in (b) above

In the LS method the PO asks at least three different Suppliers in writing to give written Price Quotations to supply an item or provide a service. The procedure is as follows:

- GRO end-user prepares **Technical Specifications** for Goods or **Terms of Reference (ToRs)** for Services to be procured;
 - PO prepares a Request for Quotations (RFQ) using the formats in **Annex III (Goods)** or **Annex IV (Services)** and attaches the Technical Specifications or ToRs;
 - PO issues the RFQ to a minimum of three Suppliers selected from the NAC "**Directory of Approved Suppliers**" for Goods or three established Suppliers of the required Services;
 - Suppliers must sign a copy of the RFQ as proof of receipt;
 - Suppliers must submit a signed, dated and sealed Quotation – made out to the GRO – by the expiry date shown on the RFQ;
 - All quotations to remain sealed and to be opened only in the presence of all members of the PC
 - The PC/IPC evaluates the quotations from the Suppliers using the Evaluation Form (**Annex VI**), selects the winning bidder and signs the Evaluation Form;
- N.B. The Supplier offering the lowest priced, compliant offer should always be selected. If the lowest priced offer is not selected the PC must give a valid reason for this on the form.**
- The PC then submits the Procurement File containing the items shown on the Procurement Checklist (**Annex VII**) to NAC for approval;
 - Following NAC approval the PO issues a **Purchase Order (Annex VIII)** to the successful Supplier;
 - PO collects the goods, obtains an actual invoice;
 - GRO Storekeeper checks goods, issues a Goods Received Note (GRN) – **Annex IX** and records the receipt of the goods on the Stores Record Card (**Annex X**).
 - PO updates the Procurement Plan/ Report to show the actual details of the Procurement process.

NB: if the category of goods/ services to be procured is not included in the Directory of approved suppliers, then GRO should submit to NAC a proposed short list of at least three firms from which the goods/ services can be procured for approval prior to sending the RFQ, providing rationale for their selection.

11. PROCUREMENT OF SERVICES

The LS procedure in 10 above is used for procuring contracts for simple services where the scope of work is well defined, the required outcome is clear and the qualifications & experience required to carry out the work are well known – (e.g. financial audits and simple surveys).

The GRO prepares **Terms of Reference (ToRs)** and the PO issues **RFQs (Annex IV)** as described in 10 above. The PC/IPC uses the Evaluation Form to select the lowest priced compliant offer and submits the Procurement File for approval by NAC.

For more complex consultancy assignments, elaborate selection procedures based on comparison of technical and financial proposals submitted by shortlisted consultants are required. NAC will inform GROs if these procedures are needed when approving the Procurement Plan and will undertake the procurement of the services on behalf of the GROs.

GROs may use their standard recruitment procedure to recruit Long Term members of staff (6 months or more) for their projects provided the position is advertised and a competitive selection process is followed. NAC must be shown as the funding agency for the post in any recruitment advertisement.

12. CONTRACT MANAGEMENT

- The PO follows up delivery of the goods and services with the Supplier to ensure compliance with terms of the RFQ and Purchase Order;
- The Supplier must provide a signed and dated Delivery Note when delivering the goods;
- PO and the user department checks goods against specifications on delivery and accepts them by signing delivery note.
- GRO storekeeper checks goods, issues a Goods Received Note (GRN) – **Annex IX** & records the receipt of the goods on the Stores Record Card (**Annex X**).
- PO informs PC of any late delivery so that penalties may be imposed;
- The user department issues an Acceptance Certificate;
- The accounts process payment of goods/ services and get a receipt for the payment.
- GRO does a performance assessment of the Contractors performance by filling in the Contractor assessment form to close the procurement file

13. PROCUREMENT RECORDS

The Purchase Committee / IPC must ensure that proper procurement records are kept.

The PO must keep a separate Procurement File for every purchase - ready for inspection by NAC or external Procurement Auditors at any time. The following documents must be entered in the file with the approved Procurement Plan being the first entry in the file:

1. **A copy of the approved Procurement Plan with the item to be procured highlighted;**
2. **Copies of Requisition Forms sent to NAC for items in Clauses 7 & 8 above;**
3. **Copies of Requests for Quotation – signed as received by the Suppliers;**
4. **Offers or Quotations received from Suppliers;**
5. **Evaluation form, completed and signed by the PC;**
6. **Copy of the signed Purchase Order;**
7. **Supplier's Delivery Note & Invoice;**

8. Copy of the GRN and Acceptance Certificate
9. Payment voucher and the Supplier's receipt.
10. Contractor Assessment Form

14. PROCUREMENT REPORTING

The GRO must submit a Quarterly Procurement Report to NAC showing the progress made in procuring inputs for the project during the previous three months.

The report format is an extension of the Procurement Plan with 5 additional columns showing how the goods approved in the Plan were procured – see **Annex XII**. The Goods Report format can be adapted to cover the procurement of Services.

GROs must submit an Inventory of Assets Ledger (**Annex XIII**) with their Quarterly Returns to NAC.

Please take note that It is Mandatory to submit an updated Procurement Plan and Progress Report every quarter and No Procurement files will be reviewed or procurement disbursements processed if the GRO has not included a Procurement Report in its Quarterly Progress Report.

15. STORES AND STOCK CONTROL

See notes on secure storage for goods purchased using NAC funds in **Annexes IX & X**

16. DUTY AND VAT EXEMPTION FOR NAC FUNDED GOODS

NAC funded goods are exempt from Customs Duty and VAT provided these items are either:

- Imported directly; or
- Purchased from bonded stores; or
- Purchased direct from a local manufacturer.

Therefore, if your project has placed a contract for the supply of goods which will be imported by the supplier (or supplied from stock in its bonded store) then no duty or surtax will be payable. The supplier will prepare the necessary customs clearance and duty exemption forms and NAC will sign and stamp these, certifying that the goods have been purchased using NAC funds. The Customs Authorities will then process duty and tax free clearance of the goods.

However, if the items are supplied by the contractor ex-open stock (i.e. from stock on which duty and VAT have already been paid) then the GRO project may not ask the contractor to deduct the duty and VAT from his invoice and will not be able to claim refund of the duty and VAT included in the cost price from MRA. Examples of this are the off-the-shelf purchase of small quantities of stationery or materials or one or two items of project equipment.

In these cases GROs should record the amount of VAT paid in its accounts and submit a claim (**Annex X**) to NAC who will reimburse the amount to your project in

due course. The provision about local manufacture applies e.g. to Furniture, Cooking Oils & Blankets.

The MRA has undertaken to inform all its relevant offices of the above agreement to ensure the smooth implementation of the measures.

ANNEX I

PROCUREMENT PLANNING

Making a Procurement Plan will organize and simplify purchasing for your project and help to make savings on project costs.

Prepare the Procurement Plan for Goods as follows:

- Extract the goods needed for the project from the project Work plan and Budget and enter them in the Procurement Plan table for Goods as shown below;
- Group similar items together in the “Goods Description” column on the Procurement Plan. It will be cheaper and simpler to buy these “packages” of items at one time from one supplier. Suppliers will offer cheaper prices per item for larger quantities of goods bought. This will reduce project costs. Buying all similar items in one go also saves in time and effort;
- Complete the “Date when Needed”, “Quantity”, “Estimated Cost” & “Procurement Method” – DP, LS or NAC – columns. Refer to the table on page 3 for guidance on the Procurement Method.

PROCUREMENT PLAN FOR GOODS

Ref no.	Goods description	Date when needed	Quantity required	Estimated cost (MK)	Procurement Method	Remarks
1	Vehicles	Feb-10				
A	4WD Pick-up trucks		3	9,600,000	NAC	Centrally procured by NAC
2	Computers	Mar-10				
A	Desktop Computers		5	800,000		
B	UPS		5	105,000		
C	Printers		3	270,000		
Sub total				1,175,000	NAC	Centrally procured by NAC
3	Office Furniture	Apr-10				
A	Office desks		10	244,000		
B	Office chairs		15	98,965		
C	Bookshelves		5	61,000		
Sub total				403,965	LS	Urgently required to set up office
4	Stationery	Jan-10				
A	Photo copy paper		50 reams	110,000		
B	Pens		12 boxes	7,200		
C	Flat Files		240 pcs	9,600		
D	Flip charts		24 pads	9,600		
E	Marker pens		72 pcs	5,670		
Sub total				142,070	LS	For Workshops
5	IEC Materials	Apr-10				
A	Caps		60	13,300	DP	Needed for World AIDS day
GRAND TOTAL				11,334,335		

Prepare the Services Procurement Plan as follows:

- Extract the Services needed for the project from the project Workplan and Budget and enter them in the Procurement Plan tables for Services as shown below;
- Group consultancy services together. Long term posts and audit services should be shown separately;
- Enter services required in the “Description of Services” column and complete the “Date when needed”, “Duration of Service” and “Estimated Cost” columns taking the information from the project proposal Workplan and Budget.
- Enter LS in the “Selection method” column to be used for all service contracts except Long Term Appointments (longer than 6 months) – LT.
- Proceed with the next steps as in goods above

PROCUREMENT PLAN FOR SERVICES

Ref No.	Description of Services	Date when needed	Duration of Service	Service Provider (Firm or Individual)	Estimated Cost	Selection Method
1	Consultancy					
A	Baseline Survey	9-Aug	15 days	Individual	150,000	LS
B	Strategic Management Training	9-Oct	60 days	Firm	1,350,000	LS
C	Training for Transformation	9-Nov	28 days	Individual	560,000	LS
2	LT Staff					
A	Procurement Officer	9-Mar	12 months	Individual	1,800,000	LT
3	Audit Services					
A	Financial Audit	10-Jan	15 days	Firm	500,000	NAC
GRAND TOTAL					4,360,000	

(GRO).....
PURCHASE REQUISITION

REQ No:

Date: 201...

To: Head of Procurement
National AIDS Commission
P.O. Box 30622
Lilongwe

Dear Sir,

We request the NAC Procurement Unit to procure the following Goods/ Services/
Works on our behalf for use on our NAC funded project Grant No.:
.....

The budget for this procurement as shown on our Procurement Plan is MK

The goods/services/works should be supplied to us by:201...

SPECIFICATION OF GOODS/SERVICES/WORKS

Item No	Description of Goods/Works/Services	Unit	No of Units required

Please keep us informed concerning the progress of this procurement.

Thank you for your assistance in this matter.

Yours faithfully,

.....
(Name & Signature)

.....
(Position/GRO)

Approved for Procurement

.....
Head of Procurement

(GRO).....

REQUEST FOR QUOTATION (RFQ) [GOODS]

RFQ No:

Date: 200...

To:

.....

Dear Sir/Madam,

1. Please provide your Price Quotation for the supply of the item(s) and quantities shown on the attached Specification of Goods sheet.
2. Please provide the Price Quotation on your official Proforma Invoice by 17:00 on.....
3. Unless otherwise stated bidders must offer for all items & quantities shown on the specification sheet and provide a Grand Total price.
4. Prices should be quoted **free of Import Duty & VAT** and preferably in Malawi Kwacha with any amounts of Duty & VAT which may be payable shown separately. **N.B.** Goods for NAC funded projects may be purchased Duty and Tax free if imported directly, offered ex-bond or manufactured locally.
5. Your prices must remain valid for acceptance for a period of 30 days from the date of your offer.
6. Delivery of Supplies: As shown on the Specification of Goods sheet and within the delivery period stated.
7. Delays in delivery of goods will incur a penalty of 1/1000 of contract price per calendar day of delay up to 10% of contract value. If 10% is exceeded contract may be cancelled.
8. Payment: 100% within 30 days of date of invoice and receipt & acceptance of goods.
9. An order will be placed with the bidder who offers the lowest price quotation which complies with the attached specifications and the conditions of this Request for Quotations. Offers received will be made available for inspection on request.
10. For further information please contact the undersigned on telephone no.
11. Additional information:

Signed

Name

Purchase Committee Chairman

Received the RFQ: for

Signature

Company Name/Stamp

SPECIFICATION OF GOODS

Item No	Specification of Goods	Unit	No. of Units required
1			
2			
3			
4			
5			
6			

(Use continuation sheet(s) as necessary)

Delivery: Above items to be delivered to *(and installed & commissioned at [if required])* the following final destination(s):

.....

Delivery period: Within weeks.

Enter details of the goods required in the "Specification" column of the table. Show the Unit & Quantity of units required.

(GRO).....

REQUEST FOR QUOTATION (RFQ) [SERVICES]

RFQ No:

Date: 200...

To:

.....

Dear Sir/Madam,

1. Please give us your Price Quotation for the supply of the following Service(s):
.....
2. Services are to start bydays from the date of Purchase Order.
3. Services are to be completed bydays from the date of Purchase Order.
4. Please provide the Price Quotation using your official Proforma Invoice.
5. Your Price Quotation must be received by the Purchase Committee by 17:00 on.....
6. Your quotation should cover all costs of labour, materials, equipment, overheads, profits and all incidental and associated costs for performing the services.
7. Prices should be quoted in Malawi Kwacha **free of Government Taxes** with any amounts of tax which may be payable shown separately.
8. Your prices must remain valid for acceptance for a period of 30 days from the date of your offer.
9. Delays in completion of services will incur a penalty of 1/1000 of contract price per calendar day of delay up to 10% of contract value. If 10% is exceeded contract may be cancelled.
10. Payment: 100% within 30 days of date of invoice and completion & acceptance of services.
11. Quotations that are responsive, qualified and technically compliant will be ranked according to price and a Purchase Order will be placed with the supplier offering the lowest priced quotation. Offers received will be made available for inspection on request.
12. For further information please contact the undersigned on telephone no.
13. Additional information:

Signed

Name

Purchase Committee Chairman

Received the RFQ: for

Signature

Company Name/Stamp

DESCRIPTION OF SERVICES

Item No	Description of Services (Enter detailed Background, Scope of Work, Outputs, Qualification requirements, Time Schedule, Reports and/or Terms of Reference as necessary)	Unit of Measure	Quantity of Units required
1	<ul style="list-style-type: none"> • Background • Objective • Scope of Work • Outcome • Reports • Minimum Qualifications • Minimum Experience • Time schedule • Payment • Other info – Facilities provided by GRO etc 		

(Use continuation sheet(s) as necessary)

Location: Above services to be provided at the following final location(s):

.....

.....

Completion period: Within weeks.

Enter details of the goods required in the "Specification" column of the table. Show the Unit & Quantity of units required.

(GRO).....

REQUEST FOR QUOTATION (RFQ) [WORKS]

RFQ No:

Date: 201...

To:

.....

Dear Sir/Madam,

SECTION A: QUOTATION REQUIREMENTS

1. Description of Works and Location

- 2. Works are to commence by: ----- **days/weeks/months** from the date of order.
- 3. Works to be completed by: ----- **days/weeks/months** from the date of order.
- 4. Quotations must be valid for **30 days** from the date for receipt given below.
- 5. Quotations and supporting documents as specified in Section B must be clearly marked with the Procurement Number given above and must indicate acceptance of the stated terms and conditions.
- 6. Quotations must be received, in sealed envelopes no later than: _____
Hours on _____
- 7. Quotations must be submitted to : _____

- 8. The attached Activity Schedule of Rates and Prices (for contracts where payment is based on unit prices) at Section C details the works to be performed. You are requested to quote by completing Sections B and C. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the works including all taxes and duties. The whole cost of performing the works shall be included in the items stated and the cost of any incidental works shall be deemed to be included in the prices quoted.
- 9. Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of contract will be made to the lowest priced quotation by the issue of a Local Purchase Order.
- 10. Payment: **100%** of the contract amount within **30 days** from the date of the invoice and after official acceptance of the works.
- 11. Viewing of premises by all prospective bidders will be done on _____
at _____ **hours**. No separate visits will be organised for those who miss this time.

Signed:Date:

Name..... Position:.....

For and on behalf of the Procuring Entity

Your quotation is to be returned on this Form by completing and returning Sections B and C including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION SUBMISSION SHEET

1. Currency of Quotation: **Malawi Kwacha**
2. Works will commence within **days** from date of Purchase Order.
3. Works will be completed by **days** from date of Purchase Order
4. Validity period of this quotation is **days** from the date for receipt of Quotations.
5. We attach the following documents:
 - (i) Section C of the Request for Quotations completed and signed;
 - (ii) A copy of our registration with the registrar of Companies
 - (iii) A copy of our registration from National Construction Industry Council;
 - (iv) Evidence that we have paid/ renewed our subscription fees in the appropriate category with the NCIC for the 2010/2011 financial year (Minimum requirement K_____million – Building Contractors Category)
 - (v) A list of three similar contracts performed within the last three years with attachments of copies of Letters of Award indicating the date and contract amount.
 - (vi) *[Insert any other documentation required by the Entity]*
6. We confirm that our quotation is based on the terms and conditions stated in your Request for Quotations referenced above, and that any resulting contract will be subject to General Conditions of Contract for Local Purchase Orders.
7. We confirm that the prices quoted are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

Quotation Authorisation:

Signed:.....Date:

Name: Title/Position:

Authorised for and on behalf of (Company name and seal):

.....
.....

Registered Address:

.....
.....

If any additional documentation is attached to your quotation, a signature and authorisation at Section B and Section C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorised in Section B and Section C, the quotation may be rejected.

SECTION C: SCHEDULE OF RATES AND PRICES

(to be priced by Bidder) For Contracts where Payment is to be based on Quantities of Work actually performed at the unit rates quoted

Item No	Description of Work	Unit of Measure	Estimated Quantity	Unit Price in Kwacha	Total Price in Kwacha
Total					
Value Added Tax					
Total Estimated Price					

The following attachments are appended to clarify the Description of Work:
[List each attachment e.g. drawings and detailed technical specifications]

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Names of all Purchase Committee Members
.....

Titles of all Purchase Committee Members
.....

Signatures of all Purchase Committee Members.
.....

Date:
.....

Approved by: Name **Position** **Signature**.....
Date:.....

GRANT RECIPIENT ORGANISATION PROCUREMENT MONITORING CHECKLIST

1. Name of GRO: _____
2. Procurement of: _____
3. Required Procurement Method: _____
4. Procurement Method used: _____

PROCUREMENT FILE CONTENTS

Check that the following documents or copies are present in the file:

Procurement Plan

5. Copy of approved Procurement Plan signed by NAC? YES _____ NO _____
6. Budget of procurement in Procurement Plan : MK _____

Requests for Quotations (RFQs)

7. Copies of Requests for Quotations YES _____ NO _____
8. How many RFQs issued? _____
9. RFQs issued to NAC approved Suppliers? YES _____ NO _____
10. RFQs *signed* received by Supplier? YES _____ NO _____
11. RFQs have a closing date of submission? YES _____ NO _____

Are the submitted Offers attached?

12. How many offers received? _____
13. Are the offers on the company's official letterhead? YES _____ NO _____

Price Quotation Comparison Form

14. Original Price Quotation Comparison Form? YES _____ NO _____
15. Order awarded to lowest bidder? YES _____ NO _____
16. Valid reason for not awarding to lowest bidder? YES _____ NO _____
17. Price Comparison Form signed by Committee? YES _____ NO _____
18. Price Comparison Form dated? YES _____ NO _____
19. Name of awarded Company: _____
20. Value of awarded contract: MK _____
21. Is the contract amount within the Budget? YES _____ NO _____
22. If No, Is request for budget reallocation available? YES _____ NO _____
23. Is approval for budget reallocation from NAC available? YES _____ NO _____

Contract Management

24. Is copy of purchase order/contract award letter available? YES _____ NO _____
25. LPO/contract properly signed by both parties? YES _____ NO _____
26. Are the goods delivered? YES _____ NO _____
27. Were they delivered within time? YES _____ NO _____
28. Copy of delivery note or goods received note available? YES _____ NO _____

29. Copy of invoice available? YES _____ NO _____
30. Payment vouchers available? YES _____ NO _____
31. Receipt for payment available? YES _____ NO _____
32. Is asset register available for non-expendable goods? YES _____ NO _____

ANNEX VIII

(GRO).....

Address
.....

PURCHASE ORDER

PO No:
To:

Date 201...

Dear Sir/Madam,

Please supply us the following goods:

Item No.	Specification of Goods / Description of Services	Unit	No. of Units Required	Offer Price per Unit (MK)	Total Price (MK)
Total (MK)					
Value Added Tax					
Grand Total (MK)					

(Use continuation sheet(s) as necessary)

- 1. Conditions** of our RfQ No. dated 201... apply – copy attached.
- 2. Prices** as per your Proforma Invoice/offer no: dated 201... - copy attached.
- 3. Payment** will be in cash or by cheque against your receipt and will be within 30 days after receipt and acceptance of goods..
- 4.** Delivery period is: days/weeks/months from date of this Purchase Order.

- 5. Delays in delivery of goods will incur a penalty of 3/1000 of contract price per calendar day of delay up to 10% of contract value. If 10% is exceeded contract may be cancelled.
- 6. The items to be delivered to (*and installed & commissioned at [if required]*) the following final destination(s):
- 7. Warranty period (where applicable): is months

Signed by: _____
 Chairman, Purchase Committee

Order accepted by:	Signature
Name	
For	Telephone number
Name of Company	
Company stamp:	Date:..... 201...

GOODS RECEIVED NOTE

Name and address of GRO: _____

GRO Storekeeper: _____

Date: _____

Name of Supplier : _____

DATE OF SUPPLY	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL VALUE
TOTAL				

GOODS RECEIVED, CHECKED & CONFIRMED AS CORRECT

Name of Storekeeper..... Signature..... Date..... Certified by..... Signature..... Date.....

ELECTRONIC & PAPER COPIES OF TEMPLATE AVAILABLE FROM NAC & DACC

CLAIM FOR REIMBURSEMENT OF TAXES PAID

The Executive Director,
National AIDS Commission,
P.O.Box 30622,
Lilongwe 3

Date:200...

Dear Sir,

GRO Grant Agreement No

We confirm that (GRO)..... has paid the amounts of Valued Added Tax shown below whilst procuring goods and services for the above project funded by the National AIDS Commission Grants Facility

As advised in the NAC Grants Facility Procurement Guidelines (GRO)..... now claims reimbursement of the amount(s) of VAT itemized below totaling MK.....

Ref No.	Cheque or Payment Voucher No.	Item Purchased	Qty	Invoice Value	Amount of VAT paid
Total					

The original invoices, payment vouchers and receipts are attached in support of this claim.

We shall be grateful if this total amount can be credited to our Grant account during the current quarter.

Yours faithfully,

.....(signed)
(name).....
(position).....

PROCUREMENT PLANNING

- Once the Procurement Plan has been approved the procurement process concluded then complete the remaining columns by entering the number of bids that were received, the date the contract was signed, the name of the selected supplier, what was the actual contract price, the date the goods were received and the any final remarks.
- The updated procurement plan and report should be submitted as part of the GRO's reporting requirements every quarter

PROCUREMENT OF GOODS

Report for Quarter.....

Copy information from Procurement Plan											
Ref No	Goods description	Date when needed	Quantity required	Estimated cost (MK)	Procurement Method	No. of Bids rec'd	Date of Contract signature	Supplier	Contract price	Date	Remarks
1	Vehicles	July-11									
a	4WD Pick-up trucks		3	9,600,000	NAC	4	10-Nov-11	CFAO	9,300,000	12-Dec-11	Completed
2	Computers	June-11									
a	Desktop Computers		5	800,000							
b	UPS		5	105,000							
c	Printers		3	270,000							
			Sub total	1,175,000	NAC						
3	Office Furniture	Jun-11									
a	Office desks		10	244,000							
b	Office chairs		15	98,965							
c	Bookshelves		5	61,000							
			Sub total	403,962	LS						
4	Stationery	Jun-11									
a	Photocopy paper		50 reams	110,000							
b	Pens		12 boxes	7,200							
c	Flat Files		240 pcs	9,600							
d	Flip charts		24 pads	9,600							
e	Marker pens			5,670							
			Sub total	142,070	LS	5	16-Nov-11	Office World	135,200	25-Nov-11	Completed
5	IEC Materials	Oct-11									
a	Caps		60	13,300	DP						
			Grand Total	11,334,332							

PROCUREMENT OF SERVICES

Report for Quarter.....

Copy information from Procurement Plan												
Ref No.	Description of Services	Date when	Duration of Service	Service Provider	Estimated Cost	Select-ion Method	No. of Bids	Date of Contract	Service Provider	Contract price	Date Services	Remarks
1	Consultancy											
a	Baseline Survey	9-Aug	15 days	Individual	150,000	LS	4	10-Oct-11	JIMAT	145,000	10-Dec-11	Completed
b	Strategic Management Training	9-Oct	60 days	Firm	1,350,000	LS						
c	Training for Transformation	9-Nov	28 days	Individual	560,000	LS						
2	LT Staff											
a	Procurement Officer	9-Mar	12 months	Individual	1,800,000	LT	65	1-Nov-11	Peter Phiri	1,600,000	30-Oct-12	In Progress
3	Audit Services											
a	Financial Audit	10-Jan	15 days	Firm	500,000	LS						
Grand Total					4,360,000							

