



ENTREPRENEURSHIP FOR IMPACT

Procurement Policy and Procedure **MANUAL**



TABLE OF CONTENTS

1.	Purpose	3
2.	Definitions and Terminology	3
3.	General Guidelines	4
4.	Procurement Planning	5
5.	Segregation of Procurement Roles	6
6.	Prequalification	6
7.	Methods of Procurement to be Adopted by E4Impact's	8
7.1.	Direct Purchase	8
7.2.	Non-Competitive Purchase/Emergency Purchase (Single Source)	9
7.3.	Competitive Purchase Process	9
7.7.	Purchase Orders and Contracts	13
7.8.	Insurance	15
7.9.	Receipt of Goods or Items	15
7.10.	Goods/Items Returned to Supplier	15
7.11.	Partial Deliveries	15
7.12.	Supplier Payment	15
8.	Performance and Reporting	16
10.	Procurement Committee	16
11.	Conflict of Interest	16

	Annexures	19
	Summary of E4Impact's procurement flow from start to finish:	19
	Annex 1. Procurement Plan Template.	22
	Annex 2. Sample Supplier Prequalification Tool	22
	Annex 3. Sole Source/Exception Form	29
	Annex 4. Procurement Threshold	30
	Annex 5. Sample Purchase Requisition	31
	Annex. 6. Sample Quotation Form	32
	Annex 7: Terms & Conditions	33
	Annex 8: Sample Purchase Orders	34
	Annex 9: Goods Received Note:	35
	Annex 10: Verbal Quote Sheet	36

PROCUREMENT POLICY

I. Purpose

The procurement policy has been developed to serve as a reference manual for Entrepreneurship for Impact. It is meant to provide uniform information and direction to various E4Impact departments and offices in order to achieve the best value for goods and services procured, through a transparent and cost effective process. The policy aims to safeguard an adequate level of competition, which increases the integrity of the procurement process. It also provides for the management of conflicts of interest, development and monitoring of preferred supplier lists, overall internal controls, proper authorizations, and accountability within the procurement process.

The proper procurement of goods and services is essential for the running of the organization's business, ensuring good management of funds and meeting the requirements of funding agencies. Other documents to be read in conjunction with this policy include Information Technology (IT) Hardware & Equipment Policy, Asset Management Policy, Finance Manual and Human Resource Manual, E4Impact's Mission, Vision and Core Values in addition to other related E4Impact's organizational policies.

This manual will be reviewed and updated on need basis. Should procurement regulations change in the interim, the Center Manager Africa and Finance and Administration Manager will notify functional teams of the required changes in writing.

I. The key purposes of procurement are:

- i. To obtain the goods and services necessary for E4Impact to manage its internal operations efficiently and cost effectively
- ii. To obtain the items and services necessary to meet the needs of E4Impact's beneficiaries and to achieve our mission which is "Offer a portfolio of **entrepreneurship programs in 20 African Countries by 2023**, leading an ever-greater impact on the continent in terms of entrepreneurs trained, new enterprises launched, and new jobs created in the formal economy"
- iii. To promote best practices, highest ethical standards, integrity, accountability and fairness in procurement transactions

2. Definitions and Terminology

Procurement	Refers to the process of identifying needs, planning for these needs, sourcing, receiving, accounting and paying for the goods and services acquired from suppliers, vendors or service providers including consultants.
Sourcing	Refers to the process of finding suppliers of required goods and services, negotiating terms and establishing contracts that bind or commit both E4Impact and suppliers or vendors to meet their obligations.
Purchasing	This includes the processes of buying (request for quotations, ordering and receiving) and accounts payable (invoices, payment and reporting).
Preferred Suppliers	Pre-selected suppliers and service providers with whom E4Impact has determined that it can carry out business transactions.
Conflict of Interest	Actual or potential situation where an individual can influence a decision that may result in a direct or indirect personal gain for themselves or for an immediate family member because of E4Impact business. E4Impact defines "immediate family" as a spouse, mother- or father-in-law, sister- or brother-in-law, child, grandchild, sibling, parent, stepparent, or any individual living in the same house as the E4Impact employee.

Procurement Function	The person, group of people or department with the responsibility of carrying out an administrative role in the procurement process. At E4Impact, a procurement committee performs this duty.
Requisition/ Request for Quotation/ Quotes/Bids	A written request for goods, materials, or services. The term requisition, request for quotation (RFQ), quotes or bids has been used interchangeably but refers to the same document.
Request for Proposal (RFP)	Request for a written proposal from suppliers for providing consultancy services, audits or similar services and the associated costs.
Total Cost Value	The total cost value includes all supplies, equipment and services which would be included in a single procurement including additional charges such as transportation or shipping costs and applicable taxes.
Best Value	Offer that is most responsive to the solicitation and most advantageous to E4Impact in consideration of relevant factors such as price, quality, delivery time, previous experience with the supplier, and overall supplier value to E4Impact.
Purchase Order	A Purchase Order is a commercial document providing specifications and quantities that should be used to request the supply of goods or material in return for payment prior to commitment of expenditure
Emergency Purchases	These are purchases made in crisis situations where prompt action is required, including situations where E4Impact would suffer operational damage if certain goods or services are not secured immediately.
Segregation of Duties	A key component of internal controls which prevents one person from controlling an activity alone and distributes tasks among individuals to provide a double check of various functions or transactions. A compensating control will be put in place if it helps achieve the benefit of the basic control when a separation of roles is not possible.
Country Director/ Country Coordinator	A person responsible for a E4Impact country office.
Finance & Administration Manager (F&AM)	A person in charge of a E4Impact country office's financial and administration processes.
Designee	Person with authority, granted in writing, to perform specified responsibilities in lieu of the person normally assigned this responsibility.
Single Source/Sole Source Purchase	Procurement through solicitation of a proposal from only one source in very limited instances.

3. General Guidelines

- i. The purchase of goods and services must be authorized in accordance with E4Impact's Authorization Matrix
- ii. Purchases must not be split solely for meeting a lower procurement threshold. When combining or breaking out purchases to obtain a more advantageous price, the value of the purchases to be considered should be the total cost value
- iii. Purchase of goods or services where the actual expense is more than 10% above the approved Purchase Order must be re-approved based on the Authorization Matrix
- iv. Appropriate steps must be taken to avoid unnecessary or duplicative purchases and proper analysis should be undertaken to determine the most economical approach to procuring items. For example, for any capital expenditure, lease and purchase alternatives should be

evaluated before making the acquisition to determine which is more economical – the cost of leasing or renting the equipment or the cost of purchase over the economic life of the asset

- v. Purchase of computer software, hardware and services will be made in compliance with this policy and in conjunction with the IT Hardware & Equipment Policy, and must be approved in accordance with the E4Impact's Authorization Matrix
- vi. The procurement function's responsibilities may include, but not limited to, obtaining bids, securing the best quotes, placing orders for agreed-upon goods and services, selecting competent service providers, and evaluating supplier performance. The commitment and payment approvals remain with the individuals designated in the Authorization Matrix
- vii. Entities that use U.S. federal funds, European Union funds, United Nations funds or any other donor funds must observe and comply with terms, conditions, and restrictions on procurement of goods and services in accordance with award agreements
- viii. According to the approved Authorization Matrix, the role of requisitioning, purchasing, and receiving activities must be separated from that of processing and approving invoices for payment
- ix. The procurement of all goods and services shall be conducted in a manner providing full and open competition
- x. Affirmative steps must be taken to procure goods and services from small businesses, minority-owned firms, women and youth businesses, and businesses run by current or former E4Impact beneficiaries.

4. Procurement Planning

Careful planning of requirements by the requestor(s) should be a key element of all purchases. Most supply and service requirements can be anticipated, have been incorporated into the annual approved budget, have been included in individual work plans and are part of E4Impact's standard planning processes. The Finance and Administration Department is responsible for providing the Operations and Programs Teams with a procurement planning tool, item catalogue, and training to support these teams in defining the relevant specifications (such as what is needed, when it is needed, quantity, quality, and price).

Functional Team leads should submit their procurement plans at the beginning of the fiscal year, not later than 30th July. In the case of new projects, a procurement plan should be submitted not later than 30 days from the start of project implementation. The procurement plan document will be updated on an as needed basis by Finance Department (**Ref. annex I - Procurement plan template**). The Finance & Administration Manager for the respective E4Impact's country offices will use the departmental procurement plans to make decisions regarding the sourcing methods and timing for procuring the items required across specific projects and within the country office for the coming year.

Annual procurement plans should be reviewed quarterly as part of the standard financial review sessions and updated based on any changes. The Finance Department is responsible for facilitating the procurement plan reviews with the originating departments and must ensure the review includes actual performance against plan.

The Finance Department must update the overall procurement plan whenever individual plans have been modified, including any additional needs, volumes, new programs and revised timing. Grant procurement plans should be reviewed monthly, as the restricted timing on grants requires that changes must be addressed as soon as possible to avoid delays.

Procurement plans should not be used as an authorisation to procure.

3.1. Categories of items and services to be procured

Items and services listed below must follow the procurement process and controls as outlined in this manual:

- i. All goods and materials needed for activities carried out by E4Impact both for external programmes and internal operations including computers and communication equipment
- ii. Vehicles/motorcycles
- iii. Consultancy services
- iv. Insurance contracts (e.g., vehicle, medical insurance)
- v. Transport/vehicle hire contracts
- vi. Hotel accommodation and conference facilities

5. Segregation of Procurement Roles

Procurement components include the request, financial review, approval, procurement, receipt, and payment. The following are established rules to ensure the segregation of duties:

- i. Requester must not approve their own purchase request
- ii. Requester cannot perform the sourcing function but can participate in the procurement committee.
- iii. Approver cannot participate in the procurement committee
- iv. Requester cannot process payment for the request
- v. Requester can receive the service or goods they have requested
- vi. The Procurement Committee is not allowed to raise nor approve purchase requisitions
- vii. The Procurement Committee is not allowed to receive goods, works and/or services
- viii. The Procurement Committee is not allowed to issue payments
- ix. The Finance Department cannot perform the purchasing and receiving roles at the same time.

Segregation of procurement duties must align to the matrix below:

User / Activities	Requisitions	Sourcing	Procurement Committee	Finance Review	Approvers	Receiver	Pay
Requestors	Yes	No	Yes	No	No	No	No
Procurement & Sourcing	No	Yes	Yes	No	No	No	No
Finance & Administration	No	No	Yes*	Yes	No	No	Yes
Approvers	Yes	No	No	No	Yes	No	No
Receiving	Yes	No	No	No	No	Yes	No

*The Finance Department will not actively participate in awarding the procurement, with their role in the Procurement Committee limited to secretarial and advisory. The Finance Department representative will not have the right to vote on awards.

6. Prequalification

1.1. Prequalification Objective

The main objective of pre-qualification is to identify the best qualified firms to supply goods and services under the relevant quotations and proposals as and when required during the course of each financial year. The prequalified suppliers will be included in the supplier list and will be updated as necessary, but not less frequently than every 2 years.

1.2. Supplier or Service Provider Qualification Requirements

Prospective firms shall not be considered as qualified unless in the judgment of the Procurement Committee, they possess the capability, experience, qualified personnel (for related categories) and working capital sufficient to satisfactorily execute the supply of goods or services.

1.3. Essential Criteria for Pre-Qualification

1.3.1. Experience

- i. The prospective bidder shall have sufficient experience in the supply of goods and services
- ii. The Potential supplier or firm shall show competence, willingness, and capacity to service the purchase
- iii. Prospective suppliers shall have special experience and capability to organize, supply and deliver items or services at short notice
- iv. Must be authorized through licensing to supply such goods in the relevant country of operation

1.3.2. Personnel

Prospective bidders shall be expected to have qualified personnel in the categories they are applying for.

1.3.3. Bank Account

The potential suppliers shall provide valid bank account information. For extreme cases that can be justified, i.e. where it is difficult to obtain and/or maintain a bank account due to capacity in that area, the Procurement Committee shall seek alternative payment options such as mobile banking information.

1.3.4. Past Performance

Past performance shall be given due consideration during the pre-qualification evaluation. The Finance Department may request letters of reference from past clients or customers.

1.3.5. Any Other Relevant Information

Any other relevant information will be included on the pre-qualification document from time to time to meet the objectives of specific prequalification.

1.4. Prequalification Process or Criteria

Floating of pre-qualification opportunities for various categories of goods and services for a period that is sufficient to obtain the required information from all the potential suppliers and service providers. The application notice period, which will not be more than 2 months, to be included on the prequalification documents.

The prequalification will adhere to the following process:

- i. Completion of pre-qualification data collection forms using standard prequalification tools by the potential suppliers. (**See Annex 2-Supplier prequalification tool**). The form will be updated as required on a regular basis by the Finance Department
- ii. Procurement Committee members will convene to analyze the completed prequalification documents from the suppliers and score their submissions
- iii. Where suppliers or service providers have been identified through recommendations from other local NGOs or businesses that have purchased similar products and services, standard prequalification tools will be required to be completed before the suppliers can be added to the Supplier List
- iv. The suppliers who have met the prequalification threshold according to the criteria laid out in the pre-qualification documents, will be added to the Supplier List which will require final authorization from the respective Country Directors

1.5. Review of Supplier List:

The Finance Department in the respective countries will review the Supplier List and annually verify that suppliers are not on the known terrorist list by performing a search on credible websites, with the results filed with the Supplier List. The Procurement Committee may identify vendors that should be discontinued for lack of performance or credibility and suggest new suppliers that may warrant consideration to be added to the Supplier List.

1.6. Exceptions to Prequalification Process

Exceptions from the prequalification process may be granted based on the following:

- i. One off purchase: Purchasing activities where a specific procurement demands come up infrequently, at most once a year
- ii. In cases where the pre-qualification process was not completed due to the urgency of the request or a new location where the organization is still setting up operations and systems
- iii. Any other situation that makes it impossible to perform the prequalification process (**Exception Form-Annex 3 will be required**)

1.7. Pre-Qualification Evaluation Criteria

The various categories of information or documents that will be required and the scores for each of the categories, e.g., detailed company profile, business license or registration certificate, tax compliance certificate, relevant experience, bank details, contacts, physical location, or any other criteria that will be included in the prequalification documents from time to time, will be used as the basis for evaluating potential suppliers. For a potential supplier to be successfully pre-qualified, they must obtain a minimum score of 60/100. All relevant statutory and compliance documents including the procurement selection memo or minutes shall be included in the procurement file for reference purposes.

7. Methods of Procurement to be Adopted by E4Impact's

E4Impact must use one of the methods of procurement listed below depending on the total cost value of the purchase:

- i. Direct Purchase - Direct purchases may be awarded without soliciting competitive quotations provided E4Impact determines that the price is reasonable and within the accepted threshold
- ii. Non-competitive purchases (single source) - Quotes are sent to a pre-selected supplier of items and or services and within the accepted threshold
- iii. Competitive Purchase - Purchase Requisitions are sent to pre-selected or prequalified suppliers of items and services. Procurement may include 2 quotations minimum, or 3 quotations minimum as guided by the procurement limits (**Ref. annex 4: Procurement limits**)

7.1. Direct Purchase

Direct purchases may be awarded without soliciting competitive quotations provided E4Impact determines that the price is reasonable. Direct Purchase is applicable to procurements below Kes 10,000. Procurement thresholds are as per the procurement limits document with approvals according to the Authorization Matrix. Payment for the items or services below Kes 10,000 may be made through Petty Cash, Mobile Money, Cheque or Online. For procurements between 10,001 and 500,000, a written solicitation (i.e., RFQ or RFP) is required. A verbal solicitation may also be used which involves calling known or new potential suppliers to establish price, availability and delivery time for goods or services. This information is captured on a verbal quote sheet (**annex 10. Verbal quote sheet**). Provider selection is made based on the information received and documented on the verbal quote sheet. This is done by the person designated to perform the sourcing function subject to final approval as per the Authorization Matrix.

To the extent practicable, E4Impact should distribute direct purchases equitably among qualified suppliers on the pre-qualified supplier list.

7.2. Non-Competitive Purchase/Emergency Purchase (Single Source)

The respective Country Director or Country Coordinator must authorize single source or emergency purchases of goods or services that necessitate the waiving of bid requirements prior to the purchase. The final approval of the Purchase Order and payment will be done as per the Authorization Matrix. The following conditions must be satisfied before E4Impact can opt for a sole source procurement for either goods or services.

- i. Crisis situation where prompt action is required, including situations where E4Impact would suffer operational damage if certain goods or services are not secured immediately
- ii. When there is no competitive market, where a monopoly exists, or when the item is only available from a single source
- iii. After solicitation of a number of sources, competition is determined to be inadequate
- iv. When the organization or company is the only provider of the required items or services in the area, e.g., contracting with the only accommodation provider in a small town
- v. When the services required are very specialized and the service provider needs to have a unique expertise or equipment
- vi. Standardization of equipment, services, or maintenance, and/or when a pre-approved vendor is related to warranty, product make or territorial license situations

When E4Impact elects to enter into a single source purchase option, the Single Source Requisition document will be completed and approved by the respective Country Director/Coordinator.

Process to be followed:

- i. Prepare and submit the Purchase Requisition for approval as per the Authorization Matrix
- ii. Obtain the quotation/bid from the supplier (price reasonability to be determined by F&A)
- iii. Complete the Single Source Requisition form and submit for approval by the Country Director/ Coordinator (**Ref. Annex 6-Single source requisition**)
- iv. Purchase Order to be prepared and approved as per the Authorization Matrix
- v. Delivery note, invoice and receipt provided by supplier to facilitate and support the payment

7.3. Competitive Purchase Process

For competitive purchases, the following process will be adhered to:

7.3.1. Raise Purchase Request/Request for Proposals (Requisition)

The requisition should be submitted on a requisition form that has been completed by the requestor and includes all the relevant information. (**Ref. Annex 5. Sample Purchase requisition**) It is critical that the requestor provides detailed specifications to ensure the correct quantity and material is ordered.

Invitation for quotations or request for proposals should be sent to all bidders at the same time.

Quotations must be obtained before purchasing goods, acquiring services or investing in assets, whose value is more than Kes 10,000 or as per procurement limits (**Ref. Annex 4: Procurement limits**) All the quotations or RFPs sent out to the suppliers must include the details of the designated E4Impact staff authorized to receive the supplier submissions.

All Purchase Requests for technical items or services must be validated by the technical department for specification accuracy. The Requester is responsible for obtaining technical approval for any technical item or service requested before submitting the Purchase Request for review and approval.

Technical review by the respective department is mandatory but not limited to the following items:

- i. IT equipment
- ii. Software
- iii. Consultancy

The Purchase Requisition template will be adjusted from time to time by Finance Department and the Procurement Committee based on the needs of the organization. (**Ref. annex 6-Sample Quotation**)

7.3.2. Purchase Request Approval

The most fundamental examination that the Finance Department makes of a requisition, before proceeding with any sourcing, is to make certain that proper approval has been obtained by the budget owner. This department has the responsibility to carefully review Purchase Requisition specifications, delivery time and make appropriate inquiries to the requestor as necessary. The Finance Department is not authorized to alter specifications, quantities, or other details of a requisition unless changes have been approved by the requestor.

The completed requisition, along with the offers or proposals from suppliers and the determination by the Procurement Committee, will serve to support the creation of a formal Purchase Order or Service Contract and eventual payment to a supplier.

E4Impact may use two types of bid solicitation documents

7.3.3. Request for Quotations (RFQs)

This is a solicitation document used for goods that meet neutral specifications and are usually readily available in the market. This document:

- i. Describes the quantitative and qualitative requirements
- ii. Requests prices and commercial terms from suppliers
- iii. Provides suppliers with details for submitting their quotes
- iv. Specifies terms and conditions of quoting

The document has also been referred in this manual as a Requisition, a Quote or a Bid.

7.3.4. Request for Proposals (RFPs)

This is a solicitation document designed to obtain proposals for services to satisfy a requirement that cannot be completely or definitively described. An RFP leads to the selection of the proposal that offers the best value in accordance with the pre-defined evaluation criteria. Where appropriate, the RFP will indicate that negotiations may be undertaken. This document describes:

- i. Minimum specifications required for a vendor to qualify
- ii. Timelines
- iii. Scope of work and deliverables
- iv. Evaluation criteria, preferably with transparent scoring. The evaluation criteria must be assessable, and the means of assessing should be made known to the vendors, so they can provide the necessary information
- v. Delivery address
- vi. Any other reasonable requirements that may be included from time to time

7.3.5. Cancellation and Amendments of Quotes

A supplier quote may be cancelled at any point prior to award of the purchase to a supplier. For competitive bids, the invited suppliers are written to directly. The same process applies to amendments to the supplier quotes, whereby suppliers must be notified of any changes in writing.

7.3.6. Warranty

A warranty should be obtained from the supplier for items, which, by their nature and price, should normally be guaranteed against defects.

7.3.7. Terms and Conditions of Procurement

For Requests for Quotes, or Requests for Proposals and Purchase Orders some or all of the Terms and Conditions in **Annex 7** may be applied depending on the circumstances.

7.3.8. Receiving Bid Offers and Proposals

Procedures for receiving responses and proposals to solicitations should be designed and executed to meet fairness and ethical standards.

Examples of fair and ethical actions include:

- i. Accepting responses only if they are submitted on time and in the manner specified in the solicitation document
- ii. Confidential supplier information must not be disclosed to another supplier
- iii. To eliminate undue influence over the procurement process and ensure adherence to the highest ethical standards, all information received by the people involved in the procurement process and members of the Procurement Committee is strictly confidential and must not be shared with any other E4Impact's staff and or external individuals, organisations, or suppliers

Sealed offers and proposals should immediately be sent to the respective E4Impact office or to the email address specified in the RFQ/RFP.

The Procurement Committee members or their appointees are responsible for opening supplier quotes prior to the meeting. Under no circumstances must an offer or proposal be opened, reviewed, or examined, nor should it be marked or defaced in any way, before being officially opened.

Individuals designated to open the offers and proposals should decide whether they:

- i. Meet the receiving requirements specified in the solicitation documents
- ii. Have been properly signed

No bidder should be permitted to alter their offer, proposal, or quotation after the closing date. Any alteration noted at the time of opening must be documented by the members of the Procurement Committee or their designees. Alterations should never be made by E4Impact staff. A bidder may be asked to clarify an offer or proposal, however no change in the substance or price must be sought, offered, or allowed.

7.3.9. Proposal or Quote Evaluation

Procedures for evaluating responses and proposals to solicitations should be designed and executed with fairness and high ethical standards in mind.

The purpose of evaluating and comparing offers and proposals is to determine:

- i. Which supplier has the lowest price with an acceptable specification
- ii. Whether an offer or proposal is acceptable, factors other than price may be considered

The lowest acceptable bidder should be selected. When reviewing the offers and proposals that have been submitted for evaluation, there should be a check for completeness to ensure that everything required of the supplier has been included.

7.4. Bid or Quotation Opening Process:

7.4.1. Ensure all bids are opened and signed by each member present to validate the opening.

7.4.2. Check that the required number of bids have been received

7.4.3. If enough bids have been received the Procurement Committee will analyse all bids based on:

- i. Price of items
- ii. Delivery terms
- iii. Quality of the products on offer (how they comply with technical specifications, compatibility with current equipment)
- iv. Flexibility of the supplier
- v. Payment terms
- vi. Warranty, guarantees, availability of spare parts, after-sale services and training
- vii. The past performance of the supplier and their local representative
- viii. Any other criteria deemed necessary for the specific purchase

7.4.4. The Procurement Committee having examined the bids, will determine if there is a clear winner.

If a winner cannot be agreed upon due to a lack of information from the suppliers, then more information is requested from all suppliers and the bid analysis is postponed until the additional information is received. If a decision cannot be made due to suppliers not meeting the terms of the purchase, then the committee can agree to re-open the application process.

7.4.5. If a clear winner is identified and agreed upon by all Committee members, then the approved committee minutes or memo is completed which states:

- i. The justification for choosing the winner
- ii. The analysis that was carried out

7.4.6. Ensure all members participating in the meeting sign the Procurement Committee meeting minutes and/or bid analysis. If delivery time is a main factor in the award, a penalty clause must be made part of the supply requirements. This should be stated in the RFQ, if a penalty clause is going to be part of the order or purchase agreement.

All information relating to the offers and proposals must be treated as highly confidential and under no circumstances disclosed to other bidders, or to E4Impact's personnel not directly concerned with the evaluation process.

The evaluating team should prepare Procurement Committee meeting minutes and/or a memo to include a bid analysis and recommendation. It should contain all supporting documents and a written statement of all relevant factors leading to the final recommendation of the award. If the lowest priced proposal is not recommended, the evaluation report must give the specific reasons for recommending the selection of a higher priced supplier.

If the award was preceded by negotiations which can either be done in writing or verbally, evidence of negotiation must be attached to the procurement package and reference included in the Procurement Committee minutes or memo. Evidence could be a comparison between the before and after negotiation quotations. The specific purchase or contract negotiation objectives, e.g., price, delivery, quality, etc. needs to be well documented. All prices and costs must be keenly checked to align with the budget. Unit prices as well as the overall cost should be scrutinized with a view to meeting the budget or making savings.

The following documents form the basis for awarding the purchase:

- i. Requisition
- ii. RFQ or RFP
- iii. Bid analysis and or procurement meeting minutes and evaluation report

7.5. Extension of validity

The evaluation and award of the bids should be completed promptly within the period stated in the solicitation documents. If there are exceptional circumstances and the Procurement Committee approves an extension, all bidders must be advised of this extension and reasons for it. When an extension of the validity period is approved, bidders should not vary prices or other conditions of their bids. Bidders have the right to refuse an extension, but any bidder not granting an extension is automatically excluded from taking any further part in the bidding process.

7.6. Rejection of Offers/Proposals:

The conditions for Purchase Orders or for Service Contracts, submitted with each RFQ and RFP, contain a statement concerning E4Impact's right to accept or reject any offer or proposal before the award of a contract, or to annul the bidding process and reject all offers at any time. Where it is in the interest of E4Impact, all bids may be rejected, and new ones sought based on the same or revised specifications. Such action should not be taken for the sole purpose of obtaining lower prices. Rejection of all offers is justified when an insufficient number of offers/proposals that meet the criteria are received, or when there is a lack of effective competition.

7.7. Purchase Orders and Contracts

Purchase Orders, Procurement Contracts or Purchase Agreements are the only legally binding documents which can be used to procure goods and services at E4Impact. Documents, including Partnership Agreements, Memorandums of Understanding, and verbal orders, are not valid documents for procuring goods and services.

All Purchase Orders must have E4Impact's standard terms and conditions but may be adapted for local context based on local laws in the countries where E4Impact's has its operations. All Purchase Orders must be backed by an approved Purchase Requisition. Procurement contracts should be entered into when the service being procured requires terms and conditions that are broader than those expressed in the standard terms and conditions of E4Impact's Purchase Order. Examples include but are not limited to, consultancies, services (e.g., security, hotel facilities, office cleaning etc.), and multi-year agreements.

7.7.1. All Procurement Contracts Must Be:

- i. Followed by the Purchase Order
- ii. Developed utilizing the terms and conditions appropriate to the subject service or product
- iii. Reviewed by local legal counsel if the contract involves issues of local law. It should also ensure country specific laws and regulations are incorporated into the contract
- iv. Initial procurement contract duration must not exceed two years
- v. Procurement contracts cannot be automatically renewed or extended

When a contract renewal/extension is required, the Finance Department must ensure the following:

- i. All Terms & Conditions and unit price of the initial contract are kept unchanged
- ii. Confirming and documenting the supplier's good performance in the current contract period
- iii. The contract should include a clause giving E4Impact's the ability to terminate the contract at any time
- iv. The renewal or extension duration may not be more than two years, and the total lifecycle of the contract must not exceed four years

In the event E4Impact wishes to continue doing business with an incumbent supplier after the allowable four-year total lifecycle of the contract, the supplier must re-apply for pre-qualification status according to the current procurement thresholds. A new contract may be awarded to the incumbent supplier if they are still in a favorable position compared to other bidders. Any contract and related extensions must be approved per the provisions of the Authorization Matrix.

Once a supplier is selected and an approved bidding document is completed, the winning supplier is informed, terms are negotiated, and a Service Contract or Purchase Order is finalised. The Finance Department is responsible for ensuring that the supplier understands the terms and conditions.

7.7.2. Additions, Revisions and Cancellations to Purchase Orders and Contracts

To add, revise, cancel, or otherwise modify a Purchase Order requires a Change Notice. The Change Notice will be sent to the supplier in the same form as the original Purchase Order. The acknowledgement form for the supplier should be signed and returned, indicating receipt of the Change Notice and what effect it will have on the original order.

To make additions, revisions, or cancellation of a Purchase Order or a Purchase Requisition written notification or confirmation will be prepared by the requestor and sent it to Finance Department who will then issue a Change Notice to the supplier. Additions, revisions, or cancellation due to errors or omissions by the Finance Department require them to send a properly documented Change Notice to the supplier.

The following requirements are necessary when issuing a Change Notice:

- i. Maintain the original Purchase Order number
- ii. The words “Supplementary Purchase Order” must appear on the order. If the actual order is being cancelled, the word ‘Cancelled’ should be written on the front of the order
- iii. Distribution for the Change Notice should be the same as the distribution of the original Purchase Order
- iv. File the “Supplementary Purchase Order” or the ‘Cancelled Purchase Order with the original Purchase Order

Ask the supplier to acknowledge the Change Notice to make sure they completely understand the changes.

The Change Notice may also be issued in the form of a letter on E4Impact’s letterhead when the details of the change may not be described sufficiently on a Supplementary or Cancelled Purchase Order.

7.7.3. Changes (including cancellation)

Changes involving an outstanding contract must be made in writing to the Finance & Administration Manager, who will consult with the requestor and the supplier. Under no circumstances may the requestor contact the supplier directly. If a change is approved, a new contract or an addendum to the original has to be issued. A description of the changes should be written into the body of the contract.

7.7.4. Signatures to Contracts

E4Impact and the contractor must both sign the contract. For E4Impact, all contracts and related modifications must be signed in accordance with the Authorization Matrix guidelines. Two original contracts must be prepared at a minimum, one for the contractor and one for E4Impact. All contracts’ copies, both hard and soft, will be filed by Finance Department.

7.7.5. Types of Contracts

Below is a list of the types of contracts used for E4Impact Procurements:

- i. Contracts for goods or items
- ii. Contracts for services – for example, cleaning services, consultancies, hotel services, courier services
- iii. Memorandum of Understanding (MOU)
- iv. Leases/hire for vehicles

7.8. Insurance

E4Impact will ensure that there is insurance coverage on all shipments of goods from one E4Impact's office to another. In cases where insurance is not possible a proper explanation needs to be provided on how the risks will be mitigated, with the explanation documented in writing and approved by the Country Director or designate. It is the responsibility of the Finance Department to follow the detailed instructions supplied on the Certificate of Insurance when submitting a claim for loss or damage of the shipment, which needs to be done on time to avert any rejection by the insurance firm.

7.9. Receipt of Goods or Items

The requester or a designated receiver from the Finance Department is responsible for the receipt of goods supplied. The receiver must inspect and validate the quality and quantity of the items according to the specifications and stipulations of the Purchase Order or contract at the time of receipt. The receiver will acknowledge the items received by signing the Delivery Note that shall be provided by the supplier during delivery and a Goods Received Note will be prepared. A duly signed Delivery Note or Goods Received Note shall be the evidence of items supplied.

7.10. Goods/Items Returned to Supplier

If items need to be returned, it is the Finance Department's responsibility to approve, negotiate and arrange returns with suppliers. Reasons for a return could include the supplies being:

- i. Items received are more than required
- ii. Damaged upon receipt
- iii. Unacceptable, inappropriate, or substandard

The individual requesting the return of the material is responsible for preparing all of the necessary paperwork. Depending on the circumstances involved, alternatives could include:

- i. Supplier provides replacements at no charge, or compensates E4Impact for the cost difference
- ii. A return to the supplier for full credit
- iii. A return to the supplier for repairs

7.11. Partial Deliveries

Acceptance of partial deliveries must be negotiated and approved by the Finance & Administration Manager prior to any partial delivery being made. Payment on partial deliveries must be approved by the Country Director/Coordinator.

7.12. Supplier Payment

The Finance Department must verify that all documentation is complete and in good order before the payment for goods and services is made. In order to process payment to a supplier for goods or services, the Finance Department requires:

- i. The original invoice
- ii. Delivery Note
- iii. A copy of the Purchase Order
- iv. A copy of the contract or a copy of Procurement Committee meeting minutes and bid analysis
- v. RFQs or RFPs
- vi. Any other reasonable requirement that will be communicated by Finance Department from time to time

For payment against a service contract, a copy of the contract is required together with the original invoice approved by the requestor. Invoices from suppliers will be examined, verified and certified, this will be performed promptly in order to assure payment within the period agreed. Any concerns regarding deficiencies or discrepancies will be referred to the requestor. It is important that E4Impact

achieves a high level of supplier trust, with prompt payment being one of the most critical aspects in maintaining supplier relationships.

Several payment options exist, depending on the payment terms reached between E4Impact and the supplier. These conditions should always be clearly detailed in the Purchase Order.

The principal options are:

- i. Online bank transfer (EFT & RTGS) directly from E4Impact's bank accounts
- ii. Cheque drawn from E4Impact's account and handed or mailed directly to the supplier
- iii. Mobile money transfers made through mobile money platforms
- iv. Cash payments are made through petty cash and utilized in instances where all the other payment methods are not possible

7.13. Payment Terms

The normal practice of E4Impact is to pay 100% upon delivery and presentation of a correct invoice and Delivery Note. Advance payments on Purchase Orders are to be avoided, as this puts E4Impact at financial risk. These should only be made if all other alternatives have been explored and there is no other option. In every case favourable payment terms should be negotiated by the Finance Department.

7.14. Payment Currency

Local purchases should normally be paid in local currency for each E4Impact's country office. For purchases where E4Impact can benefit from an exchange rate, the procurement process from requisition to payment will be done in US dollars (USD).

8 Performance and Reporting

8.1. Manage Open Purchase Orders

- i. The Finance Department is responsible for producing an Open Purchase Order report on a monthly basis
- ii. The report must be sent to the requesters to monitor and track outstanding orders
- iii. The Finance Department must work with the requesters to close out overdue Purchase Orders as part of the year-end closing activities

8.2. Manage Contract Expiration

The Finance Department must create a quarterly report of expiring contracts and create a plan to re-approve or replace the contracts.

9. Donor Procurement Requirements

Programs funded by government grants (e.g., EU, ECHO, DFATD, USAID), multi-laterals or UN agencies (e.g., FCDO, UNHCR, UNFPA, UNWOMEN, WFP) and any other conditional donor funds are subject to the procurement requirements set forth in the agreement document between E4Impact and the donor or pass-through organization. E4Impact offices are responsible for obtaining and understanding specific donor procurement requirements before initiating the purchasing process. Where there is inconsistency between E4Impact and the donor's procurement policies and guidelines, the donor's procurement policies and guidelines take precedence unless prior written permission is given by the donor to use E4Impact procurement policies and guidelines. Procurement of goods and services must comply with donor's applicable rules on nationality and origin.

10. Procurement Committee

Each E4Impact country of operations may establish an independent Procurement Committee to ensure that bidder selection is fair, competitive and in compliance with E4Impact policies, country specific legal and regulatory requirements, and donor rules.

The respective Country Directors or Country Coordinators shall appoint a Procurement Committee, or convene different individuals on an as needed basis, to carry out the administrative responsibilities of the in-country procurement function. The Country Directors or Coordinators shall also second a member or different members of staff to the Cross-Country Procurement Committee who will be managing procurement functions for different countries as the need arises. A member of the In-Country Procurement Committee may be seconded to serve on the Cross-Country Procurement Committee. Both the In-Country and the Cross-Country Procurement Committees may either meet physically in any desirable location or virtually through online meeting platforms.

Membership of the Procurement Committee shall be at the management or the mid-management level, or a mixture of both levels.

The Procurement Committee shall be comprised of a Chairperson and representatives as follows:

- i. Respective country's Finance Manager (Secretary)
- ii. Representative from Programs
- iii. Representative from IT
- iv. Representative from M&E
- v. Representative from HR

Procurement Committee members should serve for a minimum of one year and a maximum of two years. A Procurement Committee member's role must be included as one of their annual performance objectives. The Procurement Committee is convened for all procurement events with a value of Kes 500,000 or greater. The respective departmental heads or designated approvers as per the Authorization Matrix may approve all procurement below the Kes 500,000 threshold.

10.1. Procurement Committee Guidelines

Transparency, segregation of duties and adequate management oversight are fundamental in the continual effort of guaranteeing value for money for those goods and services that E4Impact purchases. In this regard, as is standard industry practice, and as prescribed within the E4Impact Procurement Guidelines, the Procurement Committee is convened to provide internal control and risk mitigation.

The Procurement Committee therefore promotes the exchange of best practices and knowledge in support of the procurement function at E4Impact. Through its activities, the Committee aims:

- i. To maximize economy and efficiency
- ii. To promote competition and ensure that competitors are treated fairly
- iii. To increase transparency and accountability in the procurement process
- iv. To increase stakeholder confidence in the process
- v. To ensure donor's interests are upheld in the procurement activities

10.2. Meeting Schedules and Attendance

Procurement Committees will meet when called upon to conduct the pre-qualification processes including verifications, evaluations for competitive bids and selection of suppliers and service providers.

Procurement Committee members are required to attend all scheduled meetings. The Secretary will maintain a record of meeting attendance. Any member facing consistent challenges with attending meetings should provide advanced notice to the Secretary to ensure a quorum is formed with alternate members available.

10.3. Quorum

Three (03) voting members in attendance will constitute a quorum for bid evaluation and selection of suppliers.

A maximum of five (05) voting members will attend any single Procurement Committee meeting. Votes cast at any meeting will be made by an odd number of members present, either three or five members to ensure votes cast do not tie.

10.4. Chairperson and Secretary

The Chairperson of the Procurement Committee shall be elected by the members during the procurement sitting and will be a voting member. The Secretary will be the Finance Representative in the respective country or a designate. A nominated representative from the Finance and Administration Department shall serve on the Cross-Country Procurement Committee..

The Secretary will not be permitted to vote, nor directly contribute towards award decisions during the proceedings of the Procurement Committee. However, the Secretary will offer guidance on procedures, budgets, and policies in the event that the Committee requires any such guidance.

10.5. Conduct

A Procurement Committee member shall at all times conduct the affairs of the Committee with integrity and transparency. Vote rigging, canvassing or soliciting is considered a serious breach of ethical behavior and will be liable to disciplinary action. In the event of the latter arising, the matter should be immediately reported as per the E4Impact Code of Conduct and Anti Bribery and Corruption policy.

To support segregation of duties and in an effort to promote transparency, Procurement Committee members are not permitted to directly engage with suppliers. When necessary, the Committee member will request additional information through the Finance Department. The exception to this is in the course of due diligence to establish the quality of potential suppliers, or where inappropriate activities are suspected of parties directly involved in the procurement process.

Members who face disciplinary cases will be suspended from the Procurement Committee, subject to the outcome of the case. An endorsed charge will result in expulsion from the Procurement Committee. On the contrary, a dismissal of charges will result in reinstatement of their membership to the Procurement Committee.

10.6. Independence of the Procurement Committee

The Procurement Committee is a self-regulating body, which provides for the independence of its individual members, and the committee as a whole. Procurement Committee activities shall be independent from the influence of external parties. This independence is only confined to the norms, practices and policies of E4Impact as a whole. In principle, no organ, function or office of E4Impact has jurisdiction to influence the outcome of any Procurement Committee decision.

While the respective members' seniority within the organization is recognized, within the Procurement Committee all members will serve on a "one vote basis" or equal recognition of contributions for all

10.7. Principles for selection of Procurement Committee candidates will adhere to the following tenets:

- vi. Professional diversity
- vii. Candidates' ethical standing
- viii. Independence of opinion

11. Conflict of Interest

Any member who determines that a conflict-of-interest situation exists from an established relationship through family, friends, business interests, or similar arrangement with any bidder on which an award decision may be made, is required to declare this interest and recuse himself/herself from the award proceedings. Such a member will be replaced by an alternate for the purposes of determining the award.

The withdrawal of a Procurement Committee member due to declared conflict of interest must be documented as part of the Procurement Committee meeting minutes.

E4Impact offices and or staff involved in any part of the procurement process:

- i. Must not solicit gifts from E4Impact suppliers
- ii. Must not accept any kind of gratuities, gifts, favors or anything of monetary value from present, past or potential service providers, consultants or suppliers
- iii. Must not accept supplier holiday gifts or company branded items. In the event a supplier sends gifts, promotional branded materials, or thank you gifts to E4Impact offices or to staff who are involved in the procurement process, the gifts must be donated to a third party. If a supplier sends consumable food items to a E4Impact Office, the office may accept such items and make it available for common consumption within the office.

Additional conflict of interest guidelines can be found in the E4Impact Human Resource Manual and the Anti-Bribery and Corruption Policy.

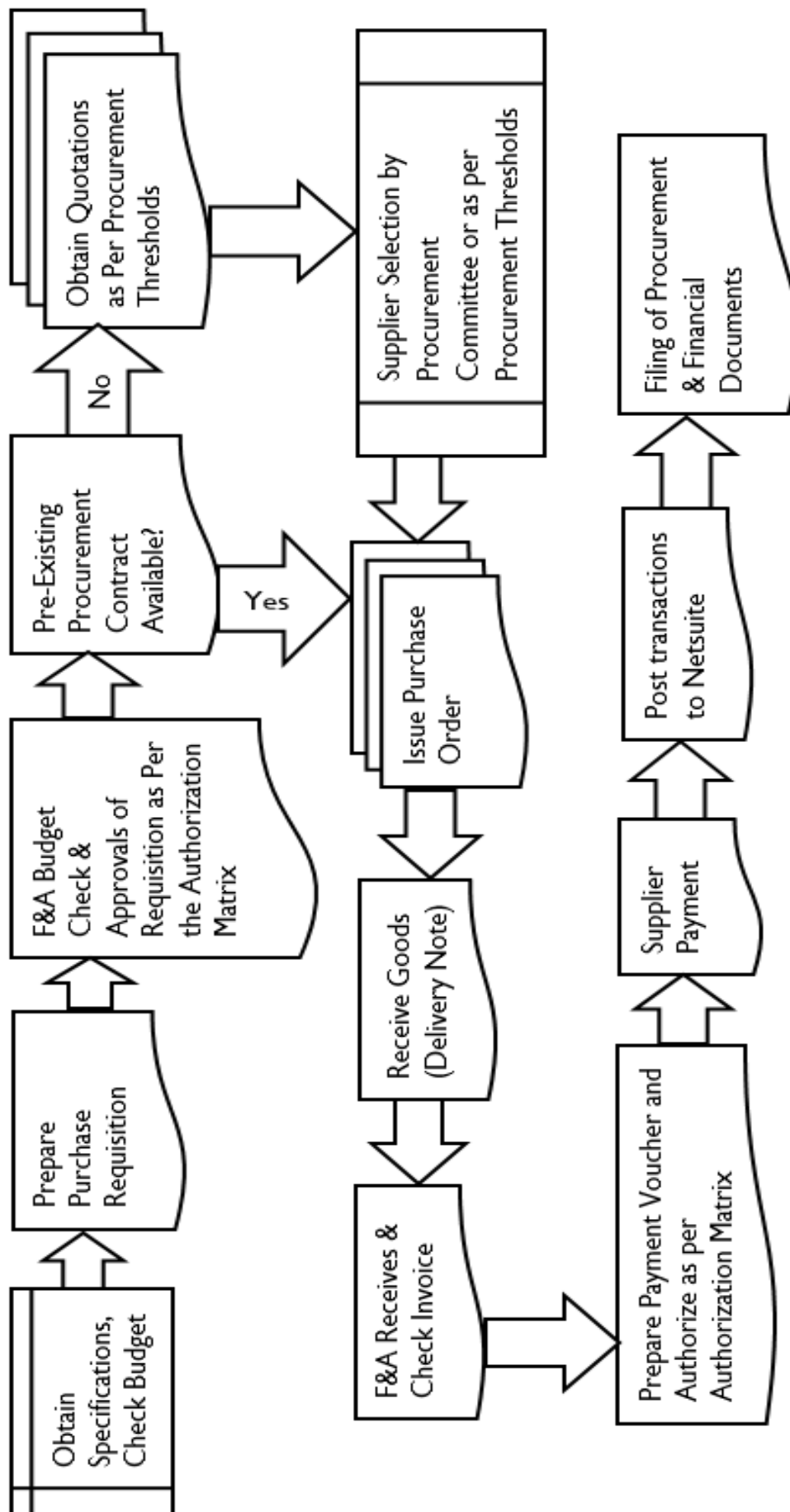
Annexures

Summary of E4Impact's procurement flow from start to finish:

Procurement flow:

- i. Procurement planning with each department submitting their plans to Finance
- ii. Purchase requisition prepared by requestors
- iii. Approval of requisition per the Authorization Matrix
- iv. Solicitation of quotes from approved supplier list or eligible suppliers
- v. Procurement Committee sitting to deliberate on the quotes
- vi. Purchase Orders prepared, authorized, and issued to suppliers
- vii. Delivery of goods or services by the supplier and issue of a Delivery Note
- viii. Invoice received and checked by the Finance Department for accuracy
- ix. Preparation of a payment voucher with appropriate authorization
- x. Payment to the supplier completed
- xi. Transaction posted in NetSuite
- xii. Filing of completed procurement and finance documents

Illustration I. E4Impact's Procurement flow chart



PROCUREMENT POLICY DECLARATION

I certify that I have read and understood E4Impact's Procurement Policy & Procedure Manual and agree to abide by the guidance and conditions therein.

Name: _____

Signature: _____

Date: _____

Witness: (E4Impact's Staff)

Name: _____

Signature: _____

Date: _____

Annex 1. Procurement Plan Template.

PROCUREMENT PLAN TEMPLATE													
Fiscal Year													
Updated on									ESTIMATED QUANTITY REQUIRED				
Item #	Item Description	Specs/ Model #	Quantity	Unit of Measure	Estimated Unit Cost	Total Estimated Cost	Department or Project	Region/ Project Site	July-Sept	Oct-Dec	Jan-March	April-June	Preferred Procurement Location
1						-			-	-	-	-	
2						-			-	-	-	-	
3						-			-	-	-	-	
4						-			-	-	-	-	
5						-			-	-	-	-	
6						-			-	-	-	-	
7						-			-	-	-	-	
8						-			-	-	-	-	
9						-			-	-	-	-	
10						-			-	-	-	-	
11						-			-	-	-	-	
12						-			-	-	-	-	
13						-			-	-	-	-	
TOTAL						-			-	-	-	-	

Annex 2. Sample Supplier Prequalification Tool

PREQUALIFICATION

FOR

EQUIPMENT, GOODS AND SERVICES PROVIDERS

Fiscal Year.....

ABOUT THE PREQUALIFICATION CALL

E4Impact's mission is to Offer a portfolio of **entrepreneurship programs in 20 African Countries by 2023**, leading an ever-greater impact on the continent in terms of entrepreneurs trained, new enterprises launched, and new jobs created in the formal economy.

Our vision is to develop a new generation of **impact entrepreneurs in Africa**.

E4Impact uses various technology tools and services to enhance operations and program delivery and hereby invites applications from interested and eligible firms for pre-qualification for the supply of the under listed goods and services for the Financial Year (...indicate the starting FY...) and Financial Year (...Indicate the ending FY...) All the suppliers with whom we are currently engaged also need to re-apply. *Please note that, if submitting for more than one category, you can tick on the list against each category for which the supplier is eligible/qualified to bid and as such, no need to submit separate applications for each category.*

Category	Category Code	Item Description	Tick Applicable Categories
Goods and Equipment			
A1	E4I/PREQ/01/FY__-__	Supply of computers – laptops	
A2	E4I/PREQ/02/FY__-__	Supply of mobile devices – feature phones, smart phones, and tablets	
A3	E4I/PREQ/03/FY__-__	Supply of peripheral devices – PC monitors, printers, scanners, copiers, all-in-ones, and projectors.	
A4	E4I/PREQ/04/FY__-__	Supply of general office electronics and audio-visual equipment	
A5	E4I/PREQ/05/FY__-__	Supply of mobile device accessories – phone and tablet screen protectors, tablet covers, phone covers, power banks, chargers, memory cards etc.	
A6	E4I/PREQ/06/FY__-__	Supply of computer accessories and consumables – mouse, keyboards, web cams, USB memory sticks, laptop adapters, toner and ink cartridges.	
A7	E4I/PREQ/07/FY__-__	Repair, maintenance and part replacement of laptops, printers, copiers, all-in-ones, and projectors.	
A8	E4I/PREQ/08/FY__-__	Motorcycle helmets & riding gear	
A9	E4I/PREQ/09/FY__-__	Stationery	
SERVICE			
A10	E4I/PREQ/10/FY__-__	Provision of meals, accommodation & hall hire for meetings	
A11	E4I/PREQ/11/FY__-__	Provision of health insurance services	
A12	E4I/PREQ/12/FY__-__	Taxi services	

PREQUALIFICATION INSTRUCTIONS

I. Introduction:

E4Impact would like to invite interested candidates who must qualify by meeting the set criteria as provided to perform the contract of supply and delivery or provision of goods and services to the organization. The main objective of this pre-qualification of suppliers is to create a ready database of providers who can supply and deliver Information and ICT equipment, goods and services under relevant bid or quotations to the organization as and when required during the two-year period ending..... (*indicate ending period*). This call is open to suppliers registered with (*indicate the relevant statutory regulatory bodies for the applicable country(ies)*) respect to the merchandise or services for which they intend to present bids/prequalification responses. Mandatory information, including proof of such registration will need to be provided by prospective suppliers as part of their bids. To be considered for pre-qualification, prospective suppliers must submit all the information required on the forms/questionnaire.

Duly completed pre-qualification and other supporting documents should be addressed to:

The Procurement Committee

E4Impact.....

Physical Address..... (*Indicate the physical address for E4Impact's office where the documents will be submitted to*)

Clearly addressed prequalification documents are to be submitted in hard copies at the E4Impact office, (*Indicate the physical address for E4Impact's office where the documents will be submitted to*).

Soft copies of **clearly scanned** filled, signed and stamped prequalification documents can also be submitted in PDF format electronically by uploading them to [this link](#) on or before..... (*Indicate date and time*)

For any inquiries during the preparation or submission process, please send an email to (*indicate email*) clearly outlining and describing the questions and areas that require clarifications. All email inquiries will be responded to within 2 business days and the latest date for sending questions and inquiries is by (*indicate last day of receiving queries*).

2. Essential Criteria for Prequalification

Experience - Prospective suppliers of ICT goods and services should demonstrate ability and experience to organize, supply and deliver any of the categories of goods and services listed in the specific goods/service categories for which they have submitted prequalification bids.

Financial Capability – The supplier’s financial capability will be determined by examination of the prior two year’s audited financial statements submitted with prequalification documents, as well as letters of reference from their bankers regarding credit/financial position.

Past Performance – The past performance of suppliers shall be given due consideration in the prequalification exercise. Letters of reference from the past and present clients should be included to support such experience as may be necessary.

Capacity of the Firm – Prospective suppliers of goods and services should demonstrate that they have the technical, physical, logistical and human resource capacity to supply and deliver the category of goods and/or services that they are seeking to be pre-qualified for.

Criteria for Selection

Below are the criteria that will be used for scoring, with all potential suppliers who obtain 60% and above would be included in the supplier list if they are approved by the Procurement Committee. These criteria and the scores may change from time to time to meet the objectives of the prequalification.

No.	Information/Document Required	Point Score
i.	Detailed Company profile	10
ii.	Registration Certificate /Business License/ Commercial License	20
iii.	Valid Tax Compliance Certificate	10
iv.	Evidence of relevant experience	15
v.	Sufficient evidence of valid bank details	20
vi.	Physical location & contacts	15
vii.	Presentation of documents	<u>10</u>
	Totals	<u>100</u>

SUPPLIER INFORMATION QUESTIONNAIRE

Name of the Company _____
House/Building No _____
Street Name _____
Postal Code _____
City _____
Region _____
Country _____

Contact Numbers/Address

Telephone Nos. _____ Contact Person: _____
E mail Address _____ Website: _____

Business Organization: ☐ Corporation ☐ Partnership ☐ Sole Proprietorship

Business License No: _____ Place/Date Issued: _____ Expiry Date _____

No. of Personnel _____ Regular _____ Contractual/Casual _____

Nature of Business/Trade

- | | | |
|---------------------------------------|--|--|
| <input type="checkbox"/> Manufacturer | <input type="checkbox"/> Authorized Dealer | <input type="checkbox"/> Information Services |
| <input type="checkbox"/> Wholesaler | <input type="checkbox"/> Retailer | <input type="checkbox"/> Computer Hardware |
| <input type="checkbox"/> Trader | <input type="checkbox"/> Telephone & Accessories | <input type="checkbox"/> Printing & Photocopy Services |
| <input type="checkbox"/> Consultancy | <input type="checkbox"/> Others _____ | |

N/B. Provide additional information and documentation to support the Authorized Dealership (e.g. for Dell, HP, Samsung etc.)

Number of Years in business: _____

List complete products & services currently offered (Provide as many as possible)

Payment Details

Payment Method	<input type="checkbox"/> Mobile Money	<input type="checkbox"/> Check	<input type="checkbox"/> Bank Transfer	<input type="checkbox"/> Other
Currency	<input type="checkbox"/> Loc. Currency	<input type="checkbox"/> USD	<input type="checkbox"/> EUR	<input type="checkbox"/> Other
Terms of Payment	<input type="checkbox"/> 30 days	<input type="checkbox"/> 15 days	7 days upon receipt of Invoice	
Advance Payment	<input type="checkbox"/> Yes	<input type="checkbox"/> No	% of the Total Purchase order	

Bank Details:

Bank Name	_____
Country	_____
Bank Account Name	_____
Bank Account No.	_____
Swift Code	_____
Iban Number	_____

Key Personnel & Contacts *(Authorized to sign and accept Purchase Order/Contracts & other commercial documents)*

Name	Title/Position	Signature	Telephone/Contacts
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Have you ever provided products and/or services to E4Impact?

<input type="checkbox"/> Yes	<input type="checkbox"/> No
------------------------------	-----------------------------

If yes, list the department and name of the person to whom you provided such goods and/or services.

Name of Person	Office	Items Purchased
_____	_____	_____
_____	_____	_____

Do you have any relative who worked with E4Impact at one time or another, or are presently employed with E4Impact? If yes, kindly state their name and relationship.

_____	_____	_____
-------	-------	-------

TRADE REFEREES

Please provide in the table below details of at least three projects you have undertaken relevant to the job you are bidding for that have been performed over the last three years, or that are relevant to this prequalification requirement.

Client	Client Contact No.	Nature of The Engagement	Start Date	Total Supplied Value To Date

REQUIREMENT CHECK LIST

Please submit the following documents together with the Information Sheet:

Document	For VE use only	
	Submitted	Not Applicable
Recent Company Profile (including the names of owners, key officers, technical personnel/staff and their experience)		
Company's Articles of Association, Partnership or Corporation, whichever is applicable, including amendments thereto, if any		
Certificate of Registration		
Valid tax compliance certificates & PIN certificate		
Valid government permits/licenses		
Audited Financial Statements for the last three years (six months of bank statements can be attached in absence of this)		
List of offices/distribution centers/service centers (if applicable)		
List of major engagements/contracts entered into for the last three years (indicate whether current/ongoing or completed/ended)		

**** Indicate if an item is not applicable. Failure to provide any of the documents mentioned above will result in automatic "failed" rating.**

I hereby certify that the information above is true and correct. I am also authorizing E4Impactto validate all claims with concerned authorities/sources listed.

Received by:

Name: _____ Position/Title _____

Signature _____ Date _____

Name: _____ Position/Title _____

Signature _____ Date _____

Name: _____ Position/Title _____

Signature _____ Date _____

Supplier's Official Rubber Stamp:

Annex 3. Sole Source/Exception Form

E4Impact Sole Source/Exception to Prequalification Process

1. Date of Request: _____
2. Request from whom: _____ Signature: _____
3. Name of person/department to receive exception: _____
4. Justification for a single source/exception to prequalification _____

Signatures (or e-approvals)

Supervisor: Name: _____ Date: _____ Signature _____

Country Director/Designate: Name: _____ Date: : _____ Signature _____

Annex 4. Procurement Threshold

PROCUREMENT APPROVAL LIMITS

Range/Limits	Mode of payment	Approval Authority
<10,000	Petty cash	Center manager/Project accountant
10,001– 200,000	Cash/mobile money/Cheque/ online	Project manager/Project accountant
200,001 – 1,000,000	Cheque/online banking	Project manager/Project accountant
1000,001 – Above	Cheque/online banking	Project manager/Project accountant, Manager East Africa

PROCUREMENT METHODS & THRESHOLDS

Purchase Value	Method of Procurement
1-10,000	<ul style="list-style-type: none">✓ No procurement✓ Direct purchase using petty cash
10,001– 500,000	<ul style="list-style-type: none">✓ Pre-Qualified supplier✓ Direct procurement, single sourcing with one quotation
500,001 – 1,500,000	<ul style="list-style-type: none">✓ Pre-Qualified supplier✓ Non-Public tender✓ Competitive bidding with at least two quotations
1000,001 – Above	<ul style="list-style-type: none">✓ Public Tender,✓ Competitive Bidding with more than 3 quotations/ proposals

Additional notes:

- The applicable exchange rates for the respective countries will be the default budget conversation rate for the current fiscal year.
- Purchase Requisitions to include approvals by the Budget Manager/Departmental Head and Finance Department to confirm budget availability before the process can move to the next level.
- Public bidding will be done as per specific country's statutory requirements where tenders will be advertised in public channels and bids opened publicly.

Annex 5. Sample Purchase Requisition

PURCHASE REQUISITION FORM/REQUEST FOR QUOTATION

Requisition No. _____ (The requisition number to be provided by the Finance Department)

Requisition Date: _____

Items required by when: _____

Department/Project Name: _____

Deliver to: _____

No.	Item/Service Description/Specifications	Quantity	Estimated Unit Price	Estimated Budget Amount
1				
2				
3				
4				
5	Add rows below****			

Requested by: _____ **Date** _____ **Sign** _____

Approved by: _____ **Date** _____ **Sign** _____

For IT use only: (Technical approval is required for all IT equipment)

Verified by: _____ **Date** _____ **Sign** _____

For Finance use only:

Budget availability: Yes ☐ No ☐ Confirmed by _____ Sign _____ Date _____

Annex. 6. Sample Quotation Form

The Procurement Committee

E4Impact.....

Physical Address.....

www.

REQUEST FOR QUOTATION FOR: e.g. laptops/personal protective equipment/hotels

Vendor Name: _____

Address _____

Mobile Phone: _____

You are invited to submit your quotation for the items listed below.

As you fill in the details, please take note of the following:

1. This quotation is **NOT** an order
2. The quotation **MUST** indicate the final unit and extended price **in....** (Indicate the applicable currency) (inclusive of all **STATUTORY TAXES**)
3. The quotation **MUST** be signed and bear the **official rubber stamp** of the vendor
4. The Quotation should indicate **LEAD TIME** (duration) for delivery of the items
5. Indicate all **TERMS AND CONDITIONS** of the purchase in the space provided.

No.	Item Description	Unit	Quantity	Unit Price	Total Cost
1	Indicate the specific item and specifications (e.g. Lenovo Thinkbook intel core i5 (10 th gen) 8GB DDR4 RAM, 14") (New condition)	Pcs			
2					
3					
4					
5					
	(You can add rows as many as required)				
Totals (inclusive of taxes)					
Payment terms					
Delivery period (duration for delivery of items)					
Price validity period					
Warranty period (where applicable)					

Date of the Quotation: _____ (To be indicated by E4I before sending out)

Vendor's Representative Name: _____ Signature: _____ Date: _____

Rubber Stamp:

Annex 7: Terms & Conditions

RFP/RFQ Terms & Conditions:

The following issues should be mentioned explicitly in all requests for quotations/RFPs:

- i. The quotation/RFP is NOT an order
- ii. The quotation/RFP MUST indicate final unit and extended price in the country's primary currency or USD (inclusive of all STATUTORY TAXES)
- iii. The quotation/RFP MUST be signed and bear the official rubber stamp of the vendor
- iv. The quotation/RFP should indicate LEAD TIME (duration) for delivery of the items
- v. All other TERMS AND CONDITIONS associated with the purchase/proposal be indicated
- vi. Any other condition that the country office may deem fit to be included in the bid documents

Purchase Order Terms & Conditions:

- i. Payment terms: Payment will be done via EFT or RTGS or Cheque upon fulfillment of the order
- ii. Please mention the Purchase Order Number on the invoice and Delivery Note
- iii. All deliveries to be made to the designated address above
- iv. Please note that we reserve the right to reject goods that are of poor quality or not as per the order
- v. Goods to be delivered within 15 days from the date of the Purchase Order
- vi. Any other condition that the country office may deem fit to be included in the Purchase Order

Annex 8: Sample Purchase Orders

LOCAL PURCHASE ORDER

Order Number _____

E4Impact

Physical Address:

Tel:

www_

Vendor Representative.....

Vendor Name:

Telephone No:

Currency_____

Description	Quantity	Unit price (inclusive of taxes)	Amount
HP PROBOOK 430 G8 NOTEBOOK Part No: 2X7M7EA Intel core UMA i7-1165G7 430 G8 / 13.3 FHD AG UWVA 250 HD / 8GB 1D DDR4 3200 / 512GB PCIe NVMe Value / Windows 10 professional 64bit / 1 year warranty / 720p / Clickpad / Intel Wi-Fi 6 AX201 ax 2x2 MU-MIMO nvP.	1	124,120.00	124,120.00
Total			124,120.00

Delivered to: _____ By when: _____

Terms and conditions

- Payment will be done via EFT or RTGS upon fulfillment of the order
- Please mention the Purchase Order number on the invoice and Delivery Note
- All deliveries to be made to the designated address above
- Please note that we reserve the right to reject the goods that are of poor quality or not as per the Purchase Order
- Goods to be delivered within 15 days from the date of the Purchase Order

SIGNED ON BEHALF OF E4IMPACT:

Prepared by: _____ Sign: _____ Date: _____

Reviewed by _____ Sign: _____ Date: _____

Authorized by: _____ Sign: _____ Date: _____

Annex 9: Goods Received Note:

GRN NO: _____

Supplier Name: _____ Order Number: _____

Items Delivered by: _____ Sign: _____ Date _____

GOOD RECEIVED NOTE				
No.	Items Delivered	Order Quantity	Delivered Quantity	Note
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Received by: _____ Sign: _____ Date: _____

Verified by: _____ Sign: _____ Date: _____

Annex 10: Verbal Quote Sheet

Verbal Quote Sheet

Quote. 1

Contact Person: _____ Tel: _____ Date: _____

Supplier Name: _____

Supplier's Physical Address: _____

No.	Item/Service Description	Quantity	Unit Price	Amount
1				
2				
3				
4				

Quote. 2

Contact Person: _____ Tel: _____ Date: _____

Supplier Name: _____

Supplier's Physical Address: _____

No.	Item/Service Description	Quantity	Unit Price	Amount
1				
2				
3				
4				

Quote. 3

Contact Person: _____ Tel: _____ Date: _____

Supplier Name: _____

Supplier's Physical Address: _____

No.	Item/Service Description	Quantity	Unit Price	Amount
1				
2				
3				
4				

Quotes sourced by: _____ Sign _____ Date: _____

Ratified by: _____ Sign _____ Date: _____

Ratified by: _____ Sign _____ Date: _____



East African Office

Ushirika Road, Karen.

P.O. BOX 15055- 00509, Nairobi, Kenya.

Tel: +254 -712-526-952

Email: accelerator.kenya@e4impact.org;

Website: www.e4iaccelerator.org

