



**Knowledge for World
Conservation (KWC)**
Climate, Forests, and People

KNOWLEDGE FOR WORLD CONSERVATION (KWC)

PROCUREMENT POLICY



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1. Introduction and definition

The businesses and individuals that provide goods and services to Knowledge for World Conservation (KWC) are considered its vendors. This procurement policy is about streamlining the process for heightened efficiencies and managing vendor relationships to ensure that the agreements made are mutually beneficial for both parties.

This policy establishes standards and guidelines for the procurement of supplies, equipment and services to KWC and it is to ensure that they are obtained as economically as possible through an open and competitive process, and that contracts are managed with good administrative practices and sound business judgment.

The Code of Conduct of KWC governs the performance, behaviour and actions of board members, employees, directors, volunteers, or agents who are engaged in any aspect of procurement, including – but not limited to – purchasing goods and services; awarding contracts and the administration and supervision of contracts.

- ✚ No staff, officer, director, volunteer or agent of KWC shall participate in the selection, award or administration of a bid or contract or if a conflict of interest is real or apparent to a reasonable person.
- ✚ KWC identifies the occurrence of conflicts of interest when any employee, officer, director, volunteer or agent of KWC has a financial, family or any other beneficial interest in the vendor firm selected or considered for an award.
- ✚ No KWC staff, officer, director, volunteer or agent shall do business with, award contracts to, or show favoritism toward a member of his/her immediate family, spouse's family or to any company, vendor or concern who either employs or has any relationship to a family member; or award a contract or bid which violates the spirit or intent of

Ghana's procurement laws and policies established to maximize free and open competition among qualified vendors.

As permitted by law, rule, policy or regulation, KWC shall pursue appropriate legal, administrative or disciplinary action against an employee, officer, director, volunteer, vendor or vendor's agent who is alleged to have committed, has been convicted of or pled no contest to a procurement related infraction. If the said person has been convicted, disciplined or pled no contest to a procurement violation, he/she shall be removed from any further responsibility or involvement with grants management, procurement actions or bids, consistent with the national policy.

2. Solicitation and Competition

All procurement transaction at KWC will be conducted to provide – to the maximum extent possible – free and open competition among suppliers. KWC will analyse the need for the procurement, to avoid the purchase of unnecessary items. The purchaser must will also identify and clearly specify standards for the goods or services desired, and seek competitive offers where possible to obtain the best possible quality at the best possible price.

For procurements under GHC 1,000.00 the decision may be made by the Finance Officer.

Best practices

In general: The Accounts Officer will undertake some form of cost or price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis will be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.

For procurements from GHC1,001.00 to GHC20,000.00 prior approval shall be obtained from the Executive Director

Best practice

THREE INVOICES will be sought for goods and services exceeding GHC 1,000. Procurement files will include the following:

- Basis for contractor selection.
- Justification for lack of competition when competitive bids or offers were not obtained.
- Basis of award cost or price.

Whenever possible, KWC shall engage in affirmative efforts to utilise small businesses, minority owned firms, and women's business enterprises.

Selection

- Price should be one of the factors in the evaluation of responses, but KWC will not be required to take the lowest price if other factors are important to the decision.
- There will be an objective method for selection, and any factors for evaluation and selection should be listed in the procurement documents.
- Awards shall be made to offeror whose terms are responsive to the solicitation and is most advantageous to KWC (price, quality and other factors considered).
- An offer may be rejected when it is in KWC's interest to do so.

For procurements over GHC 20,000.00 approval from the Chair of the Audit Committee is required.

Best practice

Documentation at a minimum, procurement records will clearly show how KWC:

- Executes price sampling for large purchases;
- Selects the method of procurement and the type of contract to be used;

- Determines which bids or proposals to accept and which to reject; and
- Determines the basis for the contract cost or price.

3. Contract Administration

KWC has an overall system of contract administration to ensure proper oversight and management of procurement actions. KWC will evaluate all contractor performance and documenting, as appropriate, whether contractors have met the terms, conditions and specifications of the contract. This will include progress inspections/ reports, interim products, inspection of goods delivered or services rendered, and other such methods that provide assurance that the goods or services purchased are being delivered within the scope of the contract.

KWC's contract administration system will ensure that:

- ✚ The method of procurement will be documented and records maintained for five years after final payment is made;
- ✚ All activities will be carried out and costs incurred in compliance with applicable requirements; and
- ✚ Before payment is made, services performed will be verified to be adequate and consistent with the contract scope of services.

4. Review of Policy

This policy shall be reviewed annually by the Board of Directors. Any changes to the policy shall be communicated immediately to all Responsible Persons.

5. Adoption

This policy was adopted by the Board of Directors of the Knowledge for World Conservation (KWC) on;

Date: 19/09/2018

Signature: *Alhassan Attah*

Name: Alhassan Attah

Position: Chairman of KWC Board

Date of last review: 12/12/2023