



Green The Environment (GTE)

Procurement POLICY Of Green The Environment



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General Procurement Policy

The purpose of this manual is to establish the policies and procedures of Green The Environment (GTE) concerning the acquisition of goods and services. GTE's procurement policies and procedures are designed to ensure timely, efficient, and economic procurement, within the guidelines of good business practices. Otherwise, these policies and procedures will apply to all procurement actions irrespective of funding source and payment method. All purchases and procurements shall be reasonable and necessary (i.e., no unnecessary items shall be purchased).

Procurement Policies and Guidelines

The following principles should be adhered to in the procurement of materials and services :

- (a) Fair Competition Organization should treat all bidders with fairness and ensure that they are given the same level of information when preparing quotations or tenders.
- (b) Conflict of Interest Situations of conflict of interest with the business of the Organization should be declared to the Organization in accordance with the code of conduct of the Organization.
- (c) Cost-effectiveness Quotations and tenders should be evaluated not only on competitiveness in pricing but also factors such as the quality of the products/services and track records of the bidders.
- (d) Transparency To ensure transparency, tender documents should provide all the necessary information to facilitate submission of appropriate and competitive tenders.
- (e) Public Accountability Organization shall be held accountable to the Leisure and Cultural Services Department and the public for any procurement involving the use of public fund.

Procurement Committee Of Green The Environment:

Sl #	Name	Designation	Position in the committee	Responsibility
1	Dr. Md. Omar Faruque Khan	Advisor	President	To preside the meeting, Provide technical support, organize procurement, formation of team from the PROC to procure.
2	Md Azad Mia	Executive Director	Member Secretary	Organize, collection of quotation, preparation of BID summary, invitation of meeting, organize procurement as per the decision of the PROC, preparation of work order and ensure all other formalities as per Procurement policy and guide line.
3	Rafiqul Islam	Accounts Officer	Member	Assist in organizing collection of quotations and procurement. Review the all Quotation, Bid Summary and visit to Spot
4	Md. Elias Ali	Coordinator	Member	Assist in organizing collection of quotations and procurement. Review the all Quotation, Bid Summary and visit to Spot

Regulating Authorities

GTE will follow the policies set forth in this manual, except as it is deemed necessary to adhere to certain rules set forth by a specific donor. In the case of conflict, GTE will defer to the donor's policies except if it could prejudice or liable GTE by such action. In such a situation, the Board of Directors will decide what further course of action to take. It is the responsibility of the Executive Director to bring any potential policy conflicts immediately to the attention of the Board of Directors.

Procurement Instruments

GTE uses three basic procurement instruments: (1) purchase orders, (2) consultant agreements, and (3) project contracts. It is GTE's policy to not use the "cost-plus-a-percentage-of-cost" or the "percentage of construction cost" methods of contracting.

1. Purchase Orders GTE will use a purchase order to procure small quantities of office supplies and equipment. Purchases will be made from vendors offering the best value in price, support services, and delivery procedures. Purchase orders are not used for consultant services and subcontracts, travel advances and reimbursements, monthly or periodic bills (e.g., rent, telephone, utilities, equipment leases, and maintenance agreements), minor recurring expenses (e.g., courier services), and items paid from petty cash. Purchase orders will be prepared by the Administrator Assistant, with the approval of the Executive Director, and should clearly describe the item(s) being purchased, the estimated purchase amount, and the purpose of the purchase.

2. Consultant Agreements. Consultant agreements are contracts with individuals (i.e., consultants or independent contractors in business for themselves, not bona fide companies and not GTE employees) for specialized services that cannot (either because of time or skill level) be performed by GTE employees. GTE will use a consultant agreement when the individual is performing a specialized type of work under a contract that clearly specifies the scope of work, rate and terms of compensation, time period of performance, deliverables, and terms of the agreement.

3. Project Contracts. Project contracts are contractual relationships for project-related services. GTE will use a project contract when none of the other procurement instruments are appropriate and when the

1. contract will have very specific responsibilities for a major component of GTE's award. Normally, a project contract is for large dollar amounts where each party is seeking terms and conditions that will protect both parties. The project contract should clearly describe the scope of work, the rate and terms of compensation, the period of performance, deliverables, and terms of the agreement. GTE's standard contract language shall generally be used in establishing project contracts (see Attachment A), although a simple letter contract, which specifies the scope of work, the rate and terms of compensation, the period of performance, deliverables and terms of the agreement, may also be used in certain cases (e.g., short-term or lower cost contracts).

Code of Conduct

GTE requires full and open disclosure when dealing with procurement. As such, GTE employees and members of the Board of Directors must avoid strictly any conflict of interest or the appearance of a conflict of interest. GTE employees and the Board of Directors must at all times provide full disclosure of their actions or relationships with prospective vendors, contractors, or consultants. If there is the slightest doubt as to the propriety of a procurement action, then the Executive Director should be contacted immediately.

GTE Employees. Employees shall not engage in conduct resulting in a real, potential, or apparent conflict of interest. A conflict of interest may arise when any action by a GTE employee, whether isolated, recurring, or continuous, is to the direct financial advantage of this employee, of their spouse, parent, or child. Employees shall not participate in the selection, final choice, or management of a contract, covered by donor funds, if a real, potential, or apparent conflict of interest would be involved. Such a conflict of interest would arise when any employee or any member of their family, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm/organization selected for a final contract. GTE employees must at all times provide full disclosure of their actions or relationships with perspective vendors, contractors, or consultants. If any family member is to be employed or contracted, then prior approval from the Board of Directors is required.

GTE employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, sub-recipients, parties of project contractors, or entities regulated by its member states. GTE employees are, however, allowed to accept gifts at of a nominal face value not to exceed \$25. As appropriate, either the Executive Director or the Board of Directors will be responsible for determining the disciplinary action that will be imposed for any conflict of interest violations.

Members of the Board of Directors. The Board of Directors shall not engage in conduct resulting in a real, potential, or apparent conflict of interest. A potential conflict of interest may arise when action by a Broad member, whether isolated, recurring, or continuous, is to the direct financial advantage of this individual, or their spouse, parent, or child. As appropriate, the Board of Directors will be responsible for determining the disciplinary action that will be imposed for any code of conduct violations.

Purchasing Necessary Items

Only items that are necessary for the efficient and effective operation of GTE will be purchased. This pertains both to items purchased for the indirect operations of GTE or direct project operations.

Lease versus Purchase Analyses

Where appropriate, an analysis will be conducted as to whether it is more cost effective or practical to purchase or lease a necessary item. This analysis will be the performed by an appropriate member of the executive staff, the Executive Director, or the Administrative Assistant.

Procurement Authority

The authority to approve and execute procurement transactions on behalf of GTE is as follows:

Purchases and Contracts Specific procurement responsibilities are identified in the GTE By-Laws:

"The Board of Directors may unanimously authorize any officer or officers, agent or agents to enter into a contract or execute or deliver any instrument in the name of and on behalf of the Consortium and such authorization may be general or confined to specific instances. In the absence of other designation,

all contracts, grants, or similar instruments shall be executed in the name of the Consortium by the Chair and the Treasurer; and when so executed, no other party to such instrument or any third party shall be required to make any inquiry into the authority of the signing officer.”

“The Treasurer shall receive and disperse funds in accordance with the policies determined by the Board of Directors. Some or all duties of the Secretary and the Treasurer may be delegated in writing to one or more of the executive staff.” In accordance with these provisions, the Executive Director has been authorized to write and sign checks drawn against the accounts of the Consortium, up to the amount of ten Laks Taka per check.

Prior Approvals. Before proceeding with project purchases of goods or services, prior written approval may be required by the donor. For example, the federal government requires prior approval for all equipment purchases, and any subcontracts and sub-grants that are awarded under a grant or contract. Prior written approval is considered to have been provided if the item of cost requiring prior approval has been detailed in the proposal’s project description and budget, and it is incorporated into the budget of the final award. Supplies, materials and general support service contracts, of a recurring, administrative nature, do not require prior approval. Requests for prior approvals, when required, are submitted to the awarding federal agency by the Administrative Assistant under direction of the Executive Director. No procurement will occur without the required prior approval.

Procurement Records

For each procurement action, the Administrative Assistant shall maintain a procurement file with the following information:

- signed copy of the procurement instrument (e.g., contract or purchase order);
- all amendments to the procurement instrument;
- copies of all bids and offers;
- all purchase specifications including delivery requirements;
- cost/price analysis that was the basis for the award cost or price;

- as applicable, a written justification as to why sole source or minimum competition was used;
- written explanation as to why the winning contractor was selected; and
- upon completion of the contract, written comments regarding the quality of the vendor's services and guidance and recommendations regarding potential future work.

As stated in the Property Management Policy Manual, the Administrative Assistant shall maintain a property control log.

Cost/Price Analysis

A cost/price analysis will be conducted for each procurement action. The cost analysis shall consist of a review and evaluation of each element of a cost proposal to determine its reasonableness, allocability, and allowability. The price analysis shall consist of comparing price quotations, market prices, and similar information. If a cost/price analysis is performed away from the GTE offices (e.g., state employees on behalf of GTE), then that procurement shall not be initiated until copies of the cost/price analysis has been received by GTE.

Formal Solicitation Process

A formal solicitation must be conducted for each procurement greater than (or equal to) Ten Laks (10,00,000). This solicitation will be performed in accordance with the following steps:

Bidders' List. GTE will prepare and maintain an up-to-date list of qualified and capable individuals and contractors throughout North America. The bidders' list is maintained in the GTE main office and will be updated on a frequent and regular basis as additional firms submit qualifications and expressions of interest.


Prepare Request for Proposals (RFPs) Upon approval by the Board of Directors, the Executive Director shall prepare RFPs in consultation with the appropriate GTE Committee and the Project Team. Each RFP will contain the following information:

- Ø brief statement of purpose or intent
- Ø clear statement of the products or services required in sufficient detail to allow the preparation of a responsive bid
- Ø clear statement that the contracting agency will be GTE;
- Ø date and time by which proposals must be returned;
- Ø statement that all procurements will be in accordance with a copy of which will be provided on request;
- Ø if applicable, statement that public and quasi-public agencies will be allowed to submit bids in competition with private firms;
- Ø evaluation criteria; and
- Ø any other information which it may be necessary or desirable to provide.

3. Distribute RFPs. GTE will send RFPs by facsimile, mail, electronic mail, or hand delivery to all firms on the bidders' list. RFPs will also be sent to any other firms, non-profit organizations, or public agencies which express an interest in submitting a proposal; show evidence of sufficient qualifications and experience to submit a serious proposal; and meet the criteria for contractors as set forth in 40 CFR Part 30.

4. Review Proposals. All proposals will be reviewed by the Executive Director, the Project Team, the appropriate GTE Committee, or other appropriate individuals using standard evaluation criteria, such as price, quality, delivery terms, contractor integrity, financial and technical resources, accessibility to other necessary resources, and record of past performance. Any reviewer who has been an employee of any of the organizations submitting proposals, or who is directly related by blood or marriage to a senior employee of any organizations submitting proposals, shall notify the Executive Director of this, and, at the discretion of the Executive Director, may be excluded from participation in the review process. At its discretion, the GTE Committee may interview one or more of the applicants.

5. Contractor Selection. The Executive Director in consultation with the appropriate GTE Committee and the Project Team will be responsible for selecting a contractor. Written documentation of the review process, including all ranking sheets, and the basis for contractor selection shall be prepared by



the Executive Director and maintained in the GTE main office. If the recommendation does not represent a consensus, then any minority positions shall be recorded.

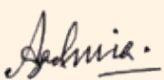
No procurement will be made from a contractor identified on the General Services Administration maintained "List of Parties Excluded from Federal Procurement and Non-procurement Programs."

6. Contracting. Once the selection has been made, the Executive Director will negotiate a contract with the selected organization. Prior to forwarding the procurement instrument for signature, the Executive Director shall verify that funds are available to cover the costs of the procurement, and review the reasonableness of the payment provisions.

The Administrative Assistant is responsible for obtaining the appropriate signatures and forwarding a final, original, signed copy to the contracting organization.

7. Monitoring Performance. The Executive Director, an appropriate member of the executive staff, or the Administrative Assistant shall be responsible for monitoring the implementation of the procurement instrument and shall ensure the fulfillment of all written requirements. If the contracting organization violates any of the terms or conditions of its award, then GTE's responsible party shall notify the Executive Director immediately. The Executive Director is responsible for taking appropriate corrective action.

The Administrative Assistant shall provide GTE's responsible party with sufficient advance notice about the date and hour of each delivery of goods, and shall prepare all the necessary conditions for receiving a delivery. Upon delivery, GTE's responsible party shall check the type and amount of delivered goods or services by noting them on the back of the delivery form. If a delivery is not in compliance with the terms of the procurement instrument, unless it is within normal commercial practices and there is no evidence of violation of any policies, then the Administrative Assistant shall be advised. The Executive Director, in conjunction with the Administrative Assistant, is responsible for taking appropriate corrective action.



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