The African Technology Policy Studies Network (ATPS)

PROCUREMENT POLICY & PROCEDURES MANUAL

Version 1.0

DOCUMENT CONTROL

Item	Details
Document Title	ATPS Procurement Policy and Procedures Manual
Owner	Finance and Administration Function
Version	1.0
Effective Date	August 2024
Review Cycle	At least every three years, or earlier where required
Approved By	Competent ATPS authority
Supersedes	Procurement provisions in the Financial and Accounting Procedures Manual
Applies To	All ATPS staff, consultants, committees and persons participating in ATPS procurement

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1. INTRODUCTION

1.1 Background

The African Technology Policy Studies Network (ATPS) is a pan-African organization implementing research, policy, capacity-building and development programmes. Procurement is a key support function through which ATPS obtains goods, works, consulting services and other services required to achieve its objectives.

1.2 Purpose

This Manual establishes a standalone framework for planning, sourcing, evaluating, approving, contracting, receiving and paying for procurement at ATPS. It consolidates and expands procurement provisions previously contained in the Financial and Accounting Procedures Manual.

1.3 Objectives

- Ensure value for money and responsible stewardship of funds.
- Promote transparent, fair and competitive procurement.
- Provide clear roles, approval responsibilities and segregation of duties.
- Protect ATPS and its donors against fraud, conflicts of interest and procurement irregularities.
- Create a complete audit trail for every procurement.
- Support consistent procurement across institutional and donor-funded projects.

1.4 Scope

The Manual applies to all ATPS procurement financed from institutional funds, grants, projects and other resources, unless a financing agreement requires a stricter or specifically different procedure.

1.5 Donor and Legal Requirements

Where a donor agreement, applicable law or funding condition imposes a more stringent procurement requirement than this Manual, the stricter requirement shall apply to the extent legally permissible. The applicable requirement shall be documented in the procurement file.

2. PROCUREMENT PRINCIPLES

a) Value for Money

ATPS shall seek the optimum combination of price, quality, fitness for purpose, delivery, sustainability and total cost of ownership. Lowest price alone does not automatically constitute best value.

b) Competition

ATPS shall obtain competitive quotations from qualified suppliers wherever practicable.

c) Transparency

Procurement decisions shall be supported by clear specifications, documented evaluation criteria, approvals and an auditable record.

d) Fairness and Equal Treatment

Suppliers shall be treated consistently and evaluated against stated requirements.

e) Integrity

Participants shall act honestly, avoid improper influence and disclose conflicts of interest.

f) Economy and Efficiency

Procurement shall be timely, cost-effective and proportionate to the need.

g) Accountability

Each procurement shall have identifiable responsibility for requesting, evaluating, reviewing and approving.

h) Proportionality

Controls shall reflect value, complexity, risk and donor requirements.

3. GOVERNANCE AND RESPONSIBILITIES

3.1 Procurement Committee

The Procurement Committee shall review procurement recommendations, promote competition and value for money, and provide documented recommendations or approvals within delegated authority.

Member	Primary responsibility
Finance and Administration Officer – Chairperson	Chairs meetings; oversees procurement/financial compliance.
Procurement ICT Advisor	Provides ICT and specialized technical advice.
Programme Manager – Technical Advisor	Confirms technical requirements, specifications, and deliverables.
Finance and Administration Assistant – Procurement Focal Person	Coordinates RFQs, maintains files/registers, and serves as committee secretary.
Procurement Approver	Exercises delegated approval authority.
Head of Requesting Department	Confirms need, specifications, budget/activity alignment, and acceptance.

3.2 Segregation of Duties

To the extent practicable, requesting, sourcing, evaluation, approval, receipt, and payment shall be performed by different personnel.

3.3 Management

Management shall provide oversight, adequate resources, and enforcement of this Manual.

3.4 Requesting Department

Defines the need, prepares specifications/Terms of Reference, participates in evaluation, and confirms satisfactory delivery.

3.5 Finance

Verifies budget availability, financial approvals, completeness of supporting documentation and payment controls.

4. PROCUREMENT PLANNING

Procurement shall be linked to approved annual work plans, budgets, and project activities. Departments should identify recurring requirements early to reduce emergency procurement and procurement fragmentation.

Element	Minimum requirement
Need	Clear business/project justification.
Budget	Approved budget and funding source.
Specification/ToR	Clear, neutral and measurable requirements.
Timing	Required delivery date and procurement lead time.
Method	Method justified by value, complexity and risk.
Donor rules	Applicable requirements identified before solicitation.

5. PROCUREMENT METHODS

Method	Application	Core control
Shopping / RFQ – LCS	Routine goods and straightforward services	Competitive quotations and documented comparison.
Consultant Qualification Selection – CQS	Consultants and specialized professional services	Qualification/technical assessment and documented selection.
Open competitive solicitation	Where wider competition is appropriate or approved suppliers cannot provide the requirement	Advertisement or wider RFQ distribution.
Single Source / Direct Procurement	Exceptional circumstances only	Written justification and authorized approval.
Emergency Procurement	Urgent unforeseen circumstances	Documented emergency justification and post-procurement review.

5.1 Shopping / Least Cost Selection

ATPS primarily uses shopping for goods and routine services. RFQs shall normally be sent to qualified suppliers to obtain competitive offers. The lowest evaluated responsive quotation shall normally be recommended where technical and commercial requirements are met, while maintaining a value-for-money assessment.

5.2 Consultant Qualification Selection (CQS)

CQS shall be used for consultants where qualifications, relevant experience, methodology, and suitability are central to selection. Inclusion in the ATPS consultant database does not guarantee selection.

5.3 Single Source

Single-source procurement shall be exceptional and require written justification, price/value-for-money assessment, and authorized approval. Possible grounds include genuine urgency, compatibility, proprietary requirements, continuity, or demonstrably impracticable competition.

5.4 Emergency Procurement

Emergency procurement may be used where an unforeseen event requires immediate action and normal procedures would cause material harm. The file shall document the circumstances, supplier selection, price reasonableness, and post-procurement review.

6. SUPPLIER AND CONSULTANT MANAGEMENT

6.1 Approved Vendor Database

ATPS shall maintain a controlled database of verified vendors. Verification may include registration, tax compliance, contact/address information, bank details, references, relevant experience, and conflict-of-interest declarations.

6.2 Vendor Contracts

Where appropriate, verified suppliers shall enter into contracts, framework agreements, or other written arrangements defining deliverables, prices, payment terms, warranties, confidentiality, ethics, and termination.

6.3 Vendor Performance

Suppliers may be evaluated on quality, timeliness, responsiveness, compliance, pricing, and overall performance. Poor performance may result in corrective action, suspension, or removal, subject to fair process.

6.4 Consultant Database

The consultant database shall be periodically updated. Assignment-specific competition shall remain the default unless a documented exception applies.

7. STANDARD PROCUREMENT PROCEDURE

a) User department raises an approved Purchase Requisition or equivalent request.
b) Finance office confirms budget availability.
c) Procurement prepares and issues RFQs or solicitation documents.
d) Quotations/proposals are received and recorded.
e) Technical and financial evaluation is conducted against stated criteria.
f) Procurement Committee reviews the evaluation and recommendation.
g) Authorized approver grants approval.
h) LPO, purchase order or contract is issued.
i) Supplier delivers; requesting department inspects and confirms acceptance.
j) GRN, completion certificate or equivalent evidence is prepared.

k) Supplier submits invoice and required supporting documents.
l) Finance verifies the complete trail and processes payment.
m) Procurement file is closed and retained for audit and monitoring.

7.1 RFQ Requirements

- Clear description/specification and quantities.
- Delivery location and deadline.
- Quotation validity period.
- Taxes and pricing basis.
- Submission deadline and contact point.
- Evaluation basis and mandatory requirements.

7.2 Evaluation

Criterion	Examples
Mandatory compliance	Registration, tax status, required documents.
Technical	Specification compliance, methodology, experience, quality.
Commercial	Price, taxes, delivery, warranty, payment terms, total cost.
Value for money	Quality-price balance, lifecycle cost, reliability and risk.

7.3 Recommendation

The evaluation report shall identify the recommended supplier, basis of recommendation, quotations considered, deviations and clarifications. Recommendation shall be approved before commitment to the supplier.

8. PURCHASE ORDERS, CONTRACTS AND DELIVERY

8.1 Local Purchase Order (LPO)

An LPO or purchase order shall be issued only after required evaluation and approval and shall state the supplier, description, quantity, price, delivery requirements, and applicable terms.

8.2 Contracts

A written contract shall be used where the nature, duration, value, risk, or donor requirements warrant it. Contracts shall clearly state scope, deliverables, milestones, payment terms, confidentiality, intellectual property where relevant, termination, and dispute provisions.

8.3 Receipt and Inspection

The requesting department shall verify quantity, quality, and conformity before acceptance. Discrepancies shall be documented and resolved before payment.

9. PAYMENT CONTROLS

Payment shall only be made after Finance confirms that procurement, delivery, and approval requirements have been met.

Document	Purpose
Approved Requisition	Authorized need.
Quotation/Evaluation	Competition and selection evidence.
LPO/Contract	Authorized commitment.
Delivery Note	Evidence of delivery.
GRN/Completion Certificate	Evidence of acceptance.
Invoice	Supplier payment claim.
Payment voucher	Accounting audit trail.

10. DOCUMENT CONTROL AND SIGNATURES

All procurement documents shall be prepared, reviewed/checked, and approved by authorized personnel. As a minimum, procurement documents shall carry three appropriate control signatures: Prepared By, Reviewed/Checked By, and Approved By, unless a form or donor requirement requires additional signatories.

Stage	Control
Prepared	Officer responsible for preparation.
Reviewed/Checked	Independent review for completeness, accuracy and compliance.
Approved	Authorized person confirms commitment/decision.
Technical confirmation	Requesting department confirms technical suitability where applicable.

11. ETHICS, CONFLICTS OF INTEREST AND ANTI-FRAUD

- Actual, potential, or perceived conflicts of interest shall be disclosed.
- Procurement information shall remain confidential.
- Gifts, kickbacks, commissions, or improper benefits are prohibited.
- Collusion, bid manipulation, false quotations, and procurement splitting are prohibited.
- A conflicted participant shall not take part in the affected evaluation or decision.
- Suspected fraud or misconduct shall be reported through ATPS-approved channels.

11.1 Conflict Declaration

Participants shall sign a conflict-of-interest and confidentiality declaration confirming that they will act objectively and protect procurement information.

12. SUPPLIER COMPLAINTS AND DISPUTE MANAGEMENT

Suppliers may raise legitimate concerns about procurement processes. Complaints shall be handled objectively, confidentially, and without retaliation. ATPS shall document the complaint, review the record, communicate the outcome where appropriate, and take corrective action when required.

13. RECORDS MANAGEMENT AND AUDIT

Each procurement shall have a complete physical or electronic file sufficient for an independent reviewer to reconstruct the procurement decision.

- Requisition and budget evidence.
- RFQ/solicitation and invitations.
- Quotations/proposals.
- Evaluation and comparison.
- Committee minutes/recommendation.
- Approvals and award notification.
- LPO/contract.
- Delivery/acceptance records.
- Invoice and payment records.
- Relevant correspondence and declarations.

Records shall be retained according to ATPS records-retention requirements, applicable law, and donor agreements, applying the more stringent requirement where legally permissible.

14. PROCUREMENT MONITORING AND COMPLIANCE

Finance and Administration shall periodically review procurement files for competition, value for money, documentation, and segregation of duties. Management may conduct spot checks and internal reviews.

Indicator	Illustrative measure
Competition	Percentage of procurements with required competition.
Compliance	Percentage of complete and properly approved files.
Value for money	Evidence of price comparison and technical suitability.
Timeliness	Cycle time against required delivery date.
Supplier performance	On-time delivery, quality and responsiveness.
Exceptions	Number and value of single-source/emergency procurements.

15. PROCUREMENT RISK MANAGEMENT

Risk	Control
Overpricing	Competitive quotations, market checks and value-for-money review.
Supplier conflict	Due diligence and conflict declarations.
False quotations	Supplier verification and comparison of independent submissions.
Procurement splitting	Annual planning and review of related purchases.
Poor quality	Clear specifications, inspection and performance monitoring.
Late delivery	Clear deadlines, contract terms and follow-up.
Donor non-compliance	Donor rules reviewed before procurement.

16. SPECIAL PROCUREMENT CONSIDERATIONS

16.1 ICT and Specialized Equipment

Specialized ICT purchases shall include technical specifications and review by the Procurement ICT Advisor or another qualified specialist.

16.2 Consultancy

Consultancy Terms of Reference shall define objectives, deliverables, duration, qualifications, reporting arrangements and payment milestones. Selection shall be based on documented qualifications and value for money.

16.3 Recurrent Services

Recurring services should, where economical, be procured through contracts or framework arrangements rather than repeated ad hoc purchases.

16.4 Sustainability

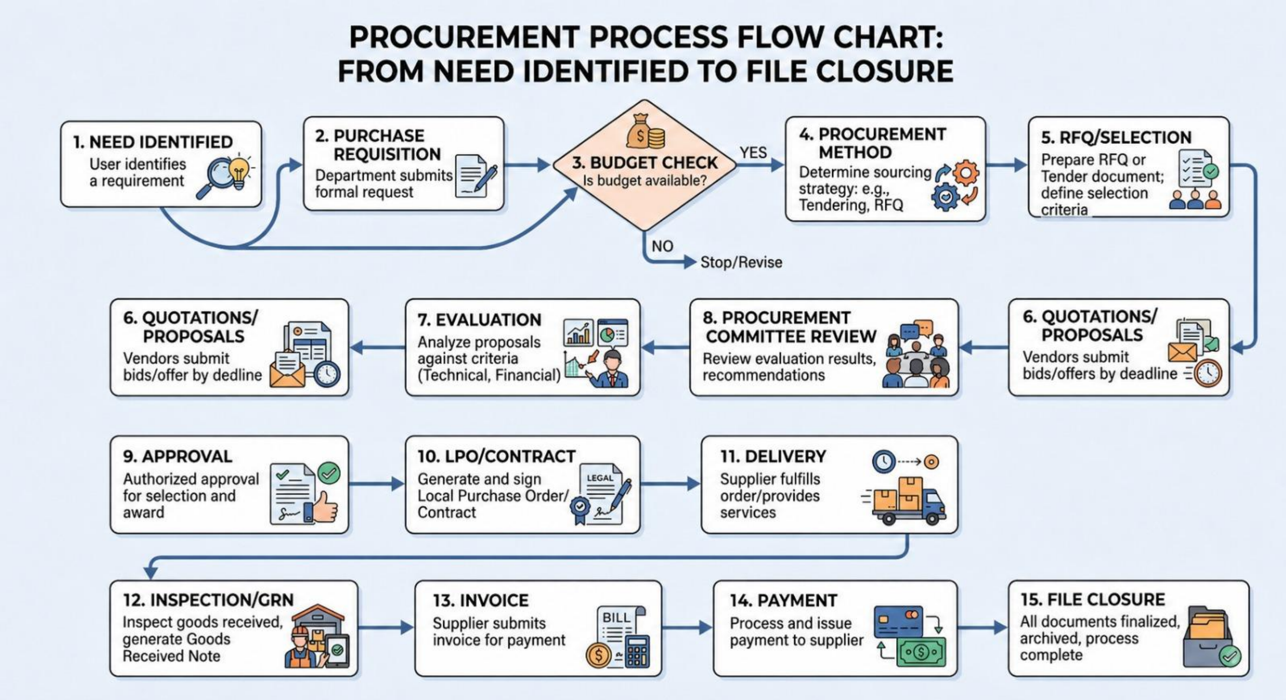
Where practical, ATPS may consider environmental and social sustainability, durability, responsible sourcing, and lifecycle costs.

17. PROCUREMENT RESPONSIBILITY MATRIX

Activity	Requesting	Procurement Focal	Finance/Admin	Technical	Approver
Define need/specification	R	C	C	C	I
Budget confirmation	C	C	R	I	A
Issue RFQ	I	R	C	C	I
Technical evaluation	R	C	C	R	I
Financial comparison	C	R	R	I	I
Committee recommendation	C	R	A/C	C	I
Approval	I	C	C	I	A
LPO/contract	C	R	C	I	A
Receipt/acceptance	R	C	C	C	I
Payment	C	C	R	I	A

R = Responsible; A = Accountable/Approving; C = Consulted; I = Informed.

18. PROCUREMENT FLOWCHART



19. APPENDICES AND STANDARD TEMPLATES

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A	Purchase Requisition Form
B	Request for Quotation (RFQ)
C	Quotation Comparison Schedule
D	Bid/Quotation Evaluation Report
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F	Vendor Registration and Due Diligence
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Appendix A: Purchase Requisition Form

Field	Details
Requesting Department	
Project/Activity	
Description/Specification	
Quantity	
Required Date	
Estimated Cost	
Budget Code	
Justification	
Prepared/Reviewed/Approved	

Appendix B: Request for Quotation (RFQ)

RFQ Field	Details
RFQ Reference	
Supplier	
Specification/Quantity	
Delivery location	
Closing date/time	
Quotation validity	
Submission instructions	
Terms	

Appendix C: Quotation Comparison Schedule

African Technology Policy Studies Network

8th FLOOR – THE CHANCERY – VALLEY ROAD – NAIROBI

MAILING ADDRESS
P O Box 10081-00100
NAIROBI, KENYA
Email: executivedirector@atpsnet.org; info@atpsnet.org
Website: http://www.atpsnet.org

Date:

Project:

Activity:

Quotes Analysis for Procurement of XXX

Item	Qty	Supplier 1	Supplier 2	Supplier 3
Item 1	1	1.00	2.00	3.00
Item 2	1	1.00	2.00	3.00
Total		**$ 2.00**	**$ 4.00**	**$ 6.00**

Recommendation:

The procurement team recommends procuring the Laptop from **Supplier 1** for quoting the most competitive price and payment to be made after delivery.

Prepared by:

Finance & Admin Assistant | **Procurement Focal Person**

Sign…………………… | Date:……......................

Reviewed by:

Finance and Administration Officer | **Procurement Chairperson**

Sign…………………… | Date:……......................

Approved by:

Executive Director, ATPS

Sign…………………… | Date:……......................

Appendix D: Bid/Quotation Evaluation Report

Criterion	Requirement/Weight	Supplier A	Supplier B	Supplier C
Mandatory compliance				
Technical/quality				
Experience				
Price				
Delivery				
Recommendation				

Appendix E: Consultant Evaluation – CQS

Criterion	Score/Comments
Qualifications	
Relevant experience	
Technical approach	
Availability	
References	
Financial proposal where applicable	
Recommendation	

Appendix F: Vendor Registration and Due Diligence

Information	Details
Legal name	
Registration/tax details	
Address/contact	
Bank details	
Ownership/key contacts	
Experience/references	
Conflict declaration	
Verification/date	

Appendix G: Vendor Performance Evaluation

Performance Area	Rating/Comments
Quality	
Timeliness	
Responsiveness	
Compliance	
Value for money	
Overall rating/action	

Appendix H: Procurement Committee Attendance and Minutes

Name and Position	Attendance	Comments/Declaration

Appendix I: Conflict of Interest and Confidentiality Declaration

Name	Role	Conflict disclosed?	Signature	Date

Appendix J: Procurement Checklist

Check	Yes/No	Remarks
Requisition		
Budget		
RFQs		
Quotations		
Evaluation		
Committee review		
Approval		
LPO/Contract		
Delivery/GRN		
Invoice		
Payment		
File complete		

Appendix K: Local Purchase Order Template

LOCAL PURCHASE ORDER

African Technology Policy Studies Network

8TH FLOOR - THE CHANCERY - VALLEY ROAD - NAIROBI

MAILING ADDRESS
P.O. Box 10001-00100
NAIROBI, KENYA
Email: executivedirector@atpsnet.org
finance@atpsnet.org
Website: http://www.atpsnet.org

Vendor Name: ____________________
Address: ____________________
Telephone: ____________________
Email Address: ____________________

ORDER NO. 0150

Date: ____________________

PLEASE SUPPLY THE FOLLOWING GOODS

No:	DESCRIPTION	QUANTITY	UNIT PRICE	TOTAL AMOUNT
		Sub-TOTAL		
		VAT		
		TOTAL		

Project to Charge ____________________ **Donor** ____________________
Prepared by: ____________________ **Sign** __________ **Approved by:** ____________________ **Sign:** __________
Date ____________________ **Date** ____________________

Additional Notes: ____________________
____

Appendix L: Goods Received Note / Service Completion Certificate

Field	Details
Supplier	
LPO/Contract	
Date	
Description	
Quantity/Deliverable	
Condition/Quality	
Accepted by/signature	

Appendix M: Contract Award Recommendation Memo

Field	Details
Reference/Requirement	
Method/Exception	
Justification	
Supplier	
Price/Value-for-money assessment	
Risk controls	
Prepared/Reviewed/Approved	

Appendix N: Single Source Procurement Justification

Field	Details
Reference/Requirement	
Method/Exception	
Justification	
Supplier	
Price/Value-for-money assessment	
Risk controls	
Prepared/Reviewed/Approved	

Appendix O: Emergency Procurement Justification

Field	Details
Reference/Requirement	
Method/Exception	
Justification	
Supplier	
Price/Value-for-money assessment	
Risk controls	
Prepared/Reviewed/Approved	

Appendix P: Procurement File Index

Document	Included	Reference/Location
Requisition		
RFQ		
Quotations		
Evaluation		
Committee Recommendation		
Approval		
LPO/Contract		
Delivery/GRN		
Invoice		
Payment evidence		
Correspondence		
Declarations		

20. EFFECTIVE DATE AND REVIEW

This Manual shall become effective upon formal approval by the competent ATPS authority. It shall be reviewed periodically and whenever significant changes occur in ATPS operations, applicable law, donor requirements, organizational structure, or procurement risk.

Email: procurement@atpsnet.org

…END OF MANUAL…

The African Technology Policy Studies Network (ATPS)

This Procurement Policy & Procedures Manual provides the framework for transparent, efficient, and accountable procurement practices.

CONTACT INFORMATION

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