Um-Alyateem for Development Foundation
(UDF)

Procurements Policy

Preface

UDF work & activities requirements do not need complicated procedures for procurement or logistics, in emergency situations and relief projects in crises, UDF sets its own procedures for cooperation with partners, depending on the situation and the size of the interventions required, below is the normal UDF procedures and mechanisms which followed for procurement

Goals:
- Purchase of goods and services is necessary for UDF projects, the daily operation and to sustain UDF activities. The aim of the internal control system for the supplying of goods and services is to:

  1. Ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals, to ensure purchases made do not exceed the budget provided and to ensure purchased goods and services conform with the quantity and price specified in the order.
  2. Identify a specific mechanism responsible for procurements, quality, offers analysis and decision making

Methodology:
- UDF established a (Procurements Committee) from (3) persons responsible for providing goods & services and all other requirements for UDF and its projects, the committee headed by a person who put criteria & priorities by using of competitive bidding. The first criterion in choosing a supplier is the lowest bid with providing of the required level of service or an adequate guarantee by supplier. UDF follows the below steps in choosing the lowest bid:

  - For purchases under 1000 USD, a price survey by telephone of two suppliers will be sufficient for determining the supplier

  - For purchases above 1000 USD, a quotation/invoice shall be obtained from three local suppliers

- Purchases from a sole source shall be explained in the purchase file

Purchases
Employees making purchases as part of the project activity or for UDF work follow these mechanisms:

a- Submit a purchase request – the employee requesting a purchase fills a requisition form (annex-1) which is approved by the Executive Director then send it to finance division.

b- Order form – the finance division issues the order form (annex-2), after it is signed by the Executive Director. The head of committee will make the purchase successful on the basis of the order form.

c. Delivery receipt – After the purchase has been made, a delivery receipt (annex-3) will be issued by the finance division for the supplier, who will sign it and give it back to the finance division.
Annex-1

Purchase request Form

<table>
<thead>
<tr>
<th>No.</th>
<th>Item</th>
<th>Description</th>
<th>Unit price</th>
<th>Quantity requested</th>
<th>Total amount</th>
</tr>
</thead>
<tbody>
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</table>

المجموع Total

Date:

Requester name:

Signature of Applicant

المقر العام: بغداد- الحرية- دور نواب الضباط - منطقة السلام- شارع 30
رقم الاتصال: 07800043829

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بيبسي الله الرحمن الرحيم

مؤسسة أم اليتيم للتنمية
Non Governmental Organization (NGO)

استمارة أمر الشراء

Annex-2
Purchase order form

تاريخ الاستمارة: Date :

بناء على طلب المقدم من قبل ................ تمت الموافقة على شراء المادة................. بالمواصفات المرفقة
والبالغ قيمتها (     ) على ان لا يتجاوز المبلغ (    ) .

Upon to the request submitted by ................., the purchase of the material ----------- approved according to the attached specifications, which it costs------ the amount shall not exceed------

توقيع لجنة المشتريات

Signature of the Procurement Committee

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Annex-3
Receipt form

I confirm receiving the listed below material on ................................ and confirm that it is identical to the required specifications which it costs ............

Signature of accountant