



SWASHODHAN TRUST

(Regn. No. 286/2017 12 A and 80 G approved)

3-5-1119/11, Kachiguda X Roads, Rajmohalla, Hyderabad - 500 027, Telangana, India

Tel.: +91 9493334954, USA No. : 8326102842

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www.swashodhan.org

Procurement Policy

I. Purpose

- To establish guidelines for the procurement of goods and services that ensure transparency, fairness, and cost-effectiveness while adhering to legal and ethical standards.

II. Scope

- This policy applies to all employees, volunteers, and board members of the NGO involved in purchasing goods or services on behalf of the organization.

III. Principles

1. **Transparency:** All procurement activities should be conducted openly and transparently to ensure trust and accountability.
2. **Fairness:** Ensure equal opportunities for all potential suppliers and service providers.
3. **Competitiveness:** Procurements should be conducted in a manner that encourages competition among suppliers.
4. **Integrity:** All procurement activities must be conducted ethically and without conflicts of interest.

IV. Procurement Procedures

1. **Needs Assessment:**
 - Identify and document the need for goods or services, including specifications and estimated costs.
2. **Budgeting:**
 - Ensure that all procurements are within the approved budget and align with the organization's strategic goals.
3. **Supplier Selection:**
 - Develop criteria for supplier selection that may include price, quality, delivery time, service, and past performance.
 - Maintain a list of approved suppliers and conduct regular evaluations.



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4. Methods of Procurement:

- **Small Purchases (below a certain threshold):** Can be made informally or through a simplified process.
- **Competitive Bidding:** For larger purchases, solicit multiple quotations (typically at least three) from different suppliers to ensure competitive pricing and terms.
- **Request for Proposals (RFPs):** Used for complex or high-value procurements, outlining requirements and evaluation criteria.

5. Documentation:

- Maintain comprehensive documentation for all procurement processes, including requisitions, quotes, purchase orders, contracts, and correspondence.

6. Contract Management:

- Establish and formalize contracts with selected suppliers, ensuring that terms and conditions protect the NGO's interests.

V. Ethical Considerations

- Prohibit any procurement practices that could lead to conflicts of interest, including relationships with suppliers.
- Require staff to disclose any potential conflicts of interest before engaging in procurement activities.

VI. Financial Oversight

- Require approval of all procurement activities at designated levels based on thresholds set by the organization (e.g., a manager for small purchases and a board member for significant expenditures).

VII. Supplier Relationship Management

- Foster positive relationships with suppliers while maintaining accountability in transactions.
- Conduct regular reviews of supplier performance, including quality, reliability, and adherence to contract terms.



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VIII. Compliance and Accountability

- Ensure compliance with relevant local laws and regulations governing procurement.
- Establish procedures for reporting unethical practices or non-compliance with this policy.

IX. Training and Awareness

- Provide training for staff involved in procurement processes to ensure they understand and adhere to this policy.
- Promote awareness of ethical procurement practices within the organization.

X. Review and Amendments

- This policy should be reviewed at least annually and updated as necessary to reflect changes in laws, organizational needs, or best practices.

Employee

Administrator

Date