

Effective as from 1 January 2017

PROCUREMENT OF GOODS AND SERVICES POLICY

1. PREAMBLE

The Centre is committed to procuring the best possible goods and services for the achievement of its objectives and the implementation of its activities. This commitment should be in line with the Centre's basic values of accountability, transparency, equality and equity.

In the implementation of this policy, the Centre shall give preference to:

- Previously disadvantaged persons;
- Women; and
- Persons with disabilities.

This shall in no way be interpreted to indicate that goods and/or services of an inferior quality shall be acceptable at any time.

All staff members understand that it is in the best interests of the Centre to comply strictly with this policy and commit themselves to bringing irregularities with regard to the procurement of goods and services to the attention of Management.

In order to exercise general financial management and control, the Centre commits itself to the implementation and maintenance of a sound purchasing function.

The purchasing function involves the procurement of materials, supplies, equipment and services at the lowest possible cost and consistent with required quality standards. The main goal is to promote the Centre's best interests through intelligent action and fair dealing that results in the acquisition of maximum value for the expenditure incurred.

The functions of the system include the following:



This is the Policy of the Legal Assistance Centre.
It may be used for reference purposes only.

- Identifying the need for goods or services.
- Placing purchase orders.
- Acceptance of goods delivered.
- Validation.

2. **SOURCE DOCUMENTS**

- Purchase requisitions.
- Purchase orders.
- Receiving reports (Delivery notes)
- Suppliers' invoices.

3. **PROCEDURES**

When the need for goods or services has been identified which have a value of more than N\$10 000-00 (ten thousand Namibian dollars), at least three quotations for such goods or services have to be obtained, if possible and available, and evaluated before placing the purchase requisitions. In the event that it is not possible to procure 3 quotations, a written explanation must be attached to the purchase requisition or order.

(A) **PROCUREMENT OF GOODS**

Purchase requisitions must be authorized by a member of the Coordinating Committee.

When goods are received, same should be counted and inspected for possible damages by the project assistant. The project assistant shall ensure that the goods conform to the specifications on the original purchase order and acknowledge the quantities received.

Upon receipt of the invoices from the suppliers, these must be checked against the purchase orders and delivery notes before being approved for payment.



(B) PROCUREMENT OF SERVICES

- a) Coordinators may, in certain circumstances, approve the use of a service provider whose quotation is not the lowest.
- b) These circumstances may relate to the quality of the work or the availability of other service providers or any other sufficient reason.
- c) The requisition order must include a written motivation for the use of a specific service provider in these circumstances.
- d) Consultants may only be recruited with the approval of the relevant Coordinator or Director. The terms of the consultants shall be determined by the Coordinators or Director in accordance with the requirements of the consultancy to be rendered.
- e) Consultants are not employees of LAC and are therefore not entitled to any benefits as listed in the Conditions of Employment and Employment Policies. They are hired by LAC through contractual arrangements entered into with each consultant, specifying the period of the contract, the nature of the assignment, including deliverables and the terms thereof, including fees or rates.
- f) The project Coordinator will draft the necessary consultancy agreement and same shall be approved and signed by the Director or his or her nominee.
- g) The original consultancy agreement shall be filed with the Director.

4. ACQUISITION OF FIXED ASSETS AND EQUIPMENT

Management must approve the acquisition of any type of fixed assets.



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Purchase requisitions together with three quotations must be forwarded to Management for approval, provided that a written explanation should be provided should 3 quotations not be obtained or be desirable.

The purchase orders will be issued to the approved vendors.

5. GENERAL

It is specifically noted that there is no obligation to accept the cheapest quotation, keeping in mind that the quality of the goods or services in question are of paramount importance.

The Director may in exceptional circumstances approve the relaxation of any of the provisions of this policy.

APPROVED BY THE BOARD OF TRUSTEES ON 9 DECEMBER

