



2022

PROCUREMENT POLICY

Healthy Shield Foundation



PROCUREMENT POLICY

Date Issued	August 01, 2022	
Approved by	Monica Pili Bernard Chief Executive Officer Healthy Shield Foundation (HESHIF)	August 01, 2022 
Endorsed by	Adv. Walta Carlos Chair Person, Board of Directors, Healthy Shield Foundation (HESHIF)	August 01, 2022 



PROCUREMENT

(This policy is made of a repealed part 15 of the Administrative Policy)

1.1 Purpose

The purpose of this policy is to enable Healthy Shield Foundation (HESHIF) to procure quality goods and services at the least expensive price, in a manner that is efficient, transparent, accountable and consistent with best business practices. This policy articulates the guiding principles, roles, authority levels and main procedures to be used in procurement processes at HESHIF.

1.2 Guiding Principles

1.2.1 *Cost effectiveness:* HESHIF shall obtain quality and reliable goods and services at the least expensive (best) price. Competitive and independent quotes shall be solicited when more than one supplier is available, and that offers and tenders shall be reviewed objectively. Transaction costs involved in procurement shall be taken into account in determining costs.

1.2.2 *Transparency and documentation:* Criteria used by HESHIF shall always be transparent. Price comparison forms shall be used to ensure that HESHIF obtains competitive prices in the most transparent way. All documentation related to procurement shall be kept in secure files. Relevant documentation includes: quotes, invitation to tender, tenders, the tender evaluation record and the final decision, as well as the payment voucher (PV) and all supporting documents. Documents shall be kept securely for a period of seven (7) years.

1.2.3 *Non-discrimination:* HESHIF is an equal opportunity organisation, and shall not discriminate against supplier on the basis of race, ethnicity, age, sex, sexual orientation, marital status, origin, disability, creed, political belief, religion or HIV status in procuring any product or service. Procurement from any supplier who is related to a HESHIF employees should generally be avoided and in all cases fully disclosed, and the employee concerned shall absent himself/herself in the procurement decision process.

1.2.4 *Zero Tolerance for Corruption:* HESHIF shall exercise zero tolerance for corruption in all matters, including procurement. No HESHIF employee may benefit or seek to benefit in any way whatsoever from any procurement. Any HESHIF employees who is offered any inducement, payment, gift or other reward to influence the procurement process, or is



aware of another employee being involved in the same, shall report the matter immediately to the Executive Director.

1.2.5 *Accountability:* All persons involved in the procurement process, including the Executive Director and the Head of Finance and Administration shall seek to ensure that both the letter and spirit of the procurement policy is adhered to. The Head of Finance and Administration shall exercise final scrutiny to ensure procurement is consistent with HESHIF policies before an order is placed and/or payment is made. All procurement decisions and documentation shall be subject to scrutiny during both internal and external auditing processes.

1.3 Procurement Authority Levels

1.3.1 *Recurring purchases:* Regular major purchases include (but not limited to) stationery and travel services. HESHIF shall solicit bids from at least five suppliers once each year. The Head of Finance and Administration shall analyse the bids and recommend the best suppliers for approval by the Executive Director. The selected supplier shall be used for all relevant purchases for a specified period not exceeding 12 months. HESHIF may purchase goods and services from a different supplier where this can secure comparable quality and reliability at better rates.

1.3.2 *Purchases under Tshs 200,000:* Competitive quotes may be secured for procurement of under Tshs 200,000 or its equivalent in USD, but shall not be required unless the purchase shall be recurring. Where formal quotes are not sought procurement should still seek to attain quality, and reliability at the best possible price. The Head of Finance and Administration may approve procurement up to this amount, after confirmation and endorsement from the Executive Director.

1.3.3 *Non-regular purchases over Tshs 200,000 or equivalent in USD:* For non-regular purchases exceeding a value of Tshs 200,000 or its equivalent in USD, HESHIF shall seek independent quotations from no less than 3 independent suppliers. The Head of Finance and Administration shall collaborate with other 4 employees of the organization to make a special committee of 5 people to systematically analyse the bids on a special form provided for this purpose, and make a recommendation in relation to quality and reliability for the best price. The special committee will include the Manager of the project/budget holder. The committee will not be permanent; each of the procurement



may require its own committee. The manager of the budget code to which the purchase is to be charged (Programme Officer or Head of Finance and Administration) shall scrutinise and endorse it before it is forwarded to the Executive Director for approval. After approval, the Head of Finance and Administration shall prepare the LPO once he/she is satisfied that the documentation is accurate and consistent with this Policy. The relevant documentation and copy of the LPO shall be attached to the PV.

1.3.4 Publications: Price bids for publications shall be requested each year from at least 5 reliable printing companies. Based on this a set of printers (not less than 2) who provide quality and reliability at the best prices shall be selected and deemed as pre-qualified printing suppliers for a specified period not exceeding twelve (12) months. Quotes for printing shall then be requested from pre-qualified printing suppliers for each order. Quotes shall be compared and decision made as per non-regular purchases.

1.3.5 Large purchases: All large purchases exceeding Tshs. 25,000,000 or its equivalent in USD shall require a tender, which may or may not be advertised in the newspapers. However, bids must be sought from at least 5 suppliers. Purchases exceeding Tshs. 50,000,000 or its equivalent in USD shall require an open tender advertised in major national newspapers. The Board Chairperson, the Executive Director and one other board member shall endorse all tender awards.

1.4 Tenders

Tender documents shall contain all relevant information such as technical specifications, terms of reference, and commercial conditions. Such conditions shall include the time frame for the provision of the goods/services. Tenders shall be required to be submitted in sealed envelopes, which may only be opened at the time the evaluation is performed to ensure that all tendering companies have equal footing in the process. Tenders shall only be assessed on the Terms and Conditions specified in the invitation to tender. The recommendations shall be documented and the Executive Director shall arrange to forward to the Board Chair and one other board member for endorsement.

1.5 Exceptions

In special or extenuating circumstances, the Executive Director may make exceptions to the above requirements where this can be justified to be in the interest of HESHIF. Exceptions shall always only be done as a last resort and used only rarely. In all cases the



reasons for departure from normal practice shall be fully explained, documented and authorised as follows:

- For purchases up to Tshs. 5,000,000 or its equivalent in: The Executive Director may authorise procurement.
- For purchases between Tshs. 5,000,000 or USD 5,000 and Tshs. 25,000,000 or USD 25,000: The Executive Director may authorise procurement, with the endorsement of the Chairperson of the Board.
- For purchases beyond Tshs. 25,000,000 or its equivalent in USD: The Executive Director may authorise procurement, with the endorsement of the Chairperson and at least two other Board Members.

These Policies are effective from August 01, 2022.

Approved by:

Name: Monica Pili Bernard Title: Executive Director

Signature: 

Date: August 01, 2022

Endorsed by the Board of Directors:

Name: _Adv. Walta Carlos

Title: August 01,2022

Signature: 

Date: August 01, 2022

