Vouchers for Reproductive Health Services Project









Vouchers for Reproductive Health Services Project ("VMA")

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Standard Operating Procedure ("SOP")

TITLE: PROCUREMENT

Version Date: Wednesday, 02 February 2011

Replaces SOP No.: New Dated: New

Document owners: Marcel Reyners, Team Leader ("TL")

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Use only current electronic version of SOPs for reference purposes. In hard copy, this version is only valid on the day of printing. Wet ink signed originals are valid unless superseded by an updated version

1. OBJECTIVES

The objectives of this SOP are to ensure:

- Only valid purchase requests are raised for goods and services required by the project
- Suitable and reliable suppliers are selected to ensure quality purchase from an appropriate source
- Only valid and approved purchase orders are placed for goods and services required by the project
- Valid payments are made to the right suppliers for the right amount and quantity, and proper recording
- All purchases are evaluated and concluded at the best possible price, quality and economic outcome

2. SCOPE

This SOP is applicable to all administration staff, accounts staff and the management with regards to purchase of goods and services for the Vouchers for Reproductive Health Services Project. This SOP covers:

- Identification of a purchase requirement and approval of purchase request.
- Obtaining of quotations and preparation and approval of purchase orders.
- Receipt of goods and services.
- Payment of goods and services.

3. DELEGATION OF AUTHORITY

- The procurement functions include all actions necessary for the purchase of goods and services to ensure quality products are obtained at the lowest prices through competitive procurement from qualified suppliers.
- The oversight and approval of authority for the procurement functions rest with the Team Leader of the Voucher Management Agency (VMA), hereinafter referred to as the TL.
- The TL may further delegate procurement authority to designated VMA staff to carry out procurement activities but in doing so, designated persons should retain responsibility for the overall efficient and cost-effective procurement.

4. POLICY

- Use funds for purpose intended with economy (best price and quality) and efficiency (delivery time)
- Equal opportunity
- Transparency

NOTE

The following procedures are written based on the understanding that the VMA employ only four staff as follows: Team Leader (TL), Deputy Team Leader (DTL), Project Administrator (PAD), and Admin Assistant (AA).

5. PROCEDURES

Sub-process/Control Activities

Segregation of duties

		TL	DTL	PAD	AA
1.	Purchase Request (PR) Form (Annex 1)				
	1.1 AA should appropriately raise PR form on time for any goods and services required by the project and fills out PRs with detailed description of the items to be purchased and quantity needed.				Х
	1.2 In doing so, AA should check if there is budget available for the item and should include a budget code and maximum amount against which the goods and services can be procured.				X
	1.3 If the PR is not pre-printed with sequential number, AA should allocate a unique, sequential reference number to PRs and keep on file all signed, hard copies of all PRs.		X		X
	1.4 TL/DTL reviews/approves PR before a purchase is made.				
2.	Quotations				
	2.1 For purchases of items costing over \$500 per purchase, AA should obtain at least three written, original quotations with supplier's signature, from different suppliers with detailed information such as price, specification, conditions, availability, delivery etc.				X
	2.2 The quotations should arrive in sealed envelops and these envelops will be opened in presence of at least two VMA members and AA.				x
	2.3 In case there's only one supplier, AA should write a justification letter to be attached to the quotation. AA should update supplier information regularly to ensure up-to-date information for reference and effective decision making.			X	Х
	2.4 AA then prepares a summary evaluation sheet of the suppliers' quotations and submits to PAD for review.				
	2.5 TL select suppliers based on the Summary Evaluation Sheet (Annex 2) and attach it to the payment documents to be kept on file. Where the item's price is unusual (high), TL should have an independent crosscheck (either by telephone call or obtain a new quotation from a different supplier) and the result documented on the summary evaluation sheet.				

to purchase very material items that would need				
Purchase Order (Annex 3)				
				Х
3.2 AA should keep on file all signed, hard copies of all uniquely referenced, sequential PO.				Х
3.3 AA checks to ensure PO are acknowledged by the supplier and submit to DTL for review.				Х
3.4 PO are reviewed, signed and approved by TL.	Х			Х
Goods/services received				
(quality, amount, specification etc) against Purchase				X
4.2 Invoices/receipts should be signed by department head requesting for goods/services.				
4.3 Refer to cash and bank process for payment process				
	to purchase very material items that would need bidding processes. If such a need arises, it will be done by EPOS head quarters. Purchase Order (Annex 3) 3.1 After PR form is approved, AA raises PO for the authorised PR and checks to ensure prices do not exceed the budgeted values on PR. 3.2 AA should keep on file all signed, hard copies of all uniquely referenced, sequential PO. 3.3 AA checks to ensure PO are acknowledged by the supplier and submit to DTL for review. 3.4 PO are reviewed, signed and approved by TL. Goods/services received 4.1 Good Receipt Note (Annex 4), pre-numbered, should be raised by AA. AA checks inventory received (quality, amount, specification etc) against Purchase Order. This GRN should be attached to payment voucher. 4.2 Invoices/receipts should be signed by department head requesting for goods/services. 4.3 Refer to cash and bank process for payment	Purchase Order (Annex 3) 3.1 After PR form is approved, AA raises PO for the authorised PR and checks to ensure prices do not exceed the budgeted values on PR. 3.2 AA should keep on file all signed, hard copies of all uniquely referenced, sequential PO. 3.3 AA checks to ensure PO are acknowledged by the supplier and submit to DTL for review. 3.4 PO are reviewed, signed and approved by TL. Coods/services received 4.1 Good Receipt Note (Annex 4), pre-numbered, should be raised by AA. AA checks inventory received (quality, amount, specification etc) against Purchase Order. This GRN should be attached to payment voucher. 4.2 Invoices/receipts should be signed by department head requesting for goods/services. 4.3 Refer to cash and bank process for payment	to purchase very material items that would need bidding processes. If such a need arises, it will be done by EPOS head quarters. Purchase Order (Annex 3) 3.1 After PR form is approved, AA raises PO for the authorised PR and checks to ensure prices do not exceed the budgeted values on PR. 3.2 AA should keep on file all signed, hard copies of all uniquely referenced, sequential PO. 3.3 AA checks to ensure PO are acknowledged by the supplier and submit to DTL for review. 3.4 PO are reviewed, signed and approved by TL. Goods/services received 4.1 Good Receipt Note (Annex 4), pre-numbered, should be raised by AA. AA checks inventory received (quality, amount, specification etc) against Purchase Order. This GRN should be attached to payment voucher. 4.2 Invoices/receipts should be signed by department head requesting for goods/services. 4.3 Refer to cash and bank process for payment	to purchase very material items that would need bidding processes. If such a need arises, it will be done by EPOS head quarters. Purchase Order (Annex 3) 3.1 After PR form is approved, AA raises PO for the authorised PR and checks to ensure prices do not exceed the budgeted values on PR. 3.2 AA should keep on file all signed, hard copies of all uniquely referenced, sequential PO. 3.3 AA checks to ensure PO are acknowledged by the supplier and submit to DTL for review. 3.4 PO are reviewed, signed and approved by TL. Coods/services received 4.1 Good Receipt Note (Annex 4), pre-numbered, should be raised by AA. AA checks inventory received (quality, amount, specification etc) against Purchase Order. This GRN should be attached to payment voucher. 4.2 Invoices/receipts should be signed by department head requesting for goods/services. 4.3 Refer to cash and bank process for payment

6. REVISION HISTORY

This SOP should always be reviewed together with the SOP for inventory management

Date Reviewed	Date Revised	Replacement SOP#	Initials		

7. ANNEXES: 4

Voucher Management Agency



Check for applicable:

PURCHASE REQUEST FORM

(Required for Purchases or Advance)

Purch	nce (excluded event)						
TOTAL A	DESCRIPTION		AMOUNT				
ITEM		QTY	UNIT PRICE	KH RIELS	US\$		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
,	TOTAL						
REQUES	STED BY:		DATE:				
POSITIO	ON TITLE:		UNIT:				
			1				
DEVIEW	JED DV		DATE				
REVIEWED BY: POSITION TITLE:			DATE:				
POSITIO	ON TITLE:		UNIT:				
V DDD ♥₹	/ED DV .		DATE.				
	VED BY:		DATE:				
LOSITIO	ON TITLE:		UNIT:				

Kingdom of Cambodia

Nation Religion King

Voucher Management Agency Phnom Penh Office

Date:

Summary Evaluation Sheet

I-Participai	nts:		
No	Name	Position	Signature
<u>II-Topic:</u>			
III-Activitie		ree different shops:	
	Company Name 1Company Name 2		
	o Company Name 3		
III-Summa	ry of the meeting:		
	Company Name:		Price
	1. Company Name 1		XXXXX
	2. Company Name 23. Company Name 3		XXXXX XXXXX
	1 3		AAAA
IV-Conclus	<u>ion</u>		
Prepared by			Approved by
N			N
			Name: Position:
r osinon:	• • • • • • • • • • • • • • • • • • • •		E OSITIOH

Voucher Management Agency



PURCHASE ORDER

Name	of Purchaser :	Sເ	upplier name : _				
Гуре	of Goods :	Ac	Address :				
_ocat	ion :						
Accou	unt Code :	Cr	edit terms :				
	of Issue :		Delivery date :				
	of Expiry :						
		representative together with a AFI orrect and complete materials.	H designated repre	esentative must sign	two (2) copies of		
Item	Descriptio	n (Brand name/details)	Quantity	Unit Price	Total		
l	tems continued on an	other sheet (Y/N)		TOTAL:	\$0.00		
Pavm	ent information				φ0.00		
ayııı		d be made to					
	Bank Transfer:	A/C Name:					
	Dank Hansier.	A/C Number:					
		A/O Number					
	Signed for VMA by:			Signed for supp	olier by:		
Name	:		Name :				
Positi	on:						
Date :			Date :				
Signa	ture:		Signature:				



Voucher Management Agency

Goods Receipt Note

Date:							
The fol	lowing Goods is received from :					Name: position: Company:	
No	Description	Qty	Brand Name	Model	Serial Number	Location	Working Condition
Received by		Delivered by			Approved by		
Name: Position:		Name: Position:			Name: Position:		