



AFRICAN-EUROPEAN PARLIAMENTARIANS INITIATIVE

PROCUREMENT POLICY

Approved by the Management Board on 19th April 2021

1. What this policy covers

The purchase of goods and services is necessary for the smooth operation of AEPI. To manage the organisations resources efficiently, a Procurement Policy needs to be in place to ensure best practices are followed.

2. Methodology

AEPI shall follow certain methods in purchasing goods, equipment, and services required for the organisation's needs or projects. The Director Operations is mandated to approve payments up to one thousand Euro (€ 1000,00). For purchases above one thousand Euro, competitive bidding shall be a priority practice, where the policy of three quotes will be followed. The first criterion in choosing a supplier shall be the lowest bid. However, if a supplier does not provide the required level of service or an adequate guarantee, then other criteria shall also be considered. Purchases from a sole source shall be explained in the purchase file kept by the AEPI Administrator.

3 Purchases

Consultants making purchases as part of a project activity or organisational work shall follow these mechanisms:

- a. Submitting a Budget Approval Form. If a consultant is requesting an amount of up to one thousand Euro (€ 1000,00) they fill in and submit this form to the Director Operations for approval. If the request is for an amount above one thousand Euro (€ 1000,00) the form is submitted to the Treasurer or the Management Board for approval. Only once approval is given may the consultant proceed with the purchase.
- b. All purchases must be accompanied by a receipt to be submitted to the Bookkeeper.

4. Archiving

A purchase file shall contain all the documents pertaining to each purchasing transaction, i.e. the Budget Approval Form, quotations, contact information of suppliers purchase contracts or orders, invoices, receipts, delivery slips and any other pertinent documents.

The Bookkeeper will maintain an inventory list. Copies of invoices for the purchase of investments will be filed in a separate folder. This folder will be maintained throughout the year, showing any changes that may occur. Requirements integrated into contracts with donors are adhered to and maintained in this folder.

The inventory list will also specify who is in charge of the purchase, and where relevant, where it is physically located.

