



**EAST AFRICAN
CHRISTIAN COLLEGE
RWANDA**

EAST AFRICAN CHRISTIAN COLLEGE (EACC)

MASAKA CAMPUS

P.O.BOX 4129 KIGALI

RWANDA

PROCUREMENT POLICY

KIGALI, MARCH, 2023

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1. PURPOSE

The purpose of this document is to provide policy guidelines for procurement processes at EACC

2. VISION OF EACC

To be a leading international Christ-centered College that fosters knowledge, faith, ethics and service through excellent academic and research programs

3. MISSION OF EACC

To equip servant leaders for the church and the community and produce professional graduates of character and commitment that will serve as agents of transformation.

4. GOVERNING PRINCIPLES:

All procurement of goods, services and works should provide value for money and should be conducted in accordance with key principles, including being ethical, competitive, fair, transparent, appropriate, properly approved and in compliance with donor rules and applicable laws.

5. POLICY IMPLEMENTERS

All Staff and volunteers must follow this policy

6. RESPONSIBLE EACC ORGAN

The office of Finance at EACC headed by the Deputy Principal of Academic and Administration is the responsible organs to ensure the applicability of the procurement policy

7. POLICY GUIDELINES

- 1.** Documented procurement procedures ensure that all goods, services and construction works are sourced (either directly or goods in kind) in compliance with donor policies and all applicable laws;
- 2.** For normal operations (not the first phase of an emergency response), the procurement method is chosen based on a defined framework with value thresholds. The levels of the thresholds are based on the context, taking into account monetary values; frequency of transactions; lead time to process the procurement and organisation's risk tolerance;

3. For the initial period of an emergency response and not exceeding THREE MONTHS, the procurement method is chosen based on a defined framework with value thresholds. A derogation from normal procedure is required and validated before the process is initiated;
4. Authorisation roles and responsibilities have been defined at different points in the Procurement process, with an appropriate management level escalation for high value spends. Authorisation roles are compliant with segregation of duty requirements;
5. Specifications for procurement of goods and services are clearly detailed;
6. Goods and services procured are locally appropriate, of acceptable quality, and consider beneficiary needs in their specifications;
7. Competitive bidding (multiple quotation or tender) is used for the majority of project procurement needs. If an exception to competitive procurement is needed, this is pre-authorized internally and is externally compliant with all donor requirements;
8. Suppliers in a competitive procurement process have equal opportunity to bid, are provided with the same information at the same time, and are allowed a pre-determined and sufficient amount of time to provide a quotation;
9. Conflicts of Interest are defined as situations in which a staff member has a private or other interest which influences, or may appear to influence, the impartial and objective performance of his or her duties. Any potential or existing Conflicts of Interest must be declared, documented, and a decision whether or not to substitute with an alternative staff member must be taken;
10. Prices are regularly checked and updated via market surveys and consultations with suppliers. Quotations provided by suppliers have a validity period. When the validity period expires before a commitment to purchase is made, suppliers are asked to re-quote with a new validity period;
11. For all procurement transactions, bids are collected in a fair and transparent manner and evaluated against specified criteria so as to achieve the best value for money (VFM) for the Project;
12. For the sourcing of pharmaceutical, medical and food products (directly or Goods In Kind), the organisation can demonstrate adherence to National Regulations, donor requirements and there is evidence of strict quality assurance processes;
13. Procurement policy includes ethical criteria when selecting suppliers such as: child labour, human rights abuses or links to arms industry. Suppliers who are found to be violating any Ethical criteria are not used unless there is no other option. Where they are used, this is pre-authorized internally and communicated with donors and NGO partners;
14. Procurement information is kept confidential other than where procedures require information to be made available to suppliers or internally. Specifically, no supplier is made

aware of sensitive information such as prices quoted by rivals or internal budget levels which could give them an unfair advantage;

15. Supplier Performance is managed against each Contract. To reduce the risk of supplier performance issues (e.g. late or non-delivery), payments are made after receiving goods and services. Where a pre-payment / instalment payment structure is needed, the management team pre-authorises this based on the risk.

Approved by College Senate and Senior Management Committee

1. Secretary of the Academic Senate:

Signed by _____ Date _____

2. PRINCIPAL and Chairman

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Signed by _____ Date _____