

CUTS GENEVA RESOURCE CENTRE

PROCUREMENT OF GOODS AND SERVICES PRINCIPLES AND PROCEDURES

REVISED AS ON JUNE 20, 2011



**CUTS GENEVA RESOURCE CENTRE
37-39, RUE DE VERMONT, 1202 GENEVA
SWITZERLAND**

I. Purpose

1.1 The organisation will observe good business practices while seeking to procure goods and services from various suppliers, contractors, experts and consultants in pursuance of its work. In doing so, it will follow these rules, principles and procedures to facilitate such procurement in a cost effective and competitive manner accompanied by transparency and accountability resulting in efficient use of resources.

1.2 Unless otherwise provided by special agreements or required by donors, the following general principles and procedures shall be observed in carrying out procurement of goods and services by CUTS Geneva Resource Centre (CUTS GRC)

II. General principles

2.1 *Competitiveness*: The procurement must be made on the basis of adequate search for the most qualified suppliers/contractors.

2.2 *Transparency*: The procurement process would be transparent and with the participation of several individuals concerned in the decision-making process.

2.3 *Accountability*: An appropriate record in respect of procurement shall be maintained.

III. Applicability

Unless otherwise provided, these rules will be applicable to all the procurement activities of CUTS GRC

IV. Corruption and fraud

4.1 Staff as well as suppliers/contractors, would observe the highest standard of ethics in the procurement process. For this purpose, the following definitions shall apply:

4.2 "corrupt practice" means behavior on the part of officials in charge of the procurement by which they improperly and unlawfully enrich themselves and/or those close to them; and

4.3 "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a procurement contract to the detriment of CUTS GRC, and includes collusive practices among bidders/candidates (prior to or after bid submission, and during selection process) designed to establish bid prices at artificial, non-competitive levels and to deprive CUTS GRC of the benefits of free and open competition;

V. Procurement process

5.1 Fixed Assets

5.1.1 All fixed assets would be approved for purchase by the Director GRC upon the recommendation of the Administrative Officer.

5.1.2 All acquisitions above CHF 1,000 will be on the basis of competitive quotations.

5.1.3 All acquisitions above CHF 5,000 will be reported to the Executive Committee.

5.1.4 All acquisitions above CHF 10,000 will require approval by the Executive Committee.

5.2 Office Supplies and consumables:

- 5.2.1 Office supplies and consumables will be procured on the basis of competitive prices and through reputed suppliers in the Swiss market.
- 5.2.2 The Administrative Officer will identify such suppliers for the requirements of CUTS GRC and seek the approval of the Director. Thereafter, supplies will be procured as and when required by the Administrative Officer.
- 5.2.3 Any single purchase above CHF 500 will be on the basis of at least three competitive quotations and require the approval of the Director.

5.3 Professional and consultancy services;

- 5.3.1 All professional and consultancy services will be on the basis of written contracts to be drawn up on appropriate format and will explicitly state the nature of the services to be rendered, the duration, the reporting channels, the remuneration including the stage payments and penalties for non-fulfillment.
- 5.3.2 All consultancy and professional services procurement will be initiated by the relevant Programme Officer, overseen by the Associate Director and approved by the Director.
- 5.3.3 In cases where the contractor for the services is an institution, additional audit requirements will be incorporated in all contracts exceeding CHF 25,000.

5.4 Miscellaneous Services:

- 5.4.1 Office maintenance services such as cleaning and upkeep will be in accordance with the local requirements of the common services for the building where CUTS GRC is situated. The Administrative Officer, with the prior approval of the Director can engage temporary and casual labour for internal cleaning and maintenance of the office premises.

VI Exceptions

- 6.1 In emergent circumstances, the requirement for quotations may be waived by a panel consisting of the Director, the Associate Director and the Administrative Officer.