



PROCUREMENT POLICY AND PROCEDURES

A. GENERAL CRITERIA

1. RIMISP will follow these guidelines to purchase goods and services either for specific projects or for the general administration.
2. All purchases of goods and services will be made in accordance with principles of transparency, impartiality, equal opportunity and efficiency in the use of the resources entrusted to RIMISP by its donors and contractors.
3. All purchases of goods and services will be made in full compliance with the laws and regulations of the country or countries where such purchases are made.
4. All purchases of goods and services will be made in full compliance with the Ethical Principles and Guidelines of RIMISP.
5. Should a donor or contractor require that RIMISP follow specific rules or guidelines for the procurement of goods and/or services for a given project, the Management Committee will review such rules and will recommend that they be accepted or not. The Board of Directors will make the decision to accept or not the recommendation of the Management Committee.
6. All purchases of goods and services must be approved by the Management Committee, unless otherwise stated.

B. SERVICES

7. Contracts with providers of permanent general services such as long distance telephone services, courier, office supplies, air travel, internet services, and information technology and computer support services.
 - 7.1. These contracts will be reviewed at least once every two years.
 - 7.2. The review will include an analysis of the quality of the services. Regardless of the results of this quality review, a bidding process will be held, inviting no less than three leading firms to submit economic and technical offers.
8. Contracts with providers of non-permanent services either for specific projects or for the Corporation such as printers, translators, graphic designers or short-term secretarial services
 - 8.1. All non-permanent general services will be purchased after considering no less than three Pro Forma quotes from well established suppliers.
 - 8.2. The decision will be made on the basis of cost alone if ONG RIMISP has had no prior experiences with the potential providers of the services, or otherwise on the basis of cost



and assessment of prior performance provided that the cost difference is 10% or less for contracts up to USD 2,500 or 5% of less for contracts above that amount.

9. Contracts for professional services for projects (consultants)

9.1. All contracts for professional services for projects will be treated in the same way, regardless of whether they will be provided by Principal or Associate Researchers of RIMISP or by individuals or organizations not associated to RIMISP.

9.2. Professional services for projects will be contracted in strict accordance with the needs of the project and the stipulations of the contracts with the donor or contractor.

9.3. All contracts for professional services for projects (consultancies) will include “Terms of Reference” prepared by the Project Leader, using the official format of RIMISP that specifies the project for which the services are required; the full name of the consultant; the name of the supervisor; background information that justifies the consultancy; objectives; expected results and deliverables; methods and key activities (if appropriate); deadlines per key activity, result or deliverable; start and end date; consultancy fees and costs; form of payment; signature of the consultant, of the project leader and of the legal representative of RIMISP.

9.4. The consultant will be selected on the sole basis of his/her professional capabilities, experience and availability.

9.5. The selection of the consultant will be made: (a) by the Project Leader for contracts (or the cumulative sum of series of related contracts) with fees of up to USD 7,500, or (b) by the Management Committee for contracts (or the cumulative sum of series of related contracts) with fees of more than USD 7,500 or when the daily fee charged by the consultant is of USD 350 or more.

C. GOODS

10. Purchases of non-fixed assets such as office furniture and equipment, computers and their peripherals, software and software licenses

10.1. All non-fixed assets will be purchased after considering no less than three Pro Forma quotes from well established suppliers.

10.2. Purchases for non-fixed assets with a value of up to US\$ 500 require only an (e-mail) approval by the members of the Management Committee.

11. Purchases of fixed assets such as buildings, vehicles or equipment that will be depreciated over a period of more than three years.



11.1. Purchase of these assets requires the approval of the Board of Directors, or, if a long term (more than 12 months) lease, loan or mortgage is necessary, then such purchase needs to be approved by a General Meeting of members of RIMISP.

D. OTHER

12. All cases not clearly covered by these guidelines will be resolved by the Board of Directors on the basis of the analysis and recommendations of the Management Committee.

13. Only the Board of Directors can amend these guidelines.