

Power in UA Procurement Policy

Effective Date: 3/02/2025

Approved by: Vlas Shurubko, Director

1. Purpose & Scope

Power in UA is committed to ensuring that all procurement activities are conducted with **transparency, fairness, and efficiency** to maximize the impact of our humanitarian projects. This policy governs the procurement of goods, services, and equipment necessary for our operations, ensuring responsible stewardship of donor funds and compliance with ethical standards.

2. Procurement Principles

- **Transparency:** Open and documented decision-making processes.
- **Accountability:** Clear roles and responsibilities in purchasing decisions.
- **Cost-effectiveness:** Ensuring the best value for money while maintaining quality.
- **Fair Competition:** Providing equal opportunities for suppliers and avoiding conflicts of interest.
- **Ethical Standards:** Prioritizing vendors who comply with ethical labor, environmental, and anti-corruption practices.

3. Procurement Process

3.1 Needs Identification

- The project team or responsible staff member identifies the need for goods or services.
- A procurement request is submitted, specifying **quantity, quality, budget, and urgency**.

3.2 Vendor Selection & Competitive Bidding

Procurement is categorized based on the cost threshold:

- **Below \$1,000** – A single quote may be obtained if justified by urgency, sole-source availability, or small-scale need.
- **\$1,000 - \$5,000** – At least **three written quotes** must be collected for comparison.
- **Above \$5,000** – A formal bidding process is required, including a written request for proposals (RFP) and evaluation criteria.

3.3 Evaluation & Decision-Making

Vendors will be evaluated based on:

- **Price** – Competitive cost compared to market rates.
- **Quality** – Meeting technical and performance standards.

- **Reliability** – Proven track record and ability to deliver on time.
- **Ethical Standards** – Compliance with anti-corruption, labor, and environmental policies.

A **Procurement Committee** (minimum **two staff members**) will review and approve purchases above \$5,000.

4. Purchase Approval & Documentation

- **Purchase Order (PO)**: Required for all procurements above \$1,000.
- **Contracts/Agreements**: Signed for vendors providing services above \$5,000.
- **Receipts & Invoices**: Must be collected and filed for all purchases.
- **Delivery Confirmation**: All items must be inspected upon arrival before payment is finalized.

5. Conflict of Interest & Ethical Procurement

- No staff member shall have a financial interest in any vendor or supplier.
- Vendors owned by relatives or close associates must disclose relationships.
- Any conflicts of interest must be reported and reviewed by the Procurement Committee.

6. Emergency Procurement

- **Sole-source procurement** is allowed when time-sensitive aid is required.
- **Verbal approvals** may be granted for purchases under \$5,000, with documentation to follow.
- Emergency procurement must be **justified and documented** for donor reporting.

7. Review & Compliance

- This policy will be reviewed **annually** or as needed.
- Non-compliance may result in disciplinary action or vendor disqualification.
- Internal and external audits may be conducted to ensure adherence.

