



International Medical Health
Organization Canada

Procurement Policy

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Document History

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Version 1	Created by Board of Directors of IMHO Canada	December 2021

Procurement Policy

IMHO Canada's procurement policy strives to achieve value for money while following procurement processes that are fair and transparent to all stakeholders.

Conflict of Interest

Conflicts of interest may arise when any director, officer, employee, volunteer, or agent has a financial, family or any other beneficial interest in the considered employee(s) or supplier(s). Directors, officers, employees, and volunteers must disclose any involvement in procurement activities that create a real and/or perceived conflict of interest. No director, officer, employee, volunteer, or agent of IMHO Canada shall participate in the selection, award or administration of a bid or contract if a conflict of interest is real or apparent.

IMHO Canada directors, officers, employees, volunteers, or agents shall neither solicit or accept gratuities, gifts, services, favours or anything having monetary value from a vendor, potential vendor or from the family or employees of a vendor or potential vendor.

Competitive Procurement

For transactions in Sri Lanka greater than LKR 100,000, competitive estimates or bids from different local suppliers will be required. In addition to price, assessment of the suppliers' credibility and capacity to deliver will also be evaluated before the purchase order is approved. Wherever possible, IMHO Canada and local partner organizations will strive to work with small, local, minority-owned businesses within geographical proximity of project activities.

Non-competitive procurement is appropriate in situations where there is an absence of competition for technical reasons and where only a particular supplier could supply the required goods or services and no suitable alternative or substitute exists, or for purchases of goods on a commodity market.

For transactions in Sri Lanka greater than LKR 100,000, purchase orders or estimates must be obtained and sent to the IMHO Canada Board of Directors for review and approval. For transactions in Canada greater than CAD \$1,000, review and approval by the Board of Directors is required unless the transaction relates to pre-approved, pre-budgeted costs.

Transactions may not be broken into smaller amounts to circumvent authority limits.

Documentation

IMHO Canada and local partner organization procurement records must clearly show:

- Selected method of procurement and the type of contract to be used
- All bids and estimates that were received from suppliers and contractors, complete with price and delivery details
- Supplier evaluation and criteria, with clear justifications for any rejected suppliers or bids
- Basis for the prices of the goods or services
- Evaluation of the goods received and/or services performed before payment is made
- Confirmation that all expected supplier activities have been completed and are in compliance with the supplier contract