



Aas Health Foundation

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Procurement Policy

1. Introduction

Aas Health Foundation (hereinafter referred to as "the Foundation") is committed to ensuring transparency, fairness, and accountability in its procurement activities. The Procurement Policy provides a framework for the effective and efficient acquisition of goods, services, and works required to support the Foundation's operations and programs. The policy aims to promote ethical procurement practices, safeguard public resources, and enhance the Foundation's ability to deliver high-quality programs and services to the communities it serves.

2. Purpose

The purpose of this Procurement Policy is to:

- Ensure that the Foundation's procurement activities are conducted in a transparent, competitive, and cost-effective manner.
- Promote fairness, integrity, and accountability in all procurement transactions.
- Establish clear and consistent guidelines for procurement processes to minimize risks and maximize value for money.
- Ensure compliance with applicable legal and regulatory requirements.
- Foster ethical relationships with vendors, contractors, and suppliers.

3. Scope

This Procurement Policy applies to all procurement activities undertaken by the Foundation, including the acquisition of goods, services, consulting services, and works (e.g., construction, repair, and maintenance) necessary for the implementation of the Foundation's projects and

programs. The policy applies to all employees, contractors, and vendors involved in procurement activities.

4. Guiding Principles

The Foundation's procurement activities will be guided by the following principles:

1. Transparency:

- All procurement processes will be conducted in a transparent manner, with clear documentation and open communication to ensure accountability.
- Information on procurement processes, such as tender announcements, bid results, and contract awards, will be made available to stakeholders.

2. Fairness and Competition:

- Procurement will be competitive, and all eligible suppliers or contractors will be given an equal opportunity to participate.
- Decision-making will be based on clear, predefined criteria and will avoid favoritism or bias.

3. Value for Money:

- Procurement decisions will be based on achieving the best possible value for the Foundation, considering factors such as price, quality, delivery time, and vendor reliability.
- The Foundation will seek cost-effective solutions without compromising the quality of goods or services.

4. Integrity and Ethics:

- All procurement activities will be conducted with integrity, fairness, and professionalism. Employees involved in procurement will avoid conflicts of interest and refrain from engaging in corrupt or unethical practices.
- Vendors, contractors, and suppliers will be selected based on their ability to meet the Foundation's needs and adhere to ethical standards.

5. Sustainability:

- The Foundation will consider the environmental, social, and ethical impact of its procurement decisions and strive to support suppliers that promote sustainable practices.
- Where possible, the Foundation will prioritize goods and services that contribute to environmental sustainability and social responsibility.

5. Procurement Methods

The Foundation will use different procurement methods based on the nature, complexity, and value of the goods or services being acquired. These methods include:

1. Open Tendering:

- Open tendering is the default procurement method for large or high-value contracts. It involves inviting bids from multiple suppliers and contractors through a public advertisement. The most responsive and qualified bid will be selected based on pre-established criteria.
- This method ensures maximum competition and transparency.

2. Request for Proposals (RFP):

- The RFP method will be used when the Foundation requires specialized services or solutions. Suppliers are invited to submit detailed proposals, which are evaluated based on both technical and financial criteria.
- This method allows for flexibility in selecting the best solution for the Foundation's needs.

3. Request for Quotations (RFQ):

- The RFQ method is used for low-value or straightforward purchases, where price is the primary consideration. The Foundation will request quotations from a selected list of suppliers and choose the best value offer.
- This method streamlines the procurement process for routine purchases.

4. Direct Procurement (Sole Source Procurement):

- Direct procurement may be used when there is only one supplier capable of providing the required goods or services, or in cases of extreme urgency or emergency situations.
- The Foundation must document the justification for using this method and ensure that it complies with relevant regulations and policies.

5. Framework Agreements:

- The Foundation may enter into framework agreements with preferred suppliers or service providers for the procurement of recurring goods or services.
- These agreements establish the terms and conditions for multiple transactions over a set period, providing cost savings and efficiency.

6. Procurement Process

The procurement process will follow the steps outlined below to ensure fairness, transparency, and efficiency:

1. Needs Assessment and Specification Development:

- The Foundation's program teams will assess their needs and develop clear specifications for the goods or services required, outlining technical and performance requirements.

2. Tender Advertisement and Invitation:

- For open tenders, the Foundation will advertise the opportunity in relevant media, including websites, newspapers, or procurement portals, to ensure widespread visibility.
- Invitations to submit proposals or quotations will be sent to a prequalified list of suppliers, where applicable.

3. Bid Submission and Opening:

- Bidders will submit their proposals or quotations in response to the Foundation's request, adhering to the submission guidelines and deadlines.
- The Foundation will open all bids in a transparent manner, ensuring that no bias or preferential treatment is given to any bidder.

4. Bid Evaluation:

- A designated evaluation committee will assess bids based on predefined criteria, such as technical quality, price, delivery time, and supplier reputation.
- Evaluation will be objective, and each bid will be assessed based on its merits against the established criteria.

5. Contract Award:

- The selected supplier or contractor will be notified of the award decision, and a formal contract will be signed outlining the terms and conditions of the agreement.
- All unsuccessful bidders will be informed of the outcome and may request feedback on the evaluation process.

6. Contract Management:

- Once the contract is awarded, the Foundation will closely monitor performance to ensure that the supplier meets all contractual obligations, including delivery schedules, quality standards, and payment terms.
- The Foundation will also maintain regular communication with the supplier to resolve any issues or challenges that may arise during contract implementation.

7. Ethical Standards and Compliance

1. Conflict of Interest:

- Employees involved in procurement decisions must disclose any personal or financial interest in a procurement process to avoid any conflicts of interest.
- The Foundation will not engage in procurement activities that create a conflict of interest or appear to be biased.

2. Anti-Corruption:

- The Foundation has a zero-tolerance policy towards corruption, bribery, and unethical conduct in procurement. All suppliers, contractors, and employees are expected to adhere to ethical practices and comply with anti-corruption laws.

3. Fraud Prevention:

- The Foundation will implement measures to detect and prevent fraud during the procurement process. This includes proper documentation, due diligence on suppliers, and regular audits.

8. Supplier Relationships

The Foundation seeks to build long-term, mutually beneficial relationships with suppliers based on trust, respect, and fairness. The Foundation will:

- Ensure fair payment terms and timeliness of payments.
- Communicate clearly and openly with suppliers about expectations, performance, and potential issues.
- Encourage suppliers to adhere to ethical practices, including environmental sustainability and social responsibility.

9. Monitoring and Review

The Foundation will regularly monitor and review its procurement activities to ensure compliance with this policy and assess the efficiency and effectiveness of the procurement process. This includes:

- Regular audits of procurement processes and contracts.
- Feedback from staff, suppliers, and stakeholders on the procurement process.
- Continuous improvement of the procurement system to ensure it meets the needs of the Foundation.

10. Conclusion

Aas Health Foundation's Procurement Policy is designed to ensure that procurement activities are conducted in a manner that is transparent, efficient, and accountable. By adhering to the principles of fairness, competition, integrity, and sustainability, the Foundation ensures that it maximizes value for money while supporting its programs and achieving its mission to improve health outcomes for the communities it serves. All employees and stakeholders involved in procurement must adhere to the guidelines set forth in this policy to maintain the Foundation's reputation for ethical and responsible procurement.