

# PURCHASE POLICY

Adopted by ADFM's Board of Directors

Last update: December 2023



# INTRODUCTION

As an active participant in promoting social well-being and community development, we are aware of our responsibility to ensure that every Ouguiya (MRU) spent contributes effectively to our mission and directly benefits those we serve. This Purchase Policy aims to establish clear standards for all stakeholders involved in the purchasing process, ensuring that our decisions are made fairly, in the interest of the organization and its stakeholders.

We firmly believe that transparency and accountability are essential to build trust with our beneficiaries, partners, and donors. By adhering to the provisions of this policy, we commit to providing an open and competitive purchasing process, where every qualified supplier can offer their services and products.

We are determined to prevent any form of misconduct, favoritism, or unfair treatment in our purchasing process. Every member of our organization involved in purchasing is required to demonstrate integrity, ethics, and professionalism, avoiding any conflicts of interest, and acting in the best interest of the organization.

This Purchase Policy will be periodically reviewed and improved to meet the changing needs of our organization and to comply with best practices in responsible procurement. We are committed to promoting a culture of continuous learning, where we learn from our past experiences to enhance our effectiveness and efficiency.

By adopting this policy, we reaffirm our commitment to sound resource management, achieving our goals, and maximizing our positive impact within our community.

## Guiding principles

- a) Transparency: The procurement process will be conducted in a transparent and open manner, allowing qualified and competent suppliers to submit their proposals.
- b) Fairness: All suppliers will be treated fairly and impartially, without discrimination based on race, gender, religion, ethnic origin, or any other irrelevant criterion.
- c) Accountability: Procurement decisions will be made responsibly, taking into consideration the organization's needs, the quality of products or services, cost, sustainability, and social impact.

## Purchasing process

- a) Needs planning: Goods and services needs will be identified and planned to meet the organization's objectives and activities.
- b) Purchase request: Any purchase request will be submitted by the program manager or the concerned department. The request must be duly justified, quantified, and approved by the competent authority.

- c) Supplier selection: The organization will fairly select suppliers based on their capacity, experience, reputation, and compliance with pre-established criteria.
- d) Tendering: For significant purchases, a tendering process may be initiated, ensuring open competition and transparent evaluation of proposals.
- e) Contracts: Clear and comprehensive contracts will be established with selected suppliers, defining terms, conditions, delivery schedules, responsibilities, and payment terms.
- f) Evaluation: Supplier performance will be regularly assessed, considering the quality of products or services, adherence to deadlines, compliance with specifications, and costs.

## Responsibilities

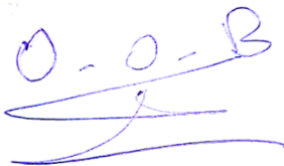
- a) The Board of Directors is responsible for the overall supervision of the procurement process and the approval of policies and procedures.
- b) The Administrative Director is responsible for the operational implementation of the procurement policy.
- c) Program managers and departments are responsible for formulating needs, justifying purchases, and submitting purchase requests.
- d) All staff members involved in the purchasing process must act with integrity and avoid any conflicts of interest.

## Review of the policy

This procurement policy will be periodically reviewed to ensure its relevance and effectiveness. Any modifications will be approved by the Board of Directors.

## Adherence

By signing this policy, we reaffirm our commitment to conducting responsible, transparent, and fair procurement to achieve the goals of our civil society organization.



**Oumou Oumar Bâ**  
General Director



**Haby Mamadou Dia**  
President of the Board of Directors