

Procurement Policy

1. Introduction

The purpose of this policy is to establish guidelines for the procurement of goods and services by the JIM Foundation. The policy ensures that procurement processes are conducted with transparency, fairness, and in a manner that achieves value for money.

2. Scope

This policy applies to all purchases made by the JIM Foundation, regardless of the source of funding.

3. Procurement Thresholds and Procedures

a. Purchases below €10,000

- For purchases below €10,000, the Executive Director (ED) or Managing Director (MD) may approve the expenditure at their discretion. No formal competitive bidding process is required at this level, but prudent efforts should be made to obtain value for money.

b. Purchases between €10,000 and €50,000

- For purchases in the range of €10,000 to €50,000, the JIM Foundation requires a minimum of three competitive bids.
- If the ED or MD determines that there are fewer than three qualified providers in the market for a particular good or service, they must document the rationale for this decision, providing clear justification for proceeding without three bids.

c. Purchases above €50,000

- For purchases exceeding €50,000, an open call for proposals (RFP) must be issued. The RFP will clearly outline the selection criteria, which may include price, quality, experience, and other relevant factors.
- The evaluation and selection process will be transparent and documented, ensuring that the most suitable provider is selected in accordance with the published criteria.

4. Vendor Selection Criteria

Vendor selection at any level must be based on the following criteria, as applicable:

- Price competitiveness
- Quality of goods or services
- Timeliness and reliability of delivery
- Reputation and experience in the field

- Compliance with relevant regulations and policies
- Availability of after-sales support or service, if required

5. Exceptions

- In exceptional circumstances, the ED or MD may authorize deviations from the standard procurement procedures. Any such exceptions must be justified in writing and kept on record.

6. Record-Keeping and Documentation

All procurement processes must be adequately documented, including:

- Purchase approvals
- Bid solicitations and submissions (where applicable)
- Vendor evaluations and selections
- Justifications for any exceptions or deviations from this policy

7. Ethical Conduct

All employees and agents of the JIM Foundation involved in the procurement process must adhere to the highest ethical standards. Conflicts of interest, favoritism, and corrupt practices are strictly prohibited.