



**Telepsychiatry Research
and Innovation Network**

Procurement Policy

The overall purpose of procurement regulations is to ensure that TRIN gets the highest quality of desired goods and services at the best price possible following ethical behavior, adherence to national laws and policies. Furthermore, the regulations will streamline the process of procurement while maintaining adequate and systemized controls.

The Procurement Policy has been made in conjunction with and shall follow procurement guidelines enacted in Bangladesh Procurement Act (2006) and Bangladesh Procurement Policy (2008) and other national and international laws.

II. PROCUREMENT AUTHORITY

The Procurement Management Committee headed by the Managing Director (MD) oversees, evaluates and implements any procurement activity and the Procurement Policy. The Procurement Management Committee shall consist of the MD, Finance Manager and an external member appointed by the board of directors.

III. PROCEDURE

The procurement process follows a step ladder pattern based on the selling of the purchase.

For purchase under BDT 5 lakh, the Managing Director can take a quick decision after receiving three valid quotations from the finance division of TRIN. The Head of finance division will make sure the quotations are within the current market price and the vendor committed to deliver the best quality product and/or service.

For purchase between BDT 5 lakh to BDT 25 lakh, the Procurement Management Committee shall issue an Expression of Interest (EOI) and it will be published on the newspaper and/or website. After a period of two weeks, applications shall be checked and shortlisted based on capacity to meet requirements to deliver the service Using Quality- and Cost Based Selection (QCBS), each application will be scored and the final vendor will be chosen.

For the purchase over BDT 25 lakh, the Procurement Management Committee shall issue an Expression of Interest (EOI) and it will be published at least on one newspaper and website of the company. The deadline for EOI submission will be at least 4 weeks from the date of publication of the EOI to allow for adequate participation. The EOI can be submitted both online or offline. After the deadline the EOIs shall be checked and shortlisted based on capacity to meet requirements. This shortlisted eligible individuals/organization will be requested to provide a detailed technical proposal and financial proposal. A separate technical evaluation committee and financial committee

will be formed to evaluate the proposals. The technical score will cover 70% and financial score will cover 30%, aggregating these two scores from the committee the final work order will be given to the highest scorer.

IV. PURCHASING

Only goods and services specified in the approved budget can be procured. Any other procurement will need written authorization from the Managing Director

The following documents for each procurement should be in place

- a) Purchase request*
- b) Appropriate number of estimates/quotes from different suppliers*
- c) Purchase order*
- d) Invoice*
- e) Receipt*

V. ETHICAL CONDUCT

TRIN will take care to avoid any unethical or malpractice in relationships, actions and communications throughout its procurement activities. It is the responsibility of each staff member to ensure that TRIN does not knowingly enter into any purchase commitment that could result in a conflict of interest.

A. CONFLICTS OF INTEREST

TRIN is particularly diligent before entering into purchasing contracts with its employees, their family members or any other individual who would be perceived

as having a potential conflict. Situations in which a supplier affiliated with an employee is seeking a contract with TRIN to provide the same or similar services that the employee provides in his or her position as an employee require special attention because of the high risk of a conflict. Employees should not make purchasing decisions or otherwise influence TRIN's decisions to do business with any supplier affiliated with its employee, a relative of TRIN's employee or any other individual who would be perceived as a potential conflict.

B. GRATUITIES FROM SUPPLIERS

Employees should neither solicit nor accept money, loans, credits, entertainment, favors, services or gifts from current or prospective suppliers. Such gratuities, even if of seemingly low value, can give rise to a conflict of interest or the appearance of a conflict of interest.

CONFIDENTIALITY

Employees must handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and governmental regulations. Employees must not tell outside parties the prices, terms, or conditions quoted by other suppliers. Procurement manager must pre-approve all communications with outside parties regarding potential or anticipated procurement-affiliated relationships.

VI. INFORMATION TECHNOLOGY SECURITY AND PRIVACY

All TRIN acquisitions of information technology or data goods and services are required to have a security addendum as part of their contract; and, where required, undergo a privacy and security assessment to ensure compliance with TRIN's security program and governmental regulations.

DETERMINE NEEDS

The first step in the purchasing process is to determine the need. The specifications, performance standards and/or scope of work should be outlined. These items should be general in nature to allow for sufficient competition in meeting them; they should neither reference nor be written specific to a particular brand, model or company.

A. IDENTIFY POTENTIAL SOURCES

TRIN requires and encourages competition among suppliers in providing goods and services to the university. Competition provides the greatest opportunity for TRIN to procure goods and services at the best value. Accordingly, those involved in supplier selection have the responsibility to search broadly and completely for viable suppliers.

COLLECT QUOTES AND SELECT BEST VALUE

It is generally good practice to price transactions and collect quotes from a variety of sources before selecting one. The lowest price may not always be the best value; Units should consider the total cost of ownership, which includes the purchase price, transportation, handling, inspection, quality, rework, maintenance, disposal and other associated costs.

B. PLACE THE ORDER

Before placing an order, procurement manager and managing authorities shall be contacted.

C. RECEIVE THE GOODS OR SERVICE

Upon receipt, TRIN should immediately inspect the shipment to be sure that it is correct, complete and not damaged.

1. If there are any order-related problems, including discrepancies in pricing or amount, incorrect or missing items, etc. the supplier should be contacted immediately.
2. If the goods are damaged, save all materials and the shipper should be contacted to come and inspect the items.
3. If either of these situations arise or if there are delivery or supplier performance issues, contact managing authorities before the payment terms expire to request a hold on payment.

Finally, TRIN is responsible for returning items that need to be returned.

D. INVOICING AND PAYMENT

Managing authorities is responsible for processing the payment of goods and services to suppliers in compliance with TRIN's policies and standard processes, external regulations and legal requirements.

When TRIN approves a payment, it is attesting that it received the good or service, where applicable; that the payment amount is correct; that the payment should be made; and that the payment is business appropriate.

E. MAINTAIN RECORDS

The Procurement Management Committee shall maintain records for all transactions in designated logs and submit copies of relevant records to the Managing Director .

F. SUBMIT SPECIFICATIONS

TRIN must outline and submit to the Procurement manager the detailed specifications, performance standards and/or scope of work of the goods or services needed. These items should be generic in nature to allow for sufficient competition in meeting them; they should neither reference nor be written specific to a particular brand, model or company.

G. EVALUATE PROPOSALS

The Procurement Management Committee shall work with vendors to assess each proposal to determine which represents the best value to TRIN.

H. BID SPECIFICATION

TRIN contracts will not be awarded to any potential vendors who write any of the bid specifications, the solicitation documents, or any of the contract language.

Acknowledgement

This policy was developed based on careful evaluation and excerpts from University of Michigan's Procurement General Policies and Procedures.

Procurement general policies and Procedures: Standard practice guides - University of Michigan. UM Standard Practice Guides. (n.d.). <https://spg.umich.edu/policy/507.01>.