



CIRCLE
TRAINING &
CONSULTANCY

CIRCLE POLICY FOR PROCUREMENT

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OUR POLICY

Circle for Training and Consultancy Organization recognizes the importance of transparent, efficient, and ethical procurement practices in achieving its organizational goals. This policy outlines the principles and procedures governing the procurement of goods, services, and works by the organization.



OUR POLICY

2. Objectives

- To ensure value for money in all procurement activities.
- To promote transparency, fairness, and competition.
- To comply with applicable laws, regulations, and ethical standards.
- To minimize the risk of fraud, corruption, and mismanagement.

3. Principles

3.1. Transparency: All procurement processes shall be transparent, with clear documentation and justification for decisions made.

3.2. Fair Competition: All qualified suppliers, contractors, and service providers shall have equal opportunities to participate in procurement processes.

3.3. Value for Money: Procurements shall be conducted in a manner that ensures optimal quality, cost-effectiveness, and sustainability.

3.4. Accountability: All individuals involved in the procurement process shall be accountable for their actions and decisions.

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4. Procurement Procedures

4.1. Planning: Prioritize needs, assess requirements, and develop procurement plans based on organizational goals and budget constraints.

4.2. Approval: Obtain necessary approvals from authorized personnel or committees before initiating procurement processes.

4.3. Sourcing: Identify potential suppliers, contractors, or service providers through open tenders, requests for quotations, or direct negotiations, as appropriate.

4.4. Evaluation: Evaluate bids or proposals based on predefined criteria such as quality, cost, technical specifications, and compliance with requirements.

4.5. Award: Award contracts or purchase orders to the successful bidders and ensure that all terms and conditions are clearly documented.

4.6. Monitoring and Review: Monitor the performance of suppliers, contractors, or service providers and conduct periodic reviews to assess compliance and effectiveness.





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5. Ethics and Integrity

5.1. Conflict of Interest: Disclose any potential conflicts of interest and ensure that individuals involved in procurement processes act impartially and in the best interests of the organization.

5.2. Anti-Corruption: Prohibit any form of bribery, corruption, or unethical practices in procurement activities and take appropriate measures to address and report any suspected misconduct.

6. Compliance and Accountability

6.1. Compliance: Ensure compliance with relevant laws, regulations, and organizational policies in all procurement activities.

6.2. Accountability: Establish clear roles, responsibilities, and accountability mechanisms for individuals involved in procurement processes.

7. Conclusion

Circle for Training and Consultancy Organization is committed to conducting its procurement activities with integrity, transparency, and accountability. By adhering to this policy, we aim to achieve value for money, promote fair competition, and uphold the highest standards of ethical conduct in all our procurement endeavors.

Note: This policy is a concise version and may require further details and elaboration based on the specific needs and context of the organization. Regular updates and reviews are essential to ensure compliance and effectiveness.