



PURCHASING AND PROCUREMENT POLICY

Approved by: The Board of Afrikagrupperna

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Responsible: Secretary General

Definitions

There are two main types of purchases that apply to Afrikagrupperna – the **purchase of goods** and the **purchase of services**. The use of the word "Region" in this document refers to the five African countries in which Afrikagrupperna works.

Purchase of goods

The purchase of goods covers the buying of consumable items for offices, seminars and the like, as well as the purchase of fixtures and fittings of a higher value with a longer life expectancy. Consumable items include things such as paper, printer ink, pens and hygiene supplies.

Purchases of items costing SEK 10,000 or more must be treated as fixtures and fittings, which, for example, include more advanced photocopying machines, cameras and – in Africa – vehicles too. The cost of fixtures and fittings is spread over a period of between three and five years through depreciation.

Purchase of services

The purchase of services can be divided into two main groups – services of a temporary nature and services that continue over a longer period of time.

Examples of services of a temporary nature include contracted seminar managers, translators and evaluators.

Examples of longer-term services include the use of computer service companies, auditors and insurance companies.

Travel costs can be either temporary or long-term services.

Procurement guidelines for our partner organisations

Most of our partners have their own procurement guidelines. Where this is not the case, we refer them to Afrikagrupperna's procurement regulations – see the template for partner agreements.

Basic purchasing rules

The most important points to keep in mind when purchasing are price and quality along with environmental and ethical considerations that apply to both Afrikagrupperna and our suppliers. Afrikagrupperna has its own guidelines and supports actions, networks and campaigns that influence issues that must be taken into account when making purchases – see the following points and the footnotes.

Good business practice

- Always compare prices and change suppliers, consultants and auditors on a regular basis. The chief auditor, i.e. the person who signs the audit report must be changed at least every seven years.
- You can buy small value items, such as office materials, without carrying out a price comparison, see p.1) below. However, you may be able to negotiate general discounts for these items.
- Make sure that all the goods and services that you procure are produced without the involvement of any child labour or violation of human rights (in accordance with ILO Fundamental Principles). Choose Fairtrade products wherever possible.
- Make sure that no goods or services are procured as a "disguised transfer" of money, gifts or other form of personal gain to the supplier you are using, their staff or their relatives. Afrikagrupperna defines corruption as the abuse of trust and use of power and position for personal gain. If you have any doubts, please refer to Afrikagrupperna's Anti-Corruption Policy.

- You must not purchase any goods that have been produced in Morocco, because of its illegal occupation of Western Sahara.ⁱ

Environmental considerations

- You must take the environment into consideration for purchasing and procurement in all contexts.
- If possible, choose to buy organic products. The products that you buy or hire should make efficient use of resources during production and when supplied and used, as well as having a low proportion of environmentally hazardous content, a long lifespan and a good chance of being reused.
- If possible, consider buying used products second-hand, or if updating or eventually repair, is a cost-efficient alternative to do with an already purchased item.
- Any collaborative projects must be planned so that the amount of travel involved is minimised or environmentally adapted. Look into whether virtual digital meetings can replace some trips or if you can use a more environmentally friendly means of transport.
- If you have any doubt about what applies, see Afrikagrupperna's Sustainability Policy.

Good ethics at Afrikagrupperna

- If there is any risk of fraud in the purchasing or procurement procedure, this must be reported to your line manager before you begin the process.
- Nobody must ask for or accept – either directly or indirectly – any gift, favour, entertainment, loan or any other type of benefit from a supplier or potential supplier.ⁱ

Good ethics at our suppliers

- Suppliers must be legal or registered in the country where they operate (this does not apply to consultantsⁱⁱⁱ or purchases of collection products⁴)
- Suppliers must pay taxes or at least keep accounts that are audited annually by an accountant and pay social security contributions or other contributions for their staff.³ (this does not apply to purchases of collection products⁴.)

- Suppliers must treat their staff well and respect conventions and legislation, such as no discrimination based on gender, illness etc.
- Suppliers must have a reputation for providing good service.
- Any consultants appointed must abide by the Code of Conduct that applies to Afrikagrupperna employees.⁵

Operational regulations

The basic rules for purchasing must be complied with for all the purchases outlined below.

When reference is made to signatories, this means officers who are appointed at the annual general meeting who are currently members of the Afrikagrupperna management team (i.e. the Secretary General, International Program Manager and Finance Manager) as well as the Chairman of the Board and another Board member. Budget officers are appointed by Afrikagrupperna management. If neither the budget officer nor the Regional Coordinator is available to certify an invoice, a member of the Afrikagrupperna management team may sign it off.

1. PURCHASE OF GOODS

- **LESS THAN SEK 3,000**

Purchases can be initiated by and made by the staff concerned and the invoice certified by the budget officer. This may, for example, be to cover the cost of office supplies or the like.

- **BETWEEN SEK 3,001 – 15,000**

Purchases can be initiated by the budget officer, but the actual purchase delegated to an appropriate person. The invoice must be certified by the budget officer.

- **BETWEEN SEK 15,001 – 50 000**

Purchases must be approved and certified by the budget officer. In the Region, purchases must be approved by the Regional Coordinator who must also certify the invoice.

- **BETWEEN SEK 50,001 – 100,000**

Purchases for this amount must always be preceded by at least three price comparisons. These purchases must always be approved by the budget officer/Regional Coordinator and company signatory, both of whom must always certify the invoice and purchases in the Region.

- **MORE THAN SEK 100,000**

Procurement for this amount requires at least three tenders. The choice of suppliers and tenders must be approved by the management group, while the invoice must be certified by the budget officer and the company signatory.

2. PURCHASE OF SERVICES

- **LESS THAN SEK 50,000**

The purchase of services for this amount must be initiated by the budget officer but the actual purchase can be delegated to an appropriate person.

The invoice must be certified by the budget officer.

- **BETWEEN SEK 50,001 – 300,000**

Before the purchase of services for this amount is made, it must be discussed between the budget officer and company signatory. At least three price comparisons must be made and documented. Any contracts/agreements must be checked by the company signatory and where necessary by the finance department in Sweden. Contracts must be signed by the company signatory and the Regional Coordinator for the Region. Invoices of more than SEK 50,000 must be certified by the budget officer and company signatory or the Regional Coordinator for the Region.

- **MORE THAN SEK 300,000**

Before the purchase of services for this amount is made there must be a procurement process with invitations to tender containing specified information and detailed requirements sent out. At least three tenders must be obtained with a minimum time period of 30 days allowed for applicants to submit their quote. An assessment must be made about whether or not it is relevant to advertise in the national press in order

to attract a sufficient number of competitive tenders. A reason must be given if this is deemed not to be necessary.

Any contracts/agreements must be reviewed by the company signatory and finance department in Sweden. They must be signed by the company signatory. The choice of supplier and tender must be approved by the management group. Invoices must be certified by the budget officer and company signatory.

Special conditions for collection and communication: If a procurement process has been carried out previously and we wish to use the same suppliers as before (for example they achieved good results by gaining new donors, collection profits etc.), we do not need to go through a new procurement process as long as the agreement we negotiated with the supplier includes an option to extend the contract for a specified period of time. However, the budget officer must give a reason why a new procurement procedure has been deemed not to be necessary. Approval must be given by the company signatory.

Documented price comparisons and procurement procedure information

The following procedures apply to all purchases and procurements:

- **Documented price comparisons must be made for purchases of goods and services for more than SEK 50,000**
- **A procurement procedure must take place when purchasing goods for more than SEK 100,000 and services for more than SEK 300,000**

Please note that the price levels apply for a 12-month period. In other words, if you are going to use a supplier a number of times over a 12-month period and each individual purchase is lower than one level but in total exceeds that price level, then a documented price comparison or procurement process must be carried out.

Documented price comparisons

A documented price comparison means that the requirements of the purchase are specified in writing. Those responsible for the purchase must search for a number of

alternatives, which can be done via an online search. After that, a comparison must be made of how the requirements are going to be met in relation to the price quoted. The decision on which products/services are chosen must be documented and reasons for the decision must be given if the cheapest option is not chosen.

Procurement

- Make sure that no goods or services are procured as a “disguised transfer” of money, gifts or other form of personal gain to the supplier you are using, their staff or their relatives. Afrikagrupperna defines corruption as the abuse of trust and use of power and position for personal gain. If you have any doubts, please refer to Afrikagrupperna’s Anti-Corruption Policy.

The procurement process must always be transparent – any tenders/quotes received must be treated equally, in a non-discriminatory way and assessed impartially.

Procurement must involve a specification for the products/services required, which must always include a price/budget where applicable, terms of reference (ToR), a documented plan for when the products/services are expected to be supplied and any specific conditions that might apply. Thereafter, the suppliers/consultants who are believed to meet the requirements are proposed. There must be at least three, i.e. a “selection made in advance of suppliers” who we expect will be able to fulfil our specification. An invitation to tender must then be sent to them that contains our specification along with information on who to contact and the latest date by which tenders must be received. At least two people must be appointed to oversee the procurement process.

Invitations to tender for goods or consultancy services of amounts greater than SEK 100,000/300,000 must be advertised on the Afrikagrupperna website in the form of an “open procurement”, or a procurement with “requirements for particular qualifications” for those who are interested. The same opportunity to submit a tender must be offered to both national and international applicants. A decision must be taken, if relevant, on whether to advertise in the national or international press in

order to attract sufficient competitive tenders. A reason must be given if this is deemed not to be necessary.

Any tenders/quotations received must be reviewed and checked against the specifications by at least two people – the client and an additional suitable person who is familiar with the tender process. In cases of external advertising for procurement, both of these people should be copied in digitally to ensure that all tenders reach these two people simultaneously and therefore that all tenders are registered. A written record must be compiled of all tenders received in which specifications, price and other comments pertaining to the assessment must be noted.

Any tenders received after the closing date cannot be accepted, as this would contravene the “principle of equal treatment” according to LOU (the Public Procurement Act). After a definitive decision has been made, all those who have submitted tenders must be informed of the decision and why it has been taken.

Afrikagrupperna also recommends that either a presentation by the selected suppliers who have fulfilled the specifications required is carried out, or that meetings with these suppliers are held in order to glean more specific information. Then a written summary must be made of the various pros and cons of the tenders submitted. Finally, based on this summary, a supplier must be selected to supply the specific products or services.

The supplier selected must be deemed to “give the best value for money”, and the reasons given as to why this product or service has been chosen. Documentation of the completed procurement process must be kept on record for a minimum of seven years.

The management group must make the final decision on procurement of goods valued at more than SEK 100,000 and services at more than SEK 300,000.

ⁱ Afrikagrupperna participates in the Western Sahara campaign for a free and independent Western Sahara.

ⁱⁱ Gifts must not be accepted, other than promotional items of little value or gifts that are for everyone in the office, such as a box of chocolates or similar.

If, in direct connection with a supplier's presentation to customers or information meeting for customers, light refreshments and/or some entertainment are provided, these are not to be considered a bribe as long as the main aim of the event is to provide information. Employees must, however, inform their line manager if they have been invited to take part in a presentation/information meeting.

³This should, where possible, be checked and particularly for purchases where a documented price comparison is required. In order to prevent tax evasion, which particularly affects developing countries adversely, we need to work at an EU and global level to introduce regulations that require multinational companies to record their profits and pay tax in the places where they operate. Afrikagrupperna supports the campaign against tax evasion, which in Sweden is run by Diakonia.

⁴ Exceptions can be made for the purchase of collection products, as long as the purchase is considered to benefit local production, lead to greater opportunities to provide a livelihood and/or lead to a deeper collaboration with partner organisations.

⁵ Afrikagrupperna's Code of Conduct

This policy refers to the:

- Anti-corruption Policy
- Sustainability Policy
- Code of Conduct