PROCUREMENT PROCEDURES
For Goods
Effective from July, 2007
66 Mohakhali, Dhaka-1212
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BRAC University

Procurement Procedures

1 Introduction
1.1 BRAC University has been established under Private University Act 1992 to provide high quality education to meet the demands of the modern age. The aim of the University is to provide an excellent broad-based education with a focus on professional development for the students to equip them with the knowledge and skills necessary for leading the country in its quest for development. It has significant faculty and human resources, a library, a digital lab, a science lab, a language lab, computer labs, physical and financial resources and is furnished with other modern equipment and technology. For proper and smooth implementation of its mission and goal various types of assets and materials in bulk quantities are always being procured spending a big portion of program costs.

2 Objectives
These procurement procedures will:
2.1 ensure that procurement is conducted in most efficient manner possible
2.2 encourage competition among the suppliers of goods and services
2.3 ensure that procurement is done fairly
2.4 ensure that goods and services procured at the lowest of prices without sacrificing quality
2.5 ensure timely delivery of products and services
2.6 make the procurement transparent and procurer accountable

3 Guiding Principles for Procurement
3.1 All purchasing functions will be carried out by the Procurement Department.
3.2 For the purpose of transparent procurement the Vice Chancellor (VC) of the BRAC University will form committees as and when required.
3.3 The Procurement Department in its central buying role (Purchase function) is responsible for carrying out all procurement activities according to procurement procedure.
3.4 Irrespective of the size of purchases, suppliers shall be placed into competition with one another and shall be made aware of this fact.
3.5 Confidentiality has to be maintained in quotation collection and information of one supplier’s quotation must not be disclosed to other suppliers.
3.6 Procurement shall be made only against approved requisitions.
3.7 Cash purchase/payment should be avoided as far as possible.
3.8 As a general rule, vendors will be paid in account payee cheque. However, small purchase of BDT 10,000 or below and urgent procurement up to BDT 30,000 may be made in cash. Cash payment for purchase over BDT 10,000 must have strong justification and shall not be used habitually.
4  **Best value vs. lowest price purchase**

4.1 When suppliers are put into competition with one another it is likely that the prices will be reasonable and within acceptable range. Other things remaining the same, the procurer should procure from the lowest bidder. However, procurer's aim of best value purchase may not be met out of lowest price purchase. 'Other things' may turn out different in consideration of non-price factors such as reliability, capacity, after sales service etc. The procurer must consider those factors and give them due weight. This may dictate to buy from one other than the lowest bidder.

4.2 Buying goods from other than the lowest bidder gives rise to many questions and suspicion. Therefore the procurer must be careful in discarding the lowest bidder and recommending any other. A set of well developed evaluation criteria should take care of these factors. But sometimes situation may be different. Two things can safeguard the procurer: (a) clearly document the rationale (reasons for not buying from the one offering lowest price, and (b) involve the team in decision making.

5  **Requisition Flowchart**

5.1 Procurement process begins with requisitions. Requisitions are initiated by users, which can be:

5.1.1 an academic department/School/Institute/ Centre

5.1.2 an administrative department, such as Procurement or Finance

5.1.3 an office, such as, that of the Vice Chancellor, Pro-VC or the Treasurer, or

5.1.4 a store/warehouse

5.2 **Raising Requisition:** The authorised representative of the user will originate material requisition as per their requirements [See Annexure 1 for the list of Authorized Representatives]. Requisitions should be raised only when there is budget for the proposed procurement or proper approval for procurement of unbudgeted items has been obtained. Where possible, the requisition should include proper description of goods (detailed specification) and an estimated cost (see examples of specification at attachment A). The requisition will be originated in triplicate in the prescribed form (Annexure–2) and sent to the procurement department.

5.3 **Checking the requisition:** The Procurement Manager will check the requisition for its completeness. Special attention has to be put on the specification of the goods. Close interaction between the user and the procurement team may be necessary to arrive at an unambiguous specification. In case of preparation of specification for technical items outside assistance may be sought if deemed necessary by the head of the user.

5.4 **Cost reasonableness:** The procurement team will also look at the estimated cost of the procurement. If estimated cost is given procurement department will check its reasonableness. If no estimate is given the procurement department will make an estimate. Cost can be checked through examining the historical costs or studying the market, or both. If the market cost varies significantly from the estimated cost mentioned by the user, especially if it is higher, the procurement manager shall refer it to the user (person raising the requisition). The user may agree to higher cost or may change the quantity or specification. The procurement department will also specify an appropriate method of procurement. Once complete the procurement department will send the requisition to Accounts department for budget verification and final go ahead.
5.5 **Budget verification:** While raising the requisition the user shall make sure that the requisitioned materials have been budgeted and that the budget is adequate. However, sometimes cost of the materials may be unknown to the user. Therefore, a final check of the availability of the budgetary provision and funding is to be made by the Finance department. Accounts department will send the requisition to the user (person raising the requisition) with their comments.

5.5.1 Where the proposed procurement is not within budget the user must initiate process to take approval from appropriate authority (VC up to BDT 10, 00,000 and the Board above BDT 10, 00,000).

5.6 **Approval:** All requisitions must be approved by the persons authorised to do so according to Table of Authority [See Annex 1]. The user (person raising the requisition) will send the first copy of the approved requisition to procurement team/department, second copy to finance department and retain the third copy for their record.

5.7 **Procurement:** The procurement team will now initiate the process for procurement. Procurement will be done according to the method applicable for it and suggested by them earlier. (Methods are described below).

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**Requisition Flow Chart**

6 **Requisition form:**

6.1 Requisition must be raised in prescribed form.
Requisition must be complete in every respect.

Where required a separate page shall be used for giving product specification. (see example of specification at attachment A)

7 Functions of Procurement Department

Procurement Department will perform following functions:

7.1 coordinate the procurement process
7.2 prepare, check and assist the users in preparation of specification of goods.
7.3 check completeness of requisition and, in case of incomplete requisition, communicate with users to complete them
7.4 nominate procurement department's representative for spot purchase committee membership
7.5 collect quotation/spot quotation
7.6 prepare all documents required for short-listing
7.7 coordinate the short-listing process
7.8 prepare tender documents for open tender procurement.
7.9 coordinate open tendering procurement process
7.10 reply to queries of the bidders/suppliers
7.11 prepare comparative statement (CS) on the basis of the collected quotations and submitted tenders and obtain approval from the committee.
7.12 suggest members for evaluation committee for evaluation of bids, where applicable.
7.13 coordinate meetings of procurement committees and bid evaluation committees.
7.14 provide secretarial services to committees.
7.15 issue work orders.
7.16 follow-up with suppliers to ensure timely receipt of goods.
7.17 check quality of supplied goods or have them checked by appointing technical person or according to the requirement of the user. (the user should specify such requirement in the requisition)
7.18 ensure that all rules and regulations regarding procurement are complied with.
7.19 recommend/decide how much time to be allowed to vendors for submission of bids depending on type of goods and bids.
7.20 process all bills for payment.
7.21 decide on how frequently prices will be collected from listed firms.
7.22 preserve all procurement related documents for record and audit

8 Procurement Methods:

These procurement procedures stipulate the following methods of procurement:

8.1 Open Tendering:

Most favoured method. Wide circulation of intention to procure ensures larger participation and economy. Needs higher staff capacity. Not cost-effective for smaller or repetitive purchases.
8.2 **Limited Tendering:**

Competitive prices are collected only from a limited number of vendors, which are selected through open competitive process. Short-listing of firms is a precondition for this method. To be more effective and accountable short-listing should be done every two to three years. Used for repetitive procurement, such as, office supplies, repair of cars etc. Two factors are very important for this method:

1. short-listing of firms, and
2. collection of quotations for a fixed period of time by making written request to all short-listed firms.

8.3 **Quotation method:**

This method, which requires collection of at least three quotations from suitable vendors (whether enlisted or not), is used where:

- Goods to be procured are of special nature and short-listed firms are not considered best in dealing in them, or
- The procurement is urgent and the value of procurement is above the threshold for regular sole sourcing.

- **Formal quotation method:** Quotations are collected through formal correspondence and a reasonable time is allowed to vendors to submit quotations.

- **Spot quotation method:** Quotations are collected in person by authorized member(s).

8.4 **Sole sourcing:**

Procuring from a single source without going through competitive process. This method should be used with caution. Sole sourcing may be a very easy decision when there is only one source of supply. When sources are numerous it is very difficult to justify sole sourcing even though one source may be better than any other. Sole source purchase must be supported by strong justification in writing. The situation when sole sourcing could be made justified includes:

- The value of purchase is insignificant (does not exceed BDT 10,000 for the purpose of this procedure)
- Purchase from sole manufacturer or sole agent having a price list
- Purchase of highly sophisticated goods where quality is prime consideration and a specific company/firm is widely known for excellence in quality.
- Purchase through repeat orders within a year (first order was given through open tendering)
- Purchase of emergency goods (where delay would cost lives)
- Purchase of innovative products developed by BRAC university (BracU) students/ faculties.
- Other situation which justifies purchase from one and exclude the others (without going into competitive process)
Critical factors for each method of procurement:

<table>
<thead>
<tr>
<th>Method</th>
<th>Critical factor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Open Tendering</td>
<td>Preparation of product specification, preparation of bid documents, ensuring that no discrimination is made between the proposed vendors in providing information, securitisation of bids, evaluation of bids (both technical &amp; financial, where applicable), negotiation of bids, availability of skill in managing the technicalities.</td>
</tr>
<tr>
<td>Limited Tendering</td>
<td>The short-listing process, maintenance of written proof that all short-listed vendors were asked to submit quotes.</td>
</tr>
<tr>
<td>Formal Quotation</td>
<td>Documentation of quotations collected</td>
</tr>
<tr>
<td>Spot Quotation</td>
<td>Collection of quotations in team</td>
</tr>
<tr>
<td>Sole sourcing</td>
<td>Justification in writing (see Attachment .......... for example of sole sourcing justification)</td>
</tr>
</tbody>
</table>

Value of procurement and appropriate procurement methods:

<table>
<thead>
<tr>
<th>Estimated Value of Procurement (BDT)</th>
<th>Method of Procurement to be followed</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>up to BDT 10,000</td>
<td>sole sourcing</td>
<td>Emergency and items not covered by limited tendering</td>
</tr>
<tr>
<td>BDT 10,001 - 1,00,000</td>
<td>Limited tendering, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Formal quotation, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Spot Quotation</td>
<td>used when the procurement is urgent</td>
</tr>
<tr>
<td>BDT 1,00,001 – 25,00,000</td>
<td>Limited Tendering, or</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Open tendering</td>
<td>Where Limited Tendering is not in use or goods are of special nature not available from listed-firms.</td>
</tr>
<tr>
<td>Above BDT 25,00,000</td>
<td>Open tendering</td>
<td></td>
</tr>
<tr>
<td>Any value</td>
<td>sole sourcing</td>
<td>Procurement of goods &amp; services from sole agent, sole distributor, sole manufacturer, agent/manufacturer of preferred brand, repair shop of the vehicle/car/equipment seller, entity working for furtherance of BU objectives; procurement of innovations from BU students, procurement under emergency; small purchase of insignificant amount etc.</td>
</tr>
</tbody>
</table>

Making procurement effective and transparent

11.1 Open tendering:

11.1.1 a timeline with specific dates for completion of each procurement step prepared.

11.1.2 clear specification developed (where applicable, supported by designs). In preparing specification outside technical assistance may be taken.
11.1.3 a cost estimate prepared.

11.1.4 bid documents prepared in clear terms incorporating all legal requirements describing the process/criteria for bid evaluation. (It is advisable to appoint technical expert to assist in preparing bid documents.)

11.1.5 invitation for bid prepared specifying wherefrom and when documents can be collected, closing date and the price of the document, if any. (It is to be ensured that the invitation and the bid document do not specify different dates, times and prices)

11.1.6 evaluation criteria set in clear and easy-to-understand terms. Where applicable, technical and financial evaluation can carry marks in the ratio of 70:30 or 60:40.

11.1.7 bids invitation published in two widely circulated daily newspapers, BRAC University website and at least one other suitable website (where such notices are usually posted).

11.1.8 adequate time allowed to submit bids (usually two weeks but can be reduced depending on the nature of procurement).

11.1.9 pre-bid briefing arranged and all queries clearly answered.

11.1.10 all proposed bidders are treated equally and same information shared with all.

11.1.11 where applicable, proposed vendors asked to submit sample.

11.1.12 only sealed quotations received.

11.1.13 where technicalities and qualities are more important, bids received in two envelop system (one envelope for technical proposal and another for cost proposal). In this case bids are collected in triplicate.

11.1.14 in case of two envelop system, technical evaluation completed before opening cost proposals.

11.1.15 for technical evaluation, a technical evaluation committee appointed.

11.1.16 financial proposals evaluated (the following formula can be applied: lowest bid/individual bid x total points).

11.1.17 bids opened in presence of bidders (those present) and names of those submitted bids announced. In case of single envelop system, prices quoted by each also declared.

11.1.18 Comparative statement made.

11.2 Limited Tendering

11.2.1 Vendors short-listed through open tendering

11.2.2 Short-listing involves finding potential vendors and determining the likelihood of them becoming good suppliers.

11.2.3 The process is similar to open tendering except that there is no cost proposal. Firms are evaluated only on technical counts. Most important is the development of selection criteria.

11.2.4 The following parameters are important while selecting firms:

11.2.4.1 professional & technical qualifications

11.2.4.2 financial capabilities

11.2.4.3 production capacity or procuring capacity (if they are not producer)
11.2.4.4 past experience in supplying similar goods
11.2.4.5 reputation in the market
11.2.4.6 availability of skills required to perform the job.
11.2.4.7 availability of after-sales service
11.2.4.8 physical location

[The nature of the relationship maintained with vendors can affect the quality, timeliness, and the price of goods and services. While working with short-listed firms the Procurement Department has to make sure that the vendor has an appreciation of quality requirement, timely delivery, payment system and, above all, the procurement procedure as adopted by the procurer.]

11.2.5 Collection of quotations

11.2.5.1 quotes are collected at frequent intervals
11.2.5.2 quotes remain valid for a fixed period, usually 3 months.
11.2.5.3 invitation in writing must be given to all short-listed firms in the category
11.2.5.4 a reasonable time given to the firms, usually 1-2 weeks.
11.2.5.5 signed quotations received in sealed envelopes
11.2.5.6 quotations may be collected by hand or by post office or courier
11.2.5.7 committee opens the quotes
11.2.5.8 a comparative statement made
11.2.5.9 approval of procurement committee taken

11.2.6 Review of prices before validity

11.2.6.1 The procurer usually takes price offers from the short listed vendors at certain intervals. The prices offered should remain valid for a specified period of time. The vendor is expected to honour their own offers and supply goods at the offered prices during the agreed period. However, in unusual circumstances, especially when there is a sudden rise in price, the vendor may find it difficult to supply goods at quoted prices. In such a case the lowest bidder should inform the procurer, in writing, its inability to supply at agreed prices. The procurer, if it is convinced that there is genuine exceptional price increase, may then go for inviting fresh bids from all of the short listed vendors. One way of crosschecking the genuineness of price increase is checking with other enlisted firms (checking may be formal through letters or mails or informal over telephone).

11.2.6.2 The procurer, in dealing with the suppliers, should observe the behaviour of the vendors carefully. Firms often backing out from their commitment without much reason may be blacklisted.

11.3 Quotation method

11.3.1 Formal quotation

11.3.1.1 Written request made to submit quotations to at least three vendors
11.3.1.2 A reasonable time, not less than a week, allowed to submit quotations
11.3.1.3 A comparative statement prepared
11.3.1.4 Procurement committee evaluate quotes and recommend the best one.
11.3.1.5 Order placed
11.3.1.6 goods received

11.3.2 Spot quotation
11.3.2.1 Purchase committee nominate members or choose themselves
11.3.2.2 Members make spot visit and collect quotations from at least three firms
11.3.2.3 Members sign the quotes
11.3.2.4 Comparative statement made
11.3.2.5 Procurement committee examines and approves the procurement

11.4 Sole sourcing

Sole source purchase should not be used when other options can be used. While going for sole source purchase of significant value one should be ready with answer to the question, "why competitive process was not followed?" There might be several answers to this, including

11.4.1 There was not adequate time
11.4.2 Past experience dictated to exclude others (proof should be ready with you)
11.4.3 The purchase was a replacement of a part of machinery
11.4.4 Staff are skilled in handling the product that was bought

11.5 Tender deposit and performance guarantee deposit

11.5.1 In case of open tendering the bidders may be asked to submit a security deposit with their tenders. In case of limited tendering the vendors may be asked to give a security deposit with their price quotes. The procurement committee or the tender committee has full authority to decide whether or not to ask for a security deposit or fix the rate/amount of this deposit. Security deposit is sought to make the vendor more responsible in submitting bids. Bid money can be forfeited if the vendor (i) withdraws while the evaluation is under process, (ii) disagree to sign contract or (iii) refuse to accept the contract. The tender deposit of an unsuccessful vendor is returned on expiry of the tender validity period. When security deposit is not very high in value it is accepted in pay order. In case of high value of deposit, bank guarantee can be sought [bank guarantee does not block vendor's money].

11.5.2 Performance guarantee is sought from the successful bidder. Usually this is accepted in the form of bank guarantee. The procurement/Tender committee has sole discretion to fix the amount of performance guarantee. Five to 10% of the quoted price is standard practice. Performance guarantee deposit is released or refunded on successful performance of the contract. In usual circumstances this deposit should be refunded within one year from the date of floating of tender.

12 Deviation from procurement methods described in the procedures

For any purchase for BRAC University the procurement methods described in the procedures should be followed. However, if donor money is used for certain procurement and the donor prescribes a method which varies from the methods described in this procedure, the procurer may make partial modification of this procedure to accommodate donor's requirement provided that the changes do not affect the transparency and accountability ensured under this procedure.
13 **Supplier’s Qualifications**

Except for sole sourcing purchase of insignificant amount and spot purchase of small value every supplier/vendor should meet the following criteria.

13.1 have a valid trade license,
13.2 is a tax payer and have tax clearance certificate
13.3 have a VAT registration,
13.4 is solvent (evidenced by bank certificate or B/S)
13.5 have physical existence of business
13.6 have experience of similar nature

14 **Persons/Parties excluded from competing for contracts**

14.1 No employee, officer or agent or relative of any staff of BRAC University should participate in the selection, award or administration of a contract if a real or apparent conflict of interest would be involved.

14.2 The standards of conduct governing performance of officers, agents or employees engaged in administration of contracts and any disciplinary action to be taken against them if in violation of these standards should be enumerated in the staff rules and regulations.

14.3 No contractor involved in developing or drafting specification requirements, statements of work or request for proposal should be considered for such procurement.

14.4 The Procurement Officer should review the grant agreements to ensure the donor regulations on the persons to be excluded from competing for contracts are effectively excluded.

15 **Committees under the procedure**

In order to make effective procurement under the procurement procedure there will be three committees: They are:

15.1 **Purchase Committee**

For purchase up to BDT 100,000

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>BU Personnel</th>
<th>Designation of the Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager Procurement or a Procurement Officer nominated by the manager</td>
<td>Convener</td>
</tr>
<tr>
<td>2</td>
<td>An Accounts Officer nominated by Head of Accounts</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>A representative nominated by the concerned department</td>
<td>Member</td>
</tr>
</tbody>
</table>

As frequently as practicable, the membership of the committee shall be rotated among the available members of staff in each department.

In case of emergency purchase any two members can conduct the purchase.
15.2 Procurement Committee

For procurement between BDT 100,001 and BDT 25,00,000:

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>BU Personnel</th>
<th>Designation of the Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Manager Procurement</td>
<td>Convener</td>
</tr>
<tr>
<td>2</td>
<td>Head of Accounts or nominee</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>A representative nominated by the concerned department</td>
<td>Member</td>
</tr>
</tbody>
</table>

In case of purchase of goods requiring technical input the committee may co-opt an expert from the relevant field.

15.3 Tender Committee:

For procurement above BDT 25,00,000

<table>
<thead>
<tr>
<th>Sl.No.</th>
<th>BU Personnel</th>
<th>Designation of the Committee Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Treasurer</td>
<td>Convener</td>
</tr>
<tr>
<td>2</td>
<td>A teacher nominated by the concerned department</td>
<td>Member</td>
</tr>
<tr>
<td>3</td>
<td>Head of Accountants</td>
<td>Member</td>
</tr>
<tr>
<td>4</td>
<td>Manager Procurement</td>
<td>Secretary</td>
</tr>
</tbody>
</table>

The VC has the discretionary power to change any of the procurement committees.

16 Functions of committees

<table>
<thead>
<tr>
<th>Purchase committee</th>
<th>Procurement committee</th>
<th>Tender committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. collect spot quotations</td>
<td>1. Collect quote and prepare comparative statements.</td>
<td>1. approve proposed procurement plan</td>
</tr>
<tr>
<td>2. prepare comparative statements</td>
<td>2. recommend best purchase</td>
<td>2. check &amp; approve the specification</td>
</tr>
<tr>
<td>3. recommend best purchase</td>
<td>3. administer procurement of value between 100,001 and 25,00,000</td>
<td>3. check &amp; approve the tender documents</td>
</tr>
<tr>
<td>4. administer other procurement for value up to BDT 100,000, and recommend the best option</td>
<td></td>
<td>4. brief the bidders in pre-bid briefing</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5. receive/open bids</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6. scrutinize the bids</td>
</tr>
<tr>
<td></td>
<td></td>
<td>7. make technical evaluation or receive technical evaluation report</td>
</tr>
<tr>
<td></td>
<td></td>
<td>8. open and evaluate cost proposals</td>
</tr>
</tbody>
</table>
17 Mode of payment:
Any procurement above BDT 1,000 shall be paid in cheque except in case of emergency and urgent procurement, when purchase of up to BDT 30,000 may be paid in cash. Effort should always be made to avoid cash payment.
### Annexure 1: Table of Authority

**BRAC University Procurement procedures**

*(Table of Authority)*

#### 1.1 Revenue and capital purchases

<table>
<thead>
<tr>
<th>Value</th>
<th>method of purchase</th>
<th>Requisition raised by</th>
<th>Procurement approved by</th>
<th>Bill approval raised by</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. up to 5,000</td>
<td>limited tendering</td>
<td>DCO/AO or equivalent</td>
<td>Head of Dept</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Head of Accounts</td>
</tr>
<tr>
<td>II. 5,001 - 20,000</td>
<td>limited tendering</td>
<td>DCO/AO or equivalent</td>
<td>Head of Dept</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Treasurer</td>
</tr>
<tr>
<td>III 20,001 - 500,000</td>
<td>limited tendering</td>
<td>Head of dept.</td>
<td>Treasurer</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Treasurer</td>
</tr>
<tr>
<td>V. 5,00,001 - 10,00,000</td>
<td>limited tendering</td>
<td>Head of dept.</td>
<td>Treasurer</td>
<td>Pro-VC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Treasurer</td>
</tr>
<tr>
<td>VIII. above 10,00,000</td>
<td>Open tendering</td>
<td>Head of dept.</td>
<td>Pro-VC</td>
<td>VC</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

#### 1.2 Urgent purchase

<table>
<thead>
<tr>
<th>Value</th>
<th>method of purchase</th>
<th>Requisition raised by</th>
<th>Proc approved by</th>
<th>Bill approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. up to 5,000</td>
<td>sole sourcing</td>
<td>DCO/AO</td>
<td>Head of dept</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Head of Accounts</td>
</tr>
<tr>
<td>II. 5,001 - 30,000</td>
<td>spot quotation</td>
<td>DCO/AO</td>
<td>Head of dept</td>
<td>Treasurer</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Treasurer</td>
</tr>
</tbody>
</table>

#### 1.3 Short-listing under limited tendering method

<table>
<thead>
<tr>
<th>Subject</th>
<th>Proposed by</th>
<th>Approved by</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any list</td>
<td>Tender committee</td>
<td>VC</td>
</tr>
</tbody>
</table>
# Annexure -2: Requisition Form

**Purchase Requisition:** *This is not an Order*

<table>
<thead>
<tr>
<th>Requisition Number</th>
<th>Department</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person to be contacted</th>
<th>BRAC University</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date required</th>
<th>Procurement method</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Limited tendering</td>
</tr>
<tr>
<td></td>
<td>Spot quotation</td>
</tr>
<tr>
<td></td>
<td>Sole sourcing</td>
</tr>
<tr>
<td></td>
<td>Sole sourcing</td>
</tr>
<tr>
<td></td>
<td>Open tendering</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated price</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Whether goods to be checked by the user</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Originator's signature</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Procurement officer's signature</th>
<th>Finance clearance</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Approver's name</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Designation</th>
<th></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Signature</th>
<th>Order placed on</th>
<th>Date of receipt</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Unit of Measure</th>
<th>Description</th>
<th>Unit Price</th>
<th>Total</th>
<th>Revised total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Estimated Total Value | |

**Note**

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*requisition.xls*  
Revised: 08Dec05
Attachment A: Example of specification

**Product:** Steel Almirah

- Height: 6'-0"
- Length: 3'-6"
- Width: 2'-0"
- No of Shelves: 4; Shelves should be fixed
- Door: Double leaf
- Lock: Double lock (English and normal)
- Materials: Front, Sides and Bottom - 20 SWG MS Sheet, Back, Top and internal - 22 SWG MS Sheet
- Colour: Light gray colour with 1 undercoat and 2 spray coats.
- Quantity: 56
Attachment B: Example of Sole source justification

The Universe Study (US) department has given requisition for procurement of 200 books. The books are to be made available before the next summer semester commencing in June 2007.

Four bookshops, which are renowned for selling of imported books, were contacted to find if they can supply the books. Unfortunately none of the four bookshops, viz Demon, Ryan, Kakoli and Titbits, have the books in their stock in required quantities. Only two titles are available in inadequate quantity. The possibility of import through the bookshops was discussed but it was gathered that the books cannot be made available until early August.

Further search located a bookshop, Dustar, in New Market which has around 120 of the books in its stock. These 120 books cover 30 out of 40 titles BS requires. Dustar has also indicated that it is going to place an order in a week and can include US requirements if they have a confirmed order.

The prices Dustar is asking for the books in its stock were checked with some other bookshops and found competitive.

In view of the above, we can buy the 120 books available with Dustar and place an order for other 80 books. Dustar assured that it would make the imported books available by the second week of June.

Procurement process can be initiated to (1) buy 120 books from Dustar at a cost BDT 120,000 and (2) place order for procuring another 80 books from Dustar at a cost of BDT 110,000.