



PROCUREMENT PROCEDURE OF THE CENTRE FOR RESEARCH AND ANALYSIS NOVUS

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1. Purpose

This document is a part of operating procedures and defines the activity flow and responsibilities of employees involved in procurement activities in CRA NOVUS Strumica.

The purpose is to enable compliant, efficient, effective, rational and transparent procurement of all goods and services for achieving set objectives and functionalities.

2. Procedure description

The procurement procedure is in place for procurement of goods and services in line with the procurement plan and financial plan of NOVUS Strumica.

The procedure is aimed for the employees responsible for procurement in NOVUS Strumica and for the members of the Procurement Committee defined for each procurement separately.

3. Activity Flow

3.1. Procurement Annual Plan

At the beginning of each Calendar Year the Procurement Annual Plan must be prepared and approved by the Executive Director. All project managers must submit input for the Procurement annual plan, that will contain data for type of procurement (goods or services), beginning of the procurement process, budgeted amount for the procurement contract that mustn't be exceeded and delivering terms of the procured services/goods.

In case new projects will emerge and will be approved during the Calendar Year, the Procurement Annual Plan should be revised and recorded as e New Revised Version, keeping the track of the previous versions.

Planning the needs of procurement goods and services this way will enable transparency and rationality of the overall procurement process.

3.2. Procurement preparation

For every specific procurement the Project Manager should prepare a Purchasing Requisition (PR) in advance. Every Purchasing Requisition must be approved by the Executive Director.

PR must contain information for the type of procurement (goods or services), budgeted amount, detailed description of technical specification, and minimum criteria for participation in the procurement process. Special attention must be paid criteria to be in line with the Methodology defined by the donors.

In case the purchasing amount is above 3000 EUROS the Purchase Requisition document in addition must contain:

- a list with Procurement Committee consisting of minimum 3 members. One of the Committee members must be one of NOVUS Executive Board member. On request of the donor, one committee member can be a donor representative;
- evaluation and ranging criteria;
- list of minimum three (3) participants that quotations will be obtained from.

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3.3. Procurement process

Depending on the budgeted amount for procurement, there are three categorized procurement methods:

- **Bellow 2999 EUROS (<=2999 EUROS): DIRECT CONTRACT**
- **Between 3000 EUROS – 14999 EUROS (>=3000 EUROS and <=14999 EUROS): obtaining different quotations from minimum three (3) different service providers**
- **Above 15000 EUROS (>= 15000 EUROS): applying public tendering process**

If the procurement amount is below 2999 EUROS (including equal), the Project Manager prepares Contract with contacted service provider and sends Purchase Order for delivering the service. PO and Contract must be approved and signed by the Executive Director of CRA NOVUS Strumica.

If the procurement amount is above 3000 EUROS (including equal), after the approval of the PR (Purchasing Requisition) by the Executive Director, Project Manager must prepare Request for Quotation (RFQ) for the procurement process. It must contain all technical specification of the procurement, selection and ranking criteria, minimum criteria for participation and procurement process timeline. The Executive director must approve the RFP. Upon the approval, a copy of the RFQ is sent to all Procurement Committee members.

Upon the RFQ approval by the Executive Director and RFQ submission to the Procurement Committee, the RFP is sent to participants in an email message simultaneously, copping all participants in Blanc Carbon Copies.

In case the procurement amount is above 15000 EUROS (including equal), a call for procurement (RFQ) should be published on the NOVUS Strumica website.

The overall documentation for each specific procurement must be stored in Registrar.

3.4. Decision making process

If the procurement amount is above 3000 EUROS (including equal), a decision making process is defined with this procedure after the proposals' reception.

After closing the deadline for Proposal Submissions, the Procurement Committee settles down to evaluate the proposals and proposes the Contracts Winner in line with the evaluation and ranking criteria, or eventually withdrew the bidding/tendering process if the proposals does not meet the settled criteria or if there is any discrepancy in the process.

Upon the evaluation, the Committee prepares a Procurement Decision document, contain the evaluation and ranking of all Proposals, and proposing the Contract Winner. The Procurement Decision document must be approved by the Executive Director.

Subsequently, the information about the procurement process must be sent to all participants containing information about the closure of the bidding/tendering process and if they won it or not.

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3.5. Contracting process

If the procurement amount is below 2999 EUROS (including equal), the Project Manager prepares Contract with contacted service provider without bidding/tendering process. The Contract must be approved and signed by the Executive Director of the CRA NOVUS Foundation.

If the procurement amount is above 3000 EUROS (including equal), after finalizing the Procurement Process and signing the Procurement Decision, the Project Manager, together with the winner of the bidding / tendering process, prepares a Contract. The Contract must be approved and signed by Executive Director of CRA NOVUS Strumica.

After signing the Contract on both sides, Project Managers takes the responsibility for contract realization. *Purchase Order (PO)* must be sent to the Provider for delivering the service. Upon delivering the service *Receiving and Inspection Note (RIN)* must be signed by both sides in order to be able to proceed with the invoicing and payment process (please see the Finance Procedure for the details related to payment process).

3.6. Documenting process

The overall documentation for every specific procurement must be stored in Registrar. It must contain PO, RFP, Proposals received, Procurement Decision Document with evaluation and ranking data, Contract signed, copy of Invoices issued/paid in the implementation process, as well as services/goods Reception Notes.

In case of procurement value below 3000 EUROS the documentation set will contain PO, Offer (if applicable), Contract signed, copy of Invoices issued/paid in the implementation process, as well as services/goods Reception Notes.

4. Process Flow Chart

